

SAINT CHARLES PARK & RECREATION BOARD MINUTES  
PARK BOARD MEETING HELD  
NOVEMBER 19, 2008

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

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

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

Aquatic Coordinator, Maintenance Superintendent, and Wapelhorst Area Foreman.

Verbal Petitions/Public Comments and Response: None.

Staff Reports/Presentations:

**Recognition of Trees at Jaycee Park and Oak Grove Cemetery by the Fleur de Lis Garden Society.** Staff reported that they had been contacted by a representative from a new Garden Federation Group called the Fleur de Lis Garden Society. Staff stated that this new group is an affiliate of the Federated Garden Clubs of Missouri. Staff reported that this new club has been getting involved in the community doing various things including a tree tour in St. Charles County. It was noted that two trees on this tour are on city property. One is a Sassafras tree located in Oak Grove Cemetery and the other is in Jaycee Park which is an American Elm Tree.

Action Items:

**Change Order #1 to Fleetcor Contract in the amount of \$15,500 for a total contract not to exceed \$95,500.00.** A Staff memo dated November 14, 2008 (**attached**) was reviewed which recommended extending the contract with Fuelman, a Fleetcor Company, by \$15,500. When the information review was completed Seeds moved to approve the recommended Bid Change Order. Motion

seconded by Morgan. Passed unanimously.

**Request to St. Charles Quarry, LLC for a permanent Roadway Improvement, for Maintenance and Retaining Wall Easement for Webster Park.** Staff reviewed the easement information as noted in the easement document and recommended it for approval. It was reported that this revised easement was for additional Quarry Property and was the same as the original easement document, except it has additional land added so the requirement of the Corp of Engineers can be met. Various questions & comments were then addressed, which resulted in Morgan moving to approve the recommended Roadway Easement pending approval by the Quarry Property Owners. Motion seconded by Seeds. Passed unanimously.

**Transfers over \$5,000.** A Staff memo dated November 14, 2008 was reviewed (**attached**) which outlined the recommended 2008 Budget Transfers. Subsequent to completion of the review and various questions being addressed, Seeds moved to approve the Budget Transfers as recommended. The motion was seconded by Morgan. Passed unanimously.

#### **Meeting Minutes:**

The **Regular Parks and Recreation Board Meeting Minutes from the September 18, 2008 and the October 22, 2008 Meetings and the November 5, 2008 Work Session Meeting** were reviewed. When complete Borgmeyer moved that the Regular September 22, 2008 Meeting Minutes be approved as submitted. Seconded by Myers. Passed unanimously. Next, the October 22, 2008 Regular Meeting Minutes were addressed. Myers moved that the meeting minutes be approved as submitted. The motion was seconded by Borgmeyer. Passed unanimously. Lastly, the November 5, 2008 Work Session Minutes was reviewed. A correction was noted on page two. With no other corrections being submitted, Seeds moved that the minutes be approved as corrected. Motion seconded by Morgan. Passed unanimously.

#### **Consent Agenda:**

The Consent Agenda topic was then addressed, which included **7.A. Calendar Call for Meetings, 7.B. Finance - 1) June Budget Worksheet, 2) July Budget Worksheet, 3) August Budget Worksheet, 7.C. Communications - 1) Capital Projects Report, and the 2)**

**McNair Sports Court Task Team Meeting Minutes, October 27, 2008.**

Staff requested that item 7.A. the Calendar be removed for consideration. Also, Staff asked that 7.C.1) Capital Projects Report be pulled. Seeds then stated that he had given Staff some spelling error items in the McNair Sports Court Task Team Meeting Minutes. Seeds stated that this item did not need to be pulled for review since Staff would make the needed corrections. With this noted Seeds moved that the rest of the Consent Agenda be approved. The motion was seconded by Morgan. Passed unanimously.

**Items Removed from the Consent Agenda:**

Regarding the Calendar, Staff reported that there were several task team meetings were added to the calendar agenda. These meetings included the McNair Sports Court Meeting on November 24 and the P & D Meeting also on the 24<sup>th</sup>. Staff also reported that a Bums Hollow Task Team Meeting had been scheduled for December 1, 2008. With such noted Seeds moved that the revised Calendar be approved. Motion seconded by Morgan. Passed unanimously. Next the Capital Projects Report was reviewed. Staff indicated that the report was being revised in an attempt to provided the needed information in a format that is more useful and consistent. Subsequent to various questions and comments being addressed Seeds moved to approve the report as submitted. Motion seconded by Morgan. Passed unanimously.

**President Report:** None.

**Director's Report:**

**Thank You's** received during the month. Staff reported that various thank you notes were received this month. Staff briefly reviewed the information that had been received. It was noted that another thank you was received concerning the recent Savanna Southern Trip.

**Business Week Magazine, Best Place to Raise your Kids.** Staff reported that the City of Saint Charles was voted second as the best place in Missouri for 2009.

**Recreation Programs for this Winter. First "Be a Star" Holiday Camp.** It was reported that this camp is for kids that are out of school over the Christmas Holidays. The next item

was regarding Another program this month is "Breakfast With Santa" which will be held on Saturday December 6, 2008.

**Boschertown Greenway Trail Dedication was part of the St. Charles Chamber of Commerce News Letter.** Staff also reported that a copy of the new **City of Saint Charles Disabilities Guide** was at each Board Member's Seat this evening. It was noted that this new guide has many, many parks and facilities listed as part of this new guide. Staff then reported that the City of Saint Charles Council and Boards & Commission Meeting are now being put on the internet via Video Streaming.

**Board Member Comments:** None.

**Council Meetings' Action w/Park Considerations & Council Liaisons' Comments:** None.

**Park Board Liaisons' Comments:**

**Foundation Report.** It was reported that the Foundation is in the process of actively looking for ways to increase their Membership. It was then reported that the Foundation's Third Annual Beer & Chicken Dance will be held on January 30, 2009, 6:30pm to 11:30pm, at the St. Peters Church Hall. Scholarship fund just received.

**Cemetery Report:** None

**Legislative Report:** None.

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

Porterfield reported that McNair & West Winds looked good.

Walendy was next reporting that Blanchette and French Town both looked good.

Seeds reported that Frontier was wet, and Berthold, & Kister all looked good.

Morgan reported that he did not have anything to report concerning Jaycee or Schneider/Kiwanis Parks.

Myers reported that Point DuSable Park including Blanchette Landing, Regot, and Bales Areas) were closed due to flooding.

Borgmeyer noted that Boone's Lick, Circle Drive and Fountain Lakes looks fine.

Smith stated that Heatherbrook, Woodlands and Schaefer Parks also looked fine.

Lanning was next stating that Fox Hill and the Soccer Complex looked fine.

**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 Smith. Roll Call vote:

Aye: Porterfield, Walendy, Seeds, Morgan, Myers, Borgmeyer, Smith and Lanning.

Nay: None

After the Park Board returned to **Regular Session** Morgan moved that the meeting **Adjourn** at 7:06pm. Seconded by Seeds. Passed unanimously.

Board Meeting: November 19, 2008

Respectfully Submitted,

---

Lyndel H. Porterfield - President    Matthew Seeds - Secretary