

City of Wildwood  
Council Planning/Parks Committee  
**"Planning Tomorrow Today"**  
*Minutes from the  
May 16, 2023 Meeting*

The Council Planning/Parks Committee meeting was called to order by Council Member Bartoni, at 6:30 p.m., on May 16, 2023, in the City Council Chambers, at Wildwood City Hall, 16860 Main Street, Wildwood, Missouri.

**I. Welcome and Roll Call:**

The roll call was taken, with the following results:

PRESENT – (7)

Council Member Clark  
Council Member Ottenberg  
Council Member Marshall  
Council Member Gillani  
Council Member Rambaud  
Council Member Flaschar  
Council Member Bartoni

ABSENT – (1)

Council Member Dodwell

Other City Officials present:

Melanie Rippetoe, Assistant Director of Planning and Parks  
Joe Vujnich, Director of Planning and Parks

**II. Nomination and Election of Chair and Vice-Chair for 2023/2024 Year**

Council Member Bartoni introduced this agenda item and opened the floor for nominations for the selection of the Chair of the Committee.

**A motion by Council Member Ottenberg, seconded by Council Member Flaschar, to nominate Council Member Gillani as the Planning and Parks Committee Chair. Hearing no other nominations, a voice vote was taken regarding the motion. The motion was declared approved by Council Member Bartoni by a vote of 6-0, with 1 (one) abstention (Council Member Gillani), and Chair Gillani assumed the position of Chair.**

Chair Gillani requested nominations for a member of the committee to serve as its Vice-Chair.

A motion by Council Member Rambaud, seconded by Council Member Flaschar, to nominate Council Member Bartoni as the Planning and Parks Committee Vice-Chair. Hearing no other nominations, a voice vote was taken regarding the motion. The motion was declared approved by Chair Gillani by a vote of 6-0, with 1 (one) abstention (Council Member Bartoni)

### **III. Approval of Minutes from the Committee's Meeting of April 18, 2023**

A motion was made by Council Member Ottenberg, seconded by Council Member Clark, to approve the meeting minutes of April 18, 2023. A voice vote was taken regarding the motion. The motion was declared approved by Chair Gillani with three (3) affirmative votes and four (4) abstentions.

### **IV. Public Input (opportunity for the public to speak to any Action Item on Tonight's Agenda).**

No members of the public wished to address the Committee at tonight's meeting.

### **V. Action Items**

#### **a.) Planning Matters – Three (3) Items Ready for Consideration**

##### **1.) USGS Study of Caulks Creek Watershed – Update (Wards Two, Three, Four, Five and Seven)**

Director Vujnich presented an update on the data collected through the USGS Study of Caulks Creek Watershed. The overarching concern is due to climate change effects, single weather events will increase in magnitude through 2050, which increases likelihood of runoff and erosion concerns. The Watershed Erosion Task Force would like to address these challenges and work together to protect the infrastructure and impacts on private property nearby.

Discussion was held among Committee Members regarding creative ways to mitigate the runoff with retention areas or rain gardens; new developments in Town Center and the probability they could affect runoff; and cost of complete the mitigation versus tackling smaller projects and tabling the larger project for budget inclusion in a different year.

Director Vujnich advised this item is only an update item and no action was needed.

##### **2.) MyGov Permitting and Department Management Software – Update (Wards – All)**

Assistant Director Rippetoe presented the Committee with an update regarding the MyGov permitting software the City has adopted. This software will bridge the gap between departments, increasing efficiency and managing projects and records better. The software went live in April and the City Team and outside contractors have been receptive to the process. The Department is finding

ways to increase the efficacy of the different applications with back-end control of template design, steps, and information field requirements.

Discussion was held among Committee Members regarding keeping track of work requests and their subsequent steps; acknowledging this software should reduce the number of variables which can cause mistakes; and ease of maintaining accurate records.

No action is required for this update item.

### **3.) Recent Development Trends within City of Wildwood (Wards - All)**

No discussion was held regarding this update item.

#### **b.) Parks Matters – Nine (9) Items Ready for Consideration**

##### **1.) Special Events and Trail Closure Requests – Assessment of Use Fees (April to October) (Wards – All)**

During the Committee meetings in March and April, the Department was considering a policy that would not allow the trail system to be reserved during single use events through the highest-volume months (April to October). This approach is intended to allow unrestricted use of the trails for the city's residents. This approach would mirror the policy of the State Parks, which share certain areas of this trail corridor. Following the direction of the Committee, the Department has developed an alternative fee structure where the coordinators of outside events would pay a fee of \$20 per participant. This price would decrease in the winter months to \$5 per participant, which matches Castlewood State Park's fee arrangement. This revenue would allow for maintenance and preservation of the trail systems for residents. The Department recommends this fee structure is adopted to allow for special events, while also protecting the atmosphere of the trail systems.

