

**SAINT CHARLES PARK & RECREATION BOARD MINUTES  
WORK SESSION MEETING HELD  
JUNE 04, 2008**

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, Borgmeyer, Smith, present for Roll Call; with Thro, and Mudrovic Council Liaison Feldman absent.

Others - Director Parks & Recreation, Asst. Director Parks & Recreation.

**Discussion and Consideration of the Parks and Recreation Foundation "Friends of the Parks" Membership:**

A Staff Memo dated June 2, 2008 (**attached**) was reviewed. Staff reported that this memo outlines the request by the Park Foundation Board which was planned as an incentive to help increase the "Friends of the Parks" Membership. This request included automatic membership in the Parks Passport Card Program, Free Pass into one of the Park Department Aquatic Centers, and Special E-mails letting the Friends know about the opportunities within the parks such as special events, programs and general park information. Subsequent to a review of the Staff Memo the discussion was extensive. This discussion resulted in various Park Board Member suggestions and comments about other ways the Foundation Board might publicize their membership campaign. When the discussion was complete, Morgan moved that two pool daily admission passes be authorized for use during the 2009 season at either the Blanchette or McNair Aquatic Facility and that a Park Pass Port Card be automatically sent to any new Friend Member. Motion seconded by Seeds. Passed unanimously.

**Discussion of the 2009 Budget:**

Staff reported that the Finance Committee met on Monday, June 2, 2008 to review a draft of the 2009 Budget. It was noted that the discussion was extensive during that meeting and many of the discussion points was provided during this meeting for Park Board review. Staff reviewed the information that the Finance Committee has been discussing. It was reported that the information that was provided for this meeting was in the beginning stages of the planning for the upcoming budget process and was for discussion purposes only. Staff indicated that it is in no way near being in its final stage for Board consideration. Various Staff concerns about the upcoming budget and the income projections were then reviewed. Subsequent to a review of the information and various questions/comments being addressed, Staff stated that the Committee

would be again reviewing a more final proposed 2009 Budget at their next meeting. With that noted it was reported that the 2009 Budget would be addressed at the July Meeting.

**Discussion of the Newly Acquired Portable Stage:**

A Staff Memo dated June 03, 2008 (**attached**) concerning the new City Owned Portable Stage was reviewed. Staff reported that this item was also informational and being brought forward to the Park Board since it will require additional Staff time for the transportation, set-up, and take-down for event that are done in the parks. After the review of the memo various comments and questions were addressed. It was noted that when all of the questions are answered from a city wide stand point the Park Board will be informed about what action may be required at some point in the future.

**Discussion of Seasonal Employment and the Nepotism Policy:**

A Staff memo dated June 02, 2008 (**attached**) outlined the existing City of Saint Charles Nepotism Ordinance and City Employee Handbook, and also proposed new policy for seasonal employees. Staff reviewed the reason for this new proposed policy. Staff again noted that this was an informational item. It was reported that the draft of this policy would be brought back for Board Consideration as may become necessary.

**Discussion and Consideration of the Seasonal/Part-Time Wage Grid:**

A copy of a proposed replacement Seasonal/Part-Time Wage Grid which was approved by the Board in December 2007 and again recently. Staff reported that the Blanchette and Wapelhorst Aquatic Manager position was inadvertently left off the grid in level 6. Staff indicated that this was discovered during the payroll process therefore the grid was being brought back to the Board for re-consideration. When the discussion was complete, Seeds moved to approve the Staff recommendation. Seconded by Smith. Passed unanimously.

**Discussion of the June Regular Park Board Meeting and the July Work Session:**

Staff reported that the 2009 Budget would be the primary reason for the next meeting. After discussion about combining the two meetings the Board Consensus indicated that the July 2, 2008 Work Session Meeting would be a combined meeting for the Regular June Board Meeting and the Regular Work Session.

As there was not any other business to discuss Seeds moved that the meeting **Adjourn** at 6:14 pm. Seconded by Morgan. Passed unanimously.

Park Board Work Session Meeting: June 4, 2008

Respectfully Submitted,

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Lyn Porterfield - President

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Matthew Seeds - Secretary

It was reported that this agenda item was also informational and for discussion purposes only. Staff gave an overview the new County Code for Pool Related facilities. A Staff memo dated May 1, 2008 (**attached**) was reviewed. It was reported that this new code is being considered by the City of Saint Charles for adoption via a cooperative agreement between the city & county. Staff stated that this possible code adoption would have some effect on the park department facilities, however all of the Aquatic Staff feels that as a public facility it should be held to a high standard. When the Staff review was complete, various Board Member comments and questions were addressed. This discussion resulted in the Board President & Staff being requested to put together some sort of statement that the Park Board has reviewed this proposed aquatic code and would not be opposed to its adoption. It was noted that such would be brought back to the Park Board for review.

**Discussion and Consideration of a contract with Westport Pools, Inc for chemicals in an amount not to exceed \$25,000:**

A Staff Memo dated April 30, 2008 (**attached**) was reviewed. Staff reported that this is again a joint bid with the Cities of St. Peters, O'Fallon, Wentzville and Saint Charles for pool chemicals. Various questions about the bid were answered resulting in Seeds moving that the recommended bid for the City of Saint Charles portion be approved in an amount not to exceed \$25,000. Seconded by Morgan. Passed unanimously.

**Discussion and Consideration for the purchase of a Grand Caravan with Lou Fuse in an amount not to exceed \$19,627:**

A Staff Memo dated May 1, 2008 (**attached**) was reviewed. Staff reported that bids were solicited from fourteen dealers with three bids being received. Various questions about the bid was answered resulting in Morgan moving that the recommended bid from Lou Fuse in an amount not to exceed \$19,627. Seconded by Myers. Passed

unanimously.

**Discussion of the City Property at the Talbridge Subdivision to become a Park:**

A Staff Memo dated April 30, 2008 (**attached**) was reviewed, followed by extensive discussion. It was reported that the park was supposed to be constructed by the developer, therefore the City Council and the Talbridge Subdivision Developer are in the process of trying to come together with some sort of agreement on how this would occur. Staff reported that they were asked to put together an estimate of what it would cost to totally complete the project, both if the work was done by Park Staff or a Contractor. It was noted that this was informational at this time but it would be coming back to the Park Board for consideration once a city agreement is completed. Various comments and questions were discussed resulting in Staff being asked to keep the Board informed as this issue develops.

**Closed Session:**

Seeds 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 Morgan.  
Roll Call:

Yes: Porterfield, Walendy, Seeds, Morgan, Myers, Borgmeyer, Thro, and Mudrovic

No: None

After the Park Board returned to **Regular Session**, Borgmeyer moved that the meeting **Adjourn** at 8:20 pm. Seconded by Seeds. Passed unanimously.