

**SAINT CHARLES PARK & RECREATION BOARD MINUTES
PARK BOARD MEETING HELD
April 20th, 2011**

The meeting was **Called to Order** by President Wallendy at 6:01pm in the Meeting Room in Memorial Hall. **Roll Call** noted the following present for the meeting:

Park Board - John Walendy, TJ Slattery, Don Morgan, Kathy Mudrovic, Tom Probst, Laura Lyon, Valerie Lanning and Council Liaison Bridget Ohmes present for Roll Call. Mary Ann Ohms and Tom Smith were absent.

Others - Maralee M. Britton - Director Parks and Recreation,
Chris Atkinson - Assistant Director.
Rosie Rosenthal - Enterprise Superintendent
Todd Kassabaum - Chief Ranger
Kalen Ponche - St. Charles Patch

Verbal Petitions/Public Comments and Response:

A. Written request from Kim Harnagal for consideration of a dog park in Wapelhorst Park. Atkinson informed the board that Mrs. Harnagal could not attend the meeting and would hopefully be at the next meeting. Britton asked the board if we should place the item on our work session agenda since we normally have no public comments at those meetings. They agreed to place the item on the May 5th Work Session agenda.

Staff Reports/Presentations: None

Items for Discussion and/or Action:

A) Contract with First Student Transportation*

See attached memo. Rosenthal presented the item requesting consideration of using First Student for transportation services for summer day camps in 2011. Slattery moved to approve the Contract. Seconded by Mudrovic. Passed unanimously.

B) Purchase of netting for aquatic facilities from InCord*

See attached memo. Rosenthal explained the project/purchase. Lanning moved to approve the purchase. Seconded by Probst. Passed unanimously.

C) Transfers over \$5000*

See attached memo. Britton explained the need for the two transfers. Slattery made a motion to approve the requested transfers. Seconded by Probst. Passed unanimously.

D) Discussion of Administration Building Expansion.

See attached memo. Britton discussed the decision by staff and the Finance Committee to delay the expansion Project. Slattery and Lyon said that serious consideration should be given to proceeding. Due to increased construction costs in the future. Britton did say that the parking lot portion and the office furniture portion of the project will still be completed.

E) Discussion of Frontier Park Restrooms.

See attached memo. Britton explained the higher than expected bids. Also highlighted steps being taken to reduce cost. Work with public works, low bidder. Petition State to waive requirements that have increased cost of bathrooms.

F) Discussion of 100+ acre recreation area.

See attached memo. Britton updated the board about decisions made at the Finance Committee. Committee would like to retain a consultant to complete a Master Plan of the property. Atkinson has prepared the RFP for the project. Council Liaison Ohmes said she believes that the Board should request that the City Council dedicate the property to them. Once dedicated then retain a consultant to do the Master Plan. The Board asked that the RFP be attached to the dedication request letter to show Council the commitment of the Board.

G) Jaycee Park Playground Update.

Atkinson updated the Board and showed drawings of what the Playground is expected to look like once completed. He explained the time line moving forward. The Board were excited by the design provided by SWT.

H) Capital Improvements Plan 2012 through 2017*

See attached memo and Plan. Board asked no questions. Lanning moved to approve the 2012-2017 CIP Plan. Seconded by Probst. Passes unanimously.

I Purchase from Lou Fusz Dodge* Ranger vehicle purchase of a Dodge Charger Police Pursuit V6 in the amount of \$17,919. See attached memo. Chief Kassabaum explained the need to replace a 2007 Ford Crown Victoria Police Car ahead of its expected replacement date due to ongoing maintenance problems. The 2011 Dodge Charger Police car that would be purchase was the cheapest

option available utilizing the State bidding process. Probst moved to approve the purchase of the Dodge Charger car for an amount of \$17,919. Seconded by Slattery. Passed unanimously.

Meeting Minutes:

A. Parks & Recreation Board Meeting Minutes, March 16, 2011 were reviewed. Slattery moved that the Minutes be approved. Motion seconded by Mudrovic. Passed unanimously.

B. Parks & Recreation Board Work Session Minutes, April 6, 2011 were reviewed. Slattery moved that the Minutes be approved. Motion seconded by Mudrovic. Passed unanimously.

Consent Agenda:

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

- A. Calendar Call for Meetings**
- B. December 2010 Financial Worksheet**
- C. January 2011 Financial Worksheet**
- C. Transfers under \$5000**
- D. Finance Committee Meeting Minutes, April 8th, 2011**
- E. April Projects Report.**

No items were requested to be removed for further discussion. Slattery made a motion to approve the Consent Agenda Items. Motion seconded by Probst. Passed unanimously.

Items Removed from the Consent Agenda:

President's Announcements and Reminders: Walendy reminded the Board that Mary Ann Ohms was no longer a member of the Board due to her appointment on the City Council. Britton pointed out that after reappointments, the election of officers normally takes place in June.

Director's Report:

A. Thank You's. Britton mentioned another note from the public expressing their gratitude to Mark for his handling of their arrangements. Lanning said Mark is doing an excellent job at the cemetery.

B. General Department Update. Britton updated the board on the hiring of Leah Breuer as part time administrative support in the office. Also that the current brochure is out to the public and that we are working on a redesign of the brochure format for the next brochure in the fall. Also looking into other marketing tools (Social Media, Groupon etc.) Finally reminded the Board about the Grand Opening of the Motorcycle Range at 11:00am on April 30th.

Board Member Announcements and Reminders: None

Council Liaison Announcements and Reminders: None

Park Board Liaisons' Comments:None

Foundation Report: None. Lyon said she would attend the next Foundation meeting in Ohms place.

Cemetery Report: None.

Legislative Report: None.

As there was not any other business to discuss Slattery moved for **Adjournment** at 7:28 pm. Motion was seconded by Probst. Passed unanimously.

Meeting: April 20th, 2011

Respectfully Submitted,

John Walendy - President

Valerie Lanning-Secretary