

**City of Wildwood**  
**Council Planning/Economic Development/Parks Committee**  
**“Planning Tomorrow Today”**  
*Minutes from the*  
**May 17, 2016 Meeting**

The Council Planning/Economic Development/Parks Committee meeting was called to order by Chair Baugus, at 6:30 p.m., on May 17, 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 – (8)

Council Member DeHart  
Council Member Manton  
Council Member Cox  
Council Member Bertolino  
Council Member Alexander  
Council Member Levitt  
Council Member Goodson  
Chair Baugus

ABSENT – (0)

Other City Officials present:

Ryan Thomas, P.E., City Administrator  
Joe Vujnich, Director of Planning and Parks  
Kathy Arnett, Assistant Director of Planning and Parks

**II. Approval of Minutes from the Meeting of April 19, 2016:**

A motion was made by Council Member Manton, seconded by Council Member DeHart, to approve the minutes of the April 19, 2016 meeting. A voice vote was taken to approve the motion. There being no objections, but with two (2) abstentions (Bertolino and Alexander), the motion was declared approved by Chair Baugus.

**III. Election of Committee Chair for 2016/2017 PEP Year**

A motion was made by Council Member Manton, seconded by Council Member DeHart, to nominate Council Member Baugus to continue as the Chair of the PEP Committee to the next election in April 2017. A voice vote was taken to approve the motion. There being no objections, the motion was declared approved by Chair Baugus.

#### **IV. Public Comment (on non-Agenda and other items):**

None

#### **V. Planning Issues:**

##### **1. Acceptance of the Essen Log Cabin by the City of Wildwood from Private Donors (Wards – All)**

Director of Planning and Parks Vujnich provided the Committee with an overview of the history of the Essen Log Cabin and its theft last year. The recovery of the log cabin by police has led to the storage of the logs by the City. The Essen heirs are still interested in donating the logs to the City. The Historic Preservation Commission has discussed obtaining new bids for the assembly structure and finding an appropriate location for it. This work has not been finalized and is ongoing. While the cost of reassembly and the final location of the cabin still need to be determined, the Department is looking to provide a formal document to the owners of acceptance of the donation of the logs for tax purposes.

A motion was made by Council Member Levitt, seconded by Council Member Manton, to accept the donation of logs from the Essen Log Cabin.

Discussion was then held regarding the following: the limited damage to the logs during the theft; the value of the logs, which is approximately \$50,000, but a formal assessment will be completed; the fact that a few pieces are missing; the additional logs the City has from other historic preservation demolitions, which can be used during reconstruction; the potential cost of reconstruction, which was estimated between twenty thousand dollars (\$20,000) and thirty thousand dollars (\$30,000), but this price included the disassembly, relocation, and reconstruction; the need for a new bid for just reconstruction; the desire by several Committee members to look for an area within Community Park to relocate the cabin; the need to ensure the final location is secure; the potential of utilizing community service to save in reconstruction costs; the request from another Wildwood resident, who has a disassembled cabin, interested in selling it to the City; and the belief a donation acceptance should be based upon current value.

A voice vote was taken to approve the motion. There being no objections, the motion was declared approved by Chair Baugus.

#### **VI. Economic Development Issues:**

##### **1. Update on 5-Year Strategic Goals and Objectives – Goal #4**

Director of Planning and Parks Vujnich noted the PEP Committee had requested updates on the Strategic Goals created by the City Council, but especially on Goal #4 – Develop Marketing Strategies for the City as a Regional Destination. He then outlined a new opportunity, proposed by Staff, to communicate with businesses utilizing email

distribution lists and groupings, especially for parks events and opportunities. It is anticipated that sign-up cards would be part of the annual business license renewal.

Discussion was then held among the Committee Members regarding the following: who will drive the process; examples of how social media is currently used; how the email lists would be used; establishing a welcome wagon type concept for new businesses and residents; the desire for a representative from the Wildwood Business Association (WBA) to attend PEP, Economic Development Task Force, and City Council meetings; the fact that City Administrator Thomas has been attending WBA meetings; the new WBA President has been encouraged to attend our meetings; the items in the action list on the Economic Development Guide; the email list from the West County Chamber of Commerce and the desire for a City representative to attend those events; the desire for establishing a City liaison to the Chamber, as well as the WBA; the former practice of Council members to present Proclamations when new businesses opened in Wildwood; and the thought of utilizing well attended events, like electronic recycling event, to distribute business information to attendees.

## **VII. Parks Issues:**

### **1. Utility Issue within Community Park – Phase Two Project Area (Ward One)**

Director of Planning and Parks Vujnich first gave an overview of the history of the City's Community Park and the current Phase 2 project. He noted that, during construction of this phase, a problem was discovered with the existence of utilities that were not identified on the property survey and appear to be outside of any easement. Department staff has a letter to send to these utility companies requesting they relocate their facilities into an easement.

A motion was made by Council Member Bertolino, seconded by Council Member Goodson, to accept the draft letter and authorize the Department to send it to the appropriate utility companies.

Discussion was then held among the Committee Members regarding the following: the title insurance that protects the City, if the easement exists; the cost of utility relocation; the potential delays to the project; the project timeline and the grant limitations; the possibility of relocating our project, but the increase in grade would cause safety issues; and the request to add a deadline within the letter for the utility companies to respond.

