

**SAINT CHARLES PARK & RECREATION BOARD MINUTES  
PARK BOARD MEETING HELD  
MAY 20 2010**

The meeting was Called to Order by Vice-President Ohms at 6:00pm in the Park and Recreation Administration Office Conference Room at Blanchette Park. Roll Call noted the following present for the meeting:

- Park Board** - Valerie Lanning, Laura Lyon, Don Morgan, Kathy Mudrovic, Mary Ann Ohms, present for Roll Call; with Tom Probst, T. J. Slattery, Tom Smith, John Walendy and City Council Liaison Laurie Feldman absent.
- Others** - Maralee M. Britton - Director Parks and Recreation, Todd Kassabaum - Chief Park Ranger.

Verbal Petitions/Public Comments and Response: None

Staff Reports/Presentations: None

Items for Discussion and/or Action:

**Election of Secretary and Discussion of Committee Assignments:**

The vacancy of Secretary needs to be filled. Mudrovic nominated Valerie Lanning for secretary. No other nominations were made. Motion was seconded by Morgan. Passed unanimously.

**Contract with Great Western Branson Towers in an amount not to exceed 47,410.85.** A Staff memo dated May 13, 2010 (attached) recommends to approve the contract with Great Western Branson Towers. Mudrovic moved to approve the contract. Seconded by Lanning. Passed unanimously.

**Request to approve job description, fill vacant position and adjust salary grid.** A Staff memo dated May 14, 2010 (attached) recommends to approve job description, fill vacancy and adjust salary which was recommended by the Organizational and Capacity Review. Morgan moved to approve the request. Seconded by Lyon. Passed unanimously.

**Accessible Playground Development Consulting Cooperative Agreement with Unlimited Play and the Developmental Disabilities Resources Board.** A Staff memo dated May 14, 2010 (attached) at the Jaycee Park. This will be a three way agreement with Unlimited Play, DDRB and St. Charles Parks Board. Staff is recommending the

Park Board approve this agreement. Lanning moved to approve this agreement. Seconded by Morgan. Passed unanimously.

**Contract with Big T's Hauling & Asphalt in an amount not to exceed \$25,200.** A Staff memo dated May 14, 2010 (attached) recommends the Board approve the contract for the seal coating and striping of parking lots. Morgan moved to approve the contract. Seconded by Lanning. Passed Unanimously.

**Bill of Sale from NTCH-MO, Inc for a donation of Equipment Building.** The Parks radio communication system is housed in a building that is connected to the tower on the Boys and Girls Club Property. NTCH-MO's lease expires on June 1, 2010 and they are not renewing. This would cause Parks to remove our equipment and build a new building. NTCH-MO has agreed to donate the building. Staff recommends the Board approve the Bill of Sale and accept the donation from NTCH-MO. Lyon moved to approve Bill of Sale and donation. Seconded by Morgan. Passed unanimously.

**Adoption of the Parks and Recreation Comprehensive Plan.** This is the plan that was presented to the Board at the May 6, 2010 Work Session. Morgan moved to approve the Comprehensive Plan. Seconded by Lanning. Passed unanimously.

**Meeting Minutes:**

The Parks and Recreation Board Work Session Meeting Minutes from April 8, 2010 Meeting and the Parks and Recreation Regular Meeting Minutes were reviewed. Morgan moved that the Minutes be approved as submitted. Motion 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) March Financial Worksheet
  - 2) Transfers under \$5,000.
- 7.C. Communications
  - 1) Projects Report.

Ohlms asked if anyone wanted to remove any item for discussion. Britton asked that 7.A) Calendar Call for Meetings be removed. Mudrovic moved for a motion to approve the Consent Agenda as

presented. Motion seconded by Morgan. Passed unanimously.

**Items Removed from the Consent Agenda:**

**Calendar Call for Meetings.** Saturday May 22 is the Grand Opening Ceremony for the McNair Sports Court. June 3, 2010 Work Session has been cancelled.

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

**Director's Report:**

A letter from Council Member Ron Stivison was included in the packets. He is thanking Director Britton and Chief Kassabaum for the great job Ranger Gonzales and Sergeant Jokerst did in saving a driver who drove into the river. Both will be receiving the Life Saving award at the June 17, 2010 Regular Park Board Meeting.

**Board Member Announcements and Reminders:** None.

**Council Liaison Announcements and Reminders:** None.

**Park Board Liaisons' Comments:**

**Foundation Report:** New member for the Board is Jackie Yaiser.

**Cemetery Report:** None.

**Legislative Report:** None.

**Closed Session:**

Lanning moved that the Regular Board Meeting adjourn into **Closed Session, for the purpose of Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment. RSMo 610.021.13.** Seconded by Morgan.

Aye: Valerie Lanning, Laura Lyon, Don Morgan, Kathy Mudrovic, Mary Ann Ohms.

Nay: None

After the Park Board returned to **Regular Session**, Morgan moved that the meeting Adjourn at 6:40pm. Seconded by Mudrovic. Passed unanimously.

Meeting: May 20, 2010

Respectfully Submitted,

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John Walendy - President

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Valerie Lanning - Secretary