

DATE: August 1, 2011  
TO: Michael G. Herring, City Administrator  
FROM: Mike Geisel, Director of Planning, Public Works & Parks  
SUBJECT: Meeting Minutes – 7/28/2011 Parks and Recreation Committee

---

A meeting of the Parks and Recreation Committee took place on Thursday, July 28, 2011. Those in attendance included Chairperson Elliot Grissom, Ward 2, Councilmember Barry Flachsbart, Ward 1, Councilmember Mike Casey, Ward 3 and Councilmember Bob Nation, Ward 4. Also in attendance were Councilmember Derek Grier, Ward 2, Councilmember Randy Logan, Ward 3, Councilmember Connie Fults, Ward 4, Director of Planning, Public Works & Parks Mike Geisel, Assistant Director of Parks & Recreation Steve Jarvis, Superintendent of Recreation Operations Kari Johnson, and Executive Secretary Kathy Lantz.

**Chairperson Grissom called the meeting to order at 5:30 p.m.**

**Agenda Item #1: Approval of Minutes –**

**Councilmember Flachsbart made a motion to approve the March 31, 2011 Minutes of the Parks and Recreation Committee Meeting. The motion was seconded by Councilmember Casey and passed by a voice vote of 4-0.**

**Agenda Item #2: Committee Assignments –**

The following Committee recommendations were made:

**Vice Chair** – Councilmember Nation, Ward 4

**Liaisons:**

Beautification Committee–Councilmember Casey, Ward 3

Chesterfield Citizens for the Environment Committee–Councilmember Grissom, Ward 2

Parks and Recreation Citizens Advisory Committee–Councilmember Flachsbart, Ward 1

**Councilmember Casey made a motion to approve the above slate for Vice Chair and Committee liaisons. The motion was seconded by Councilmember Flachsbart and passed by a voice vote of 4-0.**

Mr. Geisel stated that he will notify the committees who their liaison is so they may receive meeting notices.

**Agenda Item #3: CVAC FIELD LIGHTING IMPROVEMENT PROPOSAL**

Mike Geisel, Director of Planning, Public Works & Parks, distributed an aerial view of the Chesterfield Valley Athletic Complex (CVAC).

Mr. Geisel stated that the Chesterfield Football Association (CFA) uses four playing fields and two practice areas at the CVAC. The CFA brings in portable light power plants to surround the fields. The practice fields, on the north side of the levee, are exclusively used for practices since they are scheduled into the night. Mr. Geisel stated that all of the underground, electrical conduits, wiring and pole bases to facilitate the future placement of athletic field lighting was designed and installed at the time that the City initially graded the fields. The CFA would like to light fields A-1 and A-2 for practices. Fields A-1 and A-2 are the westernmost fields at the athletic complex. The cost to complete the lighting of these fields is estimated to be \$170,000.00. CFA is willing to contribute \$100,000.00 towards that cost. Mr. Geisel suggested the remainder would be funded out of the Parks Fund - Fund Reserves which currently is approximately \$357,585 above the stated 40% reserve policy. Mr. Geisel reminded the Committee that the value of the 40% threshold changes annually with the operating budget and the fund reserve number is dependent on both revenue and expenditures. The request of the Committee tonight is to proceed and fully fund the installation of the lights at a cost \$170,000.00 from the Parks Fund Fund Reserves, subject to execution of a binding contract with the CFA which requires them to pay an annual \$20,000 premium for five years. This amount would be over and above the annual field rental charges of the CFA. The lights would become the property of the City of Chesterfield and when the fields are rented by users, the City charges a premium for use of lighted fields to cover additional utility and operational costs for the lights.

Mr. Geisel stated that if the Committee desires to pursue the installation, Staff would initiate efforts to develop agreement language that is legally binding with cooperation from City Attorney Rob Heggie and the proposal would be brought back to the Committee and City Council for final approval.

Mr. Geisel stated that CFA originally was going to pay \$70,000.00 towards the lights but now is offering to pay \$100,000.00. Mr. Geisel stated the CFA loves the complex. Our maintenance workers paint their logos/names on the fields and the CFA now considers the CVAC their home field. Mr. Geisel stated this there are 28 teams that are trying to get practice time before games start. The CFA is only looking at having practices during the week under the lights and not their week-end games.

Mr. Jarvis stated that, in time, the CFA would offset some of donation by avoiding the continued use of rented portable lights.

Mr. Jarvis stated that lighting also illuminates the parking lots and will help with security. Mr. Jarvis stated that the lights are warranted through Musco Lighting.

