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## MEMORANDUM

DATE: January 12, 1995

TO: Michael G. Herring, City Administrator

FROM: Michael O. Geisel, Director of Public Works/City Engineer

RE: Minutes - Public Works/Parks Committee Meeting, January 9, 1995  
*revised item number 2, last sentence italicized.*

A meeting of the Public Works/Parks Committee began at 5:35 p.m. on Monday, January 9, 1995. Those in attendance included Councilmember Ed Levinson (Ward II), Chairperson, Councilmember Colleen Hilbert (Ward I), Councilmember Alan Politte (Ward III), Councilmember Mike Cullen (Ward IV), Mayor Jack Leonard, City Administrator Michael G. Herring, Director of Public Works/City Engineer Mike Geisel, and Assistant City Engineer Bonnie Hubert. The following guests were also in attendance: Bob Grant, Chairman, and Allen Yaffee of the Parks, Recreation and Arts Citizens Advisory Committee; and Jan McGah, Steve Ira and Wes Krebill representing the YMCA.

The following items were discussed:

- 1) Councilmember Levinson called for acceptance of the minutes from the November 15, 1994, meeting. The motion was seconded by Councilmember Politte and approved unanimously.
- 2) City Engineer Geisel updated the committee on activities related to the new Public Works facility off Chesterfield Airport Road and the move from the existing facility. As of Thursday, both parcels have been purchased and the street division has already graded a rock road to the site from Chesterfield Airport Road. Mr. Geisel noted that Councilmember Levinson donated some of the rock from one of his sites. John Shaefer at McBride has agreed to let Public Works occupy its current facility until March 1 and maintain salt and rock storage at the site for several months. Given the emergency nature of the situation, Mr. Geisel requested approval of \$170,000 to construct a metal building, approximately 12,000 square feet, at the new site to temporarily house the street and vehicle maintenance divisions, while the permanent facility is constructed. The building will be put to permanent use as covered parking for vehicles and equipment. Councilmember Politte moved and Councilmember Hilbert seconded to forward the request for approval of a \$170,000 expenditure for the metal building to the full Council. The motion passed unanimously. Councilmember Levinson commended the Public Works Department for their commitment to proceed with the work even during the snow storm. Councilmember Levinson suggested that a sign be put up at the new facility as soon as possible, indicating what is occurring and promoting the City's efforts. After discussion about cost and location, Councilmember Levinson moved and Councilmember Politte seconded to direct Mr. Beach to prepare an ordinance for the next Council meeting to exempt the

City from the sign ordinance and requested Councilmember Devers to seek permission from the property owner. *The motion passed 3 - 1, with Councilmember Hilbert voting "no".*

3) Councilmember Levinson suggested that the Police Station could be sited on the property to the north of the Public Works facility. Councilmember Politte noted that this issue might warrant consideration, after the February 7 election. Councilmember Hilbert agreed that any discussion of future facilities be held until after the election. Councilmember Cullen indicated that negotiations on the tract north of the Public Works site are ongoing. He suggested taking note of the idea and waiting to see what happens at the election.

4) Councilmember Levinson stated that the Parks, Recreation, and Arts Citizens Advisory Committee (PRACAC) needs specific direction relative to its role and function, because it does not function consistently with City policy that citizen committees act only upon specific tasks/direction by the Council. Councilmember Politte indicated that he had no problem with the PRACAC developing recommendations and urged them to continue. Once the Parks director is on board, he/she would also attend meetings of the PRACAC. City Administrator Herring noted this committee, as well as the Citizens for the Environment Committee, had always functioned this way, as non-statutory committees. Councilmember Levinson noted that the Parks director should also attend the Public Works/Parks Committee meetings. At the request of Mr. Levinson, this item will be added to the next Committee agenda.

5) Bob Grant, Chairman of the PRACAC summarized the information the committee obtained from Peg Kohring of the Trust for Public Land (TPL) at a meeting held in November, 1994. He described it as a win/win deal; the TPL negotiates the best price for property, then agrees to sell the land to the City at or below current market value on a parcel-by- parcel basis. The advantage to involving the TPL is that they offer expertise, can keep information confidential, can arrange exchanges of land, and offer tax incentives for donations because they are a 501(c)3 organization. The agreement would be for a one year period. The PRACAC had many questions at the meeting and Ms. Kohring answered them all, to the committee's satisfaction. Councilmember Levinson indicated the City offered the same tax advantages directly, and expressed concern about the TPL making money off the difference between fair market value and the negotiated price; appraisals can vary widely dependent on who the appraiser is. Mr. Grant indicated the City would determine who the appraisers would be. Councilmember Levinson questioned the credibility of the TPL. Mr. Grant indicated City Attorney Beach reviewed references. Councilmember Cullen questioned how many agencies in Missouri the TPL had dealt with. Mr. Grant indicated the TPL worked with the State Conservation Commission, had never worked with a local governmental agency before and was very interested in doing a good job for the City. Mr. Cullen questioned how long the TPL held 501(c)3 status and how top heavy they were. He expressed concern that they could have 501(c)3 status a short time and then fold. Mayor Leonard stated that he endorsed use of the TPL and that this matter

