

**SAINT CHARLES PARK & RECREATION BOARD MINUTES
PARK BOARD MEETING HELD
OCTOBER 21, 2009**

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

Park Board - Valerie Lanning, Don Morgan, Lyn Porterfield, T.J. Slattery, Tom Smith and John Walendy present for Roll Call; with Kathy Mudrovic, Jan Myers and City Council Liaison Laurie Feldman absent.

Others - Maralee M. Britton - Director Parks and Recreation, Larry W. Henderson - Asst. Director Parks & Recreation, Matthew Seeds, Holly Haddox and Dan Satterfield as Visitors.

Verbal Petitions/Public Comments and Response:

Ms. Holly Haddox and Mr. Dan Satterfield were recognized who indicated that they were members of the South Main Preservation Society and were in attendance concerning the design continuity of the historic area. Ms. Haddox indicated that they were requesting that the Board consider the design of the restrooms and shelters for Frontier Park be in keeping with the historic architectural structure design of the area. She suggested that the design be something that would blend in with the natural look of Frontier Park. Ms. Haddox referenced a picture of a picnic shelter located at Bennett Springs State Park. She used it as an example of the type of structure that would fit well and blend into the environment of Frontier. Various questions and comments were addressed.

Mr. Satterfield was next also suggesting that a more natural looking structure would add to the attraction of Saint Charles. He suggested that the 19th Century or Earlier Designs of the Historic District. Comments noted that this concept was something that the Board was already looking at. Mr. Satterfield suggested that the design should include timber and stone for these restrooms and possible future shelters. Various comments and questions were addressed/discussed. When complete Ms. Haddox and Mr. Satterfield were thanked for their input.

Staff Reports/Presentations: None.

Items for Discussion and/or Action:

Bax Engineering Change Order #1. Motorcycle Training Facility

Civil Engineering Contract Change Order from \$4,900 to an amount not to exceed \$6,900.75. A Staff memo from Chief Ranger Kassabaum and a copy of a proposed Change Order (**attached**) were reviewed. Staff recommended that the Park Board approve this Change Order. Subsequent to various Board Member questions being addressed Morgan moved to approve the recommendation. Motion seconded by Smith. Passed unanimously.

Recommendation to Purchase Stone from West Kentucky Stone. Purchase of stone for Oak Grove Cemetery Reflecting Pond in an amount not to exceed \$6,100. As Staff memo dated October 15, 2009 was a recommendation for Park Board approval and for it to then be submitted to the Mayor and City Council for final consideration. After discussion Lanning moved to approve the recommendation. Seconded by Slattery. Passed unanimously.

Transfers over \$5,000.00. A Staff memo dated October 19, 2009 (**attached**) was reviewed which outlined the recommended Budget Transfers. Smith moved for approval of the recommended Transfers. Motion seconded by Morgan. Passed unanimously.

Meeting Minutes: None.

Consent Agenda:

The Consent Agenda topic was then addressed, which included the following:

7.A. Calendar Call for Meetings

7.B. Finance

- 1) July Budget Worksheet
- 2) August Budget Worksheet
- 3) Transfers Under \$5,000

7.C. Communications

- 1) Projects Report.
- 2) Inclusion Partnership Second Quarter Report.

The Parks & Recreation Director requested that item 7.A. Calendar Call for Meetings be removed. Smith asked that items 7.B.1.- July Budget Worksheet , 7.B.2. - August Budget Worksheet, 7.B.3. Transfers Under \$5.000, and 7.C.1 projects Report be removed. With that complete, Slattery moved to receive the Consent Agenda Items that were not removed for discussion. Motion seconded by Smith. Passed unanimously.

Items Removed from the Consent Agenda

Regarding Item 7.A. **Calendar**, Britton reported that if possible Staff would like to move the P & D Committee Meeting from November 16, 2009 to November 9, 2009. This move was being requested so some of the projects can remain on schedule.

Subsequent to discussion everyone in attendance that serve on the P & D Committee was alright with the move. It was noted that since Myers was absent Staff would check with her and if this meeting move will work the entire committee will be notified about the change. Staff then noted the Partnership with the Lewis & Clark Boat House and Nature Center regarding the Eco Park. Staff reported now that the Eco Park has been dedicated and opened the Lewis & Clark Folks plan to host an open house to kick off the educational partnership for this new facility. It was reported that this open house would be held on November 19, 2009 at 5:30 pm @ the Lewis & Clark Boat House and Nature Center located at Bishops Landing. All of the Board Members were encouraged to attend.

Item 7.B.1.- July Budget Worksheet, 7.B.2. - August Budget Worksheet was then addressed. Smith indicated that he asked for this to be removed from the agenda so Staff could review the information for the benefit of the Board Members. With that noted Britton verbally walked the Board through these monthly worksheets. Various questions and comments were addressed as Britton progressed through the monthly reports. When the report was complete Smith indicated that he did not have any other questions on these two agenda topics.

Next, agenda item **7.B.3. Transfers Under \$5.000** was addressed. Smith asked why were transferring funds from contract labor and recreation but we are moving it to contract labor in maintenance! He wanted to know if this was because there was a savings in the pools because we were not open as much so there is money left over in contract labor? Britton indicated that there are separate line items in the accounts for pools, recreation and trips. Staff reported that trips have be extremely successful so adding trips increases expenses but it also increases the income. Smith asked various other questions concerning the recommended budget transfers. When they were answered he stated that he did not have anything else concerning the transfers.

Agenda item **7.C.1 Projects Report** was addressed. Smith stated that the Lake at Wapelhorst looks like it needed to be dredged again because of the re-growth of Algie. Staff agreed stating that this lake is the watershed for the surrounding area. As a result of this drainage to the lake, which across the yards of the neighborhood the fertilizer is the primary cause for the growth of this Algie. Staff reported that because of this re-growth, a private company has been contacted to come in and help get the lake under control. Smith indicated agreement concerning hiring someone to fix this problem.

Smith then asked about the progress of getting the easement for the Webster Park Roadway. Staff reported that the city legal department has been asked for assistance to help get this easement process moving forward. With no additional questions to address,

Smith moved to receive the rest of the Consent Agenda Items. Motion seconded by Morgan. Passed unanimously.

President's Announcements and Reminders: None.

Director's Report:

Thank You's. None.

The **Aquatic Facility Grates Project Update** agenda item was addressed. Staff reported that all of the grates in all of the pools have been replaced and the project is complete.

Staff then gave a brief **General Department Update**. The first item noted was regarding the NRPA Park Conference which was held the week of October 12-17, 2009. It was reported that there were many great class sessions this year. Staff then reported that the annual Hallowe'en Spooktacular would be held on October 30, 2009 in Memorial Hall. Staff then reported that the Bi-Centennial Parade was very much fun. The Park Department had a float entered and it looked very nice with all of the live plants from the horticulturists. The last item noted by Staff was that the Foundation Bowling Jamboree will be held on November 21, 2009, 12:30 pm to 3:00 pm. It was reported that the proceeds are used for the scholarship funds.

Board Member Announcements and Reminders: Smith reported that today was Cathy Mudrovic's Birthday.

Council Liaison Announcements and Reminders: None.

Park Board Liaisons' Comments:

Foundation Report: None.

Cemetery Report: None.

Legislative Report: None.

Closed Session: None.

Smith moved for **Adjournment** at 7:05pm. Seconded by Morgan. Passed unanimously.

Meeting: October 21, 2009

Respectfully Submitted,


Lyndel H. Porterfield - President

Jan Myers - Secretary