The motion was then amended, by the maker and second, to include a deadline in the letter for the utilities to respond and note they were already informed of this issue. It was also noted the Department should send out the letter this week and not wait for a City Council meeting to take action.

A voice vote was taken to approve the motion. There being no objections, the motion was declared approved by Chair Baugus.

Director of Planning and Parks Vujnich then noted a second utility issue in Community Park. The Water Company has accepted the City's contract modifications in regards to the relocation of the water line, with one (1) exception, the cap on the total price. The Department is requesting the Committee Members support the acceptance of the contract, without a maximum amount, since the water company cannot profit on the project and will complete the work as expeditiously as possible. A cost overrun would generally occur, if they hit rock during excavation. Otherwise, the project cost should be close to the original estimate.

Discussion was then held regarding the effects this relocation will have on the project timeframe, noting the deadline has been pushed back to September.

A motion was made by Council Member Manton, seconded by Council Member Bertolino, to accept the contract with the Water Company, without a maximum cap on the final amount. A voice vote was taken to approve the motion. There being only one (1) objection (Levitt), the motion was declared approved by Chair Baugus.

Director of Planning and Parks Vujnich then presented one (1) final item relative to the Community Park Phase 2 Project. After review of the design of the final road extension project, the Department is proposing a modification to separate the trail and road for the entire project length. This modification should have little effect on the cost of construction, but will increase the cost of the overall project by five thousand dollars (\$5000) for additional engineering.

A motion was made by Council Member Levitt, seconded by Council Member Alexander, to approve the modification to the road/trail design.

Discussion was then held among the Committee Members regarding the following: the possibility of a gate at the park entrance, when closed; the likelihood of the speed limit through the park, once full loop road is complete, being 20 miles per hour; and the potential for additional barriers between pedestrian and vehicular traffic, if necessary.

A voice vote was taken to approve the motion. There being no objections, the motion was declared approved by Chair Baugus.

## **2. Tree Art in Community Park – Phase One Area (Ward One)**

Director of Planning and Parks Vujnich noted that a dead tree exists near the playground that would provide a unique opportunity for an art piece. In conjunction with the St. Louis Community College – Wildwood location, proposals were sought for an artistic creation of this tree. One (1) submittal was received, with the design being to carve the tree into multiple birdhouses. The Department has concerns with encouraging the nesting of birds in the playground area.

Discussion was then held regarding the following: the amount of birds already in the park; the potential for chainsaw art on the trunk; the lack of a rush on the timeframe

since the tree is dead; the potential for asking the kids who use the playground what they would want; the potential for a monumental sculpture – wood carving; the species of tree; concerns, when birds are protecting their young; and the decision to investigate other options.

The Department noted they will structure a new process and bring it back to the Committee for review in the future.

### **3. Addition of Permanent Restroom Facilities at Old Pond School Park (Ward One)**

Director of Planning and Parks Vujnich reviewed the proposal for the addition of a permanent restroom facility at the park property at Old Pond School. This project is funded in the capital improvements budget at the price of \$120,000.

Discussion was held regarding the minimal traffic at Old Pond School Park and the concerns with the cost due to the change in tax revenue.

A motion was made by Council Member Bertolino, seconded by Council Member Levitt, to table discussion on this project until the budget discussion for Fiscal Year 2017. A voice vote was taken to approve the motion. Hearing no objections, the motion was declared approved by Chair Baugus.

### **4. Funding of Improvements in Belleview Farm Park (Wards – All)**

Director of Planning and Parks Vujnich reviewed the history of Belleview Farm Park. He wanted to provide an update to the Committee and noted that the Department has reached out to other entities, but none are willing to provide financial support of the project. Staff will be pursuing funding through the State Historic Preservation Office.

Discussion was then held regarding the cost of the design contract.

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

Director of Planning and Parks Vujnich provided an overview of the maintenance expenses for parks and trails within each park over each month of 2016. A discussion was also held regarding the anomalies from 2012 expenditures, which were higher than normal, as well as those items that are difficult to predict expenses, such as flooding and snow.

Committee Member Levitt requested that at the next meeting, the Department provide income calculations on pavilion rentals and dog park registrations.

### **6. Update on Parks and Recreation Action Plan (Wards – All)**

Director of Planning and Parks Vujnich gave a brief overview of the items in the memorandum.

### **VIII. Other/Additional Public Comment**

#### **OTHER –**

Council Member Levitt noted the upcoming concert to be held at Wildwood Square has been advertised by Wildwood Pub and Grill, and he questioned if any other businesses were advertising.

A question was asked if the Farmers Market has restroom and wash station facilities? Director of Planning and Parks Vujnich noted that yes, both restroom and wash stations are provided and all are positioned according to St. Louis County Department of Health requirements.

**No additional public comment.**

### **IX. Closing Remarks and Adjournment**

A motion was made by Council Member Manton, seconded by Council Member Alexander, to adjourn. A voice vote was taken to approve the motion, with unanimous, affirmative result, and it was declared approved by Chair Baugus at 7:58 p.m.