CITY OF COTTLEVILLE
PARKS AND RECREATION ADVISORY COMMITTEE MEETING
WEDNESDAY, OCTOBER 14, 2026

The Parks and Recreation Committee held their meeting in the City Hall located at 5490 5th Street Cottleville, Missouri in the Boardroom.

The meeting was called to order at 5:39p.m.

Amy Lewis, City Clerk called roll and those present at roll call were:

Andy Brown	Absent
Jamie Goodwin	Absent
LeaAnn Grimshaw	Present
Scott Liebel	Present
Scott Rodgers	Present
Alderman Mike Krekeler	Present (Aldermanic Representative)

There were four (4) members present and two (2) absent. Michael Padella, City Administrator, a non – voting member of the Parks and Recreation Advisory Committee was also present.

Minutes

A. PARC Regular Meeting 09/09/26
B. PARC Special Work Session 09/10/26 (Honeysuckle Hack Activity)
C. PARC Special Work Session I0/10/26 (Honeysuckle Hack Activity)
D. PARC Special Work Session 10/13/26 (Arbor Day Event)

Scott Liebel moved to approve the minutes removing Mary Ann Fink's husband on 10/10 and Scott Rodgers as being present. Scott Rodgers seconded the motion. The motion was carried with four (4) affirmative votes. There were no (0) nay votes, and zero (0) abstentions.

Public Comment on Agenda Item(s)

None.

Member Reports and Announcements

It was noted the Arbor Day event was a success at Scott A. Lewis Park. LeaAnn Gerimshaw stated she was working on an Arboretum Application for Scott A. Lewis Park.

Scott Rodgers report successful honeysuckle hacking work in various park locations.

Old Business:

A. Family Camp Out & Star Gazing Night in Legacy Park on October 24th.

Discussion was held regarding the upcoming Family Campout & Star Gazing event at Kochanski Multi Sport Field in Legacy Park. It was noted that coffee and donuts would be provided in the morning and that a fire extinguisher would be on site. Discussion also included taking precautions to avoid burning or damaging the field and being mindful of sprinkler irrigation lines and heads when securing tents with stakes. A portable restroom and hand-washing station will be delivered the day before and participants are encouraged to bring yard games. It was further noted Citty Staff would turn the Sand Volleyball lights off for the star gazing event.

B. Legacy Park (parking) island upkeep
    i. Legacy Park (parking) island sponsorship opportunities

Mr. Padella stated he would check with Jamie Goodwin who mentioned she would work on a proposal

regarding the same.

C. Parks' tree inventory documentation – develop an ESRI app
   ii. Future Donation/Gift Tree/Bench locations as part of ESRI app

It was noted that the ESRI app is still under development; however, a Google Maps link showing available tree and bench locations is currently accessible on the City's website.

Members have been working on a tree-planting plan for the forest relief trees and shrubs that have been received. The plantings may also help address areas of standing water or runoff. It was noted that buckeye trees would be planted farther down the trail. A proposed planting plan was provided in the meeting packet.

Discussion was held regarding chipping and the potential use of chippers to dispose of Bradford pear and Honeysuckle debris, including any necessary safety precautions. It was also noted that the debris could potentially be hauled off.

Scott Liebel made a motion to recommend hiring a contractor to chip and/or haul off the Bradford Pear and Honeysuckle debris. Scott Rodgers seconded the motion. The motion was carried with four (4) affirmative votes. There were no (0) nay votes, and zero (0) abstentions.

LeaAnn Grimshaw made a motion to recommend establishing a Tree Steward Program, with guidance from Mary Ann Fink, to assist with the care and adoption of certain trees. The motion also included recommending approval of the proposed planting plan for Scott A. Lewis Park utilizing the Forest Relief trees that were received. Scott Liebel seconded the motion. The motion carried with four (4) affirmative votes, zero (0) nay votes, and zero (0) abstentions.

