

**SAINT CHARLES PARK & RECREATION BOARD MINUTES
PARK BOARD MEETING HELD
JUNE 03, 2009**

The meeting was Called to Order by President Porterfield at 6:00pm in the American Legion Room _ Memorial Hall. Roll Call noted the following present for the meeting:

Park Board _ Don Borgmeyer, Valerie Lanning, Kathy Mudrovic, Jan Myers, Lyn Porterfield, Matthew Seeds, Tom Smith, John Walendy and Alternate City Council Liaison Jerry Reese present for Roll Call; with Don Morgan, and City Council Liaison Laurie Feldman absent.

Others _ Maralee M. Britton - Director Parks and Recreation, Larry W. Henderson - Asst. Director Parks & Recreation, Bob Fink - Recreation Coordinator.

Verbal Petitions/Public Comments and Response: None.

Staff Reports/Presentations:

Presentation of Day Camp Program by Bob Fink - Recreation Coordinator. Staff reported that the Saint Charles Parks and Recreation Department has been operating the "Summer Fun" Day Camp for (28 years) since 1981. Staff also reported that the camp serves children ages 6 to 14, using 30 park staff members and located at two sites. One is at Blanchette Park and the other is at Wapelhorst Park. Staff reported that the camp is inclusive and available for all children, with all abilities. As part of the program a new segment of the camp was added called the "Extreme" Day Camp for the 12 to 14 year olds. Staff reported that the basic camp hours are 9:00 am to 3:00pm each day with a Sun Rise Camp at 6:30am and Sunset Camp to 6:00pm in the evening. This special before and after camp is designed to accommodate working parents. Staff then reported that the camp runs for 9 weeks in the summer and the basic camp maintains a 1 (staff person) to 10 (camper) ratio. Staff then reported that the Day Camp Program is a Recreation Program not a Day Care Program. This is accomplished by offering a well rounded/fun recreational program experience by offering varied/different program activities for all 9 weeks.

Staff then reported that last year a Special Holiday Camp was also offered, which was held during the Christmas Holiday Season. About 25 children attended this new recreation program and it seemed to be well received. Staff then addressed various questions about the camp program. Board Member comments noted appreciation for the program update.

Action Items:

Contract with AT&T Mobility for Cellular Telephones and Air Card Service in an amount not to exceed \$36,974. A Staff memo dated May 21, 2009 (**attached**) was reviewed, which recommended the proposal from AT&T. Seeds moved for approval of the recommended AT&T Proposal. Seconded by Myers. Passed unanimously.

Contract Amendment with Higbee and Associates for Parks Organizational Structure and Capacity Review in an amount not to exceed \$6,425, total City Contract not to exceed \$76,175. A Staff memo dated May 26, 2009 (**attached**) was reviewed, which recommended the proposal from Higbee and Associates. Smith moved for approval of the recommended Higbee and Associates Proposal. Seconded by Seeds. Passed unanimously.

Contract with Omaha Marriot Hotel including Lodging, baggage handling and gratuity in an amount not to exceed \$5,580.94. A Staff memo dated May 29, 2009 (**attached**) was reviewed which recommended a contract with the Omaha Marriot Hotel. Lanning moved to approve the recommended Contract. Motion seconded by Mudrovic. Passed unanimously.

Retracting a Contract with Salida Comfort Inn in an amount not to exceed \$12,461.20. A Staff memo (**attached**) was reviewed which recommended retracting a contract with the Salida Comfort Inn. Seeds moved to approve the recommended Bid & Contract. Motion seconded by Walendy. Passed unanimously.

Contract with Salida Super 8 including Lodging, baggage handling and gratuity in an amount not to exceed \$5,600. A Staff memo (**attached**) was reviewed which recommended a contract with the Salida Super 8. Myers moved to approve the recommended Bid & Contract. Motion seconded by Borgmeyer. Passed unanimously.

