

ST. CHARLES PARK & RECREATION BOARD MINUTES
WORK SESSION MEETING HELD
February 5th, 2014

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, Linda Roche, TJ Slattery, Mike Ryan were present. Tom Smith, Laura Lyon and Kathy Mudrovic were absent.

Others - Maralee Britton - Director Parks and Recreation,
Chris Atkinson – Assistant Director
Monica McCarthy – Administrative Coordinator
Rosie Rosenthal – Enterprise Superintendent
Missy Hollander – Aquatics Coordinator
Teresa Martchink – Recreation Coordinator
Nick Donze – Maintenance Superintendent

3. **2013 Aquatics Report**

Aquatics Coordinator Missy Hollander presented the 2013 Aquatics Report. She pointed out to the Park Board that 2013 was not a good year in terms of the weather. Cooler than usual weather not only reduced daily attendance figures but also caused the facilities to be closed on more days. Private swim classes were a big success in 2013. In 2014 Aquatics is going to be adding several programs focused on “active adults”. Lanning thanked Missy for creating these programs. They are also going to be replacing over 100 lounge chairs, paint the pools at Blanchette and repair a broken water line at Wapelhorst.

The Board thanked Missy for her report.

Atkinson provided the Board with an update on the Aquatic Study Project. Interviews will be held the week of February 17-21 with the 4 consultant groups who submitted proposals.

4. **Discussion of organizational structure and staffing levels.**

Britton presented the Board with recommendations for consideration in regards to the overall structure of the department and staffing levels. There were four recommendations.

1. Add an additional employee to the recreation department, Position would be entry level and titled “Recreation Supervisor”. Two organizational options were presented with staff preferring the option with retaining all four part time employees over condensing to two part time employees.
2. Alignment of Organizational Chart. Would move the Assistant Director directly underneath the Director instead of off to the side. This is how the department actually functions.
3. Change the Administrative Coordinator from Non-Exempt to Exempt. The job duties and responsibility of the position are Exempt rather than Non- Exempt.
4. All new full time salaried employees will come into a “Salary Range” rather than a stepped process. This would bring Parks in line with the rest of the City.

Britton also presented some future considerations for the Board to consider. They were:

- a) Hiring a Communications Coordinator. This person would be responsible press releases, social media, department marketing and any other communications with other City entities and the public. Funding is in place for a part time position in 2014 but this could potentially become a full time position in the near future.
- b) Maintenance. With the development of the 100 acre park in the future managing the property is going to require additional resources.
- c) Administration Support II. Possibly combining two part time positions into one full time position. No need right now but could be a need in the future.

After a lengthy discussion between the Board members they decided that there was no need to wait an additional two weeks to bring the recommendation back to the Board for approval. Lanning made a motion to accept the "Recommendations for Consideration. Items 1-4" as submitted. Seconded by Ryan. Approved unanimously.

5. Discussion and request from staff to switch mowing operations from gasoline/diesel to propane.

Atkinson and Donze presented the Board with documentation about the possibility of the mowing fleet beginning the transition from gasoline to propane. There are numerous factors behind the recommendation from staff.

- a) Fuel Saving. Potentially over \$1.50 per gallon or \$12,000 over the year.
- b) Rebates: Both the Federal Government and State of Missouri currently has rebates available for propane mowers/conversion. Potentially \$13,500 in rebates available.
- c) Operational Savings. Can extend life of engine, reduce ongoing engine maintenance.
- d) Green. Reduces Emissions by 70-80%

The Board expressed their support for the switch and asked staff to continue their negotiations with local propane providers to assist with the process.

6. Purchase of propane mowers with trade-ins from Heavy Duty Equipment in an amount not to exceed \$24,134.40*

Atkinson and Donze explained the purchase. This purchase would be for six propane mowers and trading in 7 older diesel/gasoline powered mowers.

Roche made a motion to approve the purchase. Seconded by Barro. Approved unanimously.

7. Contract with Luehr's Ideal Rides Inc. for them to provide amusement rides during the "Illumination" event September 12, 13 and 14, 2014*

Atkinson and Britton explained the contract. Britton has worked with this provider in a previous position. There is no cost to the Department and we get 20% of the gross receipts. On all rides which could potentially generate \$12,000- \$15,000.

Slattery asked that staff get ticket prices from Luehr's and to make sure that we could free tickets to promote the event.

Lanning made a motion to approve the contract. Seconded by Roche. Approved unanimously.

8. **Purchase of a 2014 Dodge Grand Caravan for the Recreation Department from Capitol Chrysler, Dodge, Jeep in an amount not to exceed \$20,951***

Atkinson explained the purchase. This is part of the 2014 CIP. Recreation currently uses vehicles from other departments/divisions. This would allow Recreation to have a dedicated vehicle for their programs and activities.

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

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

Roche – McNair and Jaycee looked good.

Lanning: Nothing.

Bichel: Nothing.

Barro: Her Parks look good.

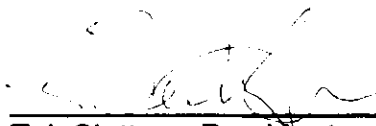
Ryan: Nothing.

Slattery: Parks look good.

As there was not any other business to discuss Lanning moved for **Adjournment** at 7:28pm. Seconded by Barro. Passed unanimously.

Park Board Work Session Meeting February 5th, 2014

Respectfully Submitted,



T.J. Slattery- President



Valerie Lanning - Secretary