

ST. CHARLES PARK & RECREATION BOARD MINUTES
WORK SESSION MEETING HELD
September 2nd, 2015

The meeting was **Called to Order** by President Bichel 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, Valerie Lanning, Tom Smith, Bradley Nowak, and Sandy Bichel were present.

Kathy Mudrovic, TJ Slattery, Mike Ryan were absent

Others - Maralee Britton – Director,
Chris Atkinson – Assistant Director,
Todd Kassabaum–Chief Ranger,
Don Borgmeyer – Enterprise Superintendent,
Monica McCarthy – Administrative Coordinator,

3. Discussion of the City Strategic Plan Update

Britton presented the Board members with the 2009 City Strategic Plan. Informed the Board that the Strategic Plan Review Committee is currently holding meetings and updating the plan. Parks has some sections in the plan and Britton wanted the Board to have input and suggestions on what they would like to see included in the new plan. The Board was happy with the draft plan presented by Britton.

4. Discussion of Purchasing Policy

Britton presented a draft version of an updated Purchasing Policy. Several Months ago Nowak asked staff to see if the policy could be updated. New purchasing thresholds were presented. Clarifications were also made to awarding contracts that do not meet the \$7,500 threshold for Board approval. Smith asked if some language could be added to the Change Order section to clarify the maximum dollar amount that was permitted on a Change Order before it needs to come back to the Board. Staff agreed to place a "not to exceed \$7,500" amount on the Change Order process. Britton mentioned that this policy was currently under review at the Legal Department.

5. Discussion of Cellular Telephone Policy

Britton presented a draft "Cellular Telephone Policy". This updated policy would bring the Parks policy in line with the City policy. Smith asked about a dollar cap on the reimbursement of personal cell phone costs. Britton said that it was recommended to not place a figure in the policy. This draft policy has also been forwarded to the Legal Department for review.

6. **Discussion of the Katy Depot**

Britton presented the Board with an update on the research that has been completed so far by staff on the different options for use of the KATY Depot. The requirements from the Health Department for the "Concession" portion were higher than originally expected. An estimated operational breakdown was also included in the update to highlight the costs and sales needed to make this venture financially prudent for the department to commit to.

Atkinson presented the information on the rental portion of the Depot. There are some necessary infrastructure costs (plumbing, ADA, electrical) that would need to be completed before the depot could be rented to the public.

Staff will continue research on both options and will come back before the Board in the future with recommendations.

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

Smith – Said Webster looks great.

Barro – Said Booneslick and Circle Drive looked good.

Nowak – Had visited Vogt, Webster and looked good. He was concerned about the mulch area around Wapelhorst Playground. Atkinson said staff is working on a fall project to reduce the size of the mulch area around the playgrounds and clean up the area.

Lanning – Frontier Park looked good considering what happened at the Festival of the Little Hills. She asked if staff were going to re-seed. Staff is waiting on delivery of seed and will re-seed the entire park. Also asked about painting steps at Kister and adding possible hand rails. Atkinson said he would check with staff to see what is possible on the hand rails.


Bichel – Parks looked good.

As there was not any other business to discuss Lanning moved for **Adjournment** at 6:52pm. Seconded by Nowak. Passed unanimously.

Park Board Work Session Meeting September 2nd, 2015

Respectfully Submitted,


Sandy Bichel, President


Mike Ryan- Secretary