

ST. CHARLES PARK & RECREATION BOARD MINUTES
WORK SESSION MEETING HELD
November 6th, 2013

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 - Betty Barro, Sandy Bichel, Valerie Lanning, Laura Lyon, Kathy Mudrovic, Linda Roche, TJ Slattery, Mike Ryan and Council Liaison Bridget Ohmes were present. Tom Smith was absent.

Others - Maralee Britton - Director Parks and Recreation,
Chris Atkinson – Assistant Director
Monica McCarthy – Administrative Coordinator
Teresa Martchink – Recreation Coordinator
Todd Kassabaum – Chief Park Ranger
Justine Smith – Recreation Specialist

Purchase of HVAC unit/equipment for Wapelhorst Concession Stand project from Goodman Distribution in an amount not to exceed \$6,500.00*

Atkinson explained the purchase. This is part of the 2013 CIP. Atkinson said it should be the last purchase over \$5000 for this project coming before the Board for approval in regards to the concession stand addition.

Lyon made a motion to approve the purchase. Seconded by Mudrovic. Approved unanimously.

Purchase of 18 programmable locks from Negwer Door Systems in an amount not to exceed \$14,000.00 for Phase 2 of restroom lock replacement*

Atkinson explained the purchase. This is part of the 2013 CIP. Phase 2 of the lock installation will equip all of our existing restrooms that remain open through the winter months with the programmable locks

Lanning made a motion to approve the purchase. Seconded by Ryan. Approved unanimously.

Discussion of Special Events, Policies and Associated Fees

Britton presented the Board with the memo and policy for Special Event policies and fees. The policy sets new fees for special events that would like to use City parks for their event. Both Britton and Slattery explained that a meeting had taken place between staff, Park Board President, Director of Administration, Council President and City Council Liaisons. All in attendance at that meeting gave support to the implementation of this policy.

Park Board members also expressed support for the new policy manual and fee structure. Their main concern was that the implementation be delayed until January 2015. This would give the Special Events time to build the fees into their budgets for 2015. The thought was that January 2014 was too close to some of the events and would place an unfair burden on them. Staff requested that the manual and fees would be brought back before the Park Board at their November 20th meeting for possible approval.

The goal after adoption of the policy would be to reach out to the special event hosts in early 2014 to inform them of the fees.

Discussion of Rental Fees for 2014

Britton presented the Board with information to discuss facility fees for 2014. Fees were presented for gardens, gazebos, the Jaycee stage, and community buildings. There were no objections to the increase presented by staff on those facilities.

Three different shelter fee options were also presented. Option A would be no increase. Option B would be a minimal flat increase. Option C would create a tiered rental structure that would provide pricing for small, medium and large shelters. All options highlighted the fee difference between what we currently receive and what we could receive in each option if rentals remained the same.

Slattery said that he was in favor of Option A – No increase. Both Lyon and Lanning said that they were in favor of the tiered system. After discussion Slattery asked the Board to raise their hands to show which option was preferred by the Board members. Option C – Tiered system was the preferred choice for the rest of the Board members.

Staff were asked to bring back the Facility Fee Recommendation with Option C for shelter rentals to the November 20th Park Board meeting for possible approval.

Resolution #5, 2013; Declaration of Surplus Equipment*

Britton updated the Board on a situation that recently occurred where one of Park Ranger vehicles was hit and totaled during an incident. Although the car was totaled the Ranger was fine. Before this vehicle can be disposed of it needs to be declared surplus by the Park Board and City Council.

Mudrovic made a motion to declare the 2008 Chevrolet Impala surplus. Seconded by Bichel. Passed unanimously.

Adopt a Park (Board Member observations pertinent to facilities, programs and services within the Park System)

Roche – McNair and Jaycee looked great.

Mudrovic –Schaefer and Wapelhorst looked good.

Lyon –Her parks looked good. Dog Park users had a suggestion about doing a “reindeer games” event for dogs over the holidays. Staff said they would look into it.

Lanning: Circle Parks and Boones lick looked good. Cemetery looks great as usual.

Bichel: Kiwanis looked good. Parking lot needs striped.

Barro: Mentioned shed had visited Blanchette on two different occasions. Had concerns about the look of the roadway in the park, the debris and weeds and raised bricks in Rau Garden, and condition of floors and vents in restrooms. Also said the fields looked great and that the restrooms were clean and well stocked.

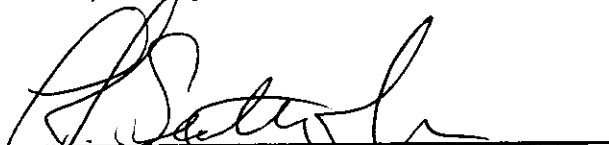
Ryan: Fox Hill and Mueller Complex looked great. Mentioned that the complex is getting good reviews on local online soccer forum.

Slattery: Frontier Park looked great. Second shelter looks great also.


As there was not any other business to discuss Barro moved for **Adjournment** at 6:48pm. Seconded by Mudrovic. Passed unanimously.

Park Board Work Session Meeting November 6th, 2013

Respectfully Submitted,



T.J. Slattery - President



Valerie Lanning - Secretary