

**SAINT CHARLES PARK & RECREATION BOARD MINUTES  
PARK BOARD MEETING HELD  
December 15<sup>th</sup>, 2010**

The meeting was **Called to Order** by President Walendy at 6:00pm in the Meeting Room in Memorial Hall. **Roll Call** noted the following present for the meeting:

**Park Board** - Valerie Lanning, Tom Smith, Laura Lyon, Tom Probst, Mary Ann Ohms, TJ Slattery, Kathy Mudrovic Council Liaison and Alternate Council Liaison Bridget Ohmes present for Roll Call; with, Don Morgan, absent.

**Others** - Maralee M. Britton - Director Parks and Recreation, Chris Atkinson - Assistant Director, Todd Kassabaum- Chief Ranger and Monica McCarthy- Administrative Support II.

**Verbal Petitions/Public Comments and Response:** None

**Staff Reports/Presentations:**

Bob Fink, Recreation Coordinator, presented the **2010 Summer Day Camp Report**. Both camps at Wapelhorst and Blanchette had high attendance reaching 100+ kids per site per week. The number of participants needing one on one care has risen from previous years. The camps continue to be successful with swimming, field trips and age appropriate programming. Staff is currently preparing for the 2011 summer of activities and field trips.

**Items for Discussion and/or Action:**

**Contract with Mike Mabry**

The contract with Mike Mabry is for Tae Kwon Do instruction for 2011 in an amount not to exceed \$15,000. Lanning moved to approve the contract. Seconded by Smith. Passed unanimously.

**Missouri Highways and Transportation Commission License Agreement**

For Boschert Greenway Phase 2, the agreement with the Highways Commission allows the greenway to be built on State property with parks maintaining the area. Slattery moved to approve the contract. Seconded by Mudrovic. Passed unanimously.

**Missouri Department of Natural Resources Road Crossing Agreement**

Boschert Greenway Phase 2 crosses a section of the Katy Trail State Park. The agreement with DNR allows improvements and signage to be added to the Katy Trail for the Greenway. Lyon moved to approve the contract. Seconded by Slattery. Passed unanimously.

**Purchase with TNT Golf Cart and Motorsports**

Replacement of the Cemetery Passenger Cart in an amount not to exceed \$7,195. The cart being replaced is being transferred to the Tourism Department for use during festivals and on Main Street. Lanning moved to approve the contract. Seconded by Ohms. Passed unanimously.

**Maintenance Agreement with Vermont Systems Inc.\***

Software Maintenance Agreement in an amount not to exceed \$7,604 for ongoing assistance with the RecTrac and FinTrac software programs. Slattery moved to approve the contract. Seconded by Lyon. Passed unanimously.

**2011 Special Events Discussion**

Given the deteriorating condition of Frontier Park due to elevated rainfall amounts and the number of events, 2011 park use was discussed. With the number of returning events holding close to the same number as last year, maintain the current freeze of new events allowed in the park was discussed. Should a new event request be submitted due to current events or a situation, it may be allowed if the Park is available. Members agreed to only allow returning events to be held in Frontier Park for 2011 unless a current event situation has warranted a new request be considered. The Board expressed their desire to consider allowing a new event if it would be a large economic impact for the City. Staff agreed that if a new event should be considered for approval it would be brought to their attention.

**Athletic Field Permit Policy**

The revised policy adds additional regulations to league play for organizations using park facilities and fees. It was noted the ongoing cost of field maintenance is rising and St Charles is the only department in the area not charging any fees. Fees for cross country were also added. The number of these events by schools outside the St Charles area is rising and costing the department additional funds not anticipated. It was recommended the fees for cross country be raised from \$150 for up to 200 participants and \$300 for 201 to 300 participants to \$200 and \$400 respectively. Probst made a motion to approve the policy with the noted changes. Seconded by Smith. Passed unanimously.