Mr. Jarvis stated that the CVAC field plan usage plan prescribes a mix of use and rest time to ensure the integrity of the fields. Staff has discussed this with the CFA to ensure that the lights would not be used to over-use the fields, thereby damaging them or increasing our maintenance costs.

Mr. Geisel stated that the CFA has been advised that the City does not want to intensity the use of the fields, but that game or practice schedules could be shifted. The City is not going to allow the CFA to abuse the fields by over-playing them just because they can with the lights.

Mr. Geisel stated that the CFA does not, and would not have exclusive rights to the CVAC fields with lights, and that these fields could be used by other users and other uses.

Mr. Jarvis stated that if there were other opportunities to use the lights (other sports) and they fit into the CVAC's field usage plan and we have those extra hours, it gives the City flexibility to add other uses to it.

Mr. Geisel stated that the field charges are reviewed and established annually. Mr. Geisel stated that the CFA originally was willing to fund the construction up front, and have their annual rentals decreased by the City's share. Apparently, they are confident that they have the revenue to fund this proposal. Mr. Geisel stated that the CFA has assured the City that they will not have any problem raising the money. Mr. Geisel stated that the lighting would be completed by August, 2012. Mr. Geisel re-stated that the entire proposal is subject to development of a contract agreement wherein the City is assured of receiving the reimbursement portion of the CFA funds. The agreement will be brought back to this committee and subsequently the full Council for approval and authorization.

**Councilmember Casey made a motion for Staff to pursue the CFA field lighting proposal and bring the final contract agreement back to the Committee. The motion was seconded by Councilmember Flachsbart and passed by a voice vote of 4-0.**

Mr. Geisel stated that a second request of the CFA is to purchase and donate to the City, a new scoreboard with video display. The CFA wants to update their previously donated scoreboard. While they understand that the scoreboards will become the property of the City, the CFA will use the scoreboard and video display during their field rentals. There will be no financial outlay by the City. The CFA would use the video display to recognize sponsors and contributors to their program. Such advertising displays would only be allowed during their field rentals and at no other time. The sign would face away from the highway and advertising would only be seen on the fields during CFA rentals and not from the highway. The video messaging scoreboard is allowed by City code due to an exemption for athletic scoreboards. Dimensions for the sign have not yet been determined.

Mr. Geisel stated that presently during games, the CFA teams put out banners and put them in the ground which is prohibited.

Councilmember Logan requested that the back of the sign not be used for advertising.

Mr. Geisel stated that perhaps the back of the sign could say 'Chesterfield Valley Athletic Complex.'

Councilmember Flachsbart requested that City Council see what would be on the back of the sign.

**Councilmember Casey made a motion to allow use of the video scoreboard contingent upon City Council approval of the wording on the back of the sign. The motion was seconded by Councilmember Flachsbart and passed by a voice vote of 4-0.**

Mr. Geisel stated that the City has a good relationship with all of the groups that rent fields from us. CVAC has installed batting cages for the baseball teams and is continuing to reinvest in the complex. Mr. Geisel stated that there is a partnership with the big groups and that the complex is their home field.

Councilmember Fults stated that the new F-Quad looks wonderful.

#### **Agenda Item #4: MASCOT COMPETITION -**

Kari Johnson, Superintendent of Recreation Operations, stated that Kevin Schuh, Recreation Specialist, approached her with the idea of developing a mascot competition for the Parks and Recreation Department. A mascot would give a 'face' to the Department. Ms. Johnson stated that a mascot competition would involve Chesterfield residents, businesses and organizations. The competition would not involve any cost to the City. The competition will drive traffic to the City's websites, Facebook and Twitter, as well as advertise the facilities the City has to offer and our upcoming programs and special events.

Ms. Johnson stated that suggestions would be submitted and then a top ten list would be voted on through Facebook. Ms. Johnson stated that the Committee would make the final decision on the mascot. Ms. Johnson stated that the Committee also has the option not to choose a mascot.

Councilmember Logan asked if any monies needed to be budgeted for a mascot costume.

Mr. Geisel stated that it may only start with an image on the website or on paper materials for upcoming events but no materials or costuming has been considered beyond that at this time.

Councilmember Grier asked about the various ways to promote this mascot competition.

Ms. Johnson stated that various ways would include Facebook, Twitter, e-mail, websites, businesses, fliers, Chamber of Commerce and Chesterfield Arts.

Councilmember Grier suggested asking various media outlets to help promote and publicize the competition.

Mr. Jarvis stated that the campaign itself will help promote and educate people on what the Parks and Recreation Department has to offer.

