

SAINT CHARLES PARK & RECREATION BOARD MINUTES
PARK BOARD MEETING HELD
MARCH 18, 2010

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

- Park Board** - Valerie Lanning, Kathy Mudrovic, Jan Myers, Mary Ann Ohms, John Walendy, present for Roll Call; with T. J. Slattery and City Council Liaison Laurie Feldman absent and Tom Smith coming in after roll call.
- Others** - Maralee M. Britton - Director Parks and Recreation, Todd Kassabaum - Chief Park Ranger, Bob Fink - Recreation Coordinator, Cathy DeDecker - Enterprise Superintendent, Dan Foust - Oktoberfest Committee.

Verbal Petitions/Public Comments and Response:

Walendy introduced Dan Foust, Co-Chairman of the St. Charles Oktoberfest Committee. The St. Charles Oktoberfest requested in a letter sent to the Park Board (**attached**) to utilize the south end of Frontier Park on September 26, 2010 for the antique car show. The area in question is the grassy area south of the Lewis & Clark Statue and to the west of the sidewalk leading to the boathouse parking lot. The car show was held on South Main Street since its inception over 21 years. In 2009 Mayor York requested it be moved from that location. It was moved to the boathouse parking lot which proved not to be a change for the better. In keeping with the committee's dedication to making the Oktoberfest Festival one of the premier events in the State of Missouri, the car show and its guest must be in proximity of the main event. The committee will provide and station guards at the southern gate for security and ensure the safety of the public. Foust is asking the Park Board to waive the rule of only 35 vehicles in Frontier Park. Typically they have between 125 - 150 show cars. Currently the committee plan on the St. Charles Kiwanis Club serving soda, hot dogs and hamburgers. Foust stated that the St. Charles Oktoberfest Committee will pay for any damages caused by the cars. Staff is not opposed, but they do have a couple of concerns that need to be addressed. After extensive discussion, Britton stated that if the Park Board is agreeable to the request, staff would like to put recommendations in writing, talk with Foust and make sure he is okay with the guidelines and then bring this back to the Park Board at the next meeting scheduled for April 8, 2010. The Park Board agreed.

Staff Reports/Presentations:

Britton announced the retirement of Cathy DeDecker - Enterprise Superintendent. DeDecker was hired June, 1981 which was the beginning of the Recreation Division. She was specifically hired to create the Recreation Division. At that time City Council appropriated \$30,000 which included her salary and slowly decreased funding to zero. That led to a park tax in 1984 in which 5% will always be for recreation. There have been so many things over the year that DeDecker has been involved in implementing, fostering, mentoring, designing and spearheading. We've come a long way and it's been because of her and her leadership. She has taken very old aquatic centers and built new aquatic centers that have won national awards for excellence in aquatics. She has always been for the residents.

DeDecker wanted to thank the Park Board for picking up when City Council dropped the program. The recreation division went from one employee (DeDecker) to approximately 275 employees most are part time/seasonal. For 25 years the recreation division has been self-sufficient. This past year, in one of the worst economical times, the recreation division did very well. DeDecker plans to walk all the parks. DeDecker stated that she hopes the Park Board will continue to support the parks. Walendy stated that the Park Board really appreciates all of her efforts.

The Recreation Council of Greater St. Louis special recognition to the Parks and Recreation Partnership Program to the Cities of St. Charles, St. Peters, O'Fallon and Wentzville. Lanning asked if Brita Weight, Inclusion Coordinator, could come to a future meeting so the new members could meet her.

Britton announced the new Park Board Member, Laura Lyon. She couldn't be at the meeting because of a prior commitment.

Items for Discussion and/or Action:

Contract for a Recreation Trip, in an amount not to exceed \$5,377.40. A Staff memo dated March 12, 2010 (**attached**) which recommended the Board to approve the bid from Drury Inn, Atlanta. Morgan moved to approve the contract. Seconded by Smith. Passed unanimously.

Contract for Bus Service for Day Camps in an amount not to exceed \$5,000. A Staff memo dated March 12, 2010 (**attached**) recommends to approve the bid from First Student Transportation.

Smith moved to approve the contract. Seconded by Morgn. Passed unanimously.

Cemetery Capital Improvements Plan 2011 - 2016 (attached). Discussed were the recommendations by the Cemetery Board. Funding the requested items depends on the source of funding as it is a combination of revenues. Within the recommendations there is equipment replacement on a schedule and adding to the cremation area for a mausoleum. Morgan moved to recommend the CIP. Seconded by Myers. Passed unanimously.

Purchase of Playground Safety Surface Mulch in an amount not to exceed \$10,000. A Staff memo dated February 22, 2010 (attached) recommends the Board approve the bid from Foster Brothers. Lanning moved to approve the purchase. Seconded by Morgan. Passed unanimously.

Purchase of Aquatic Pool Furniture not to exceed \$43,900. A Staff memo dated March 12, 2010 (attached), recommends the Board approve the bid from Lynkris Patio Furniture. Lanning moved to approve the purchase. Seconded by Smith. Passed unanimously.

Service agreement for Telephone Equipment in the Administration Building in an amount not to exceed \$6,120. A Staff memo dated March 15, 2010 (attached) recommends the Board approve the Service Agreement from Tech Electronics. Smith moved to approve the purchase. Second by Mudrovic. Passed unanimously.

