

**MINUTES OF THE MEETING OF THE
PARKS COMMISSION - AD-OP SUBCOMMITTEE
CITY OF WASHINGTON, FRANKLIN COUNTY, MISSOURI
THURSDAY, JANUARY 21, 2016**

A meeting of the Parks Commission – Ad-Op Subcommittee Meeting took place on Thursday, January 21, 2016. Those in attendance included Committee Chair Debbie Toedebusch, Bob Kloeppel, Dan Cassette, Tessie Steffens, Mike Huber, Karen Maniaci, and Bill Kackley; Council Liaisons Josh Brinker and Jeff Patke, and Director of Parks and Recreation Darren Dunkle.

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

Agenda Item #2: Pledge of Allegiance

Agenda Item #3: Approval of Minutes – Committee Member Cassette motioned and Committee Member Steffens seconded to approve the minutes of December 17, 2015. The motion was approved with a 7-0 vote.

Agenda Item #4: Communications

Agenda Item #5: Parks Report – The Committee reviewed the Parks Report that was included in the packet.

- a) Riverfront Trail Expansion – Mr. Dunkle reported that the City was not recommended for the Transportation Alternative Program (TAP) Grant. He further stated that there were 29 applicants and only 13 projects (\$8m) were recommended, while 16 projects (\$7m) were not recommended.
- b) Tree City USA – Mr. Dunkle reported that staff had submitted both the Tree City USA and Growth Award applications. He stated that the Growth award application was for the United Way Tree Campaign, Arboricultural & Horticultural Specifications Manual, and Phoenix Park Frog Pond and Wildflower Prairie.
- c) Arbor Day Celebration – Mr. Dunkle reported that the Parks and Recreation Department will be teaming up with Hillermann's to present this year's Earth Day/Arbor Day Celebration. Details are still being worked out, however, we do know that Hillermann's will be giving away 100 swamp white oaks and will be providing at least three of the six oak trees for sale to the public. These trees will be 3 gallon trees.

Other activities may include a speech by the Mayor, promotion of pollinating plants, storytelling, and children's crafts, etc. The WIB and UFC are encouraged to participate by handing out educational materials etc.

- d) Tree Trimming and Removal – Mr. Dunkle reported that staff has begun tree trimming and removal efforts throughout the parks and recreation system.

- e) Front Street Landscaping Project – Mr. Dunkle reported that staff is working on plans to re-landscape the portion of landscape in front and to the east of Otis Campbell's, as well as at the Heritage Transportation Park. The project could include the removal and replacement of existing trees and vegetation.
- f) Riverfront Trail Tree Removal – Mr. Dunkle reported that several declining and/or potentially hazardous trees along the trail corridor will be removed within the next month. Most if not all of these trees are potential Bat habitat trees that need to be removed by April 1st.

Agenda Item #6: Old Business

- a) Midwest Pool Management Contract – Mr. Dunkle reported that City Council at Tuesday night's meeting approved the option of extending the contract for one more year.
- b) Grounds Maintenance Services Contract – Mr. Dunkle reported that City Council at Tuesday night's meeting approved the contract for the 2016 season.

Agenda Item #6: New Business

a) Fees and Charges

1. Aquatic Fees and Charges – Mr. Dunkle handed out and presented the revised recommended fees and charges for use of the aquatic facility. Mr. Dunkle stated that staff had reviewed the aquatic fees and charges and has made slight changes to be in compliance with the Revenue and Pricing Policy that was previously adopted and adjusted hours.

Mr. Dunkle was asked if the Damage Deposit was sufficient and if we had had any issues. Mr. Dunkle stated that he thought the fee was sufficient as there hadn't been any real issues.

Mr. Dunkle was asked who generally rented out the pool. Mr. Dunkle stated that it was generally private parties such as birthdays and graduation.

2. Program Fees and Charges – Mr. Dunkle handed out and presented the recommended fees and charges for programs, activities and special events. Mr. Dunkle stated that the Program Fees and Charges were set in categories and not to exceed amounts, as program costs etc. can vary greatly from one to another. He also stated that in doing so, staff reviewed existing programs, activities, and events and has had to make slight adjustments to be in compliance with the Revenue and Pricing Policy that was previously adopted.

As such, fees for certain programs have had to be adjusted slightly to cover direct and/or indirect costs etc. (Example: Day Camp fees are to be raised to \$0.90 an

hour for a Resident and \$1.35 an hour for Non-Residents and that is to just break even based on previous years Resident/Non-Resident ratio's; Swim Lessons are to be adjusted for smaller class sizes \$50 for Residents and \$75.00 for Non-Residents).

- b) Miller-Post Nature Reserve Update – Mr. Dunkle handed out a copy and went over a presentation on the status of the Reserve.

Agenda Item #7: Executive Session - None

Agenda Item #8: Next Meeting. Thursday, February 4, 2016, 6:00 pm at City Hall.

Agenda Item #9: Adjournment – A motion was made by Commission Member Steffens at 6:34 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.