Ms. Johnson stated that the duration of the actual competition would take approximately four (4) weeks.

**Councilmember Casey made a motion to allow Staff to conduct a mascot competition with the final decision whether or not to adopt a mascot to be approved by City Council through the Parks and Recreation Committee. The motion was seconded by Councilmember Nation and passed by a voice vote of 4-0.**

**Agenda Item #5: CAMP WYMAN -**

Ms. Johnson presented a flier promoting Chesterfield Day at Camp Wyman in Eureka on Saturday, October 22. The Adventure Challenge idea was presented by Becky Dooley, Recreation Supervisor. Youngsters beginning with the age of 3 may participate in a program where they would learn about living things in our lakes and streams, their life cycles and the ecological roles they play in a variety of Aquatic Environments. The program begins at 9:00 am and concludes at 12:30 p.m. after lunch. The cost for this program is \$25.00 per person with a minimum number of 10 participants required.

Ms. Johnson stated that the other program is the Ultimate Challenge High Ropes and Zipline Course. Participants must be at least 12 years old. This challenge course will culminate in a breathtaking 150' Zipline through the trees. This program begins at 9:00 am, with lunch at noon and the program ending at 3:00 pm. The charge for this course is \$50.00 per person with a minimum of 10 participants.

Mr. Geisel stated that Camp Wyman does many activities for the under-privileged youth but also have many corporate programs. Camp Wyman looks to supplement their non-program time with corporate events. Mr. Geisel stated that it is a good partnership with a very good organization and our residents have access to their facilities and then the City can promote their camps.

Mr. Geisel stated that this item is for information only.

**Agenda Item #6: DEPARTMENT UPDATES -**

**Eberwein Park**

Mr. Jarvis gave a power point presentation showing the development of Eberwein Park.

Mr. Jarvis stated that there will be an invitation-only ribbon cutting ceremony on Wednesday, August 31 and the park will be open to the public on Thursday, September 1 with the dog park open only to Chesterfield residents. Mr. Jarvis stated that Becky Dooley, Recreation Supervisor, will be having a few vendors available for the opening two days (September 1 and 2), Staff will instruct on dog park etiquette and sell dog tags.

Mr. Jarvis stated that a 'farm' theme will be used throughout the park including a split rail fence. Aimee Nassif, Director of Planning, and Mr. Jarvis went to the manufacturer and had features customized for the restroom and pavilion. The restroom is a pre-fabrication structure that was built off-site and then brought to the park. The restroom and pavilion are painted red and have tin roofs to continue the 'farm' theme. There is not a large, concrete parking lot but pull-in parking with approximately 24 parking spaces.

Mr. Jarvis stated that most of the landscaping will take place in the fall when the weather is cooler.

Mr. Jarvis stated that the trail around the park consists of crushed stone which is similar to the Riparian Trail and is compacted so it will not wash out. The trail will wrap around the entire park.

Mr. Geisel stated that the trail around the park was not part of the project that the City funded. It was funded by the Municipal Parks Grant Commission. Staff is not yet sure what the final reimbursement value of the Municipal Parks Grant will be. The Commission authorized \$200,000.00 and the City has only committed \$80,000.00 on the trail thus far. Staff is hoping to discuss additions and expansions to the trail that would be funded by the unused portion of the grant. After final reimbursements are determined, Staff will ask that City Council increase both the revenue and expense sides of the budget to reflect the reimbursement by the Municipal Parks Grant Commission.

Mr. Jarvis stated that there will be a rain garden feature at the bottom of the dog park that will not be put in until fall due to the plantings.

Mr. Jarvis stated that there will be one main gate with a keypad for members for entry into the dog park and then separate gates into the all-dog and small dog areas. There will be two gates into the dog park so that there is security if there is an over-aggressive dog. There will also be a water feature in the dog park area to serve as a cooling station for the dogs.

Mr. Geisel stated that the City is re-launching the Chesterfield Living Legacy program which allows for residents to donate trees, benches, picnic tables, etc. in City parks. A plaque indicates the donor. Staff is re-creating the form and, when complete, will put a copy in everyone's mailbox.

### **Riparian Trail**

Mr. Jarvis stated that the Riparian Trail will open on Saturday, July 30.

Mr. Geisel stated future phases of the Riparian Trail (Phases II and III) are dependent upon acquiring property from Sachs Properties.

Mr. Geisel invited the Committee to lunch at the Parks Administrative Building on Monday, August 1, in celebration of Parks Month.

**The meeting Committee adjourned their meeting at 6:15 pm.**

