

City of Wildwood
Council Planning/Economic Development/Parks Committee
“Planning Tomorrow Today”
Minutes from the
February 23, 2016 Meeting

The Council Planning/Economic Development/Parks Committee meeting was called to order by Chair Baugus, at 6:30 p.m., on February 23, 2016, at Wildwood City Hall, 16860 Main Street, Wildwood, Missouri.

I. Welcome and Roll Call:

The roll call was taken, with the following results:

PRESENT – (6)

Council Member DeHart
Council Member Manton
Council Member McCutchen
Council Member Levitt
Council Member Goodson
Chair Baugus

ABSENT – (1)

Council Member Cox

Other City Officials present:

Tim Woerther, Mayor
Ryan Thomas, City Administrator
Joe Vujnich, Director of Planning and Parks
Kathy Arnett, Assistant Director of Planning and Parks
Gary Crews, Superintendent of Parks and Recreation

II. Approval of Minutes from the Meeting of January 26, 2016:

A motion was made by Council Member Manton, seconded by Council Member Levitt, to approve the minutes of the January 26, 2016 meeting. A voice vote was taken to approve the motion, with unanimous, affirmative result, and the motion was declared approved by Chair Baugus.

III. Public Comment (on non-Agenda and other items):

None

IV. Planning Issues:

1. Master Plan Update Process – 2016 (Wards – All)

Director of Planning and Parks Vujnich provided a summary of the Master Plan Update Process to date. He advised, at this point, only two (2) meeting dates remain for the Master Plan Advisory Committee. The final draft of the Master Plan Update will be reviewed for the second time on February 24, 2016. Director of Planning and Parks Vujnich noted for the Committee the major items that have been identified to date for retention or addition to the Master Plan, which includes the following:

1. The physical environment of Wildwood remains a priority for the next ten (10) years, particularly continuing to manage development and its incumbent stormwater runoff.
2. The planning of Town Center Area remains a priority and development within its boundaries needs to adhere to its high standards and guidelines.
3. The community services provided by the City should remain a mix of City officials, managing private service contracts.
4. The transportation network of streets and roadways needs to maintain a high level of safety and function, but not alter the rural character of Wildwood.
5. The open space and recreation efforts of the City need to focus on trails and their connection to the abundant of parkland within the community.
6. The economic development efforts of the City should be led by the City Council and follow the plan that is to be adopted by it during 2016.
7. The land use component changes little and retains the four (4) major categories first established in 1995. The BP/Amoco Facility and the Brown Properties are the recipients of two (2) recommended text changes to the land use element. These changes, as recommended by the advisory committee, would allow for the potential of beer and wine sales at the BP/Amoco Facility and Mr. Brown's six (6) acre tract of land to have its possible residential density increased to no greater than 1.75 units per acre.

Director of Planning and Parks Vujnich advised a new sixth element has been added to the five (5) previous elements of the Master Plan. This element focuses on economic development and reflects a major initiative of the City Council over the last couple of years.

Discussion among Committee Members included the following: specific update on the six (6) acre tract of land owned by Jim Brown; the current density of the Brown property; and a question on the boundaries of the BP Amoco property and the private lot of the Dierbergs Family.

V. Economic Development Issues:

No Items Ready for Action.

VI. Parks Issues:

1. Dog Park Entry Management System (Wards – All)

Director of Planning and Parks Vujnich reminded the Committee of past discussions relative to accessing the City's dog park. Options discussed in the past were very good considerations, but most involved the need for an electrical power supply. Currently, there is not a source near the dog park to bring power to the gate area and it would be a considerable cost to do so.

He advised the Department made contact with several other dog park facilities and found all had very good comment/experience with a battery powered keypad system very similar to those used in several of the City's parks currently. Director of Planning and Parks Vujnich noted, however, the current gate that is in place at the City's dog park facility would have to be changed. He noted the proposed solution to changing the gate would be to replace the wooden gate with a wrought iron steel type gate that appears to be a better design, given its lighter weight and smaller opening, which will make access much easier for some of the current users of the dog park facility. Director of Planning and Parks Vujnich advised the approximate cost of the proposed gate is four thousand five hundred dollars (\$4,500.00). This cost is about thirteen thousand dollars (\$13,000.00) less than the card reader type system previously researched and appears to be a much more workable approach for the City. Director of Planning and Parks Vujnich advised the Department is recommending the Committee support this option for access control to the dog park for the following reasons:

- a.** This approach does not require the City to install electrical service to the dog park area of Community Park, which would have been extended from the pavilion, and was more than ten thousand dollars (\$10,000.00) over the cost of the other seventeen thousand dollar (\$17,000.00) option that was presented to Committee in 2015.
- b.** This approach addresses a consistent user complaint about the size and weight of the gate in place at this time, since the main access gate for users, versus the service side, will be shorter in width and lighter in composition.
- c.** This approach has been used by other cities in the area with dog park facilities and has worked well for their communities and residents.
- d.** The use of heavy gauge steel, with a hot-dipped galvanized coating process, will ensure its longevity and require less maintenance than the wood gates that are currently in place.
- e.** The type and color of the material will match the black wire-meshed fence that surrounds the remainder of the dog park area.
- f.** The dual keypads, which are already in use at two (2) other locations in City-owned park properties, are durable and the batteries powering them have lasted for multiple years.

