

**SAINT CHARLES PARK & RECREATION BOARD MINUTES  
PARK BOARD MEETING HELD  
February 18th, 2015**

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

**Park Board** - TJ Slattery, Tom Smith, Linda Roche, Mike Ryan, Valerie Lanning and Sandy Bichel and Council Liaison Herrmann were present. Betty Barro, Bradley Nowak and Kathy Mudrovic were absent.

**Others** - Maralee Britton – Director, Chris Atkinson – Assistant Director  
Nick Donze – Maint, Superintendent, Don Borgmeyer – Enterprise Superintendent  
Teresa Martchink – Recreation Coordinator, Todd Kassabaum – Chief Ranger.  
Adi Powell – Recreation Supervisor, Patrick Logel – Recreation Specialist

**Community Members** –None

**Verbal Petitions/Public Comments and Response:** None

**Staff Reports/Presentations:**

**A. Introduction of Newly Hired Parks & Recreation Personnel**

Chief Ranger Kassabaum introduced several members of his staff that have been recently hired or have not had a chance to come before the Park Board before.

Bob McWilliams. Has retired from St. Charles Police Department after 31 years. Been on staff nearly 4 years.

Steve Roach Has retired from St. Charles County Sheriff's Department. Been on staff nearly 2 years.

Pat Hembrock. Has retired from St. Charles Police Department after 29 years. Been on staff nearly 1 year. Started his career as a Ranger 30 years ago.

Tom McWilliams. Was hired straight from Police Academy. Benn on staff for 1 year.

Debra Young. Has retired from St. Charles Police Department after 29 years. Been on staff for only one month.

Enterprise Superintendent Don Borgmeyer introduced two new staff members also.

Danielle Kruger is the new Concessions Coordinator. She has been on staff or a few weeks. Came to Parks from the private sector.

Doug was hired last year as a part time Concessions Coordinator to assist Don with Concessions when he was filling two roles with the Department. Retired from the private sector but also volunteered and ran a concessions outfit for many years in Ballwin, MO.

The Board members welcomed all of the employees to the Parks & Recreation Department and thanked them for their work.

**B. 2014 Recreation Report, Teresa Martchink, Recreation Coordinator**

Recreation Coordinator Martchink presented the 2014 Recreation Report to the Board. She discussed the revenues and the expenses for the year. She also mentioned new programs that were tried in 2014 and new ones that would be available in 2015. She also highlighted in graph format the breakdown of participants by activity, by age, and by zip code. Finally highlighted the number of individual who requested inclusion services from staff in 2014. Martchink along with all her staff is working on ways to better control staffing costs in 2015 at the same time balancing that with offering more opportunities to the public. The Board thanked Martchink for her presentation.

**Items for Discussion and/or Action:**

**A. Purchase of replacement LED street lights from Butler Supply in an amount not to exceed \$37,592.80\***

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

**B. Contract with Bax Engineering for providing surveying and engineering services for the 110 Acre Park Water Main and Entrance Road Project in an amount not to exceed \$28,271.00\***

Atkinson presented the contract. This contract would create construction drawings for a new entrance road and water line into the park. Bichel made a motion to approve the contract. Seconded by Smith. Passed Unanimously.

**C. Contract with Poligon C/O Hutchinson Recreation & Design Inc. for the purchase and install of a 28' pavilion at Heatherbrook Park in an amount not to exceed \$37,623.60\***

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

**D. Contract with Drury Inn & Suites Cincinnati North for overnight lodging for "Cards vs. Reds Trip" in an amount not to exceed \$7,010.04\***

Atkinson presented the contract. Bichel made a motion to approve the contract. Seconded by Roche. Passed Unanimously.

**E. Purchase of aqua bikes from National Aquatic Compliance in an amount not to exceed \$6,165.00\***

Bichel made a motion to approve the purchase. Seconded by Ryan. Passed Unanimously.

**F. Contract with George Zorescu to be an instructor for motorcycle safety classes in an amount not to exceed \$8,820.00\***

Atkinson presented the contract. Smith made a motion to approve the contract. Seconded by Roche. Passed Unanimously.

**G. Contract with Dale Woodard to be an instructor for motorcycle safety classes in an amount not to exceed \$5,480.00\***

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

**H. Contract with Gary Fagin to be an instructor for motorcycle safety classes in an amount not to exceed \$6,120.00\***

Atkinson presented the contract. Smith made a motion to approve the contract. Seconded by Roche. Passed Unanimously.

**I. Purchase of roofing shingles and materials required for 2015 internal building and pavilion roof replacement from R. P. Lumber in an amount not to exceed \$14,914.49\***

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

**J. Contract with Crossroads Roofing for the tear off and re-roofing of buildings and shelters specified in bid #PR-15-002 in an amount not to exceed \$65,142.00\***

Atkinson presented the contract. Bichel made a motion to approve the contract. Seconded by Roche. Passed Unanimously.

**K. Resolution #3, 2015, Approval of Dedicating Real Property, Known as the Boys and Girls Club, Located at 1211 Lindenwood Avenue to the St. Charles Parks and Recreation Board for its Development, Care and Maintenance of Land\***

Britton presented Resolution #3. This resolution would dedicate the property and building at the location of the old boys and girls club to the Parks & Recreation Department. Resolution was approved by City Council at an earlier meeting. Lanning made a motion to approve the resolution. Seconded by Smith. Passed Unanimously.

**Meeting Minutes:**

A. Parks and Recreation Board Meeting Minutes January 21st, 2015\*

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

B. Parks and Recreation Board Work Session Meeting Minutes February 4th, 2015\*

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

**Consent Agenda (Items to be received):**

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

- A. Calendar
- B. Financial Statement
- C. Accounts Receivable Report
- D. Project Report

Motion was made by Bichel to approve the Consent Agenda. Seconded by Roche. Passed unanimously.

**Items Removed from the Consent Agenda:** None

**Presidents Announcements and Reminders:** None

**Directors Report:**

- A. **Thank You's (As Available) – None**
- B. **General Department Update**  
Britton updated the Board on the recent snow event. Thanked staff for their work in the parks and also with their assistance to Public Works on the streets.

**Board Member Announcements and Reminders:** None

**Council Liaison Announcements and Reminders:**

Herrmann updated the Board on the purchase of the "Emmaus" property located next to Blanchette Park. Will be turned into residential.

**Park Board Liaisons Comments:**

**Foundation Report:** None

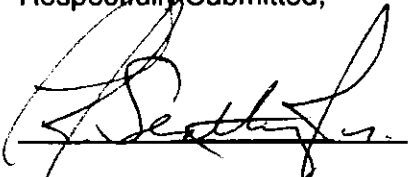
**Cemetery Report:** None

**Legislative Report:** None

As there was not any other business to discuss Smith moved for **Adjournment** at 6:51 pm. Motion was seconded by Lanning. Passed unanimously.

Meeting: February 18th, 2015

Respectfully Submitted,

Handwritten signature of T.J. Slattery in black ink, written over a horizontal line.

T.J. Slattery - President

Handwritten signature of Sandy Bichel in black ink, written over a horizontal line.

Sandy Bichel-Secretary