should be moved forward to the City Council. Councilmember Hilbert requested a written response from Doug Beach regarding his reference check and asked for staff member's opinion. City Administrator Herring said he was the only staff member involved in the meeting and all his questions were answered. He concurs with the recommendation to use the TPL. Ms. Hilbert asked what consultant fees would be and who on staff had time to handle property acquisition if we did it ourselves. Councilmember Cullen suggested consideration be given to a local 501(c)3 organization, such as the CCA. City Administrator Herring said that Ms. Kohring wanted to attend tonight's meeting, but could not. After discussion it was determined that the TPL should forward a proposed agreement for review, and Councilmembers Levinson and Cullen will meet with Ms. Kohring, during her visit to St. Louis January 17-19.

6) City Administrator Herring noted that he had worked with Booker/ Wayne Kennedy and other cities to obtain job descriptions to develop the proposed job description for the Parks Director. The Finance and Administration Committee will also be reviewing the position tonight. Councilmember Hilbert suggested use of the word "manager" might be more descriptive, as the person will work in only one area. Councilmember Politte stated the person would act independently in the future and expressed concern about being able to attract the right person. Councilmember Levinson stated that the word "art" should be included in the job title because it needs to be an area of emphasis, and that the person should be required to attend Public Works/Parks Committee meetings. City Administrator Herring indicated the Parks, Recreation and Arts Citizens Advisory Committee meetings would be included, also. Councilmember Cullen suggested the title be "Parks and Recreation Manager" for now and the position be reviewed in one year at which point the title could be modified to include arts and change manager to director. Mr. Herring will revise the description to indicate that the position will assist in employment decisions. Councilmember Levinson moved and Councilmember Politte seconded to title the position "Parks, Recreation, and Arts Director". The motion failed, 2-2, with Councilmembers Hilbert and Cullen voting in opposition. Councilmember Hilbert expressed concern there would not be a lot of activity in the beginning. Councilmember Politte stated the person would put forth great effort in building the department and then run it. Councilmember Cullen made a motion, seconded by Councilmember Hilbert, to title the position "Parks, Recreation and Arts Manager". The motion passed unanimously.

7) Councilmember Levinson opened discussion of the salary classification of the Parks, Recreation and Arts Manager. He stated it should be the same as the Assistant City Engineer, 25A. The full and starting salary range of classification 25A was discussed. Councilmember Cullen stated the salary should be dependent on the individual's qualifications. City Engineer Geisel stated that a City wide study is to be done this year and suggested that be the time to classify the position. Following discussion, the Committee voted unanimously that the position would be advertised with the salary dependent on background, qualifications, and experience. The Committee accepted as information the interview process to be followed by Mr. Herring in the selection of this person.

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- 8) Councilmember Levinson asked Mr. Wes Krebill the purpose of his group's attendance at the meeting. Mr. Krebill indicated they were there to show the YMCA's support of Steve Ira's letter, expressing concerns about the City's plans to construct a recreation center. The YMCA would like to work cooperatively and collaboratively with the City as it develops the parks, recreation, and facility plan. Mr. Levinson noted that the item would be added to the next agenda.
- 9) Mr. Levinson moved and Mr. Cullen seconded to approve extension of escrows for Ladue Glen, Wellesley Place Addition, Sycamore Ridge, Brooking Park, and Sycamore Ridge. The motion passed unanimously.
- 10) Councilmember Levinson questioned why the City would move to the design and construction phase of the Parks plan with Booker Associates without taking bids. City Engineer Geisel indicated the City adopted a qualification based selection procedure for professional engineering services that did not require competitive bids for such services. Councilmember Politte stated that Booker put in many unpaid hours in the initial phase of the plan. City Engineer Geisel stated that Booker did the front end work and we should negotiate the next phase with them if possible. Councilmember Levinson requested that City Engineer Geisel be on the committee negotiating with Booker. The Committee voted unanimously to approve the "negotiating team" proposed by Mr. Herring, including Mr. Geisel.
- 11) Councilmember Cullen requested approval to have an artist's rendering done of the valley infrastructure at a cost of \$4,999. Councilmember Politte made and Councilmember Levinson seconded the motion which passed unanimously.
- 12) Councilmember Levinson indicated the committee should be kept informed of the status of the new Public Works facility. City Engineer Geisel indicated the Public Works Citizen Advisory Group was meeting Wednesday for approval of the Construction Manager and Architect/Engineer requests for proposals.
- 13) The next meeting of the Committee will be at 5:30 p.m. Monday, January 30, 1995. The meeting adjourned at approximately 7:05 p.m.