

**SAINT CHARLES PARK & RECREATION BOARD MINUTES WORK SESSION  
MEETING HELD October 1, 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 Mudrovic present.

Staff: Director Parks & Recreation, Maintenance Superintendant, Ranger Supervisor and McNair Maintenance Foreman.

Residents: Pete Balotti and Shara Balotti.

**Public Forum and Comment of McNair Sports Court Project:**

To gain more information as to the desire of the residents and park customers for the project, the public was invited to attend the meeting and verbalize their thoughts for the space. Input is also being solicited at Frontier Park during Oktoberfest and a blog has been added to the main page of the parks web-site. With no public present at the meeting to speak on this topic, there were several Board Member comments. It was expressed that in the late 1990's when the tennis court area was discussed as being renovated into a different activity, St Charles Junior Baseball Association was concerned with the row of fur trees being removed as a buffer between the two areas. Another comment was possibly relocating and building a playground to this area. The Task Team will be compiling all the responses received at an upcoming meeting for a recommendation to proceed.

**Discussion and Consideration of a Contract with Res-Com Contractors for Replacement of Kister Park Walkways in an amount not to exceed \$36,233:**

Request for Proposals were sent to 2 area brick laying contractors and an ad was placed in the newspaper. Only one bid was received from Res-Com Contractors. Concern of the project being completed before Christmas Traditions begins on Main Street was expressed. Staff agreed that if the contractor could not guarantee a completion before Thanksgiving, the project would have to wait until after the first of the year. A status report will be given at the October 22 Board Meeting. With no further discussion of the contract, Seeds made a motion to approve the contract with Res Com Contractors in the amount not to exceed \$36,233; Seconded by Morgan. Passed unanimously.

**Discussion of Request by Huntington Home Owners Association to extend Walking Path at McNair Park:**

A request was received and distributed within the Board Member Packets from the Huntington Home Owner Association to construct a trail from a Huntington Subdivision sidewalk to the existing trails system within McNair Park. The Home Owners Association may help with the cost of the trail including rock and asphalt once a route is determined if Park Staff could prepare the site. General discussion of the request included the location of the trail, use of park open space and proximity to the soccer field. All of these issues would determine whether or not the trail could be built. Staff verified that any obstruction by typical soccer regulations should be at least 5 yards away from the playing field. Huntington Subdivision residents Pete and Shara Balotti were present at the meeting. The Balotti's stated their house backs up to the park and they were interested in where the trail might be placed. They expressed some concern of it being too close to their

property or trees being removed. Given the various comments and concerns of the requested trail extension, Staff will evaluate the options for location of the trail, whether the location will affect soccer or tree removal and potential costs based on best location. Once these things have been determined, a report will be forwarded to the Board for their consideration and then to the home owners association to see if they would still like to proceed with their request.

### **Discussion of Park Projects and Request of City Council to Review 2009/2010 Projects for the Capital Improvements Plan:**

In the Board Members Packets, a memorandum from the Director of Parks and Recreation summarized requests from Council of certain projects being moved to 2009 and funding replacing items in outlying years. Also in the information provided, a spreadsheet detailing every park project currently funded in the 2008 budget with fund balances and project status.

The first project discussed was funding in 2010 for additional parking at Wapelhorst Park. There are currently 445 regular spaces and 15 accessible spaces. When the project was entered into the CIP, the purpose was to add parking by the aquatic facility and expand the tennis court parking. It was noted that if the lot beside the aquatic center is full, a parent or guardian with small children would have to walk from the parking area by the lake which can be hazardous. On the tennis court lot, it was noted that unless car pooling, 2 doubles matches could not take place as there are only 5 spaces currently. Staff suggested funding could be temporarily moved now in 2008 from the Metropolitan Parks and Recreation District Grant Funding trails project Fountain Lakes to 5<sup>th</sup> Street. In 2010, the funding could be replaced to that project. The amount detailed for 2010 is \$67,800. The question was raised whether or not the project could be completed by next summer's swimming season. Staff outlined the different projects under the direction of the Wapelhorst Foreman and having the project completed by a contractor may have to be an option if it is to be completed by summer of 2009. Borgmeyer made the motion to transfer \$67,800 from Project 08CR11 to Wapelhorst Parking; Seconded by Seeds. Passed unanimously.

