

**SAINT CHARLES PARK & RECREATION BOARD MINUTES  
WORK SESSION MEETING HELD  
APRIL 08, 2010**

The meeting was Called to Order by President Walendy at 6:00 pm in the Parks and Recreation Conference Room at Blanchette Park. Roll Call noted the following present for the meeting:

Park Board - Valerie Lanning, Laura Lyon, Kathy Mudrovic, Jan Myers, Mary Ann Ohms, TJ Slattery, Tom Smith, John Walendy, Council Liaison Laurie Feldman, present for Roll Call; Don Morgan absent.

Others - Maralee Britton - Director Parks and Recreation, Todd Kassabaum - Chief Park Ranger, Matthew Seeds - Mayors Office, Dan Foust - Co-Chairman Oktoberfest Committee.

President Walendy opened the meeting by welcoming the new Park Board Member, Laura Lyon.

**Discussion and Consideration of the Oktoberfest Car Show Request:**

Britton introduced Dan Foust - Co-Chair of the Oktoberfest Committee. The request for the car show at the last meeting. Provided in the packets were recommendations allowing the requested car show to be held in Frontier Park during Oktoberfest. With the outlined stipulations, Staff feels the request is worth trying for 2010. Britton and Foust have talked; the committee is very well aware that if holding the car show in the park does not work then we will either have to make adjustments or not grant the request next year. With recommendations and points in the memo, Britton would recommend that the Board waive the 35 vehicle limit and additional stipulations from the Special Event policy. Mudrovic moved to approve the car show request. Motion seconded by Smith. Passed Unanimously.

**Discussion and Consideration of the 2011-2016 Capital Improvements Plan:**

Britton stated the items in yellow are things that were taken out because they were accomplished. Pink/mauve are additions or changes with the exception of 2016 because that would be new funding coming into that budget year. 2011 is money we will look to allocate next year when the budget is completed. 2012-2016 is important because it helps staff plan in advance for projects and equipment. Outline of the numbering system; PK 1- PK 6 are reoccurring items from the capital budget funded through the property tax; PK 7 - PK 18 items are equipment replacement funds set aside each year to purchase equipment that has reached the end of the life cycle; PK 19 - PK 48 from the property taxes; PK 49 - PK 51 Metropolitan Parks and Recreation Grant Revenue Sharing Funds; PK 52 - PK 54 Gaming Funds have been granted by Council or requesting by Council and Mayor. After extensive discussions, Slattery moved to accept the CIP. Motion was seconded by Myers. Passed unanimously.

**Discussion and Consideration of the Purchase of a Copier not to exceed \$11,739.00:**

A Staff memo dated March 30, 2010 (**attached**) is recommending the Board approve the bid from Document and Network Technologies, Inc. This copier will do color as well as black & white. It comes with a maintenance contract. Lanning moved to approve the purchase. Motion was seconded by Lyon. Passed unanimously.

**Discussion of the Assistant Director of Shared Services Search Committee:**

The deadline for individuals applying for the Assistant Director of Shared Service position was March 31. We received 73 applications. A recruiting committee of Board members needs to be formed. After some discussions, the following Board Members volunteered to be on the committee: Val Lanning, Laura Lyon, John Walendy, Mary Ann Ohms and Tom Smith as an alternate.

**Discussion of Performance Appraisal Process:**

The Performance Appraisal that was in your packet is the same one that the City is currently using. Britton will be filling out the form and submitting it to the Board at the April meeting.

**Discussion of Special Events:**

How events requests are processed is being reorganizing. Staff continues to work with other City Departments to best facilitate the use and organization of event application and execution. Frontier Park has several issues due to the high volume of use. To date for 2010, there are 34 events scheduled. That is 34 weekends out of 52 which does not include performances by the Municipal Band. With the number of events this year, Britton has informed staff to decline any new applications. Frontier Park has not fully recovered from all the rain last year and the ice rink. Frontier has always been categorized as a passive park; however it has evolved into a high use festival park. When the park was developed, it was not design nor constructed to be used for today's focus of festivals. The constant wear and tear is causing more park resources to go towards that facility. Staff is continuing to evaluate towards the future and what plan of action needs to be accomplished to restore and maintain a high use park. After Tartan Days March 23/24 until Riverfest July 3, the center area of the park will be shut down for repair. Until Riverfest, the events are walks and runs. These events can be shifted to different areas of the park and not interfere with their event. This repair is will not fix the entire problem, but will aid in growing grass in the bare spots. From July until the end of the year there are very large events which use the entire park. Lanning commented on how bad Frontier Park looks. She stated she's never seen it look this bad.

Staff is evaluating future use to provide the Board with information and a recommendation of an action plan. If Frontier Park is truly going to be a festival facility then maybe we need to look into putting in some infrastructure to make it a festival facility, which takes money and time. There are several options out there, putting in grass pavers that will not damage the root structure, it can still be wet but will not be damaged as it is now when conditions are not ideal. Walendy stated that there needs to be a plan for long term on how the Parks is going to handle 30 events a year. One item of concern discussed were fees. Currently, the only fees charged are for use of the stage and damage to the infrastructure. St Charles has an influx because there is no fee structure in place for personnel time and normal wear and tear to the park during an event. This will be reviewed and presented to the Board in the future.

Feldman suggested that the City Council become educated in regards to these problems. Sometime events are brought to the Council and they have no idea the impact on Frontier Park. Unless the City Council is actually down at the events, they don't see the damage that is being done. Britton stated it has been suggested a joint work session focusing on Special Events. This was brought before the Board as awareness at this point. Staff is in the process of putting together criteria for events. Discussion and organization of a joint work session in June should be planned.

### **Discussion of Cooperative Recreational Opportunities:**

Britton stated that since the article in the newspaper saying the Community Center will not be built immediately because of the economy, Mayor Pagano approached Mayor York about the shared recreational opportunities. Britton received a call from Michael Spurgeon, Director of Administration, stating that they had a conversation with St. Peters and would like the Park Board to explore the possibilities of shared recreation at resident rates. Britton met with Jeff Hutsler, Director of St. Peters, to discuss what kind of agreement and opportunities could be shared. Residents of St Peters could utilize the aquatic facilities at resident rates and likewise, residents of St Charles could utilize the RecPlex at resident rates. There was much discussion of revenue and whether we would lose revenue or gain revenue. If approved, we will track St. Peters residents for evaluation of the agreement.

Walendy stated that the information was presented to the Park Board for discussion with no action taken. The goal would be to implement the agreement May 1<sup>st</sup>.

### **Calendar of Meetings**

The next Regular Park Board Meeting is scheduled for April 22, in the Administration Conference Room.

### **Discussion and Consideration of Change Order #2 to PacVan in an amount not to exceed \$4,670 for a total contract amount not to exceed \$46,440.**

Kassabaum is requesting a change order with PacVan, Inc. in the amount of \$4,670. This is a building that was purchased 3

years ago and has been sitting in Georgia due to some permit problems to complete the project. Because of the extended time involved, the trailer has been sitting on wheels and tires that had to be removed and wheel bearings repacked in order to transport to St Charles.

The motion was made by Myers to approve the change order for \$4670. Seconded by Smith. Passed unanimously.

As there was not any other business to discuss Smith moved for **Adjournment** at 7:25 pm. Motion seconded by Myers. Passed unanimously.

Park Board Work Session Meeting: April 8, 2010

Respectfully Submitted,

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John Walendy - President

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- Secretary