**Change Order #1 to Ross Baruzzini Contract\***

Change order of \$9,171 in a total contract amount not to exceed \$74,201. The additional \$9,171 to the overall contract amount includes architect and engineering services to provide a basement as an alternate to the construction bid. The purpose of the basement would be for additional storage of items being kept in sheds around the maintenance shop, future office space and additional work space for large projects. Because the addition of a basement to the project could be relatively inexpensive, Staff is requesting the additional funding to the contract to explore the issue while the building expansion is being completed. It would be an alternate bid on the project with the cost being the determining factor of including it on the construction project or not. Probst made a motion to approve Change Order #1. Seconded by Smith. Passed unanimously.

**Transfers over \$5,000.** A Staff memo (**attached**) dated December 12<sup>th</sup>, 2010 recommends two transfers totaling \$17,600. Lanning moved to approve the Transfers. Seconded by Ohms. Passed unanimously.

**Contract with Bax Engineering**

Professional Engineering/Architectural Services for Webster/Heatherbrook Park Phase 2 in an amount not to exceed \$130,750. Request for Qualifications were received from 9 firms with selection being narrowed to 3 providing proposals. Two of the firms presented their approach to the project. Bax Engineering was selected to negotiate with for a contract. This contract will complete construction documents for the remaining portions of the Master Plan for construction. It was noted the landscape architecture firm should include a rendering at no additional cost as they will most likely complete one for their portfolio. Lyon made a motion to approve the contract. Seconded by Lanning. Passed unanimously.

**Meeting Minutes:**

**The Parks and Recreation Board Regular Meeting Minutes from November 17, 2010 and the Work Session Meeting Minutes from December 1, 2010** were reviewed. Lanning moved that the Minutes be approved. Motion seconded by Smith. Passed unanimously.

**Consent Agenda:**

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

- A. Calendar Call for Meetings

- B. Finance
  - 1. November Financial Worksheet
  - 2. Transfers under \$5,000
- C. Communications
  - 1. ~~Projects Report~~
  - 2. Oak Grove Cemetery Advisory Board Minutes, November 18, 2010
  - 3. Jaycee Park Playground Task Team Minutes, November 22, 2010

Walendy asked if anyone wanted to remove any item for discussion. Lanning moved for a motion to approve the balance of the Consent Agenda as presented. Motion seconded by Slattery. Passed unanimously.

**Items Removed from the Consent Agenda:**

- B. Finance
  - 1. November Financial Worksheet
  - 2. Transfers under \$5,000

Smith asked if there were any significant changes from normal worksheets or transfers due to the size. Britton responded no significant changes.
- A. **Calendar Call for Meetings;** Planning and Development Meeting Scheduled for December 20 cancelled.

Lanning made a motion to accept the calendar. Seconded by Ohms. Passed unanimously.

Smith made a motion to accept the financial worksheet. Seconded by Mudrovic. Passed unanimously.

**President's Announcements and Reminders:** None

**Director's Report:**

The Enterprise Superintendant position has been advertised and application deadline is December 17.

Staff is receiving training for first aid and CPR. Aquatic Staff is performing the training.

**Board Member Announcements and Reminders:** None

**Council Liaison Announcements and Reminders:**

Council Liaison Ohmes said that Council has passed the

budget and \$15,000 has been allocated for the Foundation's Scholarship Program in 2011.

The Frontier Park Restrooms and pavilions have been approved by the Landmarks Board.

**Park Board Liaisons' Comments:**

**Foundation Report:** None.

**Cemetery Report:** Nancy Paul's mother passed. There is an opening on Cemetery Board if anyone knows of a St Charles Resident that would be interested.

**Legislative Report:** None.

As there was not any other business to discuss Slattery moved for **Adjournment** at 7:50 pm. Motion was seconded by Smith. Passed unanimously.

Meeting: December 15, 2010

Respectfully Submitted,

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John Walendy - President

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Valerie Lanning-Secretary