

**SAINT CHARLES PARK & RECREATION BOARD MINUTES  
PARK BOARD MEETING HELD  
January 16th, 2013**

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

**Park Board -** John Walendy, Mike Ryan, Laura Lyon, , Kathy Mudrovic, Linda Roche, Valerie Lanning, Tom Probst and Council Liaison Bridget Ohmes were present. Tom Smith and TJ Slattery were absent.

**Others -** Maralee Britton – Director  
Chris Atkinson – Assistant Director  
Teresa Martchink – Recreation Supervisor  
Diane Wolferding – United Services for Children

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

**Staff Reports/Presentations:** None

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

Vice President requested that the Special Event Request be moved to the first item on the agenda.

**A. Special Event Request, “Super Hero Dash” by United Services, Unlimited Play and the Matheny Foundation\***

Diane Wolferding representing United Services for Children made a request to the Board to allow “A super hero run/walk” on Saturday June 8<sup>th</sup>, 2013 in Frontier Park.

Lyon moved to approve the request. Seconded by Mudrovic. Passed unanimously.

**B. Purchase of 260 dozen softball from Johnny Mac’s Sporting Goods for the 2013 softball season in an amount not to exceed \$7,410.00\***

See attached memo. Atkinson explained that this purchase would be part of cooperative purchasing agreement with 14 other local Cities.

Probst moved to approve the purchase. Seconded by Walendy. Passed unanimously.

**c. Contract with The Pump Shop – Missouri Machinery & Engineering Company for the rehabilitation of the 100 hp pump at Wapelhorst Pool in an amount not to exceed \$22,300\***

See attached memo. Atkinson explained that this project was budgeted for in the 2013 CIP. A rehabilitation was chosen over a brand new purchase due to the cost difference. Probst asked how long rehabilitation usually lasts and Britton said 7-10 years.

Lanning moved to approve the contract with The Pump Shop – Missouri Machinery. Seconded by Mudrovic. Passed unanimously.

**d. Purchase of Portable Radios from Warner Communications Corp. in an amount not to exceed \$9,859\***

See attached memo. Atkinson explained that this purchase was necessary to bring all of our radios up to what is being required by the FCC (Narrow banding). This purchase would cover the radios that were not able to be updated during the switch over.

Probst moved to approve the purchase. Seconded by Walendy. Passed unanimously.

**e. Contract with Mike Mabry, Tae Kwon Do Instructor, in an amount not to exceed \$14,000\***

Atkinson and Martchink explained that this is a contract that staff does every year. Mr. Mabry runs our very well attended Tae Kwon Do program.

Probst moved to approve the instructor contract with Mike Mabry. Seconded by Mudrovic. Passed unanimously.

**f. Resolution #1, 2013; Surplus Property\***

See attached resolution. Britton explained that the vendor who we are purchasing our new radios from recommended that we destroy the old radios rather than donating them or placing them in a City auction. This resolution pending Board approval and the City Council approval would authorize the radios to be declared surplus and then disposed of by destruction.

Walendy made a motion to approve the resolution. Seconded by Roche. Passed unanimously.

#### **g. 2012 Project Re-Appropriations to 2013 Projects and Operational Budget\***

Britton presented to the Board the project funding that staff have requested be re-appropriated to the 2013 budget. Major projects with funding are: Webster Park, Frenchtown Greenway, Administration Building, 110 acre park. Plus there are numerous other smaller projects. In total \$1,585,239.03 was requested to be re-appropriated to the 2013 projects.

Britton also explained some new funds being requested. They were for new ranger car computers, new department wide radios and additional funding for any possible aquatic infrastructure.

Probst informed the Board that the Finance Committee had viewed and discussed the re-appropriations and they had recommended presenting the information to the full Board.

Roche made a motion to that the 2102 Re-appropriations to the 2013 budget be approved. Seconded by Mudrovic. Passed unanimously.

#### **h. Transfers over \$5000.00\***

Britton explained that there was a need for several transfers over \$5000. This was needed due to some replacement funds from the operational budgets being inadvertently entered into the financial software to be expended in 2013. Since the funds were already allocated they can be transferred from the operational budget and added to the replacement fund balance for future use.

Probst mentioned that the Finance Committee had met to discuss these transfers and recommended that they be presented to the full Park Board.

Mudrovic made a motion to approve the Transfers over \$5000.00 Seconded by Lanning. Passed unanimously.

## **Meeting Minutes:**

### **A. Parks & Recreation Board Meeting Minutes December 5<sup>th</sup>, 2012\***

Walendy moved to approve the minutes as presented. Seconded by Probst. Passed unanimously.

### **B. Executive Committee Meeting Minutes December 14<sup>th</sup>, 2012\***

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

### **C. Parks and Recreation Board Work Session Meeting Minutes January 2nd, 2013\***

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

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

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

- A. Calendar
- B. Citation of Commendation for "Eco Park Trailhead"
- C. Minutes of January 10<sup>th</sup> Cemetery Advisory Board Meeting.

Motion was made by Lanning to accept the Consent Agenda as presented. Seconded by Walendy. Passed unanimously.

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

## **Presidents Announcements and Reminders:**

Vice President Lyon asked that the Board take some time to send a message or thoughts to President Slattery and his family.

## **Directors Report:**

Britton mentioned that MPRA Conference in Tan-Tar-A was scheduled for February 26-March 1. Asked if any Board Members are interested in going to get in touch with her. Cops Camp would be presented as a class at the conference.

Lanning asked if the Cops Camp Program has been submitted for a class at NRPA and Britton said that it had and staff has not heard back yet.

Britton also mentioned that some staff: Nick Donze, Teresa Martchink, Missy Hollander and Mark Hollenberg went to City Council to introduce themselves to the Council Members.

**Board Member Announcements and Reminders:** None

**Council Liaison Announcements and Reminders:** None

**Park Board Liaisons Comments:**

**Foundation Report:** Mudrovic mentioned that the Beer and Chicken dance is scheduled for Friday January 25<sup>th</sup>.

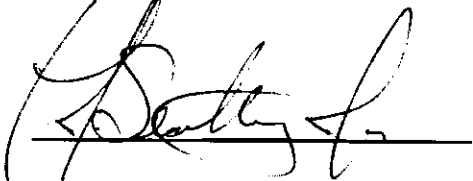
**Cemetery Report:** Lanning mentioned that the Advisory Board met again mentioned how good a job she thinks Mark does out at the cemetery.

**Legislative Report:** Britton mentioned that January 16<sup>th</sup> was MPRA Legislative Day at Jefferson City.

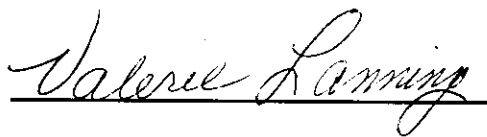
As there was not any other business to discuss Ryan moved for **Adjournment** at 7:02 pm. Motion was seconded by Mudrovic. Passed unanimously.

Meeting: January 16th, 2013

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "T.J. Slattery", written over a horizontal line.

T.J. Slattery - President

A handwritten signature in cursive script, appearing to read "Valerie Lanning", written over a horizontal line.

Valerie Lanning-Secretary