

**SAINT CHARLES PARK & RECREATION BOARD MINUTES  
WORK SESSION MEETING HELD  
December 7, 2011**

The meeting was **Called to Order** by President Slattery at 6:05 pm in the American Legion Meeting Room at Memorial Hall. **Roll Call** noted the following present for the meeting:

Park Board - Valerie Lanning, Laura Lyon, Kathy Mudrovic, Tom Probst, TJ Slattery, Tom Smith, Linda Roche, John Walendy, and Council Liaison Bridget Ohmes present for Roll Call.

Others - Maralee Britton - Director Parks and Recreation,  
Chris Atkinson - Assistant Director  
Nick Donze - Maintenance Superintendent  
Tina Koncki - Network Real Estate on behalf of AT&T Mobility  
Matthew Seeds - City of St. Charles Community Relations Liaison

**3. 3. Amendment #2 with New Cingular Wireless PCS, LLC for the Wapelhorst Cell Tower\***

See attached memo dated December 2nd, 2011. Britton explained that this was the second amendment to the original contract. The improvement would add 4G LTE service to pole. Smith asked who was responsible for the flag replacement and was informed that New Singular Wireless (Licensee) are responsible. Walendy asked for clarification on who was responsible for the landscaping improvements if they are needed and was informed it was the Licensee. Slattery asked the board if they felt the additional \$100 per month for this improvement was appropriate. Both Slattery and Smith asked for clarification and reasoning for amount from Tina Koncki. She referenced the original contract and stated that per the contract no additional amount was required but ATT and felt it was appropriate in this situation to supplement the original monthly fee. Walendy made a motion approving the amendment to the contract with New Cingular Wireless PCS, LLC. Seconded by Roche.

Roll Call Vote: Lanning - Yes, Lyon - Yes, Mudrovic - Yes, Probst - Yes, Roche - Yes, Slattery - Yes, Smith - No, Walendy - Yes. Motion passed.

**4. 4. Contract with Fleetcor Technologies dba Fuelman for providing fuel services for the 2012 budget year in an amount not to exceed \$130,000.00\* See memo dated November**

28<sup>th</sup>. At Lanning asked if \$130,000 would be sufficient funding. Atkinson informed the board that the

current year spent to date is approximately \$115,000. Was confident that \$130,000 would be sufficient for next year without knowing fully what was going to occur with the cost of gasoline in 2012. Lanning made a motion approving the contract with Fleetcor Technologies dba Fuelman. Seconded by Probst. Motion passed.