No discussion was held regarding this matter.

**A motion by Council Member Bartoni, seconded by Council Member Ottenberg, for the Department to move forward with the fee structure for special events on the Wildwood trail system. A voice vote was taken regarding the motion. The motion was declared approved by Chair Gillani by a vote of 7-0.**

##### **2.) E-Bikes – Allowances and Restrictions for Wildwood's Trail network (Wards – All)**

Director Vujnich presented an update on the desired regulations for E-Bikes in relation to their usage on the Wildwood trail system. Previously, the Department asked to postpone action to allow consideration of specific suggestions presented by the police and the City Attorney. An E-Bike is defined as a bike with an electric motor. Some of the most popular E-Bikes have batteries with 750 watts, which allows for higher speeds. Rather than ban these E-Bikes, the Department asks that

regulations are adopted to allow allowing E-bikes capable of speeds up to 25 mph, but limits the speed on the trail to 20 mph. This range will allow the higher speed E-bikes access to the trails, while limiting their speed so as not to ban them completely. The Department asks the Committee for direction on such a policy and how to proceed.

Discussion was held among Committee Members regarding safety concerns that 20 mph is too fast on the trail system; certain areas of trails are congested and should not allow for speeds that high; and fines for violation and use of signage to notify the public of the regulations. The Committee was reminded that regulating the use of E-Bikes is necessary as they are already on our trails.

**A motion by Council Member Ottenberg, seconded by Council Member Rambaud, to approve the regulations for E-Bikes, amending the speed limit to 15 mph. A voice vote was taken regarding the motion. The motion was declared approved by Chair Gillani by a vote of 7-0.**

### **3.) Winterizing Restrooms at Green Pines Park (Ward Five)**

Assistant Director Rippetoe presented the Committee with an update including the cost breakdown of the bid proposal for heating the restrooms at Green Pines Park. The project would heat the equipment room and insulate the pipes to prevent them from freezing, if the water was to remain on throughout the year. The Department would like direction from the Committee on the next steps of the project.

Discussion was held among Committee Members regarding the alternative use of a portable toilet in the area during the winter months; consideration of comparing the cost to include heating the actual restrooms; the demand of cold weather restrooms at this park; and security concerns, if the restroom is continually accessible; and including the price of winterizing the facilities at Anniversary Park

**A motion was made by Council Member Rambaud, seconded by Council Member Flaschar, to postpone action on this item to allow for the collection of additional data regarding security, demand, and additional costs of heating the actual restrooms, while also including costs of winterizing the restrooms at Anniversary Park. A voice vote was taken regarding the motion. The motion was declared approved by Chair Gillani by a vote of 7-0.**

### **4.) Village Green – Trash Enclosure Relocation and Mayors’ Grove (Ward Eight)**

Assistant Director Rippetoe presented a visual of the proposed Village Green project. While the project is only in the design phase, there are two (2) components that need decisions on before finalizing the plans. The current location of City Hall’s trash enclosure is near the proposed entrance of Village Green. The Department would like to find an alternative location for the enclosure, so as not to impact the aesthetic of the area, once the project is complete. The proposed location of the trash enclosure is to the southeast point of City Hall parking lot, and would require moving the Mayors’

Grove to a new location. This location is proposed closer to the Village Green grassy oval, which would incorporate it into the Village Green. Other proposed locations would limit additional parking spaces or limit accessibility to the enclosure for the waste haulers. The Department would like the Committee's recommendation on how to proceed with the designs, and any direction would be provided to the consulting team.

Discussion was held among the Committee Members regarding limited space in the area proposed for the trash; questioning the aesthetics of the enclosure, including style and size; and replacement of the dying trees in the current Mayors' Grove.

