

**SAINT CHARLES PARK & RECREATION BOARD MINUTES
PARK BOARD MEETING HELD
April 16, 2008**

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

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

Others - Director Parks & Recreation, Asst. Director Parks & Recreation, and McNair Area Maintenance Foreman.

Verbal Petitions/Public Comments and Response: None.

Staff Reports/Presentations:

Employee Service Awards. Staff reported that the City of Saint Charles recently hosted an Employee Banquet to recognize the service of long time City Employees for Service, Attendance, and Safety. It was noted that the Park and Recreation Department had several Employees who attained various levels in all of these three categories. Staff stated that the service recognition is done in five year increments. With that noted, Staff reported only one of the Park Employees was able to attend this meeting. Kevin Stelzer, the McNair Area Foreman - was introduced to the Park Board and was recognized for his Twenty-five years of service to the City of Saint Charles Parks & Recreation Department.

Action Items:

Purchase of a Zero Turn Mower from Mordt Tractor in an amount not to exceed \$10,063.40. A copy of and Staff memo dated March 31, 2008, the bid tabulation sheet, and the bid request information (**attached**) was reviewed, which recommended that the bid for a Kubota ZD 326P Zero Turn Mower from Mordt Tractor be approved. Seeds moved to approve the recommendation in an amount not to exceed \$10,063.40. Seconded by Borgmeyer. Passed unanimously.

Lease Agreement with McDonnell Douglas Corporation for the Motorcycle Range. A Staff memo dated April 9, 2008 along with a copy of the Lease Agreement (**attached**) was reviewed which recommended that it be approved by the Board and then submitted to the City Council for final consideration. Various questions & comments were addressed. Walendy noted that the survey needed to be reviewed for a possible correction. With that noted Seeds moved to approve the recommendation pending any necessary correction to the survey document. Seconded by Walendy. Passed unanimously.

Missouri Highways and Transportation Commission Trail Connection Lease Agreement for the Boschert Greenway. A Staff memo dated April 9, 2008 along with a copy of the Lease Agreement (**attached**) was reviewed which recommended that it be approved by the Board and then submitted to the City Council for final consideration. Various questions & comments were addressed. With the information review complete Walendy moved to approve the recommendation. Seconded by Seeds. Passed unanimously.

Great Rivers Greenway Maintenance Agreement for the Boschert Greenway. A copy of the Lease Agreement (**attached**) was reviewed which recommended that it be approved by the Board and then submitted to the City Council for final consideration. Various questions & comments were addressed. With the information review complete Seeds moved to approve the lease agreement recommendation. Seconded by Myers. Passed unanimously.

Transfers over \$5,000. A Staff memo dated April 10, 2008 (**attached**) was reviewed, which recommended that \$18,000 be transferred into the Aquatic Concession Resale Goods line item be approved by the Board. Various questions & comments were discussed extensively. With the information review complete, Borgmeyer moved to approve the recommendation. Seconded by Myers. Passed unanimously.

Purchase of a Vehicle Lift for Wapelhorst Maintenance Shop from NMG, Inc. in and amount not to exceed \$10,750. A Staff memo dated April 14, 2008 (**attached**) outlined the state bid from NMG Inc. Which recommended that it be approved. Myers moved to approve the recommendation. Seconded by Walendy. Passed unanimously.

Change order #1 for the Motorcycle Range to Thoele Asphalt Paving in an amount not to exceed \$5,604.56. A copy of the Change Order (**attached**) was reviewed. Staff provided a brief overview of the need for this change order. When the review was completed Staff recommended Park Board approval. Borgmeyer moved to approve the recommendation. Seconded by Myers. Passed unanimously.

Meeting Minutes:

The **Parks and Recreation Board Meeting Minutes from the March 10, 2008 Regular Meeting.** It was noted that two corrections were needed. With this complete Seeds moved that the Regular Meeting Minutes be approved as revised. Seconded by Walendy. Passed unanimously. The **April 2, 2008 Park Board Work Session Meeting** was reviewed. Borgmeyer moved that the Work Session Meeting Minutes be approved as submitted. Seconded by Myers. Passed Unanimously.

