

**SAINT CHARLES PARK & RECREATION BOARD MINUTES
PARK BOARD MEETING HELD
AUGUST 21, 2008**

The meeting was Called to Order by Vice President Walendy at 6:00pm in the George F. Gould Building at Wapelhorst Park. Roll Call noted the following present for the meeting:

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

Others - Director Parks & Recreation, Office Manager.

Verbal Petitions/Public Comments and Response: None.

Staff Reports/Presentations:

Maralee reported that Janet Henderson, Parks Office Manager was present to assist with minutes due to the absence of Larry Henderson, Asst. Parks Director who was not present to due recent surgery.

Action Items:

Memorial Hall Main Level Kitchen Upgrade. Smith questioned whether to table item until Cathy DeDecker could be present to speak. Maralee gave brief explanation of item and stated Cathy would not want it held. After brief discussion of item Smith motioned to approve the recommendation. Seconded by Borgmeyer. Passed unanimously.

Purchase of Shelter from Litchfield Landscape Elements in an amount not to exceed \$21,556. A Staff memo dated August 15, 2008 (**attached**) was reviewed which recommended the low bid from Litchfield Landscape Elements in conjunction with Hutchinson & Associates. Various questions and comments were addressed which resulted in Seeds moving to approve the recommendation. Seconded by Smith. Passed unanimously. The Board also thanked the St. Charles City Council for providing funding for this project.

License Agreement with AT & T Wireless for Maintenance and Improvements to the Existing Telecommunication Flagpole Located at 1870 Muegge Road, Wapelhorst. A consent agreement from Selective Site Consultants dated August 6, 2008 (**attached**) was received requesting authorization to do maintenance and improvements on the existing telecommunication flagpole located in Wapelhorst Park. This would involve changing out of cables to install a different type of antenna. According to the existing contract written consent from The St Charles Parks and Recreation Board is needed before they

can upgrade and modify equipment. Maralee had a phone discussion with a representative from Selective Site Consultants and was assured AT & T will also notify T-Mobile regarding the requested changes. This is also required as part of the current agreements with AT & T and T-Mobile. Various questions & comments were addressed which resulted in Seeds moving to approve the agreement. Seconded by Mudrovic. Passed unanimously.

Meeting Minutes:

The **Regular Parks and Recreation Board Meeting Minutes from the July 16, 2008 Regular Meeting** was reviewed. It was noted that Seeds was recorded as absent from this meeting. A request was made for the minutes to be amended showing he was in attendance. Borgmeyer then moved that the Regular Meeting Minutes be approved as amended. Seconded by Seeds. Passed unanimously. The **August 6, 2008 Park Board Work Session Meeting** was then reviewed. When completed, Smith moved that the Work Session Meeting Minutes be approved as submitted. Seconded by Borgmeyer. Passed Unanimously.

Consent Agenda:

The Consent Agenda topic was then addressed, which included **7.A. Calendar Call for Meetings, 7.C. Communications - 1) Capital Projects Report, 2) Budget Transfers under \$5,000, 3) Inclusion Coordinator 2007-2008 Year End Report, and 4) Planning and Development Committee Meeting Minutes, July 28, 2008.** With no request for discussion Seeds moved that the consent agenda be received as submitted except for item 7.C.1). Seconded by Borgmeyer. Passed unanimously.

Items Removed from the Consent Agenda:

Under the **Calendar topic**, Staff reported that Monday August 25, 2008 the P & D Committee was scheduled for a meeting but since there are no agenda items at this time or any pressing issues the meeting has been cancelled with the approval of Myers, Committee Chair. The McNair Sports Court Task Team to meet August 26, 2008 at 4:30pm at the Park Office Conference Room. It was also noted the Boschert Greenway is estimated to be completed by the end of September. With that in mind a tentative date of October 22 at 2pm has been set for the Boschert Greenway dedication. This would be in conjunction with the Great River Greenways. With the various calendar revisions being noted, Borgmeyer moved that item 7.A) be received, as revised. Seconded by Seeds. Passed unanimously.

President Report: None.

Director's Report:

Thank You's received during the month. None. Staff gave a brief update on Talbridge Park.

The Park Director gave a brief update on Talbridge Park and Wapelhorst Park. The proposed shelter will accommodate groups of approximately 70 people. The shelter would also be added to those which have a chargeable usage fee. The shelter will have an adjoining concrete patio which will also have tables. Decorative stones will be used around the shelter which are also being used on the park restroom building. The restroom building will be similar in design to that in Schaefer Park. A brief outline was given on placement of a future playground in relation to the ponds and proposed shelter.

Smith ask about barbeque grills and staff reported there would be the standard pedestal type grills available around the shelter.

Feldman stated she wanted Talbridge Park to be "able to grow". This would be accomplished by future additions of a playground, walking trails, landscaping and development of an open play field as funding is obtained whether it is by donation, grant money or budgeted capital improvements. That the trails be landscaped with wild flowers, etc. and that the lake be landscaped to discourage the geese from making their home in or near the water in the park.

It was noted in Wapelhorst Park - the new tot area has been installed. The lake is now ready for water. The "debris" in the dry bed is actually fish habitat approved by the Missouri Conservation Department. The Conservation Department will also be assisting in stocking the lake at a future date. The new bridge at the lake should be completed in the next couple of weeks.

Board Member Comments:

Smith thanked the Parks and Recreation Department for the flowers recently sent to his wife during her illness.

Seeds ask about the easement for Webster Park. The Director noted our engineering firm is drawing up the easement to be brought before the Parks and Recreation Board and then the St Charles City Council for approval. We have also been in contact with St. Charles Quarry which is in agreement and ready to sign the easement when it is ready. We have a survey company ready to lay out the roadways so we can move forward as soon as possible following the easement approval.

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

Nothing directly relating to Parks.

Voters passed the Community Center bond issue by 70%. Feldman stated she is looking forward to working on that project. Thinks there will be several things Parks can do to be involved in the

project.

Park Board Liaisons' Comments:

Foundation Report. Staff reported fall membership drive for the "Friends of" will be coming up soon.

Cemetery Report: Nothing to report.

Legislative Report: Nothing to report.

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

Mudrovic stated that Wapelhorst looked good.

Smith stated that he didn't make it to his newly assigned parks. Per Seeds Heatherbrook, Woodlands, and Schaefer Parks also looked good.

Borgmeyer noted that Boone's Lick, Circle Drive and Fountain Lake all looked good.

Myers reported she didn't make it to DuSable and Blanchette Landing however, she had visited several other parks during the month and they all looked good.

Seeds reported he didn't realize he had new parks and therefore, did not make it to Frontier, Berthold, and Kister Parks. He did visit Heatherbrook, Woodlands, and Schaefer Parks and reported for Smith that they look good.

Walendy was next reporting that Blanchette and Frenchtown Parks both looked good.

Closed Session: None.

Borgmeyer moved for **Adjournment** at 6:45pm. Seconded by Seeds. Passed unanimously.

Board Meeting: August 21, 2008

Respectfully Submitted,

John Walendy - Vice President

Matthew Seeds - Secretary