Cooperation Agreement for Phase 2 of the Construction & Maintenance of the Boschert Greenway. A Staff memo dated March 15, 2010 (attached) is recommending the Board approve this agreement and letter of commitment. Great Rivers Greenway was at the last meeting presenting phase 2 of the Boschert Greenway. Like Phase 1, this agreement allows GRG to bid and construct the trail and then releasing it to Parks once complete for the ongoing maintenance. The letter of commitment states that once the trail is complete, Parks will share in the construction cost of \$150,000 or 10% whichever is less. GRG will send a letter once complete and ready for payment of the total cost. Morgan moved to approve the Agreement of Phase 2. Seconded by Mudrovich. Passed unanimously.

Resolution #2, 2010 Approving and Adopting a Drug and Alcohol Testing Policy for the City of St. Charles Parks Department and Providing for an Effective Date Thereof (attached). This is the policy has been previously discussed and is now ready for consideration. By adopting the resolution, the policy would be the same for all City Employees with the Board governing for the Park

Employees. Britton spoke with HR and they will be training for all the City Staff including Park Employees That will be forthcoming prior to May 1st effective date. Morgan moved to approve the resolution. Seconded by Smith. Passed unanimously.

A Discussion from American Legion Post 312 Baseball Tournament Request. The American Legion plays their leagues at Blanchette and is planning a tournament this year as a fundraiser. They have requested the tournament fees be waived in lieu of the improvements they have donated (**attached**). Improvements include flags in front of the park, dug out covers, and the scoreboard. League officials don't know if this is just a one time tournament or reoccurring. Walendy asked that Britton would write a letter stating we would like to support the tournament and that the Board will waive the fees for the first year. If there is cleanup by staff they will be responsible for the cost. After extensive discussion, Lanning moved to approve the recommendation. Motion was seconded by Smith. Passed unanimously.

Meeting Minutes:

The Parks and Recreation Board Regular Meeting Minutes from February 25, 2010 Meeting was reviewed. Smith moved that the Minutes be approved as submitted. Motion seconded by Morgan. Passed unanimously.

Consent Agenda:

The Consent Agenda topic was then addressed, which included the following:

7.A. Calendar Call for Meetings

7.B. Finance

- 1) **Transfers under \$5,000.**

7.C. Communications

- 1) **Projects Report.**
- 2) **2009 Fourth Quarter Inclusion Report**
- 3) **Planning and Development Committee Meeting Minutes, February 22, 2010**

Walendy asked if anyone wanted to remove any item for discussion. Smith asked that **7.B.1) Tranfers under \$5,000** be removed. Mudrovic moved for a motion to approve the Consent Agenda as presented. Motion seconded by Lanning. Passed unanimously.

Items Removed from the Consent Agenda:

Transfers under \$5,000, Smith questioned the temporary from office equipment to Enterprise equipment. Britton stated we were waiting for the Council to approve the budget amendment for the funding from 2009 to be available. A door that needed to be ordered for Memorial Hall was on hold until Council approved the ordinance. Smith moved to approve the budget transfers. Seconded by Morgan. Passed unanimously.

President's Announcements and Reminders:

Walendy reminded everyone that starting next month the Board will be back to two meetings a month. The meetings will be on Thursday and back in the Administration Office.

Director's Report:

Britton stated that some exciting events have been happening. The Ranger Division has been invited to be part of the Community College training seminar for Missouri Parks and Recreation. Chief Kassabaum will be giving a presentation at a round table discussion discussing recreation, safety, rangers and security. The flyer reads "This interactive session will feature chief park rangers from three prominent recreation departments".

Annual conference was very good with great guest speakers. Talking with Bettie Yahn-Kramer, who is the Director of St. Charles County Parks, about bringing one of them in for a joint session with both of our staff's to save on cost. He talked about look and doing different things to get a different perspective. Richard Ash was inducted into the Hall of Fame.

We are under way with leagues, preparing for festivals, and, in between rain showers, trying to get on top of all of our projects. To help out with all of the work, at the last meeting the Board approved the new hires of rangers and maintenance. Hiring was internal for those four positions. In the maintenance we hired Vince Kateman, Carl Rakers and Keith Wallace. Carl and Keith have been working on ball diamonds under seasonal employment for about three years and now are full time. Vince had one time worked on ball diamonds, his responsibility will be changing. We have been mentoring and training part-time and seasonal staff so hiring from within is a greater possibility. The Ranger division hired Paul Jokerst full time. He and Jim Kearns will be assuming the Ranger Sergeant roll as necessary when our Chief not present taking on that roll and responsibility.

The Assistant Director of Shared Services has been posted. We put it out on surrounding Park & Recreation sites as well as within

Missouri and within the Missouri Municipal League, Illinois, Iowa, Kansas, Arkansas, Tennessee for about \$300.00 verses advertising in the Post-Dispatch which would have cost us about \$1700.00. We have gotten great response and a lot of applications. Next meeting in April we will be discussing how we want to handle the recruiting of that position.

Board Member Announcements and Reminders: None.

Council Liaison Announcements and Reminders: None.

Park Board Liaisons' Comments:

Foundation Report: None.

Cemetery Report: None.

Legislative Report: None.

As there was not any other business to discuss Morgan moved for the meeting to **Adjourn** at 7:30 pm. Seconded by Mudrovich. Passed unanimously.

Meeting: March 18, 2010

Respectfully Submitted,

John Walendy - President

Jan Myers - Secretary