Discussion among Committee Members included the following: several questions about the locking system; the fact the wire fencing around the park would complement the wrought iron gate; questions about how often the combination on the locks would have to be changed; interest in the biggest complaints the dog park has generated; the fact that a *rules sign* is being developed; the fact the new RecDesk Software recently purchased may assist greatly with dog park registrations; a question about how often dog park users need to register; and the opinion that a wooden gate is more desirable and fits in better in the current setting than a metal gate.

A motion was made by Council Member Manton, seconded by Council Member Goodson, to support the recommendation of the Department concerning the proposed dog park gate and to forward the recommendation to City Council for its review/consideration. A roll call vote was taken to approve this motion, with the following results:

Ayes: Council Members DeHart, Manton, Levitt, Goodson, and Chair Baugus.

Nays: Council Member McCutchen.

Absent: Council Member Cox.

The motion was declared approved by Chair Baugus.

2. Wet Weather Trail Policy (Wards - All).

Director of Planning and Parks Vujnich provided an overview of this topic to the Committee and explained the need for a *Wet Weather Trail Use Policy*. The natural surface trails within the City of Wildwood (the responsibility of Wildwood) are shared trails, meaning they were developed for use by hikers, runners, bikers, and equestrians. He noted these natural surface trails represent a great partnership of interested parties creating facilities for all users throughout the St. Louis Region.

Director of Planning and Parks Vujnich advised however, depending on trail conditions, some user groups damage the trails to the point, where it causes safety concerns for everyone. This *damage* usually always occurs when trails are used during, or immediately after, wet weather conditions. Director of Planning and Parks Vujnich informed the Committee, after consulting with several other agencies, the Department has created a draft trail wet weather policy for the Committee's review. He noted the application of this policy is intended to protect users from injuries associated with poor trail conditions, while also preserving the condition of the trails as well. Ancillary benefits to this policy's implementation should include a reduction in the use of the trails during and after inclement weather, which lessens the tendency for their widening by users avoiding wet, rutted areas, thereby preserving vegetation in these same areas, which stabilizes slopes from erosion. These benefits are cited often in other wet weather trail policy discussions.

Director of Planning and Parks Vujnich advised given the associated benefits with the adoption of such a policy, which is necessary here in Wildwood, due to soil and slope conditions in the City, along with weather extremes, the Department is requesting the Committee endorse this proposed Wet Weather Trail Policy, understanding that enforcement will be primarily by the honor system among users. He also advised it is important for the Department to note that such a policy will result in negative comments from most user groups, particularly when faced with less time on these popular trails. Director of Planning and Parks Vujnich, stated, however, the Department also believes that exceptions can be entertained for special events and other considerations, so as activities that may have been in the planning stages for weeks or months can be addressed and conditions monitored closely to the benefit of all parties.

Discussion among Committee Members included the following: the fact this second draft of the *Wet Weather Policy* reflected numerous suggestions by the Committee; lengthy discussion on the eight (8) steps listed in the draft policy; questions concerning enforcement of the policy; the opinion that most park users will in fact follow the rules; how trail users will know, if the trail is open or closed; where signs will be posted, so trail users will be aware of the trail closures; a question as to whether the City is adequately covered, if someone gets injured on a trail; and the fact that exceptions to the *Wet Weather Policy* will occur from time-to-time and each will be handled on a case-by-case manner.

A motion was made by Council Member Levitt, seconded by Council Member Manton, to forward the Departments recommendation for a *Wet Weather Trail Policy* to City Council for its review/consideration. A voice vote was taken to approve the motion, with unanimous, affirmative result, and the motion was declared approved by Chair Baugus.

3. Phase I of Community Park – Electrical Installation (Ward – One).

Director of Planning and Parks Vujnich provided an update to the Committee concerning the extension of electrical power to the community park pavilion. He noted the cost will be slightly more expensive than originally believed, but that work should begin on this final component of the Phase I Development within the next few weeks. Director of Planning and Parks Vujnich informed the Committee that it was also necessary to install additional conduit for the electrical lines, but one of the City contractors (Glenn Gaehle) will be able to complete that work. He reminded the Committee the Department began this process in September 2014.

4. Phase II of Community Park – Construction Management Contract with Oates Associates (Wards – All).

Director of Planning and Parks Vujnich summarized the efforts/explanations to date relative to the Phase II component for the community park project. He noted that proceeding with the Phase II component will accomplish several very important

goals/improvements, which would include an additional (and safer) access into and out of the Phase I areas, additional trail system, and preparation of the Great Meadow Area for its future development. Director of Planning and Parks advised the Committee, in view of this important development to Community Park, the Department is seeking authorization to engage Oates Associates in the form of a *construction administration/management contract* to ensure the project's design, engineering, costs, and quality goals are met. He advised that Oates Associates familiarity with the Community Park Project, and their ability to understand this project and the needs of the City, would appear to be the best approach for Wildwood to undertake at this time.

