

**SAINT CHARLES PARK & RECREATION BOARD MINUTES
WORK SESSION MEETING HELD
August 3rd, 2011**

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

Park Board - Valerie Lanning, Laura Lyon, Tom Probst, TJ Slattery, Tom Smith, Linda Roche, John Walendy, and Council Liaison Bob Kneemiller present for Roll Call; and Don Morgan, and Kathy Mudrovic absent.

Others - Maralee Britton - Director Parks and Recreation,
Chris Atkinson - Assistant Director
Todd Kassabaum - Chief Ranger
Kathie Sutin- St. Charles Patch.

Appointments of Liaisons, Committees and Council Buddies:

Council Buddies:

Slattery - Mayor Faith, Council President Klinghammer, Park Board Liaison Kneemiller.

Lyon - Mary Ann Ohms

Morgan - Tom Besselman

Lanning - Laurie Feldman

Mudrovic - Michael Weller

Roche - Jerry Reese

Probst - Dave Beckering

Walendy - Ron Stivison

Smith - Bridget Ohmes

Task Teams:

Webster - Smith, Roche, Morgan

100 Acre - Smith, Probst, Lyon

Accessible Playground - Slattery, Lanning

Liaisons:

Foundation - Mudrovic

Cemetery - Lanning

Legislative - Vacant - Staff would continue.

Adopt a Park:

Slattery - Webster, Heatherbrook, Vogt Brothers & Woodlands.
Walendy - Berthold Square, Kister & Frontier
Probst - Boones lick, Circle & Oak Grove Cemetery
Lanning - Fountain Lakes, Skate Park & Kiwanis Park
Morgan - Boschert Greenway, Fox Hill, St. Charles Soccer Complex.
Smith - Blanchette, 100 Acre Park.
Mudrovic - McNair, Westwinds & Jaycee.
Lyon - Frenchtown, Jean Babtiste Point Dusable.
Roche - Schaefer & Wapelhorst.

Discussion of McNair Sports Court: See attached memo dated July 29th, 2011. Britton updated the board in regards to some issues that have been occurring at McNair Sports Court. She highlighted that the recreation programming will be increased and that structured activities will hopefully reduce these issues. Chief Ranger Kassabaum explained in detail that 454 calls for service in McNair park in the last year. He also explained how the park was staffed throughout the night and at problem times. Walendy asked if hiring another Ranger would assist. Britton explained that the cost to do so would be excessive and not practical since the ranger cannot be in park location for entire shift due to other issues throughout the park system during those times. Walendy asked if it possible to get statistics on the number of callouts on all of the parks. Kassabaum said that in the future we will have the ability in house to be able to pull those numbers and details. Staff would report back with more information about issues.

Discussion of Fox Hill Park: See attached staff memo dated July 29th, 2011. Britton highlighted steps that had been taken by staff since the last board meeting. An action plan has been put in place to attempt to remedy the issues that are taking place. Some parts of the plan have already been acted on (rock added to washout areas etc.) Staff will report back to the board on the progress of the action plan.

Discussion of Turf Management Plan: See attached memo dated July 29th, 2011. Britton updated the Board that staff has been working to update the plan and associate costs with each step. Britton also said the horticulturists are assessing their equipment needs. Additional funds will need to be allocated to this area in the upcoming 2012 budget and future budget years. Finally Britton highlighted the fact that along with following and implementing the turf management plan out major issue is with over programming/utilizing the fields. The excessive use of the fields does not allow sufficient time to complete what the plan calls for. This is going to have to be discussed at future board meetings.

Discussion of Jaycee Park Playground Donations: Lanning asked that the board considering making a private donation as a group to the Jaycee Playground Fundraising Project.

Resolution #2 Surplus Equipment*: See attached memo dated July 29th, 2011. Britton explained that for our records we have to declare surplus the trade in ranger vehicle that was included in the purchase of the new Dodge Charger Ranger vehicle. Probst made a motion declaring the 2007 Ford Police Interceptor surplus equipment. Seconded by Walendy. Motion passed.

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

Walendy indicated that Jaycee looked good.

Slattery reported the Mueller Soccer Complex looked good.

Lanning reported that Frontier and Fountain Lakes parks looked ok. Just dry.

Closed Session:

At 7:14 pm Slattery made a motion that the Board go into closed session in relation to (C) Hiring, firing, disciplining or promoting of particular employees when information relating to the performance or merit of individual employees is discussed and recorded (RSMo 610.021.3) and (E) Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment (RSMo 610.021.13). Seconded by Smith.

Roll Call vote:

Aye: Slattery, Lanning, Walendy, Smith, Lyon, Probst and Roche.

Nay: None

Discussion of Maintenance Superintendent, Enterprise Superintendent, Maintenance Foreman and Aquatics Coordinator took place.

Walendy made a motion to amend and update the Parks & Recreation Department full time employee pay grid as presented by staff. Seconded by Slattery. Motion passed unanimously.

Discussion of Director evaluation took place.

At 8:39 Probst made a motion to come out of Closed Session. Seconded by Smith.

Roll Call vote:

Aye: Slattery, Lanning, Walendy, Smith, Lyon, Probst and Roche.

Nay: None

The Park Board returned to **Regular Session**

As there was not any other business to discuss Lanning moved for **Adjournment** at 8:40pm. Seconded by Probst. Passed unanimously.

Park Board Work Session Meeting: August 3rd, 2011

Respectfully Submitted,

T.J. Slattery - President

Valerie Lanning - Secretary