Proposed changes to the Waiver of Fees and Charges Policy.
A Staff memo dated May 29, 2009 (**attached**) was reviewed which included a recommendation from the P & D Committee. The wording of this recommendation was discussed extensively. It was suggested that the wording in the last sentence in the second paragraph be changed from two months to six months. When the discussion concluded Smith moved to approve the recommended policy changes. Motion seconded by Borgmeyer which passed, with Seeds voting no.

Meeting Minutes:

Regular Parks and Recreation Board Meeting Minutes from the May 06, 2009. Borgmeyer moved that the Regular May Meeting Minutes be approved. Seconded by Myers. Passed unanimously.

Special Parks and Recreation Board Meeting Minutes from the May 21, 2009. Seeds noted two corrections in the meeting minutes. Walendy then moved that the Special May Meeting Minutes be approved as corrected. Seconded by Mudrovic. Passed unanimously.

Consent Agenda:

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

7.A. Calendar Call for Meetings

7.B. Finance

- 1) April Budget Worksheet

7.C. Communications

- 1) Spotlight on Parks Memorandum
- 2) Planning and Development Committee Meeting Minutes, May 12, 2009
- 3) Projects Report

As there were not any Items Removed from the Consent Agenda Seeds moved that the Consent Agenda be approved. Motion seconded by Smith. Passed unanimously.

Items Removed from the Consent Agenda: None

President's Announcements and Reminders:

Porterfield stated that as previously reported that the **Park Board Meeting Schedule had been Changed for the Summer of 2009.** He reported that from May through September the Regular Park Board Meeting and the Work Session would be combined and it would be held on the 1st Wednesday of every Month.

Director's Report:

Staff reported that two **Thank You's** were received during the month. The first was from Paul and Paula Wilson. They thanked everyone for the celebration which commemorating Paul's retirement after 23 years of service. The next thank you note was from the Walendy Family thanking the Park Board for the flowers recognizing the passing of Johns Mother.

Staff then gave a brief **General Department Update.** The first item noted that the NRPA Conference would be held October 12-17, 2009 in Salt Lake City. Staff ask that any Board Members who planned to attend to please let the Office Staff know so the necessary arrangements could be made.

Staff then reported that summer is here and everything is up and running. Examples of the things in operation included the pools, day camp, t-ball, programs, playgrounds, ball fields, etc.

On line registration is doing very well. People are also using credit & debit cards at the pools and concession stands.

Two Soccer Tournaments have been held so far this year. The first was in April and the second was held in May.

Given the economy we are watching the spending of both Staff as well as our Customers.

Board Member Comments: None.

Council Meetings' Action w/Park Considerations & Council Liaisons' Comments: Reese stated that the parks look good and the staff is doing a great Job. Reese then stated that he went on a one of the trips last year and he stated that it was very well done.

Park Board Liaisons' Comments:

Foundation Report: None.

Cemetery Report: None.

Legislative Report: None.

Adopt-A-Park - Board Member Observations Pertinent to Facilities, Progress and Services within the Park System:

Walendy was next reporting that Blanchette and French Town both looked good.

Seeds reported that Frontier Berthold, & Kister all looked good.

Myers indicated that Point DuSable Park which includes Blanchette Landing, Regot, and Bales Areas all looked good. Myers then stated that the line to get into Wapelhorst Pool and at the Pool Concession Stand was very long and took quite awhile to get in and get served.

Borgmeyer noted Boone's Lick, Circle Drive or Fountain Lakes all looked good.

Smith stated Heatherbrook, Woodlands and Schaefer Parks looked good.

Mudrovic then stated that Oak Grove and Wapelhorst looked good.

Lanning then reported that the Soccer Complex and Fox Hill look good.

Porterfield indicated that both McNair and West Winds looked good.

Closed Session: None

Seeds moved for **Adjournment** at 6:50pm. Seconded by Smith. Passed unanimously.

Board Meeting: June 03, 2009

Respectfully Submitted,

Lyndel H. Porterfield _ President Matthew Seeds _Secretary