

City of Wildwood
Council Planning/Parks Committee
“Planning Tomorrow Today”
October 20, 2020 Meeting

The Council Planning/Parks Committee meeting was called to order by Chair McCutchen, at 7:00 p.m., on October 20, 2020, ***in a virtual format (Zoom Webinar).***

I. Welcome and Roll Call:

The roll call was taken, with the following results:

PRESENT – (7)

Council Member Clark
Council Member Bartoni
Council Member Nyhan
Council Member Dodwell
Council Member Rambaud
Council Member Garritano
Chair McCutchen

ABSENT – (1)

Council Member Flaschar

Other City Officials present:

Steve Cross, Interim City Administrator
Crystal McCune, City Council Member
Joe Vujnich, Director of Planning and Parks
Kathy Arnett, Assistant Director of Planning and Parks
Dawn Kaiser, Finance Officer
Gary Crews, Superintendent of Parks and Recreation

II. Approval of Minutes from the Committee’s Meeting of September 15, 2020

A motion was made by Council Member Garritano, seconded by Council Member Clark, to approve the minutes of the September 15, 2020 meeting. A voice vote was taken to approve the motion, with affirmative result. Council Member Bartoni abstained from the vote. The motion was declared approved by Chair McCutchen.

III. Public Input (opportunity for the public to speak to any Action Item on Tonight’s Agenda)

None

IV. Action Items

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

1. Presentation of Department’s Operating Budget for its Planning Functions – Fiscal Year 2021 (Wards - All)

Director of Planning and Parks Vujnich presented/reviewed the proposed operating budget of its *Planning Functions* for the Fiscal Year 2021. He noted Interim City Administrator Steve Cross and Finance Officer Dawn Kaiser were available for questions/clarifications. Director of Planning and Parks Vujnich advised the preparation of the 2021 Operating Budget was a difficult undertaking, given the great *stressors* on revenues in 2020 and projected for 2021. Interim City Administrator Cross and Finance Officer Kaiser, after examining the budget numbers numerous times, provided a very conservative budget projection, after consulting each of the Department Heads. Director of Planning and Parks Vujnich noted for the Committee the downward trend of the budget totals followed the desire of the Mayor to present a balanced budget. There is a 10% decrease in 2021 from 2020.

Discussion among Committee Members included the following: whether there was a more efficient way to notify the community of City issues, without putting undue strain on the postage budget; a discussion on the modes of social media utilized to let the community know of special concerns; whether the cuts in the *Special Projects Budget* included the sidewalk project in the Strecker Farms Area; the fact the Strecker Farms sidewalks would be covered through Public Works and the Capital Improvement Budget; the opinion that passing *consultant costs* to developers will need to be monitored very closely for honesty/accuracy; whether publishing the *Town Center Development Manual* could be avoided by placing it on the website; whether the line item for the Pond Athletic Association donation was appropriate in the 2021 budget; and whether the History Book by the City’s Historic Preservation Commission was part of the Department’s Operating Budget.

A motion was made by Council Member Bartoni, seconded by Council Member Dodwell, to accept the Department of Planning Operating Budget, as presented, and forward to the City Council for its review/approval. A voice vote was taken to approve the motion, with unanimous, affirmative result. The motion was declared approved by Chair McCutchen.

2.) Tree Preservation and Restoration Code Updates, including Landscape Manual and Sustainable Plantings Guide (Wards – All).

Director of Planning and Parks Vujnich provided an overview of the existing Tree Preservation and Restoration Code, and its accompanying Landscape Manual and Sustainable Plantings Guide. Special note was given to the fact it is the same as it was in 1995. He noted the Department felt it appropriate to review the existing documents with a new information source to ascertain improvements.

Director of Planning and Parks Vujnich advised, for this review to take place, the Committee must agree and the request it be sent to the City Council for its review/consideration and, if approved by it, forwarded to the Planning and Zoning Commission for its process.

A motion was made by Council Member Dodwell, seconded by Council Member Rambaud, authorizing the Department to prepare a report, approved by the Committee, to be forwarded to the City Council asking for the matter (review of the Tree Preservation and Restoration Code, Landscape Manual, and Sustainable Planting Guide) to be referred to the Planning and Zoning Commission for its review process. A voice vote was taken to approve the motion, with unanimous, affirmative result. The motion was declared approved by Chair McCutchen.

3.) Commercial Vehicle Definition and Traffic Code Regulation (Wards – All)

Director of Planning and Parks Vujnich provided an overview/summary of the 5th consideration of changes to the Commercial Vehicle Definition and Traffic Code. He reminded the Committee all the revision suggestions to this point were intended to solve the conflict that existed between the Zoning Ordinance and the Traffic Code. Suggested revisions from the Committee during the September 2020 meeting were incorporated into the current revision and the Department believes the ten thousand five hundred (10,500) pound weight limit, as a component of the commercial vehicle definition, is appropriate, given that three (3) agencies of the federal government utilize a weight of ten thousand (10,000) pounds. Director of Planning and Parks Vujnich advised the Committee, the Department believes the current proposed revision to the Commercial Vehicle Definition and Traffic Code Regulation substantially eliminates larger, more *over the road* types of commercial trucks, and certain other vehicles, from being parked in residential settings, but allows cars and all types of pickups and vans to be considered allowable in a residential setting.

