

**SAINT CHARLES PARK & RECREATION BOARD MINUTES
PARK BOARD MEETING HELD
March 20, 2013**

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

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

Others - Maralee Britton – Director, Rosie Rosenthal –Enterprise Superintendent, Todd Kassabaum – Chief Ranger, Monica McCarthy – Administrative Coordinator, Teresa Martchink – Recreation Coordinator, Missy Hollander – Aquatics Coordinator and Matthew Seeds – Information Technology Director.

Verbal Petitions/Public Comments and Response: None

Staff Reports/Presentations: 2013 Recreation Program of the Year Award by The Recreation Council of Greater St Louis. Our Summer Fun Day Camp was nominated by one of our participant's grandmother as an outstanding program promoting inclusion for children of all abilities.

Items for Discussion and/or Action:

A. Purchase of 4 laptops for use in Park Ranger Vehicles from World Wide Technologies in an amount not to exceed \$16,057.24*

Britton explained this contract. Purchasing these in vehicle computers makes all Ranger vehicles consistent and utilizes the same technology as the Police Department. This is the final part of the Gould building rehab project. Walendy moved to approve the contract. Seconded by Lanning. Passed unanimously.

B. Professional Services contract with ProTronics Technologies Inc. to provide IT services for the Department in an amount not to exceed \$15,000*

Britton explained the contract for IT services will allow for the company to be available 24 hours a day as necessary. Probst moved to approve the contract. Seconded by Ryan. Passed unanimously.

C. Purchase of 5 Funbrellas for use at the aquatic facilities from Waterloo Tent in an amount not to exceed \$7,200.00*

The purchase replaces the shade covers that are deteriorating. Lanning moved to approve the purchase. Seconded by Probst. Passed unanimously.

D. Contract with Ford Asphalt for labor and materials to complete the 2013 CIP asphalt projects in an amount not to exceed \$337,000*

Britton explained Parks joined the Public Works asphalt bid which has extended the amount of work to be completed within Parks because of the volume of work to be completed. Lanning moved to approve the contract. Seconded by Smith. Passed unanimously.

E. Purchase of LED lights for the Administration Office Renovation Project from SC Electric in an amount not to exceed \$21,251.38*

Britton explained this purchase of lights for the office project reflects a 1 for 1 replacement of the current lights but Staff does not believe due to efficiency of LED lights. Probst moved to approve the revision. Seconded by Walendy. Passed unanimously.

F. Transfers over \$5,000*

Britton presented transfers over \$5,000 for consideration. The transfer of funds from the Administration Office Renovation to Memorial Hall A/V Equipment Project will allow an all-inclusive interactive panel to be purchased and installed. Smith moved to approve the 2014-2019 CIP as presented. Seconded by Lanning. Passed unanimously

G. Contract with CCS Presentation Systems for the purchase, installation and training of 2 Monodopad digital interactive panels in an amount not to exceed \$17,018*

The Monodopad digital interactive panel purchase is for a 70" panel at Memorial Hall and a 55" for the Administrative Office Conference Room. The panels are all-inclusive with availability of video chat, internet, software downloads and interactive panel features. Probst moved to approve the purchase. Seconded by Walendy. Passed unanimously.

H. Contract Labor with Paul Boschert for the 2013 Softball Season in an amount not to exceed \$8,400*

The annual contract for umpire scheduling with Paul Boschert was discussed. With no questions, Lanning made a motion to accept the contract. Smith Seconded the motion which then passed unanimously.

I. Contract with St Charles Decorating Center, Inc. for the purchase and installation of flooring for the Gould Building in an amount not to exceed \$11,281*

Item was held at Staff request with no action.

J. Maintenance Agreement with Tech Electronics, Inc. for the telephone system for 3 years in an amount not to exceed \$6,588*

Britton explained the service agreement for the telephone system is for 3 years. Should the City decide to purchase a new telephone system, the contract can be voided. Probst made a motion to approve the contract. Seconded by Smith. Passed unanimously.

Meeting Minutes:

A. Parks & Recreation Board Meeting Minutes February 20, 2013*

Lanning moved to approve the minutes with a corrected typo. Seconded by Walendy. Passed unanimously.

Consent Agenda (Items to be received):

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

A. Calendar

Motion was made by Smith to accept the Consent Agenda as presented. Seconded by Probst. Passed unanimously.

Items Removed from the Consent Agenda: None

Presidents Announcements and Reminders: None

Directors Report:

Britton gave the Board an update on the MPRA Conference February 26th thru March 1. St Charles Parks was in charge of the exhibit hall which went very well. Despite the amount of snow, the conference was well attended. Paul Jokerst – Ranger, Todd Kassabaum –Chief Ranger, and Teresa Martchink –Recreation Coordinator presented a session about COPS Camp which was well received.

Board Member Announcements and Reminders:

Probst mentioned that Discovery Playground has been very busy and everyone seems to be enjoying the new play space.

Ryan announced a charity walk on the Katy Trail by local resident Mark Norwine to bring awareness to mental health issues.

Council Liaison Announcements and Reminders: None

Park Board Liaisons Comments:

Foundation Report: None

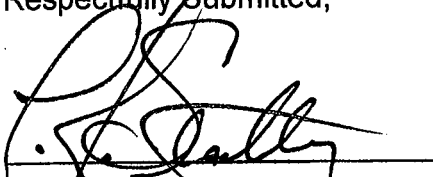
Cemetery Report: None

Legislative Report: None

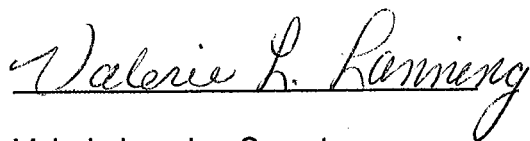
As there was not any other business to discuss Probst moved for Adjournment at 6:50 pm. Motion was seconded by Smith. Passed unanimously.

Meeting: March 20, 2013

Respectfully Submitted,

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

T.J. Slattery - President

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

Valerie Lanning-Secretary

