

**SAINT CHARLES PARK & RECREATION BOARD MINUTES
SPECIAL MEETING HELD
December 4th, 2013**

The meeting was **Called to Order** by President Slattery at 6:00pm in the Meeting Room in Memorial Hall. **Roll Call** noted the following present for the meeting:

Park Board - Betty Barro, Sandy Bichel, Valerie Lanning, Laura Lyon, TJ Slattery, and Mike Ryan were present. Linda Roche, Tom Smith, Kathy Mudrovic were absent.

Others - Maralee Britton – Director
Chris Atkinson – Assistant Director
Todd Kassabaum – Chief Ranger
Monica McCarthy – Administrative Coordinator
Rosie Rosenthal – Enterprise Superintendent
Teresa Martchink – Recreation Coordinator
Nick Donze – Maintenance Superintendent

Verbal Petitions/Public Comments and Response: None

Staff Reports/Presentations: None

Items for Discussion and/or Action:

A. Consideration of facility rental fees*

Britton presented the updated facility rental fees for 2014 that had been discussed at previous meetings. Main difference is that the shelter rentals in 2014 will be tiered into three different prices for the different sizes.

Lanning made a motion to approve the Facility Rental Fees for 2014. Seconded by Ryan. Passed unanimously.

B. Special Event Use Policy and Fees*

Britton presented the Special Event Use Policy and Fees that had been discussed at previous meetings. Although the policy and form will go into place in 2014 the fee implementation will be delayed until 2015 to allow the special events to plan for the increased fees.

Lyon made a motion to approve the Special Event Use Policy and Fees. Seconded by Lanning. Passed unanimously.

C. Contract for IT Services for 2014 with Pro-Tronics Technologies Inc. in an amount not to exceed \$15,000*

Atkinson presented a contract for Pro Tronics Technologies to provide IT services for the Department during 2014.

Barro made a motion to approve the contract. Seconded by Lanning. Passed Unanimously.

D. Contract with Pro-Tronics Technologies Inc. to provide wireless connectivity, internet, WAN/LAN, firewall and web solutions for 2014-2016 in an amount not to exceed \$120,000*

Atkinson presented a contract for Pro Tronics Technologies to provide wireless connectivity, internet and other computer services for the Department from 2014-2016. Staff is happy with the existing set up and this would continue the current agreement.

Lyon made a motion to approve the contract. Seconded by Barro. Passed Unanimously.

E. Contract with Vermont Systems Inc. for support services for VSI software modules for 2014 in an amount not to exceed \$9,000.00*

Atkinson presented a contract with Vermont Systems to provide IT support services for all of our software that is used in the day to day operation of the parks & recreation department in 2014.

Lanning made a motion to approve the contract. Seconded by Lyon. Passed Unanimously.

F. Contract with Jeff Ellis & Associates to provide aquatic risk management program for 2014 in an amount not to exceed \$12,000*

Atkinson presented a contract with Jeff Ellis & Associates Vermont to provide support and risk management for our aquatics staff in 2014

Lanning made a motion to approve the contract. Seconded by Bichel. Passed Unanimously.

G. Contract with Vandalia Bus Lines for providing coach service on the New Orleans & Gulf Coast Trip March 20-27, 2014 in an amount not to exceed \$6,180.00*

Atkinson presented a contract with Vandalia Bus lines to provide transportation on the New Orleans & Gulf Coast Trip in March 2014.

Lanning made a motion to approve the contract. Seconded by Ryan. Passed Unanimously.

H. Contract with Ramada Hotel Metairie – New Orleans for providing 3 nights of 30 rooms for the New Orleans & Gulf Coast Trip on March 23-25, 2014 in an amount not to exceed \$12,075.30*

Atkinson presented a contract with the Ramada Hotel - Metairie to provide overnight lodging on the New Orleans & Gulf Coast Trip in March 23-25, 2014.

Lanning made a motion to approve the contract. Seconded by Ryan. Passed Unanimously.

I. Purchase of one Ford F-250 and two Ford F-150 trucks for the maintenance division in an amount not to exceed \$51,000 from Joe Machens Ford.*

Atkinson presented the purchase of three new trucks for the maintenance division in 2014. These are all scheduled replacements per the replacement fund.

Lyon made a motion to approve the purchase. Seconded by Lanning. Passed Unanimously.

J. Purchase of one 2014 Ford Utility Police Interceptor for the Ranger Division in an amount not to exceed \$27,669 from Pundmann Ford*

Atkinson presented the purchase of a new Park Ranger vehicle for 2014. This will replace the vehicle that was totaled earlier this year.