Discussion among Committee Members included the following: the opinion keeping the ordinance/definition revision *simple* was the best approach for a variety of reasons; the reasoning of the Department in utilizing a vehicle weight of ten thousand five hundred pounds (10,500), in addition to three (3) other government agencies using a similar weight for their definitions, was to avoid smaller trucks and trailers from being modified to avoid being classified as commercial; the fact the enforcement action of commercial vehicles in subdivision areas is usually generated by complaint; and the suggestion to remove the section of Attachment B – U.S. Environmental Protection Agency (EPA) from the final revision.

A motion was made by Council Member Clark, seconded by Council Member Bartoni, to accept the fifth (5th) revision of the Commercial Vehicle Definition and Traffic Code, as written by the Department, with the elimination of the section of Attachment B – U.S. Environmental Protection Agency (EPA). A

voice vote was taken to approve the motion, with unanimous, affirmative result. The motion declared approved by Chair McCutchen.

b.) Parks Matters – Five (5) Items for Consideration

1.) Presentation of the Departments Operating Budget for its Parks Functions – Fiscal Year 2021 (Wards – All)

Director of Planning and Parks Vujnich presented/reviewed the proposed operating budget for its Parks Functions for the Fiscal Year 2021. He noted for the Committee, reflecting the *trend analysis* provided by Interim City Administrator Cross and Finance Officer Kaiser in 2019, the parks budget was just over one million dollars. In 2020, the parks budget dropped to approximately eight hundred forty thousand dollars (\$840,000.00). While, in 2021, the proposed budget is approximately eight hundred and eighty thousand dollars (\$880,000.00). Director of Planning and Parks Vujnich identified a couple of standout items in the proposed budget, which included: the fact that under operating expenditures, accounts 208 (equipment leasing) and 262 (service contracts) were combined due to inconsistencies with billing throughout the year. This change resulted in a decrease in budgeted funding for the equipment leasing (208) and an increase in the service contract funds (262). Thereafter, it was noted there was a decrease in fund 266 (general supplies) because of COVID-19. It is anticipated that many smaller events will not be held in 2021; further, the Committee was advised the annual Wildwood Art Festival will not be held in 2021, with the associated funding being directed to the 2021 Celebrate Wildwood Event.

Discussion among Committee Members included the following: whether the Wildwood Business Association (WBA) was going to partner with the City in presenting the 2021 Celebrate Wildwood Event; the brief explanation on the status/financial commitment to the Wildwood Business Association (WBA), as far as events (BBQ Bash, Celebrate Wildwood, etc.); whether the Celebrate Wildwood Event will be a one (1), two (2), or three (3) day event; whether the artist component of the Art Festival will/can be part of the Celebrate Wildwood Event; the fact that approximately \$40,000.00 dollars in *revenue* (booth fees, sponsorships, etc.) was generated for the budget from the Celebrate Wildwood event; the belief funding for the Celebrate Wildwood Event *could* include a partnership component with the Wildwood Business Association (WBA); the fact eliminating events, such as classes, pop-up events, and Early Childhood events, were hard, but necessary due to the coronavirus situation; the fact the Department always thought of the City's residents when making budget cuts; the suggestion to find ways the City can avoid paying for important/costly event items, such as tables, chairs, tents, or sound technicians, whether funding could come from individuals, businesses, and/or sponsors; whether the staff had the opportunity to accumulate compensatory time; and the need to break the maintenance budget down in 2022, making it more specific and easier to understand exactly what the expenditures entail.

A motion was made by Council Member Bartoni, seconded by Council Member Rambaud, to accept the Department of Parks Operating Budget, as presented, and forward to the City Council for its review/approval. A voice vote was taken to approve the motion, with unanimous, affirmative result. The motion was declared approved by Chair McCutchen.

Capital Improvement Program and Five (5) Year Plan presented by the Department:

As part of the proposed parks budget, Director of Planning and Parks Vujnich touched on the Capital Improvement Program and the Department's Five (5) Year Plan. He noted several programs/projects for 2021. These programs/projects would include:

1. Improvements to Bluff View Park through the efforts of the Gateway Off Road Cyclists (GORC), complemented with enhancements that could be provided from a pending grant application.
2. The installation of a trail pedestrian bridge connecting two (2) subdivisions (the Meadows and Manors of Cherry Hills). This project is a City/Developer funded improvement that has been pending, and approved, for some time.
3. The design and engineering of the Town Center Village Green Project.
4. Planning for the recently acquired Poertner Park.

A motion was made by Council Member Bartoni, seconded by Council Member Clark, to endorse the Capital Improvement Program and Five (5) Year Plan, as presented by the Department. A voice vote was taken to approve the motion, with unanimous, affirmative result. The motion was declared approved by Chair McCutchen.

