

SAINT CHARLES PARK & RECREATION BOARD MINUTES
WORK SESSION MEETING HELD
DECEMBER 05, 2007

The meeting was **Called to Order** by President Porterfield at 6:00 pm in the Memorial Hall - American Legion Room. **Roll Call** noted the following present for the meeting:

Park Board - Porterfield, Walendy, Seeds, Morgan, Myers, and Smith, present for Roll Call; with Borgmeyer, Thro and Council Liaison Feldman absent.

Others - Director Parks & Recreation and Asst. Director Parks & Recreation, Maintenance Superintendent, Jim Walterman and Jay Wohlschleger.

Update of Long Range Comprehensive Plan by SWT Design:

Mr. Jim Walterman began the presentation by providing an overview of the project. When such was complete Jay Wohlschleger provided a step by step presentation of the Comprehensive Plan to date. Both representatives answered questions from the Board Member and Staff. The next phase of the plan would be to begin the Staff meeting portion of the draft document, will take several weeks to complete and will be scheduled to begin in early January 2008.

Discussion and consideration to Purchase of Signs and Bases for the Eco Park From Pannier in the Amount of \$17,131.25:

A Staff Memo dated November 29, 2007 (**attached**) was reviewed, followed by extensive discussion. Morgan moved that the recommended Bid from Pannier be approved. Seconded by Myers. Passed, with Seeds voting no.

Discussion and Consideration of a Fleetcor Fuel Contract Amendment #2 in an amount not to exceed \$80,000:

A Staff Memo dated November 14, 2007 (**attached**) was reviewed. Morgan moved to approve the recommended Contract Amendment with Fleetcor. Seconded by Walendy. Passed unanimously.

Discussion and Consideration of a Contract with Don Brown Chevrolet in an amount not to exceed \$16,181:

A Staff Memo dated November 20, 2007 (**attached**) was reviewed, followed by extensive discussion. Seeds indicated that he did not feel that the trade in was enough for the Ranger Vehicle. Morgan moved to approve the recommended Contract Amendment with Don Brown Chevrolet - State Bid. Seconded by Walendy. Passed, with Seeds voting no.

Discussion and Consideration of Declaring the 2004 Ford Crown Victoria Ranger Patrol Vehicle Surplus Equipment for Trade-In:

Resolution No. 2-2007 (**attached**) was reviewed. Staff noted that the Resolution will go to the City Council for approval, so this vehicle can be traded instead of such going to the City Auction. Staff indicated that a trade-in would generate better funding than the auction. Myers moved to approve the Resolution and that such be submitted to the City Council for final consideration. Seconded by Walendy. Passed unanimously.

Discussion of the Parks and Recreation Department Telephone and IT System:

Staff reported that this item was being brought to the Board's attention because the existing phone system, through the city is not compatible with the new Park IT System. Staff is in the process of trying to gather the options for making our system independent from what the city is currently considering.

Discussion of the Wapelhorst Park Ball Diamond Complex Improvements:

Staff provided a brief overview on what was being planned for the Ball Field improvements, including soil addition and a soil amendment plan. Staff also reviewed the Turf Grass Management Plan (**attached**) as informational for the Board.

Discussion of an Athletic Field Tournament Policy:

A draft of the Proposed Athletic Tournament Policy dated December 05, 2007 (**Attached**) was reviewed and discussed. Staff will make the revisions as proposed, and the final draft will be brought back to the Board for consideration.

Discussion and Consideration of a Permanent Roadway Improvement, Maintenance and Retaining Wall Easement with the St. Charles Quarry:

A copy of the Easement Agreement (**attached**) was reviewed. Smith moved for approval of the Easement Agreement and that it be submitted to the City Council for consideration. Seconded by Morgan. Passed unanimously.

Closed Session:

Walendy moved that the Regular Board Meeting adjourn into **Closed Session, for the purpose of Leasing, purchase or sale of real estate where public knowledge of the transaction might adversely affect the legal consideration thereof. (RSMo 610.021.2)**. Seconded by Smith. Roll Call:

Yes: Porterfield, Walendy, Seeds, Morgan, Myers, and Smith.
No: Seeds

After the Park Board returned to **Regular Session**, Morgan moved that the meeting **Adjourn** at 8:38pm. Seconded by Smith. Passed, with Seeds voting no.

Park Board Work Session Meeting: December 05, 2007

Respectfully Submitted,

Lyn Porterfield - President

Matthew Seeds - Secretary