

**MINUTES OF THE MEETING OF THE
PARKS AND RECREATION COMMISSION
CITY OF WASHINGTON, FRANKLIN COUNTY, MISSOURI
THURSDAY, FEBRUARY 4, 2016**

A meeting of the Parks and Recreation Commission took place on Thursday, February 4, 2016. Those in attendance included Committee Chair Debbie Toedebusch, Bob Kloepfel, Tessie Steffens, Mike Huber, Karen Maniaci, Dave Wehmeyer and Bill Kackley; Council Liaisons Josh Brinker, Mark Hidritch and Jeff Patke, and Director of Parks and Recreation Darren Dunkle. Those not in attendance included Committee members Dan Cassette, Sparky Stuckenschneider, and Chantell Unnerstall.

Agenda Item #1: Call Meeting To Order – The meeting was called to order at 6:00 pm.

Agenda Item #2: Roll Call

Agenda Item #3: Pledge of Allegiance

Agenda Item #4: Approval of Minutes – Committee Member Kloepfel motioned and Committee Member Steffens seconded to approve the minutes of January 21, 2016. The motion was approved with a 6-0 vote.

Agenda Item #5: Communications - None

Agenda Item #6: Parks Report – The Committee reviewed the Parks Report that was included in the packet. Mr. Dunkle highlighted the following items:

- a) Dog Park – Mr. Dunkle reported that staff has laid out the boundaries for fencing as well as for the parking lot. He further reported that work should begin next week on the construction of the parking lot and roadway, and that bids for the fencing should be out within the next couple of weeks.
- b) Riverfront Trail – Mr. Dunkle reported that staff is continuing their efforts to clean up the trail corridor, and will begin on the removal of the dirt piles within the next couple of weeks. He further stated that once the dirt had been removed the site would be regraded, and that crews would then hose off all benches, signs, etc.

Agenda Item #7: Old Business - None

Agenda Item #8: New Business

- a) Fees and Charges – Chairperson Toedebusch reported that the Committee had reviewed, analyzed and met with community groups over the past three years in regards to the fees and charges for City programs, facilities, pavilions, special events, aquatics, etc. In doing so, the Parks Ad-Op Subcommittee has prepared the enclosed packets on proposed fees for each of the categories for the Committee as a whole to

review and consider making a recommendation to City Council on the approval of said fees and charges.

Discussion followed in regards to the size of the documents and as to the amount of different pricing categories included, and if there was any way to reduce the amount of different pricing categories. Mr. Dunkle stated that it would be more than acceptable to the Parks and Recreation Department to reduce everything down to one flat fee, however, in order to meet all of the concerns, wants and needs of the different user groups, committee members etc., it became necessary to create multiple pricing levels. It was further stated that it could be possible to merge the Private and Local Non-Profit into one category since they were at the same pricing points.

Further discussion took place in regards to making a recommendation to City Council, and once taken to Council how long would it take them to review and possibly approve. Furthermore, if the recommendation was approved when would the new pricing actually go into effect, and how would that work with the athletic fields. It was stated that at the Ad-Op Subcommittee meeting in which Athletic Facilities were discussed, there was discussion stating that the pricing shouldn't go into effect until the beginning of a new calendar year, so that the athletic association would have time to plan etc.

Discussion continued on timing and the possibility of passing sections one at a time or approving all of them in December and go into effect on January 1, 2017. Mr. Dunkle stated that the most important sections based on a timing basis would be the Recreation Programs and Aquatics. **Committee Member Kackley made a motion for the Committee to only recommend the Recreation Programs and Aquatics sections at this time and to recommend the remaining sections at a later date. The motion died due to the lack of a second. A motion was then made by Committee Member Steffens and seconded by Committee Member Maniaci to recommend all of the sections to Council for review and consideration, and then to further recommend that the Recreation Programs and Aquatics to be expedited immediately and that the remaining sections be approved to take effect on January 1, 2017. The motion was approved with a 6-0 vote.**

It was further stated that when the recommendation is sent to Council for discussion, members of the Parks and Recreation Commission should be in attendance to answer questions and to show support for the recommendation.

- b) Revenue & Pricing Policy – Mr. Dunkle reported that in order to offer a Local Non-Profit rate, an adjustment in wording would need to be made in the Revenue & Pricing Policy Section 5-V-Non-Profit Discounts to state *“Additional discounts may be offered to local non-profit groups and/or organizations who meet the above mentioned criteria, as well as who’s official registered non-profit status with the State of Missouri indicates a valid address within the corporate city limits of the City of Washington, Missouri and/or official valid and recognized Chapter with a valid address within the corporate city limits of the City of Washington, Missouri”*. **Committee Member Steffens motioned and Committee Member Kloeppel seconded to approve the proposed wording and to make said recommendation to City Council for review and consideration.**

- c) Bid Recommendation – Mr. Dunkle reported that as outlined in the 2015/2016 Parks Budget, staff had solicited a bid from Bobcat of St. Louis, utilizing the State Contract for the purchase of a Toolcat 5600 G-Series and various attachments in the amount of \$58,000.00. The purchase price includes the provision of the Toolcat 5600 G-Series plus attachments (Rotary Tiller, Vibratory Roller, Skid Mount Blower, and a Nursery Jaw). He further stated that utilizing the state bid the City would realize a savings of \$20,708.03 and would receive a further savings of \$18,500.00 for the trade-in of the existing 2006 Toolcat.

Agenda Item #9: Executive Session - None

Agenda Item #10: Next Meeting. Thursday, February 4, 2016, 6:00 pm at City Hall.

Agenda Item #11: Adjournment – A motion was made by Commission Member Steffens at 6:31 pm, seconded by Commission Member Maniaci to adjourn. The motion was approved with a 7-0 vote.

MINUTES SUBJECT TO PARKS AND RECREATION COMMISSION APPROVAL.