

**SAINT CHARLES PARK & RECREATION BOARD MINUTES
SPECIAL PARK BOARD MEETING HELD
MARCH 10, 2008**

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 - Porterfield, Walendy, Seeds, Morgan, Myers, Borgmeyer, and Thro present for Roll Call; with Smith and City Council Liaison Feldman absent.

Others - Director Parks & Recreation, Asst. Director Parks & Recreation, and Maintenance Superintendent.

Porterfield stated that this Special Park Board Meeting would be a combined meeting, replacing the Work Session that had been scheduled for March 5, 2008 and the Regular Park Board Meeting scheduled for March 19, 2008.

Verbal Petitions/Public Comments and Response: None.

Staff Reports/Presentations:

Volunteer Monitoring for the Eco Park, by the Missouri Master Naturalists. Staff reported that the Corp of Engineers has a three year monitoring requirement for the newly installed wetland mitigation area and the Confluence Chapter of the Missouri Master Naturalists have volunteered to help the department perform this requirement. Staff reviewed a letter dated February 14, 2008 (**attached**) which outlined the work that the Missouri Master Naturalists would be performing, as follows: 1) Monitoring the Eco Park Wetland Mitigation Program; 2) Verify the location of planted trees, condition and type; 3) Help facilitate the reclamation of the site and enhance its natural state as a local habitat of fauna, flora, and offer educational opportunities for park patrons, and; 4) Lead and instruct local volunteer groups in the removal of invasive species at the specified site and in the park generally. Staff stated that this group will be very helpful, as they have extensive technical expertise in wetland re-development and Park Staff is very grateful for their support in this project. Staff then provided an up-date on the overall construction and progress of this new park development. It was reported that weather provided, the park should be completed and ready for dedication later this year.

Action Items:

Contract with Pundmann Ford for the Purchase of Four Maintenance Division Replacement Trucks in an amount not to exceed

\$94,348. A copy of and Staff memo dated February 21, 2008, the bid tabulation sheet, and the Contract (**attached**) was reviewed, which recommended that the low bid from Pundmann be approved. Seeds moved to approve the recommendation. Seconded by Morgan. Passed unanimously.

Resolution #1, 2008 Declaring one 1999 Ford Pickup Crew Cab as Surplus Property to be traded. A copy of the Resolution (**attached**) was reviewed which recommended that it be approved by the Board and then submitted to the City Council for final consideration. Walendy moved to approve the recommendation. Seconded by Seeds. Passed unanimously.

Contract with Custom Coatings for the McNair Aquatic Center Roof and Attractions Renovation in and amount not to exceed \$50,100. A Staff memo dated March 3, 2008 (**attached**) outlined the low bid from Custom Coatings and recommended that it be approved. Seeds moved to approve the recommendation. Seconded by Morgan. Passed unanimously.

Consideration of the Capital Improvement Plan (CIP) 2009-2014. Staff reported that the Six Year CIP document (**attached**) was the culmination of much input from Board Members and Park Staff at several P & D Committee Meetings. Staff provided a brief overview of the plan highlights. When the review was completed Staff noted that the CIP 2009-2014 was being recommended for consideration by the full Park Board for approval. Morgan moved to approve the recommendation. Seconded by Borgmeyer. Passed unanimously.

Meeting Minutes:

The **Parks and Recreation Board Meeting Minutes from the February 20, 2008 Regular Meeting.** Several corrections were noted. Walendy moved that the Regular Meeting Minutes be approved as revised. Seconded by Morgan. Passed unanimously. As a Quorum was not present for the **March 5, 2008 Park Board Work Session Meeting,** a meeting was not held and no Board action was required on the Meeting Minutes.

Consent Agenda:

The Consent Agenda topic was then addressed which included **7.A. Calendar Call for Meetings, 7.B. Finance (No Report), and 7.C. Communications (No Report)** items. Staff asked that the Calendar - Call for Meetings item be removed.