The second project discussed was the request to add a playground to the park area in the Talbridge Subdivision within the development of the park. Current funding is for a shelter, landscaping, a parking lot and restrooms. A department wide project budget spreadsheet detailed the various projects that have additional funding available for other projects or new projects. For \$50,000, a decent size playground with a mulch safety surface could be added to the development. The playground would be one of the last items added to the park prior to opening next August. The Director suggested funding could be moved from the following projects to the Talbridge Development:

\$10,000, 06CR12, Blanchette Electric  
\$22,565, 08CR02, Seal Asphalt  
\$10,000, 08CR03, HVAC  
\$ 834, 08CR16, Kiwanis Fence  
\$ 6,136, 08CR82, Vehicle Replacements

Total funding towards the project would be \$49,535. Seeds made a motion to transfer the funding as outlined and to proceed with a playground in the new park area at Talbridge; Seconded by Morgan. Passed unanimously.

The last item of Council's request was by Councilman Beckering to remove the equipment replacement fund and spend current reserve funding to replace equipment. In an overview of the fund it was explained that each division has equipment or refurbishment of equipment within the fund. Each piece is given a life span depending on its use and the type of equipment. Over the lifespan of the individual pieces, a per year dollar amount is set aside for each item. In the yearly amount set aside, inflation and interest is also calculated so that when the item reaches its life span, enough funding has been set aside to purchase new equipment. The funding comes from each individual division budget so if the fund did not exist, the funding would be placed into the operating budgets and not necessarily the capital account. The equipment within the fund ranges from a walk in freezer to a backhoe to Police Radios. Each year's expenditures vary depending on the life cycle of equipment. In 2008, nearly \$397,000 was scheduled to be spent while funding being set aside for future replacement was less than \$200,000. Current level of funding is approximately \$1.3 million dollars. It was also explained that the fund is also an emergency fund should a catastrophe hit or tax dollars do not come in as anticipated, Parks has funding to be used if necessary. Cities typically have a 20% reserve fund for the times in between receiving property taxes with expenses being paid. These funds assure that bills can be paid while setting aside funding to keep our base equipment stable. Staff also relayed the fund is currently being evaluated for the life cycle of equipment, funding amount currently being set aside and whether all items within the fund should be set aside.

The Board discussed the information provided and requested Staff consider a dollar threshold of the items placed within the fund. It was also requested that once the fund has been evaluated, the Finance Committee review the information for discussion prior to the whole Board. After these discussions, the Board concluded that while they understand the concern of having a replacement fund, it has been advantageous over the years to ensure the necessary equipment and refurbishment takes place to keep a solid base of the parks system. At this time, the Board did not consider it wise to eliminate the fund, but would evaluate it as the new information by Staff becomes available.

The last item discussed on the projects list was the funding to replace items from the fire at Wapelhorst Shop in December of 2006. All the items have been replaced and there is still a balance of \$36,521. Staff would like to use the remaining funds to purchase an excavator for construction projects. The main cab spins 360 degrees allowing more movement and the bucket is smaller to reach tighter spots than the backhoe. The entire maintenance department would benefit from the purchase of this piece of equipment. The Board agreed to the bidding of the equipment with Staff bringing back necessary paperwork to properly fund the purchase.

**Closed Session:**

At 7:30pm, Borgmeyer moved the Work Session adjourn into closed session for **Hiring, firing, disciplining or promoting of particular employees when information relating to the performance or merit of individual employees is discussed or recorded. (RSMo 610.021.3)**; Seconded by Smith. Roll Call:

No: None

Yes: Porterfield, Walendy, Seeds, Morgan, Myers, Borgmeyer, Smith, and Mudrovic

After the Park Board returned to the Work Session, Seeds moved that the meeting Adjourn at 7:34 pm. Seconded by Morgan. Passed unanimously.

Respectfully Submitted,

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Lyn Porterfield - President

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Matthew Seeds - Secretary

Park Board Work Session Meeting: October 1, 2008