

**SAINT CHARLES PARK & RECREATION BOARD MINUTES
PARK BOARD MEETING HELD
December 5th, 2012**

The meeting was **Called to Order** by President Slattery at 6:06pm in the Meeting Room in Memorial Hall. **Roll Call** noted the following present for the meeting:

Park Board - John Walendy, T J Slattery, Tom Probst, Tom Smith and Mike Ryan and Council Liaison Alternate Feldman were present. Valerie Lanning, Linda Roche, Laura Lyon & Kathy Mudrovic were absent.

Others - Maralee Britton – Director
Chris Atkinson – Assistant Director
Nick Donze – Maintenance Superintendant
Teresa Martchink – Recreation Coordinator
Susan Caraway & Sydney – Member of public and her dog.
Tiara Ellison – Lindenwood Student
Larry Cooper Jr – Lindenwood University

Verbal Petitions/Public Comments and Response: None

Staff Reports/Presentations:

Recognition of Susan Caraway and Sydney for their Beneful Dream Dog Park Contest.

Board President Slattery introduced Susan Caraway and her dog Sydney. Slattery explained the Dream Dog Park Contest and thanked her and her husband for taking the time and making the effort to try and get the \$500,000 prize for St. Charles. Unfortunately St. Charles did not win but they came second. Slattery presented Susan with a plaque recognizing her efforts and also presented Sydney with a gift also. Susan thanked the Board and hoped that this effort could possibly lead to some future improvements down at the dog park.

Items for Discussion and/or Action:

A 3 year contract with Kohl Wholesale to provide re-sale concession supplies for 2013-2015 in an amount not to exceed \$300,000.00*

See attached memo. Atkinson explained the contract and that it was for a period of 3 years. Probst made a motion to approve the contract. Seconded by Walendy. Passed unanimously.

- B) **3 year contract with Industrial Soap to provide janitorial supplies for 2013-2015 in an amount not to exceed \$75,000***

See attached memo. Atkinson explained the contract and that it was for a period of 3 years. Industrial Soap will be a new vendor. Walendy made a motion to approve the contract. Seconded by Ryan. Passed unanimously.

- C) **3 year contract with Fleetcor Technologies dba Fuelman to provide fuel services for the 2013-2015 in an amount not to exceed \$450,000***

See attached memo. Atkinson explained the contract and that it was for a period of 3 years. He explained that usually this is a one year contract but due to the fact that the City just went through abiding process the Parks & Recreation Department can now join that process. This extended contract will see an increased savings of 5 cents per gallon, compared to the current 4.25 cents per gallon. Probst made a motion to approve the contract. Seconded by Walendy. Passed unanimously.

- D) **Contract with Porter Corp/Poligon C/O Hutchinson Recreation & Design in an amount not to exceed \$29,426.00 for the purchase and installation of two pavilions in Webster Park***

See attached memo. Atkinson explained the purchase. They are new pavilions for the Webster Park Project. Ryan made a motion to approve the contract. Seconded by Probst. Passed unanimously.

- E) **Purchase of transportation service on May 28-June 3, 2013 for the "Kentucky: Bourbon, Horses & History" trip with Vandalia Bus Lines, Inc in an amount not to exceed \$5,610.00***

See attached memo. Atkinson explained the purchase. Probst asked Martchink about the process of pricing the trips. Martchink responded that there is a minimum number of participants that are required to reach the break even/cancellation point. Probst made a motion to approve the contract. Seconded by Walendy. Passed unanimously.

- F) **Purchase of transportation service on September 19-27, 2013 for the "Atlanta, Savannah, Charleston & Southern Charm" trip with Cavallo Bus Lines, Inc in an amount not to exceed \$7,275.00***

See attached memo. Atkinson explained the purchase. Probst made a motion to approve the contract. Seconded by Ryan. Passed unanimously.

- G) **Purchase of 300 stackable banquet chairs for Memorial Hall from Belnick Incorporated in an amount not to exceed \$7,160.64***

See attached memo. Atkinson explained the purchase and that it was budgeted for in the 2012 CIP. Probst made a motion to approve the purchase. Seconded by Walendy. Passed unanimously.

- H) **Purchase of 6 picnic tables for the new pavilion at Frontier Park with Hutchinson Recreation & Design inc. in an amount not to exceed \$5,520.00***

See attached memo. Atkinson explained the purchase and that it was budgeted for in the Frontier Park Improvements Project. Ryan made a motion to approve the purchase. Seconded by Walendy. Passed unanimously.

- I). **Consultant Services Agreement with Jeff Ellis & Associates, Inc. for services through the 2013 pool season in an amount not to exceed \$12,000***

See attached memo. Atkinson explained the contract. This was an ongoing annual contract and that they provide support and services to the Aquatics Division throughout the year. Probst made a motion to approve the contract. Seconded by Walendy. Passed unanimously.

- J) **Contract with Musco Lighting for the installation of Field Control Cabinets at Blanchette #1 and Wapelhorst #1-4 in an amount not to exceed \$22,250***

See attached memo. Atkinson explained the contract. Donze explained the project and the anticipated savings that would be realized by implementing the project. (Increased safety of employees and public who use the lights, control lights from mobile phone, reduced costs from sending out employees to turn lights on and off. Probst made a motion to approve the contract. Seconded by Walendy. Passed unanimously.

- K) **Purchase of LED lights for park facilities in an amount not to exceed \$5,525.00 from Western Extralite Company***

See attached memo. Atkinson explained the purchase. Donze explained the reasoning for beginning this process. Staff anticipates a savings in utility usage of about 40-70% depending on the fixture. The goal is to upgrade several restrooms per year if funding is available. Walendy made a motion to approve the purchase. Seconded by Probst. Passed unanimously.