Items Removed from the Consent Agenda:

Under the Calendar - Call for Meetings topic Staff requested that the Finance Committee schedule a meeting early next week to begin the 2009 Budget Process. It was suggested that the meeting

dated be scheduled on whatever day Smith would be available. Staff then requested that the P & D Committee schedule a meeting sometime during the week of March 24 to 28, 2008. It was reported that the purpose of the meeting would be to review the Wapelhorst Playground Proposals. Board Member comments suggested that the meeting be scheduled for March 24, 2008. With that noted, Staff requested that the Board consider moving the routine P & D Committee Meetings from the first Monday of each Month to the last Monday of each Month. Staff stated that this move would allow Staff time to prepare any necessary information that needed to go to the Park Board Work Session. It was noted that the current schedule allowed only two days for such to occur. Board Member Comments indicated that moving the regular P & D Committee Meetings, to the last Monday of each Month was acceptable. As there were no other agenda items to be removed for review, Seeds moved that the Consent Agenda be received as submitted. Seconded by Myers. Passed unanimously.

President Report: None.

Director's Report:

Thank You's received during the month. None.

MPRA Annual Conference. Britton reported that the February 26-29, 2008 Conference was very good. It was noted that the Asst. Director and herself attended the full conference and the Maintenance Superintendent and the McNair Park Foreman came down for the Exhibit Hall on Wednesday. It was noted that this was done because we are in the process of bidding out mowing equipment and such gave them the opportunity to see what is new in the Mowing Equipment Industry. Staff reported that as usual there were some great sessions at this years conference. It was then noted that the Dog Park Session was very well received. Britton reported that the Director from St. Charles County, Maryland Heights, and herself spoke to a packed room. Staff stated that next year the MPRA Conference will be held in Kansas City and MPRA will be celebrating 50 years as an association. It was noted that some exciting things are planned and it would be desirable for Board Members to consider attending next year.

MPRA Legislative Meeting. Staff reported that a special meeting was held on the last day of the MPRA Conference. It was noted that copies of the bills that are being considered by the State Legislature and were considered at the meeting were in the Board Packet (**attached**). Staff then reviewed the issues that was discussed at the meeting.

Upcoming Recreation Programs/Coupons. Staff reported that there are number of new programs that are getting ready to begin. Staff reviewed what some of them will be. It was noted that the advertizing of these programs is extensive. Staff noted that one

such method was in a recent money mailer - coupon book. It was reported that this year it was not just for the pools but also included the recreation programs. Staff passed around a copy of the coupon, noting that it looks just like the park web-site. It was reported that this coupon mailer went to over 30,000 households at a cost of only \$400.

National Playground Safety Institute, Memorial Hall March 25-27, 2008. Staff reported that the school will again be held here in Saint Charles. It was noted that to date 55 people have signed up to attend this certification course.

Board Member Comments: None.

Council Meetings' Action w/Park Considerations & Council Liaisons' Comments: None.

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 reported that McNair & West Winds looked good.

Seeds reported that Heatherbrook, Woodlands, and Schaefer Parks looked good.

Morgan reported that the Soccer Complex and Fox Hill were good.

Myers indicated that Thro said Point DuSable Park including Blanchette Landing, Regot, and Bales Areas) were fine.

Borgmeyer noted that Blanchette and French Town also looked good.

Thro stated that Frontier, Berthold, & Kister looked good, but there was trash along the Katy Trail just north of Frontier.

Porterfield reported that both Jaycee and Schneider/Kiwanis Park looked fine, with the exception of some minor tree damage at Jaycee.

Closed Session:

Walendy moved that the Regular Board Meeting adjourn into **Closed Session, for the purpose of hiring, firing, disciplining or promoting of particular employees when information relating to the performance or merit of individual employees is discussed or recorded. (RSMo 610.021.3).** Seconded by Seeds. Roll Callvote:

Aye: Porterfield, Walendy, Seeds, Morgan, Myers, Borgmeyer, and Thro.

Nay: None

After the Park Board returned to **Regular Session** Morgan moved that the meeting **Adjourn** at 7:09pm. Seconded by Seeds. Passed unanimously.

Special Board Meeting: March 10, 2008

Respectfully Submitted,

Lyndel H. Porterfield - President Matthew Seeds - Secretary