D. Arbor Day Event at Scott A. Lewis Park on October 13th.

During this discussion, the Parks and Recreation Advisory Committee recommended involving students in the planning and participation of the 2027 Arbor Day event. Members also discussed the possibility of renaming the event to an Earth Day Celebration and holding it in April 2027.

E. Develop a Natural Planting Plan for excess right-of-way areas.

Nothing further on this matter as the members will wait for Jamie Goodwin to provide an update at a future meeting. Some discussion was held regarding brush hogging certain areas and treating the area. It was noted when brush hogging Bradford Pears they would need to be recut when applying tardon.

F. Kayak Access Landing Project in Legacy Park – Engineering Services Cost Estimate and Alternative Options.

Mr. Padella provided an update on the engineering and preliminary cost estimates for the project. Based on initial discussions, the total project cost as presented could approach $1 million, including engineering design, construction cost and management, and associated stormwater improvements in the area. It was noted that engineering design costs could be approximately $150,000, with construction management costs potentially reaching a total of $240,000.

Scott Liebel made a motion to recommend proceeding with an engineering feasibility study and comparative cost estimates for three landing options, not to exceed $35,000. Scott Rodgers seconded the motion. The motion carried with four (4) affirmative votes, zero (0) nay votes, and zero (0) abstentions.

New Business

A. ArbNet Arboretum Accreditation Application – Program naming, "The Cottleville Arboretum".

It was noted Mr. Padella was working the Tree City USA application and LeaAnn Grimshaw has been working on the Arboretum designation. It was also noted the St. Peters has the Judy Bateman Arboretum.

Scott Liebel made a motion to recommend that the City complete and submit an application for Tree CityUSA certification and pursue the designation of Scott A. Lewis Park as the Cottleville Arboretum using the name The Cottleville Arboretum. LeaAnn Grimshaw seconded the motion. The motion carried with four (4) affirmative votes, zero (0) nay votes, and zero (0) abstentions.

B. City Donations and Sponsorship Solicitation Procedure and Best Practices.

Mr. Padella provided a memo regarding the solicitation of donations and sponsorships. Discussion focused on establishing a procedure to track sponsorship opportunities, ensure fairness in the process, and monitor donations received, including those used and unused. The proposed procedure would also help track repeat requests from individuals and organizations, centralize sponsorship requests and collections, and provide a consistent process for receiving and handling contributions. The procedure would allow the City to endorse an event or authorize an associated organization to solicit contributions for a specified period of time.

It was noted City staff would work on a standard sponsorship application and or form to be used annually.

C. PARC Contributions to the City e-news.

City staff encouraged and requested that Commission members participate in developing the Parks Advisory section of the City's e-newsletter by submitting ideas, content, and draft articles for inclusion.

Other Discussion

A. Training and Continuing Education Opportunities:
   iii. Joined the Missouri Parks & Recreation Association (MPRA)
      1. MPRA Region 4 (Southeast) Conference November 12th.
      2. MPRA Annual Conference February 16-19, 2027.
   iv. Chainsaw Safety Workshop hosted by the St. Charles County Extension Office:
      1. Online Sessions November 5th, 12th, and 19th
      2. Field Session November 21st.

B. PARC Member Group Picture

City Administrator Michael Padella announced the above training opportunities listed above for members, staff and volunteers working in the parks. It was noted that the City encourages participation in a chainsaw safety class to help promote safe practices and reduce liability to the City.

A. PARC Member Group Picture

No action due to two members absent.

Closed Session
None.

Next meeting: November 9, 2026 due to Veterans Day.

Adjournment

Scott Liebel moved to adjourn the meeting. Scott Rodgers seconded the motion. The motion was carried with four (4) affirmative votes. There were no (0) nay votes, and zero (0) abstentions.

The meeting adjourned at 7:29 p.m.

Respectfully submitted,

Amy C. Lewis
City Clerk, MPCC, CMC, CMO

_____
Chairman Mike Krekeler

Approval Date: _____

DRAFT