Consent Agenda:

The Consent Agenda topic was then addressed which included

7.A. Calendar Call for Meetings, 7.B. Finance - 1) January Budget Work Sheet, 2) Transfers Under \$5,000 , 3) Finance Committee Meeting Minutes, March 19, 2008 and 7.C. Communications - 1) Capital Projects Report, 2) Planning & Development Committee Meeting, March 24, 2008, 3) Response to Public Input about Fountain Lakes Park Trash Problem, 4) "Everyone's Included: Parks and Recreation Partnerships caters to special needs", Journal April 1, 2008; Elizabeth Perry, 5) "Caretaker looks forward to time off," St. Charles Journal April 13, 2008; Kalen Ponche (all attached). Seeds asked that 7.C.3) Response to Public Input about Fountain Lakes Park Trash Problem item be removed for discussion. With that noted Borgmeyer moved that the of the consent agenda be received as submitted except for item 7.C.3). Seconded by Seeds. Passed unanimously.

Items Removed from the Consent Agenda:

Under the **Response to Public Input about Fountain Lakes Park Trash Problem** item. Seeds reported that he walked around all of the park and reported that there is a real trash problem as noted in the Staff memo dated April 10, 2008. Subsequent to discussion Borgmeyer moved that item 7.C.3) be received as submitted. Seconded by Seeds. Passed unanimously.

President Report: None.

Director's Report:

Thank You's received during the month. A thank you note from a Fellow City Employee - Jessica Rasch was received which thanked the department for the care of the parks.

Wapelhorst Playground Update. Staff reported that signs have been installed to let residents know that a new playground is coming. It was noted that the playground has been ordered which would take about 8 weeks for delivery. As such it would be anticipated that the new facility should be completed sometime this summer.

Wapelhorst Ball Diamond Complaint. Staff reported that they had received a complaint about the Wapelhorst Ball Field Spectator Area. It was noted that such was in the Board Packet for the Board's information. Staff reported that players bench covers are being planned to provide both shade and protection for the players. In addition, various types of covers are being investigated for the other areas in the spectator areas.

Frontier Park Restroom Update. Copies of the proposed addition the Jaycee Stage restrooms was presented for Board Review. Staff provided an overview of what was being discussed at this time. Subsequent to the review, various questions and comments

were addressed. When complete, staff reported that the facility cost estimate and funding source for this facility was still being gathered and when complete such will go to the Mayor and City Council for consideration. Staff noted that the Board would be kept up to date on any new developments.

Economic Development Commission (EDC) Presentation. Staff reported that a presentation was recently provided to the EDC. Such was regarding the possibility of art in parks. The Economic Development Director also presented about an Art District possibly being developed.

Accessible Playground Funding. Staff reported that funding had been requested in the Six Year CIP. It was noted that a potential new one time source of revenue from the cell phone tax may be considered for one or more of these playgrounds. Staff indicated that this is only a possibility at this time but the Board would be notified of any development with this funding.

WI-FI Hot Spots in Parks. Staff reported that they have been working with Pro-Tronics to provide free WI-FI in several of the parks. It was noted that Blanchette/Memorial Hall is complete, with Frontier, Kister, Berthold, Waplelhorst, McNair and the Soccer Complex to follow shortly.

Board Member Comments: None.

Council Meetings' Action w/Park Considerations & Council Liaisons' Comments:

Staff was asked by Council Person Feldman to report that the Talbridge Sub-division Development was being discussed by the City Council. It was noted that this issue was discussed at the last Council Meeting. Staff reported that this issue is yet to be resolved. Staff reported that this would be a topic for the next P & D Committee Meeting.

The next item was concerning the Charter Communications Television issue. Staff reported that as of May 13, 2008 the City TV Channel 20 will be moved to Channel 990. It was reported that as such the only way viewers will be able to watch the City Channel will be by the use of a special Cable Box or via a new Hi-Definition Television. If any viewers have questions they can call 314-543-6679.

Park Board Liaisons' Comments:

Foundation Report. None.

Cemetery Report: Staff reported that the long time Employee - Melvin Schuerman has retired from Oak Grove Cemetery. It was then

reported that a replacement has been hired. His name is Mark Hollenburg.

Legislative Report: None.

Adopt-A-Park - Board Member Observations Pertinent to Facilities, Progress and Services within the Park System:

Porterfield reported that both Jaycee and Schneider/Kiwanis Park looked fine, with the exception of the Elm Street Construction. He noted that the walkways and the turf along the street need repairs at Jaycee.

Walendy was next reporting that McNair & West Winds looked good.

Seeds reported that Heatherbrook, Woodlands, and Schaefer Parks also looked good.

Myers reported that Point DuSable Park including Blanchette Landing, Regot, and Bales Areas) were fine.

Borgmeyer noted that Blanchette and French Town also looked good.

Closed Session: None.

Seeds moved for **Adjournment** at 8:24pm. Seconded by Borgmeyer. Passed unanimously.

Board Meeting: April 16, 2008

Respectfully Submitted,

Lyndel H. Porterfield - President

Matthew Seeds - Secretary