

**SAINT CHARLES PARK & RECREATION BOARD MINUTES**  
**PARK BOARD MEETING HELD**  
**January 26<sup>th</sup>, 2010**

The meeting was Called to Order by President Wallendy at 6:03pm in the Meeting Room in Memorial Hall. Roll Call noted the following present for the meeting:

**Park Board** - John Walendy, TJ Slattery, Laura Lyon, Tom Probst, Mary Ann Ohms, Kathy Mudrovic present for Roll Call, Council Liaison Laurie Feldman and Alternate Council Liaison Bridget Ohmes, Tom Smith, Don Morgan, Valerie Lanning, Tom Smith absent.

**Others** - Maralee M. Britton - Director Parks and Recreation,  
Chris Atkinson - Assistant Director.  
Bob Fink - Recreation Coordinator

Verbal Petitions/Public Comments and Response: None

Staff Reports/Presentations:

A. 2010 Aquatics Report.

In Rosie Rosenthal's absence Britton gave the presentation. Basic highlights are that 2010 was a banner year for the aquatics division. Both visitor totals and revenue totals exceeded targets. The "Double Play" partnership with St. Peters was credited with increasing use at all three pools but especially Wapelhorst. Probst asked questions about the viability of operating three pools noting that both McNair and Blanchette both operated at a loss. Britton explained that both of the pools mentioned were coming to end of their "useful lives" which is about 20-25 years. So that at some point in the not too distant future a discussion needs to be had about replacing both or one of the pools. Either way public surveys and meetings would be needed and bond funding would be needed to build the new pool/s.

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

**A)Contract with Americ Inn-Sturgeon Bay\***

Recreation Trip Lodging in an amount not to exceed \$7,111.10

**B)Contract with Lake View Hotel\***

Recreation Trip Lodging in an amount not to exceed \$14,218.04

**C)Contract with Eden Resort & Suites\***

Recreation Trip Lodging in an amount not to exceed \$20,466.50

**D)Contract with All-In One Tours & Cruises\***

Recreation Trip entertainment in an amount not to exceed \$7,155.00

**E)Contract with Vandalia Bus Lines\***

Recreation Trip Transportation in an amount not to exceed \$14,790.00

Fink explained that all of the contracts were for upcoming fall trips. Probst moved to approve entering into all of the above referenced contracts. Seconded by Mudrovic. Passed unanimously.

**F) Purchase of Program Participant Apparel from Johnny Mac's Sporting Goods in an amount not to exceed \$14,688.00.**

Fink explained that bids were solicited and only two bidders replied. Slattery asked if we can make an effort to get local bidders to submit bids on the next shirt bid. Fink said that would he would contact the companies both before and after the bid.

Slattery moved to approve request to purchase shirts from Johnny Mac's in an amount not to exceed \$14,688.00. Seconded by Mudrovic. Passed unanimously.

**G. Purchase of a walk in freezer from United Refrigeration in the amount of \$7,063.57.**

Quotes were solicited for an 8' x 6' walk in freezer. 3 quotes were received.

Mudrovic moved to approve request to purchase walk in refrigerator for an amount not to exceed \$7,063.57. Seconded by Lyon. Passed unanimously.

**H. Contract with Protronics Inc\***

One year contract with the option for two additional years, for connectivity and internet service for the entire department. Contract will supersede existing contract in the amount of \$110,520.00. Slattery moved to approve request enter into a new contract with Protronics Inc. Seconded by Probst. Passed unanimously.

**I. Change Order #1 with All Type Excavating, Inc dba L.F. Krupp Construction.**

Change Order for Creek stabilization in the amount of \$6,602.28 for a new total contract amount not to exceed \$65,252.28.

Atkinson explained the issue that during construction project erosion has continued at bank creek. Contractor requested to stabilize bank. Probst asked if this was a temporary or permanent fix. Atkinson said almost impossible to say. Creek will be addressed in Phase 2 design to make sure it is not a further issue.

Lyon moved to approve Change Order. Seconded by Ohms. Passed unanimously.

**J. Request to reclassify and fill vacant Administration Position\***

A staff memo attached explains the reasoning for the reclassification and salary grid for the position. Probst moved to approve request to reclassify and fill the position. Seconded by Mudrovic. Passed unanimously.

**K. Resolution #1, 2011\***

Resolution declaring one (1) 2004 Ford Ranger Truck surplus and authorizing the disposal. Mudrovic moved to approve the resolution. Seconded by Ohms. Passed unanimously.

**L. Transfers over \$5,000.**

A Staff memo (**attached**) dated January 18<sup>th</sup>, 2011 recommends the temporary transfer of \$8,500.00 needed to purchase the walk in freezer. This transfers the funds from the Aquatic Safety Equipment line item to the Concession Equipment line item. Probst moved to approve the Transfer. Seconded by Lyon. Passed unanimously.

**Meeting Minutes:**

The Parks and Recreation Board Regular Meeting Minutes from December 15, 2010 were reviewed. Slattery moved that the Minutes be approved. Motion seconded by Mudrovic. Passed unanimously.

**Consent Agenda:**

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

7.A. Calendar Call for Meetings

7.B. Finance

1) Transfers under \$5,000

7.C. Communications

1) Projects Report

2) Kalen Ponche, "Parks Department will repair damage caused by temporary Ice Rink" St Charles Patch, January 5<sup>th</sup>, 2011.

Walendy asked if anyone wanted to remove any item for discussion. Slattery moved for a motion to approve the Consent Agenda as presented. Motion seconded by Mudrovic. Passed unanimously.

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

**President's Announcements and Reminders:** None

**Director's Report:**

Read a Thank You letter to Mark at the cemetery from a family expressing their gratification for his assistance.

Mentioned upcoming MPRA Conference in downtown St. Louis. Asked if any board members maybe interested in attending either classes or banquets where a retired employee will be recognized.

Update on Enterprise Superintendent Position. Interview scheduled for January 27<sup>th</sup>, 2011.

Re-appropriations will come before entire board due to the fact that meeting with Finance Committee could not be scheduled in time.

Safety Coordinator has been hired at City. Will be able to assist with all aspects of safety within parks system also.

Read and explained the Department Directors "Mission Statement".

**Board Member Announcements and Reminders:** None

**Council Liaison Announcements and Reminders:** None

**Park Board Liaisons' Comments:**

**Foundation Report:** Ohms mentioned "Chicken Dance" on Friday January 28th and that they working on some changes in the "scholarship program".

**Cemetery Report:** None.

**Legislative Report:** None.

At 7.20 pm a motion was made by Mudrovic to go into closed session in accordance with RSMo 610.021.1 (Legal actions, causes of action, or litigation). Seconded by Slattery.

Roll Call. Yes. Slattery, Lyon, Ohms, Walendy, Mudrovic & Probst.

At 7.35 a motion was made by Slattery to come out of Closed Session back into Open Session. Seconded by Mudrovic.

Roll Call. Yes. Slattery, Lyon, Ohms, Walendy, Mudrovic & Probst.

As there was not any other business to discuss Modrovic moved for **Adjournment** at 7:36 pm. Motion was seconded by Lyon. Passed unanimously.

Meeting: January 26, 2011

Respectfully Submitted,

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John Walendy - President

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Valerie Lanning-Secretary