L) Discussion of Frontier Park Pavilion

See attached memo. Britton explained that since the pavilion in Frontier Park is close to being completed some decisions need to be made on its usage/rent ability. Staff suggested that the pavilion should be available free of charge to school groups. But feel that any large special event utilizing Frontier Park should be required to rent the pavilion daily during their event. That will prevent private rentals from interfering with the special event or the special event from interfering with a private rental. The question was asked "Can the Special Events use the new pavilion to sell things from? For example beer gardens, booth etc. Currently there is no policy in regards to selling from park shelters/pavilions. Atkinson explained that in his previous position they implemented a policy that "sales of any items were prohibited from City owned pavilions". This was due to the concern of individuals/groups utilizing shelters for yard sales. Board requested that staff look at overall pavilion policy and come back to the Board at the January meeting with an updated policy. Also requested that the picnic table under the new pavilion be bolted down so that they cannot be moved and so that they are not thrown into the river.

M) Discussion and consideration of 2013 Seasonal/Part-time Wage Grid*

Britton explained the new grid. Changes were necessary due to the January 1st, 2013 increase to minimum wage. Probst made a motion to approve the new wage grid. Seconded by Walendy. Passed unanimously.

N) Missouri Motorcycle Safety Program Sponsor Contract, 2013*

See attached memo. Britton explained that this is formalizing an agreement that has been verbal in the past. Walendy made a motion to approve the contract. Seconded by Probst. Passed unanimously.

O) 2012 Summer Fun Day Camp Report*

See attached report. Martchink explained the report and the requested fee changes for 2013. Walendy made a motion to accept the report and its recommendations. Seconded by Probst. Passed unanimously.

P) Discussion of Permits for Use of Athletic Fields Policy*

President Slattery explained that he had been contacted by Councilman Beckering about the possibility of changing the current "Use of Athletic Fields Policy". Councilman Beckering felt that local non profits should be exempt from paying the fees. President Slattery said that a tentative agreement had been discussed and agreed to at the Board Executive Committee Meeting held on November 30th, 2012. The change would be that "Non-profit Youth Sports Associations with a home office located within the City of St. Charles City limits (Specific groups are identified in the policy). Those groups must then have "70% of their rosters representing St. Charles City Residents". Then specific documentation was spelled out in the policy.

Both Walendy and Probst expressed their thanks to Slattery for taking the time to work on this issue.

Probst made a motion to accept the updated policy. Seconded by Smith. Passed unanimously.

Q) Contract with Vermont Systems (VSI) for providing ongoing maintenance support for 2013 for their registration and time keeping software in an amount not to exceed \$8,324.00*

See attached memo. Atkinson explained the contract. Probst made a motion to approve the contract. Seconded by Ryan. Passed unanimously.

Meeting Minutes:

- A) Meeting minutes from meeting held on October 10th, 2012***
- B) Meeting minutes from meeting held on November 7th, 2012***
- C) Meeting Minutes from Executive Committee Meeting held on November 30th, 2012***

Walendy made a motion to approve the three sets of meeting minutes. Seconded by Probst. Passed unanimously.

Consent Agenda (Items to be received):

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

A: Calendar.

Probst moved to approve the consent agenda. Seconded by Ryan. Passed unanimously.

Items Removed from the Consent Agenda: None.

Presidents Announcements and Reminders:

Slattery asked if any Board member would like to organize the Park Board table for the Beer and Chicken Dance on January 25th, 2103 since he cannot make the event.

Directors Report:

A: Thank You's

B: General Department Update

Board Member Announcements and Reminders:

Walendy asked for an update on the pavilion install in Frontier Park. Atkinson explained that the pavilion is expected to ship December 13th with a delivery date of December 17th. Installation will begin as soon as the pavilion arrives on site.

Council Liaison Announcements and Reminders: None

Park Board Liaisons Comments:

Foundation Report: None.

Cemetery Report: None.

Legislative Report: None.

Adopt-A-Park – Board Member Observations Pertinent to Facilities, Progress and Services within the Park System:

Walendy indicated that Berthold, Kister and Frontier looked good.

Probst- Cemetery looked good. So did Circle Drive and Booneslick.

Smith - Has been out of town.

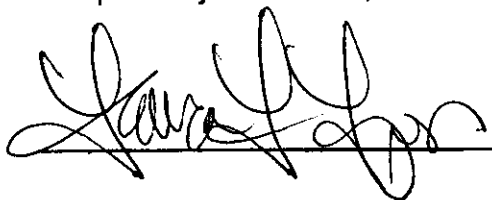
Ryan – Fox Hill Park looks good.

Slattery – His parks looked good.

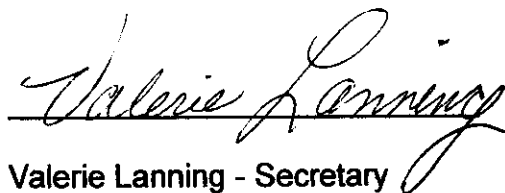
As there was not any other business to discuss Probst moved for **Adjournment** at 7.13 pm. Motion was seconded by Ryan. Passed unanimously.

Meeting: December 5th, 2012

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Laura Lyon', written over a horizontal line.

Laura Lyon, Vice President

A handwritten signature in black ink, appearing to read 'Valerie Lanning', written over a horizontal line.

Valerie Lanning - Secretary