

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

The meeting was **Called to Order** by President Slattery at 6:02 pm in the American Legion Meeting Room at Memorial Hall. **Roll Call** noted the following present for the meeting:

Park Board - Valerie Lanning, Kathy Mudrovic, TJ Slattery, Mike Ryan, and Linda Roche were present. Sandy Bichel, Brad Nowak, Betty Barro, Tom Smith and Council Liaisons were absent.

Others - Maralee Britton - Director Parks and Recreation,
Chris Atkinson – Assistant Director
Don Borgmeyer – Interim Enterprise Superintendent
Todd Kassabaum – Chief Park Ranger
Missy Hollander – Aquatics Coordinator

3. 2014 NRPA Discussion Points from Attendees

Vice President Lanning began the meeting by talking a little about her experience at the NRPA Conference in Charlotte, NC. She said that it is a great learning opportunity for board members and recommended it to anyone on the Board who has not had a chance to go to one. Hollander, Britton and Atkinson then went onto discuss some things they learned at the conference when attending sessions and plan to implement in their day to day work.

4. Truman Road Multi-Use Trail Project Review

Britton presented the Board with a set of plans and specifications from Public Works on a potential future trail partnership along Truman Road. During the road redesign and construction of the road there is currently a plan to add a 10' wide concrete pedestrian/bicycle trail along one side of the road. Public Works would build the trail and then it would be the Parks & Recreation Departments responsibility to maintain it once completed. This trail would provide an off street trail for residents to use along Truman Road. It could ultimately provide connectivity between Wapelhorst Park and Lakeside 370 Park in St. Peters and also then lead to future connectivity between 370 park and Fountain Lakes Park. Construction pending getting easements and all of the funding in place is scheduled for 2016-2017.

5. Discussion of Special Events

Britton updated the Board that several meetings have taken place between staff and other City Departments and between staff and special event groups. These meetings were to discuss any possible changes to special events in the future. Some possible recommendations are:

- 1) Parks staff training or managing gate guards for events.
- 2) Beer servers and groups being required to go through some form of training on over serving, minors drinking etc.
- 3) Event end times.
- 4) Police staffing during and after the special event.

These discussions are ongoing and any changes will be brought before the Board.

6. Discussion and Consideration of the Motorcycle Safety Foundation- Rider Education Recognition Program Agreement*.

Chief Ranger Kassabaum presented the Contract between the Parks & Recreation Department and the Motorcycle Safety Foundation (MSF). This would in the form of a contract outline each party's responsibilities during the MSF classes that the Parks & Recreation Department host. Mudrovic made a motion to approve the contract. Seconded by Lanning. Passed Unanimously.

7. Discussion and Consideration of the MSHP- MULES System Agreement*

Chief Ranger Kassabaum presented the Contract between the Parks & Recreation Department and the Missouri State Highway Patrol. This would in the form of a contract outline the Parks & Recreation Departments responsibilities when using the Criminal Justice Information Systems (CJIS). Lanning made a motion to approve the contract. Seconded by Ryan. Passed Unanimously.

8. Discussion and Consideration of the REJIS Management Control Agreement*

Chief Ranger Kassabaum presented the Contract between the Parks & Recreation Department and the Regional Justice Information Services Commission (REJIS). This would in the form of a contract outline each party's responsibilities when the information is accessed by the Park Rangers. Mudrovic made a motion to approve the contract. Seconded by Lanning. Passed Unanimously.

9. Change Order #1 to contract with Heine Brother Tuck pointing, Inc. adding \$1,820.00 to original contract amount of \$15,180.00. New contract amount will be \$17,000.00*

Atkinson presented the Park Board with a change order for \$1,820 with Heine Brothers Tuck pointing. This change order was required due to an error in the original bid submission. A portion of the pricing for the over project was accidentally left off the quote by the contractor. This new updated bid did not alter the low bidder for the project. Lanning made a motion to approve the contract. Seconded by Mudrovic. Passed Unanimously.

10. 2015 Seasonal Wage Grid discussion

Britton presented the Park Board with a possible update to the 2015 seasonal/part time wage grid. This change was necessitated by the increase of 15 cents of the State minimum wage that will take effect on January 1st, 2015. Rather than having multiple steps in each level it has been recommended by staff to create a range for each level. Future raises would then be tied to the CPI that is used by the State when they are deciding on increase to the minimum wage. This will hopefully eliminate the need to be changing the grid every year when the minimum wage increases.

President Slattery requested that the Finance Committee look at this issue and then bring it back to the whole Board for final discussion and possible approval at a future meeting.

11. Discussion of the 100 Year Parks and Recreation Historic DVD and Presentation

Britton informed the Park Board that there will be a new twist on the Park Board Christmas party this year scheduled for Thursday December 11th. During the event in the American Legion room there will be two live screenings of the new 100 year historic DVD currently being prepared by the City's Media Department. The event will have a red carpet and an opportunity for photographs staged in front of a back drop. Save the date cards have been sent out past and current board members, staff, retirees and foundation Board members.

12. Adopt a Park.

Lanning: Good

Ryan: Had a question about vendor liability during special events in Frontier Park. Britton said that all vendors have to provide the host event proof of insurance, then the event hosts need to provide the Parks & Recreation Department with proof of insurance also.

Slattery: Asked about possible silt making its way from the new housing development next to Vogt brothers Park into the pond/storm water detention basin. Atkinson said that the contractors are doing a great job with silt fencing and have been made aware when heavy rains have caused issues on park property.

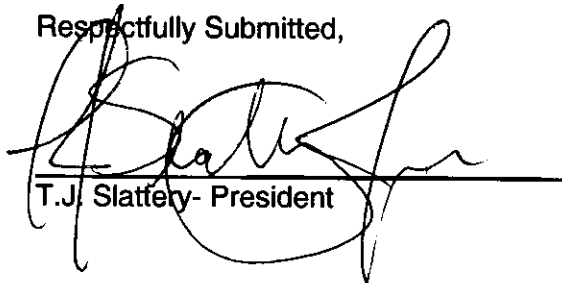
Roche: Good.

Mudrovic: Said Frontier looked great.

As there was not any other business to discuss Lanning moved for **Adjournment** at 7:10pm. Seconded by Roche. Passed unanimously.

Park Board Work Session Meeting November 5th, 2014

Respectfully Submitted,



T.J. Slattery- President



Sandy Bichel- Secretary