2.) Discussion of Pavilion Rental and Use Policy (Wards – All)

Director of Planning and Parks Vujnich explained to the Committee the pavilion reservation process within City parks. Each pavilion reservation is preceded with a thorough cleaning, so the facility is presentable for those residents and others with reservations. Pavilion reservation at the Wildwood Community Park is one hundred dollars (\$100.00) for Wildwood residents and one hundred fifty dollars (\$150.00) for non-residents. For Anniversary Park and Old Pond School Park, pavilion rental is thirty dollars (\$30.00) for Wildwood residents and fifty dollars (\$50.00) for non-residents. Cleaning fees for each pavilion rental is one hundred sixty dollars (\$160.00) for Community Park, one hundred thirty-five dollars (\$135.00) for Anniversary Park, and seventy-five dollars (\$75.00) for Old Pond School Park. Director of Planning and Parks Vujnich advised a deficit is absorbed by the City ranging from ten dollars (\$10.00) to one hundred five dollars (\$105.00) or more, each time a pavilion is reserved. This deficit is becoming more problematic at

present, given that reservations by Girl, Cub, and Boy Scouts. With schools not available for use, reservation of these facilities is on a frequent basis. Past policy in this regard allowed these reservations, for these groups, to be made at no charge to them. However, these groups are reserving the pavilion one (1) to four (4) times per week, making the *accepted* deficit somewhat *unacceptable*. Director of Planning and Parks Vujnich advised the Department is looking for direction regarding this situation.

Discussion among Committee Members included the following: whether a decision on this matter was imperative for 2020, given how late it is in the year, and the likelihood the pavilion will not be reserved in the cold weather; the general opinion that groups, such as the scouts, should absorb *some* of the cleaning costs; and the suggestion to revisit this topic, when spring approaches in 2021.

No further action required at this time.

3.) Results of Public Naming Suggestions for Community Park (Ward – One)

Director of Planning and Parks Vujnich summarized the naming contest for the Wildwood Community Park, which took place between September 1, 2020, and September 30, 2020. He noted the contest was not as successful as the results for the naming of the Green Pines Park, but still created interest. Director of Planning and Parks Vujnich advised that, surprisingly, the top votes were to name this facility either Green Pines Park or Community Park.

Discussion among Committee Members included the following: the suggestion to leave the name of the park as Community Park.

A motion was made by Council Member Nyhan, seconded by Council Member Bartoni, to officially name the park Community Park, as it is already known. A voice vote was taken to approve the motion, with unanimous, affirmative result. The motion was declared approved by Chair McCutchen.

4.) Update on Virtual Recreation Programs and Events (Wards – All)

The Committee was advised to contact assistant Director of Planning and Parks Arnett with any questions or comments.

5.) Update Report on Facility Reservations, Event Registrations, and Ongoing and Long-Term Maintenance Costs for Parks and Trail Facilities (Wards – All)

The Committee was advised to contact Assistant Director of Planning and Parks Arnett with any questions or comments.

c.) Executive Session Matters – One (1) Item Ready for Consideration

1.) Executive Session Pursuant to RSMO 610.021 (2) Lease, Purchase, or Sale of Real Estate.

A motion was made by Council Member Dodwell, seconded by Council Member Clark, to enter Executive Session with regard to the lease, sale, or purchase of real estate (RSMO 610.021(2)).

A roll call vote was taken, with the following results:

Ayes: Council Members Clark, Bartoni, Nyhan, Dodwell, Rambaud, Garritano, and Chair McCutchen.

Nays: None

Absent: Council Member Flaschar.

The motion was declared approved by Chair McCutchen.

Time: 8:39 p.m.

A motion was made by Council Member Bartoni, seconded by Council Member Dodwell, to adjourn the Executive Session regarding the lease, sale, or purchase of real estate (RSMO 610.021(2)).

A roll call vote was taken, with the following results:

Ayes: Council Members Clark, Bartoni, Nyhan, Dodwell, Rambaud, Garritano, and Chair McCutchen.

Nays: None

Absent: Council Member Flaschar

The motion was declared approved by Chair McCutchen.

Time: 8:44 p.m.

V. Not Ready for Action – Planning and Parks Matters – Six (6) Items

Nothing ready for discussion.

VI. Other Matters for Consideration

A very positive comment was made about the “Ask a Planner” event that was recently held in the Council Chambers. It was felt the meeting was very informative and that it was a great opportunity for residents to gather firsthand information. It was noted, however, the meeting was recorded/live streamed, but could not be located on the City website. Director of Planning and Parks advised the City Attorney felt a few comments in the meeting needed

review and the recording was removed from the website, until the entire content could be evaluated.

VII. Closing Remarks and Adjournment.

Director of Planning and Parks Vujnich and Chair McCutchen summarized the evening's meeting and **a motion was made by Council Member Garritano, seconded by Council Member Bartoni, to adjourn. A voice vote was taken to approve the motion, with unanimous, affirmative result, and it was declared approved by Chair McCutchen at 8:47 p.m.**