

**SAINT CHARLES PARK & RECREATION BOARD MINUTES
PARK BOARD MEETING HELD
October 10th, 2012**

The meeting was **Called to Order** by President Slattery at 6:03pm in the Meeting Room in Memorial Hall. **Roll Call** noted the following present for the meeting:

Park Board - John Walendy, Mike Ryan, TJ Slattery, Laura Lyon, Tom Smith, Kathy Mudrovic, Linda Roche and Alternate Council Liaison Laurie Feldman were present. Valerie Lanning and Tom Probst were absent.

Others - Maralee Britton – Director, Chris Atkinson – Assistant Director
Todd Kassabaum – Chief Ranger, Paul Jokerst – Sergeant, Teresa Martchink – Recreation Supervisor, Rosie Rosenthal – Enterprise Superintendant, Don Borgmeyer – Concessions Manager, Monica McCarthy – Office Coordinator, Nick Donze – Maintenance Superintendant, Matthew Seeds, IT Director, Lisa Kassabaum, Officer Shelly Shirk, Captain Shalom Schloff, Anna Smith-Student at Lindenwood University.

Verbal Petitions/Public Comments and Response: None

Staff Reports/Presentations:

Presentation of the 2012 Missouri Municipal League Innovation Award to the City of St. Charles for C.O.P.S. Camp.

Chief Ranger Kassabaum addressed the Board and other people present. He thanked his staff as well as staff from other divisions within the Parks & Recreation Department. Also thanked participation from other City Departments (Police and Fire) and other group involved with COPS Camp. Said the camp has grown from year one to year two and hopes that it will continue to grow and hopefully be duplicated in other Cities across the State and the Country. Sergeant Jokerst also thanked everyone for their help with this year's program. Kassabaum presented the award to Board President Slattery. Slattery and Council President Feldman thanked Chief Ranger Kassabaum and his staff for the creation and development of this program.

Items for Discussion and/or Action:

A. Contract with E Meier Contracting for the "Frontier Park Trail Addition" Project in an amount not to exceed \$45,045.00*

Atkinson explained that this was the final contract for the new pavilion project in Frontier Park. Asphalt portion would be completed this year with the chip seal overlay more likely to be done in the spring of 2013.

Lyon moved to approve the contract. Seconded by Mudrovic. Passed unanimously.

B. Maintenance Division Work Order Software Update*

See attached memo. Maintenance Superintendent Donze explained that while at the upcoming NRPA Conference staff would be meeting with one of the three finalists for the work order system the maintenance division have been researching. Due to the fact that VSI are going to be visiting the City for our Rec Trac upgrades there would not be enough time to wait until the next Board meeting should staff decide that VSI was the system they wanted to purchase for the new work order system. \$35,000 is in the Budget for the purchase of the software system.

Smith moved to approve the purchase of Work Order System Software with a not to exceed amount of \$35,000. Seconded by Walendy. Passed unanimously.

C. November/December Calendar Update*

Staff presented the Upcoming Events Calendar. Asked Board to choose a night for the Holiday Social. Board chose December 13th, 2012. Also made request to close the office early for the staff holiday party on Friday December 21st at noon.

Walendy moved to approve closing down the office at noon on Friday December 21st. Seconded by Ryan. Passed unanimously.

Meeting Minutes:

A. Parks & Recreation Board Work Meeting Minutes, September 19th, 2012.

Smith moved to approve the minutes as presented. Seconded by Ryan. Passed unanimously.

Consent Agenda (Items to be received):

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

A: City Council Memo Discussion of Domesticated Animals during Special Events.

Motion was made by Smith to accept the Consent Agenda as presented. Seconded by Lyon. Passed unanimously.

Items Removed from the Consent Agenda: None

Presidents Announcements and Reminders:

Slattery again thanked staff for all of their hard work and success with the COPS Camp. Also mentioned the success of the aquatic facilities and of the dedication of Discovery Playground in Jaycee Park. Finally mentioned the chance for St. Charles to win a \$500,000 dog park makeover. Slattery said that we have been building MOMENTUM and that staff and the Board need to continue the MOMENTUM we have created onto future projects like developing Webster Park and onto creating new programs and activities.

Directors Report:

Britton also referenced the Dog Park Makeover contest and mentioned that at the next meeting that staff should have the new agreement for the St. Charles/St. Peters partnership agreement.

Board Member Announcements and Reminders:

Lyon said that she thought the Food Trucks in Frontier was a very successful event.

Council Liaison Announcements and Reminders:

Council Liaison Feldman announced the Rick Daly had been named the new Fire Chief and that Matthew Seeds had been named the new IT Director.

Also said that Council at their Work Session had been discussing the enforcement/non enforcement of dogs in Frontier Park during Festivals. Councilmen Reese was planning on presenting a resolution that would remove the ordinance that did not allow dogs in Frontier Park during large festivals. She wanted to make the Board aware that this discussion was taking place.

Park Board Liaisons Comments:

Foundation Report: None

Cemetery Report: None.

Legislative Report: None.

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

Walendy indicated that Berthold, Kister and Frontier looked good. Suggested reseeding around the restrooms in Frontier Park.

Lyon reported that the Dog Park, Frenchtown and DuSable looked good.

Slattery – Vogt Brothers and Schaefer looked good. Suggested trimming brush/trees around north pond at Vogt Brothers.

Roche – Reported Wapelhorst and Schaefer looked awesome.

Ryan – Reported Fox Hill and Soccer Park looked good.

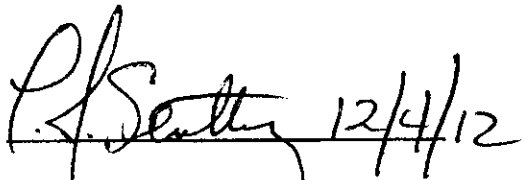
Modrovic – Reported Jaycee Park with the new Discovery Playground looked great.

Smith – Reported Blanchette looked great. Said he had noticed and had some complaints that McNair #5 has some issues with the turf. Staff said they would look into the issue and get back with him.

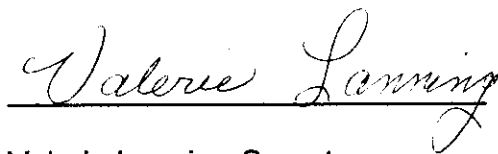
As there was not any other business to discuss Smith moved for **Adjournment** at 6.55 pm. Motion was seconded by Ryan. Passed unanimously.

Meeting: October 10th, 2012

Respectfully Submitted,

Handwritten signature of T.J. Slattery in cursive, followed by the date 12/4/12.

T.J. Slattery - President

Handwritten signature of Valerie Lanning in cursive.

Valerie Lanning-Secretary