Barro made a motion to approve the purchase. Seconded by Lyon. Passed Unanimously.

K. Contract with Buildingstars Operations Inc. to provide cleaning services at the administration building in 2014 in an amount not to exceed \$7,000.00*

Atkinson presented a contract with Buildingstars for them to provide cleaning services at the administration office in 2014.

Ryan made a motion to approve the contract. Seconded by Barro. Passed Unanimously.

L. Transfers over \$5,000*

Britton presented the year end transfers that would move funding between line items to make sure no lines were over budget.

Barro made a motion to approve the transfers. Seconded by Lyon. Passed Unanimously.

M. Consideration of the Seasonal/Part-time Wage Grid Effective January 1, 2014*

Britton presented the 2014 seasonal/part time grid to the Board. A change was needed due to the new increase in the State of Missouri minimum wage to \$7.50 per hour. This required staff to Change level 1 on our existing grid. Britton went onto say that staff will hopefully present a new more streamlined in late 2014 for 2015.

Ryan made a motion to approve the new grid. Seconded by Lyon. Passed Unanimously.

N. Request to adjust Hours of Operation on December 23, 2013*

Britton requested that the Board allow staff to close down the office early ofr staff Christmas party on either the afternoon of December 20th or 23rd.

Lanning made a Motion approve the request. Seconded by Lyon. Passed Unanimously.

Meeting Minutes:

A. Joint Meeting of the City Council and Park Board September 10th, 2013*

Barro moved to approve the meeting minutes as presented. Seconded by Lanning. Passed unanimously

B. Parks & Recreation Board Meeting September 18th, 2013*

Lanning moved to approve the minutes as presented. Seconded by Ryan. Passed unanimously.

C. Parks & Recreation Board Work Session Meeting November 6th, 2013*

Lanning moved to approve the Work Session minutes as presented. Seconded by Barro. Passed unanimously.

Consent Agenda (Items to be received):

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

- A. Calendar
- B. Financial Statement

Motion was made by Bichel to approve the Consent Agenda as presented. Seconded by Lanning. Passed unanimously.

Items Removed from the Consent Agenda: None

Presidents Announcements and Reminders: None

Directors Report:

- Britton highlighted the Thanks you's received from the public.
- Updated the Board that staff had been working with the Public Works Department to assist them with snow operations during 2014. Parks vehicles will assist clearing streets after they have taken care of the major parks.
- Britton informed the Board that the City has put in place a Retirement Incentive Package for City staff that meets certain criteria. This could affect three parks maintenance employees. Staff would know more about if any of our staff would take the offer in early 2014.
- Britton updated the Board that the 100 year celebration committee has met several times over the last month. Dates have been set: September 12-14, 2014. The name of the event is "Illumination". Several performers have been confirmed as well as a carnival. More information will be presented when confirmed at future meetings.
- Britton updated the Board that there was some vandalism/theft at the Blanchette Aquatic Facility. The thieves stole electrical wiring that feeds the pool. A claim is being made through the insurance company.

Board Member Announcements and Reminders:

Ryan: Asked for an update on the concession trailer. Staff informed him that is being taken to be wrapped and would be called "Game Day Gourmet". Should be completed and ready for start of 2014 ball season.

Barro: Thanked Maintenance Superintendent Donze for his email response to her comments/concerns expressed at the previous meeting.

Council Liaison Announcements and Reminders: None

Park Board Liaisons Comments:

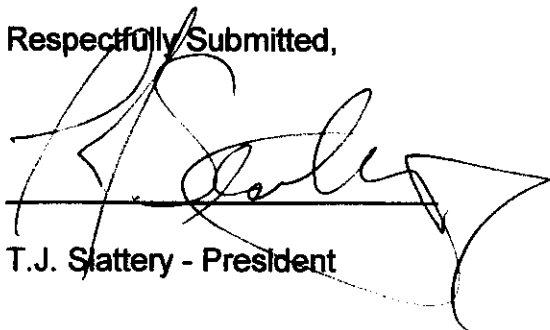
Foundation Report: None

Cemetery Report: None

Legislative Report: None

As there was not any other business to discuss Lanning moved for **Adjournment** at 7:06 pm. Motion was seconded by Barro. Passed unanimously.

Respectfully Submitted,



A handwritten signature in black ink, appearing to read 'T.J. Slattery', written over a horizontal line. The signature is stylized and somewhat abstract.

T.J. Slattery - President



A handwritten signature in black ink, appearing to read 'Valerie Lanning', written over a horizontal line. The signature is cursive and clearly legible.

Valerie Lanning-Secretary