

SAINT CHARLES PARK & RECREATION BOARD MINUTES  
WORK SESSION MEETING HELD  
APRIL 2, 2008

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

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

Others - Director Parks & Recreation and Asst. Director Parks & Recreation.

Discussion and Consideration of Purchase of Softballs from A.D. Star in an amount not to exceed \$7,222.50:

A Staff Memo dated February 15, 2008 (attached) was reviewed. Staff reported that this item had been brought to the Board previously for consideration. Worth Sports was the low bidder and they were recommended to be awarded the contract. In going through the process Worth indicated that they were a distributor and could not supply the softballs directly to the park department therefore they withdrew their bid. As such, Staff recommended to accept the next low bid, from A.D. Star. Various questions were addressed resulting in Borgmeyer moving that the recommended bid with A.D. Star be approved. Seconded by Myers. Passed unanimously.

Discussion and Consideration of an Easement to Laclede Gas at Fountain Lakes:

A Staff Memo dated March 6, 2008 (attached) was reviewed. Myers moved that the recommended easement with Laclede Gas be approved. Seconded by Walendy. Passed unanimously.

Discussion and Consideration of Contract with Hutchison and Associates to Purchase/Install Tot Playground for Wapelhorst Park in an amount not to exceed \$37,500:

A Staff Memo dated March 28, 2008 (attached) was reviewed. It was noted that the P & D Committee met on March 21, 2008 to review the two bid proposals. All of the information from both bidders was reviewed by the committee, resulting in a recommendation to the full Park Board for selection of the Hutchison Proposal for the Miracle Playground. With that noted, Myers moved to approve the recommended proposal from Hutchison and Associates as recommended. Seconded by Borgmeyer. Passed unanimously.

Transfers greater than \$5.000:

A Staff Memo dated March 26, 2008 (**attached**) was reviewed, followed by extensive discussion. Borgmeyer moved to approve the recommended Budget Transfer of \$50,000 to go toward the necessary land acquisition for Boschert Trail Project. Seconded by Myers. Passed unanimously.

**Discussion and Consideration for the purchase of stackable chair and folding tables for the Gould Building from SCR, Inc in an amount not to exceed \$6,656.00:**

A Staff memo dated March 28, 2008 (**attached**), which outlined the bids and recommended the low bid from SCR, Inc. Borgmeyer moved to approve the recommended bid from SCR, Inc. Seconded by Myers. Passed unanimously.

**Discussion of the Special Event Policy:**

Staff noted that at the last Park Board Work Session two Festival of the Little Hills Board Members attended and requested a modification to the required procedure of having the gates in Frontier Park manned during special events if alcoholic beverages are sold. Staff reported that this issue was discussed at a recent City Department Head Meeting with the Mayor, Director of Administration, and all of the City Department Heads (including the Police and Fire Chief). Everyone in the meeting expressed concern about a revision in the current procedure as requested. The discussion about this issue was extensive with a conclusion that suggested the current process not be changed.

Staff then reported that the Missouri Statutes and City Ordinances concerning the Liquor Laws pertaining to the current Park Board Policy for Special Events was researched. A Staff memo dated March 7, 2008 (**attached**) outlined the finding of this research. In addition, Staff reported that Liquor Control was also contacted concerning this procedural change request. It was noted that the discussions with the Liquor Agent for Saint Charles also recommended that the gates continue to be manned with their task to warn festival attendees not to bring in or take out alcoholic beverages from the Frontier Park Event Area. As a result of this research and discussions with Liquor Control Staff would recommend that the Current Special Event Procedure not be changed and that the Policy be clarified to reflect this procedure. In addition Staff plans to have large signs made and mounted on tall poles (above the heads of the crowds) that will read something to the effect of: STOP - Alcoholic Beverages Are Not Allowed Beyond This Point. Frontier Park is closed to the possession of alcoholic beverages except as sold by authorized beverage vendors, per City Ordinance - Section 99.03 & 99.15.

After extensive discussion and various questions being

addressed Staff was directed to revise the Special Event Policy reflecting the requirement for personnel (supplied by the special event organizers) to be present at the gates in Frontier Park to warn event patrons not to bring in or take out alcohol from the event area. Staff then noted that they would like to have some discussion about revising the Special Event Policy to limit the number of events that are allowed to be held in Frontier. Currently there are so many events held in the park that there are not very many weekends available for the general public to just go the park without some type of event being held there. It was suggested that this be a topic for future discussion.

Borgmeyer moved that the meeting Adjourn at 7:14pm. Seconded by Myers. Passed unanimously.

Park Board Special Work Session Meeting: April 2, 2008

Respectfully Submitted,

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Lyn Porterfield - President

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Matthew Seeds - Secretary