**A motion by Council Member Flaschar, seconded by Council Member Bartoni, to approve the motion allowing for the proposed locations of the trash enclosure and Mayors' Grove. A voice vote was taken regarding the motion. The motion was declared approved by Chair Gillani by a vote of 7-0.**

#### **5.) Poërtner Park- Single Family Dwelling – Current Conditions (Ward Six)**

Director Vujnich presented information on the condition of the single-family home located on the property designated to become Poërtner Park. The Department found mold in the home during its initial inspection, before taking ownership of the property through donation. During the acquisition of this property, a water leak developed in the basement, which created an environment conducive to the growth of mold. Once the leak was discovered, it was stopped and cleaned up as best it could. With the current conditions, the Department is seeking direction on a suitable approach to proceed with the home on this property. The approaches could include bids for mold remediation, demolition of the home, or any alternative suggestions the Committee Members may want to offer.

Discussion was held among the Committee Members regarding the type of mold in the home and safety concerns related to the type; the legality of home demolition as the property was donated with a specific purpose outlined; and the cause of the leak in the basement of the home.

**A motion was made by Council Member Flascher, seconded by Council Member Clark, to obtain updated bids for remediation and costs of demolition, while including information on the type of mold and safety concerns presented by it. A voice vote was taken regarding the motion. The motion was declared approved by Chair Gillani with a vote of 7-0.**

#### **6.) Hardcourt Area in Town Center (Ward Eight)**

Director Vujnich presented the Committee with design ideas for the inclusion of additional hardcourts in the Town Center development proposal. City hard courts were initially proposed in Community Park, but the Department and Committee allowed for the exploration of moving them to the development proposed in Town Center. Initially, the design had two (2) pickleball courts and this new proposal would include four (4) pickleball courts, along with tennis and half-court basketball

capabilities. The new design was overlaid onto the site and, while there would likely be changes, such as water runoff, it would also limit the available parking in the area. However, the updated design plan does not impede into the wooded area, which would allow for some natural sound mitigation for the single-family homes nearby. The Department would like directions from the Committee on this item and how to proceed.

Discussion was held among Committee Members regarding the positive effect of bringing more business into Town Center; a fair use policy for residents and development residents alike; budgeted allowance versus expected cost to the City; parking concerns; aesthetic concerns; and City engineering that would be helpful in relation to environmental concerns that could come out of further developing the area.

**A motion was made by Council Member Flaschar, seconded by Council Member Bartoni, to move forward with the design and engineering aspects of including more hard courts in Town Center. A voice vote was taken regarding the motion. The motion was declared approved by Chair Gillani with a vote of 7-0.**

#### **7.) Pond Elementary Little Free Library Proposal (Ward One)**

Assistant Director Rippetoe presented information on a Little Free Library Request from Pond Elementary School. Little Free Libraries have gained popularity in years past, and are essentially a way to share books with others. The City has created a policy relevant to these libraries, which allows consistency, while ensuring the maintenance of the libraries. Pond students would like to donate this library to Community Park as a service project. The students have been made aware of the City policy and will meet any requirements of it. However, this request includes the desire for the children to paint a design on the library. The Department would like support for this item and guidance on a location for the Little Free Library installation.

Discussion was held among the Committee Members regarding maintenance and removal; proximity of proposed locations to the existing storybook walk in Community Park; opportunities for and ideas for the prevention of vandalism; and suggestions that the location should be closer to the playground to maximize community exposure.

**A motion was made by Council Member Rambaud, seconded by Council Member Bartoni, to move forward with this request allowing the Little Free Library to be installed in Community Park. A voice vote was taken, and the motion was declared approved by Chair Gillani with a vote of 7-0**

## 8.) In-Person and Virtual Recreation Programs (Wards - All)

The Committee was asked to review the attached Memorandum concerning *Updates on the In-Person and Virtual Recreation Programs* and ask any questions the members might have regarding this information.

No discussion was held regarding this update item.

## 9.) Facility Reservations, Event Registrations, and Ongoing and Long-Term Maintenance Costs for Parks and Trail Facilities (Wards – All)

The Committee was asked to review the attached Memorandum concerning *Updates on Facility Reservations, Event Registrations, and Ongoing and Long-Term Maintenance Costs for Parks and Trail Facilities* and ask any questions members might have upon this information. Director Vujnich drew the Committee's attention to Page Three and the 2022 – 2023 cost comparison for contracting services with using a different contractor.

c.) Executive Session Matters – No Items for Consideration

## VI. Not Ready for Action – Parks and Planning Matters – Nine (9) Items

No discussion.

## VII. Other Matters – No Items for Consideration

## VIII. Closing Remarks and Adjournment:

**A motion by Council Member Bartoni, seconded by Council Member Flaschar, to adjourn. A voice vote was taken regarding the motion, with unanimous, affirmative result, and it was declared approved by Chair Gillani at 8:35 p.m.**