Director of Planning and Parks Vujnich informed the Committee, to this end, Oates Associates has provided a proposal for six thousand five hundred dollars (\$6,500.00) to handle the construction administration/management request. For this amount, Oates Associates will oversee the project from inception to completion. Director of Planning and Parks Vujnich noted the Department believes having a consultant on the site assisting the City during the construction of the engineered improvements is incumbent to its success. Therefore, he advised, the Department is seeking a favorable recommendation to amend the existing contract with Oates Associates for the design and engineering services for Phase 2 of the community park project to include construction administration/management efforts on the same. Overall, the total contract amount would be raised to fifty thousand three hundred dollars (\$50,300.00) for both the past and current components of this project. Between grant funding for this project from the St. Louis County Municipal Park Grant Commission and Capital Improvement Program Budget for 2016 of the City of Wildwood, this additional cost can be covered.

A motion was made by Council Member Levitt, seconded by Council Member Manton, to endorse Oates Associates, and a *construction administration/management contract* with it, for the Phase II development of Community Park and forward to City Council for its consideration. A voice vote was taken to approve the motion, with unanimous, affirmative result, and the motion was declared approved by chair Baugus.

5. City Event Partnership Agreements (2) - July 4th Car Show - Tact Swap Meet (Wards - All)

Director of Planning and Parks Vujnich advised the Committee of two (2) City Event Partnership Agreement Requests that had been submitted for 2016. Both events were held in 2015 without problem/difficulty. The first request is from the Queeny Park Equestrians and their *Tact Swap and Sale Event* on April 2, 2016. The second request is the *St. Alban Roe Knights of Columbus Car Show* on July 3, 2016. Both events will include the top of the parking garage and the parking area on Town Center Plaza. Both events require very little assistance from the City. Director of Planning and Parks Vujnich advised that neither event will conflict with any event planned in the City. He advised the Department is recommending both Event Partnership

Agreements be supported by the Committee and that it authorize staff to forward such recommendation to the City Council for final consideration and action.

Discussion among Committee Members included the following: if either event caused problems in 2015; the fact both events are requesting to serve food at them; whether any type of payment was made to the CID group; whether the groups were properly addressing the issue of sales taxes; how the sales tax issue was handled during the Art Festival; the opinion that since the City provides portable restrooms for the Tack Swap Meet, an offer should be made to the organizers of the Knights of Columbus Car Show to provide the same for them; and the opinion both groups will bring people to the City of Wildwood at minimal cost.

A motion was made by Council Member Manton, seconded by Council Member Goodson, to recommend support of both *Partnership Agreement Requests* (including the provision to include/offer restroom facilities for the car show event) and forward to City Council for their consideration. A voice vote was taken to approve the motion, with unanimous, affirmative result, and the motion was declared approved by Chair Baugus.

6. On-Going and Long-Term Maintenance Costs for Parks and Trail Facilities (Wards – All).

Director of Planning and Parks Vujnich updated the Committee on expenditures made for the months of January and February 2016 relative to park and trail facilities.

Discussion among Committee Members included the following: the question of the large expenditure in 2012, the fact the expenditure in 2012 is frequently discussed during budgeting meetings; a request to investigate the 2012 cost amount to determine why there was such a large expenditure; and the question of whether the maintenance costs should be reviewed at City Council Work Sessions.

7. Update on Parks and Recreation Action Plan (Wards – All).

Superintendent of Parks and Recreation Gary Crews summarized the Update on Parks and Recreation Action Plan.

Discussion among Committee Members included the following: why the Wildwood Family Snow Sports Day was implemented; discussion on the former ice skating event that took place at the Chesterfield Ice Skating Rink and why it was terminated; and the fact a decision on a date is needed to be decided for the 2016 Business Appreciation Reception.

8. Executive Session Pursuant to RSMO 610.021(2) Lease, Purchase, or Sale of Real Estate:

A motion was made by Council Member Levitt, seconded by Council Member Goodson, to enter into Closed Executive Session with regard to the lease, sale, or purchase of real estate (RSMO 610.021 (2)). A roll call vote was taken on the motion, with the following results:

Ayes: Council Members DeHart, Manton, McCutchen, Levitt, Goodson, and Chair Baugus.

Nays: None

Absent: Council Member Cox.

The motion was declared approved by Chair Baugus.

Time 8:20 p.m.

A motion was made by Council Member Manton, seconded by Council Member McCutchen, to leave Closed Executive Session with regard to the lease, sale, or purchase of real estate (RSMO 610.021 (2)). A roll call vote was taken on the motion, with the following results:

Ayes: Council Members DeHart, Manton, McCutchen, Levitt, Goodson, and Chair Baugus.

Nays: None

Absent: Council Member Cox

The motion was declared approved by Chair Baugus.

Time: 8:50 p.m.

VII. Other/Additional Public Comment:

None

VIII. Closing Remarks and Adjournment

Director of Planning and Parks Vujnich and Chair Baugus summarized the evening's meeting and a motion was made by Council Member Levitt, seconded by Council Member McCutchen, to adjourn. A voice vote was taken to approve the motion, with unanimous, affirmative result, and it was declared approved by Chair Baugus at 8:51 p.m.