

SAINT CHARLES PARK & RECREATION BOARD MINUTES
WORK SESSION MEETING HELD
DECEMBER 03, 2008

The meeting was Called to Order by President Porterfield at 6:00 pm in the Memorial Hall - American Legion Room. Roll Call noted the following present for the meeting:

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

Others - Asst. Director Parks & Recreation.

Discussion of Capital Projects:

Staff reported that this item was being brought forward as informational. Such was regarding the City Council adding \$200,000 to the budget for the construction of a large pavilion in Frontier Park. It was noted that some of the discussions about the size of this pavilion has indicated that it could be a 60' x 120' but a final design had not been determined at this time. Staff indicated that this topic was added for discussion purposes and no action would be required at this time. Staff reported that the Council People that has been pushing for this pavilion indicated that it would be historical looking. Comments indicated that because of the possible size, the \$200,000 funding amount would not nearly be enough to complete such a project. Staff then noted that a copy of the Park Board's MKT Depot and Frontier Park Policy (**attached**) was in the Board Informational Packet.

With this noted the floor was opened for discussion about this proposed pavilion. Various questions were addressed about the pavilion and the discussion continued which was extensive. Comments indicated that various Board Members felt that the Board, as a body should be asked to provide input about the design of this proposed pavilion. The discussion continued resulting in a suggestion that a letter be sent to the Mayor & City Council indicating that the Board wanted to be involved in discussions about the design of this proposed facility should it move forward in the future. With that noted, Smith moved that the meeting be adjourned for a five minute recess so Porterfield

could draft some wording for such a letter. Seconded by Seeds. Passed unanimously.

Porterfield drafted some possible language for a letter and when the meeting resumed he presented it for Board consideration. When such was complete the discussion was again extensive. Various comments, both pro and con about the proposed language was addressed. Such was again extensive, which resulted in "Smith moving to instruct the Park Board President to draft a letter stating the Board's position of not being in favor of the concept of a permanent pavilion in Frontier Park". Myers seconded the motion. "Seeds moved to amend the motion by requiring the letter to be sent to the City Council prior to their next meeting". The motion was seconded by Myers. A Roll Call Vote was requested and take as follows: Yes - Seeds, Morgan, Myers, Smith, and Lanning. No - Porterfield, Walendy, and Borgmeyer.

Discussion of Seasonal Wage Grid:

A Staff memo dated November 24, 2008 concerning the 2009 Seasonal Employee Wage Grid (**attached**) was reviewed. Staff indicated that this item was also informational and was being introduced so the Board had time to give consideration to the Proposed Wage Grid. It was noted that Staff planned present a recommendation at the next Regular Board Meeting. Subsequent to discussion and various questions being addressed the Board was asked to take a look at the grid information for the next meeting.

Purchase of decorative concrete blocks from Landvatter Ready Mix in an amount not to exceed \$11,250 for the Motorcycle Safety Range:

A Staff memo dated November 24, 2008 (**attached**) regarding the bid for decorative concrete blocks was reviewed. Such recommended the low bid from Landvatter Ready Mix at an amount not to exceed \$11,250. With the information review complete and various questions being addressed Seeds moved to approve the recommendation. Seconded by Walendy. Passed unanimously.

Discussion of Continuing the Hiring Process for Vacant Maintenance Position:

A Staff memo dated November 24, 2008 (**attached**) was reviewed which recommended that the hiring process be continued for

filling a vacant Maintenance Employee Position and that such be submitted to the City Council letting them know that the Park Board is following a similar hiring process as the rest of the city departments. Subsequent to various questions and comments, Smith moved that the staff recommendation be approved. Seconded by Borgmeyer. Passed with Morgan voting no.

Annual Software Maintenance Contract with Vermont Systems Inc. in an amount not to exceed #7,103:

A Staff memo dated December 2, 2008 (**attached**) was reviewed which outlined the need for this maintenance agreement and recommended that it be approved. When Staff completed the review the discussion was extensive and various questions and comments was addressed. The Board wanted additional information about what would be included in this maintenance agreement. Staff indicated that such would be brought back to the Board. With that noted Walendy moved that the Staff Recommendation be approved. Seconded by Borgmeyer. Passed unanimously.

Request to Close Parks & Recreation Administration Office Early on December 23, 2008:

Staff requested that the Board approve the Closing of the Park Office/Operation at 12:00pm on December 23, 2008 for the annual Staff Christmas Party. Subsequent to a brief discussion, Morgan moved that the Staff Recommendation. Seconded by Borgmeyer. Passed with Seeds voting no.

As there was not any other business to discuss Morgan moved for **Adjournment** at 7:08 pm. Motion seconded by Seeds. Passed unanimously.

Park Board Work Session Meeting: December 03, 2008

Respectfully Submitted,

Lyn Porterfield - President

Matthew Seeds - Secretary