

**SAINT CHARLES PARK & RECREATION BOARD MINUTES  
WORK SESSION MEETING HELD  
MAY 7, 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, Thro, and Mudrovic present for Roll Call; with Council Liaison Feldman arriving shortly after the meeting began and Smith absent.

Others - Director Parks & Recreation, Asst. Director Parks & Recreation and Ann Truskowski.

**Discussion and Consideration of the Special Event Policy Revision:**

A Staff Memo dated May 1, 2008 (**attached**) was reviewed. Staff reported that this item was being brought to the Board as requested by the P & D Committee at their April 28, 2008 for final consideration. It was reported that this proposed policy revision would not change the existing policy, but would rather provide written clarification of the requirement for the events organizers to provide personnel at the Frontier Park Gates if alcoholic beverages are sold during their event. Staff also reported that the police department policy as it is written would conflict with this proposed park policy. As such, Chief Corley suggested some wording for this policy which he would also adopt so both would be consistent. Various questions and comments were addressed. Porterfield suggested some minor wording revisions to the proposed policy to get rid of some redundancy in the wording. When the discussion was complete, Seeds moved that the proposed policy be adopted with the noted revisions being completed. Motion seconded by Morgan. Passed unanimously.

**Discussion and Consideration of the Discount for Full Time City Employee Revisions:**

A Staff Memo dated May 1, 2008 (**attached**) was reviewed. Staff reported that this item was being brought to the Board as requested by the P & D Committee at their April 28, 2008 for final consideration. The discussion of the proposed policy revisions for the various amounts of the discounts and the reasons for the requested changes was extensive. Several Board revisions were discussed, resulting in Myers moving that the recommended Employee Discount Policy be approved as discussed and amended. Seconded by Seeds. Passed unanimously.

**Discussion and Consideration of the Recreation Trip Policy Revisions:**

A Staff Memo dated May 1, 2008 (**attached**) was reviewed. Staff reported that this item was also being brought forward and recommended by the P & D Committee at their April 28, 2008 for final Park Board consideration. After the discussion was completed, Myers moved to approve the recommended policy revisions as recommended. Seconded by Morgan. Passed unanimously.

**Discussion and Consideration of the Part-Time Community Relations Specialist Position:**

A Staff memo dated May 1, 2008 (**attached**) outlined the Staff proposal to combine the existing Part-Time Secretarial Position that was recently vacated, with the unfilled Resource Coordinator Position that is budgeted. When the discussion was completed, Myers moved to approve the Staff recommendation. Seconded by Seeds. Passed unanimously.

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

A Staff memo dated May 1, 2008 (**attached**) noted that when the Seasonal/Part-Time Wage Grid was approved by the Board in December 2007 the Lead Day Camp Counselor position was inadvertently left off the grid. Staff indicated that this was discovered during the hiring process therefore the grid was being brought back to the Board for consideration. When the discussion was complete, Seeds moved to approve the Staff recommendation. Seconded by Borgmeyer. Passed unanimously.

**Discussion and Consideration of the Regional Business Council Endowment Project:**

Staff gave a brief overview about the project which included the fact that the Regional Business Council was providing a bench, landscaping, and Light Pole Banner funding to fifteen parks throughout the Metro Area including Belleville & Alton, Illinois, Washington, Missouri and also Saint Charles. When the overview of the proposed project was completed, Ms. Ann Truskowski with the Regional Business Council was introduced. Ms. Truskowski indicated that she was in attendance to try and answer any questions that the Board may have about the project.

Various questions and comments were addressed, which focused on the plaque wording and pictures on the banners. It was suggested that all of the pictures be of activities/facilities that are located in Frontier Park. With completion of the extensive discussion, Morgan moved that the Regional Business Council proposal be approved with the banner photo's to be limited to pictures of Frontier Park. Seconded by Thro. Passed unanimously.

**Discussion of Inclusion Recreation:**

It was reported that this agenda item was informational and for discussion purposes only. Staff gave a brief overview about our Inclusion Program which included the fact that we have had our Inclusion Coordinator for a few years. It was reported that this has resulted in an increase in participation numbers by persons with disabilities. Staff then noted that this increase brings with it an increase in the amount of accommodations and support that are required. It was reported that this is a good thing but this will increase the costs for providing this service. Staff indicated that such will require additional training expense for our Staff, especially in the recreation and day camp programs. This will require additional funding in the budget in future years. Staff also reported that additional funding will also be needed for the smaller accessibility issues. Staff indicated that both of these issues will be discussed for possible funding via special line items in the budget.

Various Board Member questions and comments were addressed concerning this issue. When this was complete, Staff again noted that this was informational and would be brought forward in the budget process.

**Discussion of the St. Charles County Aquatics and Recreational Code:**

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.

Park Board Work Session Meeting: May 7, 2008

Respectfully Submitted,

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Lyn Porterfield - President

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Matthew Seeds - Secretary