

SAINT CHARLES PARK & RECREATION BOARD MINUTES
WORK SESSION MEETING HELD
APRIL 01, 2009

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

Others - Director Parks and Recreation, Asst. Director Parks & Recreation, Chief Park Ranger Todd Kassabaum, Enterprise Superintendents - Cathy DeDecker, and Aquatic Coordinator - Rosie Rosenthal and the CVB Director David Rosenwasser.

Discussion and Consideration of a Contract with Westport Pools in an amount not to exceed \$48,481.75:

Staff reviewed and the Board discussed a memo dated March 4, 2009 (**attached**) along with a contract with Westport Pools; which provided information about the requirements of Virginia Graeme Baker Act and what was needed for the Saint Charles Parks and Recreation Department to become in compliance with this new Federal Law. New engineered/approved main drain grates must be installed in all of the aquatic facilities. Morgan moved for approval of the recommended contract with Westport Pools in an amount not to exceed \$48,481.75. Seconded by Myers. Passed unanimously.

Discussion of a Temporary Ice Rink:

A Staff memo dated March 24, 2009 (**attached**) was briefly reviewed. Mr. David Rosenwasser - CVB Director was then introduced. He provided an overview presentation which indicated that his department would like to fund the installation and the operation of a temporary ice rink in Frontier Park over the Christmas Holidays in 2009. Mr. Rosenwasser reviewed what his thoughts would be for such an operation to be done, as a trial facility. Mr. Rosenwasser thought that this facility needed to be considered for operation

for a period of at least three years. He then requested that if possible the operation of if this temporary rink be done by the Saint Charles Parks and Recreation Department Staff. When Mr. Rosenwasser's presentation was completed he addressed various questions. Park Staff then presented the pro's & con's for our involvement in this type of facility operation. Borgmeyer moved that 1) the concept of operating an ice rink facility in Frontier Park be approved 2) staff work out the details for what kind of the involvement the parks may want to have in the operations of the facility.

Discussion and Consideration of C09 Budget Amendment:

Staff reviewed and the Board discussed a Memo dated March 24, 2009 (**attached**) concerning the requested C09 Budget Amendments. Borgmeyer moved to approve the C09 Budget Amendment. The motion was seconded by Myers. Passed unanimously.

Discussion and Consideration of Transfers over \$5,000:

Staff reviewed and the Board discussed a Memo dated March 25, 2009 (**attached**) concerning the necessary Budget Transfers. Myers moved to approve the Budget Transfers. The motion was seconded by Borgmeyer. Passed unanimously.

Discussion and Consideration of Filling Vacant Positions:

Staff reviewed and the Board Discussed a Memo dated March 24, 2009 (**attached**) which requested consideration from the Board for Staff to be allowed to begin the process of filling a vacant position. It was reported that one of our long time Maintenance Staff People has announced retirement ending on April 30, 2009. Borgmeyer moved to approve the Staff request. The motion was seconded by Mudrovic. Passed unanimously.

Discussion and Consideration to Purchase Lot 186 in Fox Hill Estate #1:

Staff reviewed and the Board discussed a Memo dated March 24, 2009 (**attached**) which outlined the need to purchase this lot in an amount of \$40,000 plus Closing Costs. It was reported that our trail was installed on this lot during the construction of the property by the city. It was noted that everyone was under the mistaken impression that this lot belonged to the city when it was transferred to us for maintenance. Borgmeyer moved

to approve the purchase of the property. The motion was seconded by Myers. Passed unanimously.

Discussion of Parks and Recreation Board Meeting Schedule:

A memo dated March 25, 2009 from Staff (**attached**) noted that there had been a request for the Board to give consideration of changing the meeting dates for the summer months. Staff reviewed the memo and explained the reasons for the proposed change. After discussion Borgmeyer moved that the first Wednesday of each month - May through September be set aside as the Regular Board Meeting date and that if a special meeting or work session would needed it would be scheduled. Motion seconded by Myers. Passed unanimously.

Discussion of Blanchette Park:

Staff reviewed an article that was printed in the **St. Charles Journal**. Staff reported that the article was in the March 28, 2009 paper and was written by Mr. Beck. Staff reported that Mr. Beck stated that the walks in Blanchette park were in very bad shape and were not handicapped accessible. Staff then reported that this area had funding in the 2010 CIP, which allocated money to repair this area.

Staff also requested that the Board set aside a date or dates for a **Board Member Tour & Orientation** of the park facilities. It was decided that May 27 and June 24, 2009 be scheduled for the tours.

Adjournment: Mudrovic moved that the meeting **Adjourn** at 7:19 pm. Seconded by Myers. Passed unanimously.

Park Board Work Session Meeting: April 01, 2009

Respectfully Submitted,

Lyn Porterfield - President

Matthew Seeds - Secretary