5. **5. Contract with Vermont Systems Inc. (VSI) for ongoing support for VSI products in an amount not to exceed \$7,604.00.\*** See memo dated November 29<sup>th</sup>, 2011. Atkinson explained that this was a contract identical to the contract amount in 2011 for providing support services to our software systems. Lanning made a motion approving the contract with Vermont Sytems Inc. Seconded by Probst. Motion passed.
6. **Contract with D & L Heating and Cooling to furnish and install a 10 Ton AC unit at Memorial Hall for an amount not to exceed \$6,200.00.\*** See memo dated November 29<sup>th</sup>, 2011. This AC unit would replace an aging unit at Memorial Hall. Other units at the Hall were replaced several years ago but this one was not. Smith made a motion approving the contract with D & L Heating & Cooling. Seconded by Mudrovic. Motion passed. Slattery requested that all quotes be placed onto one sheet so that the numbers could be more easily compared.
7. **Amendment #1 with Unlimited Play, Incorporated And Developmental Disabilities Resource Board Of St. Charles County, Missouri Accessible Playground Development Consulting Cooperative Agreement\*** See attached memo dated December 2<sup>nd</sup>, 2011. Atkinson explained that this was a housekeeping issue where an extension to the contract was requested due to the project not being finished by the original date stipulated in the contract of December 31<sup>st</sup>, 2011. DDRB would vote on December 16<sup>th</sup> but was approved by their Finance Committee already. Lanning asked if there was anything we could have done to meet the original deadline. Atkinson & Britton explained that 3-4 months were lost after the decision was made to not accept any of the original bids and hiring a Landscape Architect to design the site plan. Expected opening date is summer 2012. Lanning made a motion approving the amendment with Unlimited Play and DDRB. Seconded by Probst. Motion passed.
8. **Discussion of Special Events.** See memo dated December 2<sup>nd</sup>, 2011. Britton explained that the current Board Policy was to allow no more new events into Frontier Park (Unless can be justified economically and the park can handle the events.) Two new events were presented for consideration. The Lewis & Clark 10 Mile run in May and the Great River Rumble in August. Probst made a motion to give preliminary approval to these two events for 2012 contingent upon staff getting the appropriate documentation from the applicants. Seconded by Lanning. Motion passed.
9. **Discussion of 110 Acre Park Project.** See memo dated December 2<sup>nd</sup>, 2011. Atkinson explained the Master Plan process to the Board so far. Two public meetings, meeting with Task Team. Showed the three concepts that were presented at the last public meeting. Then presented the draft version of the final concept. Board discussed and commented. Made some suggestions for improvements. 1) Remove Par Course. Replace with additional space for the disc golf course. Allowing the course to go throughout the park. Move or eliminate the "Courts" portion. Move the "Adventure Course" portion next to the "BMX" section. Atkinson explained that the final public meeting is scheduled for December 19<sup>th</sup> from 6-8pm at Memorial Hall.

10. **Discussion of Park Tours.** See memo dated December 2<sup>nd</sup>, 2011. Britton highlighted the parks visited on the tours. Asked if Board members had any other issues that were not listed in memo. Smith asked that dollar amounts be attached to each improvements so the Board can get a sense of the overall cost of the improvements and will then allow them to be placed into future CIP's. Slattery and Walendy both stressed that the ball field improvements and turf management plan was something that needed to be implemented immediately. Would show groups who rent the fields that their fees are making a difference to the quality of field provided.
11. **Request for modified hours of Operation on December 22, 2011\*** See memo dated December 2<sup>nd</sup>, 2011. Lanning made a motion approving the adjusted hours on December 22<sup>nd</sup>, 2011 so all staff can attend the annual Christmas party. Seconded by Probst. Motion passed.
12. **Contract with D & L Heating and Cooling to furnish and install a HVAC system at Webster Park for an amount not to exceed \$18,326.46.\*** See memo dated December 5<sup>th</sup>, 2011. Atkinson explained that this improvement would take place in the new building at Webster Park. Lanning made a motion approving the contract with D & L Heating & Cooling. Seconded by Mudrovic. Motion passed.

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

Walendy indicated that Frontier looked good and that Kister & Berthold Square looked good with the Christmas lights.

Slattery reported the he had not visited Webster/Heatherbrook but Vogt Brothers looked good.

Lanning reported that Fountain Lakes was quiet but looked good. Had concern with bathrooms at Frontier being opened at dawn. Were not open when she was there at 7:30am.

Probst reported cemetery was quiet and had not visited Boone's Lick Park.

Smith reported that Blanchette looked good and that the 110 acre needs trimmed!

Mudrovic reported that both McNair and Jaycee looked fine. Had not visited Westwinds.

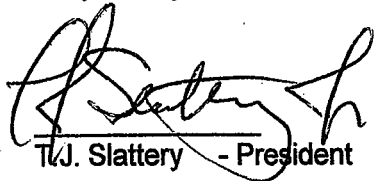
Lyon reported that the Dog Park and DuSable looked good. Did comment that the Dog Park was muddy.

Roche reported that both Schaefer and Wapelhorst looked good.

As there was not any other business to discuss Probst moved for **Adjournment** at 7:47pm. Seconded by Lanning. Passed unanimously.

Park Board Work Session Meeting: December 7th, 2011

Respectfully Submitted,

  
T.J. Slattery - President

  
Valerie Lanning - Secretary