

**SAINT CHARLES PARK & RECREATION BOARD MINUTES  
WORK SESSION MEETING HELD  
March 7<sup>th</sup>, 2012**

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 - Valerie Lanning, TJ Slattery, Laura Lyon, Tom Probst, Linda Roche, John Walendy and Valerie Lanning were present for Roll Call and Kathy Mudrovic, Tom Smith, Council Liaison Laurie Feldman and Bridget Ohmes were absent.
- Others - Maralee Britton - Director Parks and Recreation,  
Chris Atkinson – Assistant Director  
Todd Kassabaum – Chief Ranger  
Missy Hollander – Aquatic Coordinator  
Teresa Martchink – Recreation Coordinator  
Nick Donze - Maintenance Superintendent

Britton introduced the new recreation Coordinator Teresa Martchink to the Park Board. Teresa explained some of the things she had been working on and will work on in the near future. The Board welcomed her.

**3. 2011 Ranger Report**

Chief ranger Kassabaum explained the memo and numbers that were highlighted. The increased numbers were influenced by the fact that the Ranger Division initiated a new policy that all calls for service would be handled and documented. Kassabaum also highlighted the cost incurred by the Ranger Division in handling and working special events and cross country meets. These activities had the Ranger Division go 597 hours over budget in seasonal/part time hours. Walendy requested that when looking at how to reduce seasonal part time hours not to jeopardize safety of the rangers and/or park users.

**4. Contract with Missouri Machinery – The Pump Shop for the work needed to repair the pumps and motors removed from the aquatic facilities in an amount not to exceed \$59,617.00\***

See attached memo. Atkinson explained the project. Probst made a motion approving the contract. Seconded by Lyon. Motion passed.

**5. Professional Services contract with Paul Boschert to provide umpire scheduling for summer and all adult slow pitch softball leagues in an amount not to exceed \$7,875.00\***

See attached memo. Atkinson explained that this was the first year that both the summer and fall scheduling was combined into one contract. Lanning made a motion approving the contract. Seconded by Walendy. Motion passed.

**6. Purchase of fertilizer for the athletic field turf management plan with Hummert International in an amount not to exceed \$7,455.00\***

See attached memo. Atkinson explained the need for the purchase. Probst made a motion approving the purchase. Seconded by Lanning. Motion passed.

**7. Purchase of grass seed for the athletic field turf management plan with BWI Companies Inc. in an amount not to exceed \$9,077.00\***

See attached memo. Atkinson explained the need for the purchase. Probst made a motion approving the purchase. Seconded by Lyon. Motion passed.

**8. Purchase of lodging on May 30-31, 2012 for the "Mystery Trip" with Fairfield Inn & Suites in an amount not to exceed \$5,945.68\***

See attached memo. Atkinson explained the need for the purchase. Lanning made a motion approving the purchase. Seconded by Walendy. Motion passed.

**9. Revisions to "Aquatic Facilities Inclement Weather & Low Attendance Closing & Health and Safety Policy".\***

Hollander explained the changes. Lyon made a motion approving the revisions. Seconded by Lanning. Motion passed.

**10. Discussion of Special Events Policy.**

President Slattery mentioned that he was approached by Erv Ermeling about the possibility of the Park Board waiving its policy during the Festival of the Little Hills on bringing alcohol in and out of Frontier Park. Several board Members and Britton spoke in opposition to waiving the policy. Further investigation and discussion would need to take place before the Board will consider waiving the policy.

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

Walendy indicated that Berthold, Kister and Frontier looked good.

Lanning reported that Fountain Lakes was busy and looked good. Also said Kiwanis still needed some work. Also mentioned that algae was returning to the pond at Fox Hill Park.

Probst- Cemetery looked good. So did Circle Drive and Booneslick.

Lyon reported that the Dog Park and DuSable looked good. Asked when the bathrooms would open to the public. Britton said typically April 15<sup>th</sup>.

Roche - Wapelhorst and Schaefer look good.

Slattery – Vogt Brothers and Schaefer looked good.

At 7:14 pm President Slattery made a motion to go into closed session in relation to (E) Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment. (RSMo 610.021.13). Seconded by Lyon.

Roll Call - Valerie Lanning - Yes, TJ Slattery - Yes, Laura Lyon - Yes, Tom Probst - Yes, Linda Roche - Yes, John Walendy - Yes

Entered into Closed Session.

At 7:25 pm Lanning made a motion to return to the regular meeting and end the Closed Session. Seconded by Probst.


Roll Call - Valerie Lanning - Yes, TJ Slattery - Yes, Laura Lyon - Yes, Tom Probst - Yes, Linda Roche - Yes, John Walendy - Yes

Returned to regular meeting.

As there was not any other business to discuss Probst moved for **Adjournment** at 7:26pm. Seconded by Walendy. Passed unanimously.

Park Board Work Session Meeting: March 7<sup>th</sup>, 2012

Respectfully Submitted,

 03/21/12  
T.J. Slattery - President

  
Valerie Lanning - Secretary