

SAINT CHARLES PARK & RECREATION BOARD MINUTES
PARK BOARD MEETING HELD
September 28th, 2011

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

Park Board - TJ Slattery, John Walendy, Tom Probst, Laura Lyon, Tom Smith, Valerie Lanning and Council Liaisons Kneemiller and Ohmes were present for Roll Call. Don Morgan, Kathy Mudrovic and Linda Roche and were absent.

Others - Maralee Britton - Director
Chris Atkinson - Assistant Director.
Matthew Seeds - Strategic Plan Implementation Committee
Gene Carroll - Strategic Plan Implementation Committee
Steve Swann - Nor Hill Improvement Association

Verbal Petitions/Public Comments and Response:

A) Steve Swann - Nor Hill Improvement Association.

Mr. Swann wanted to come before the Board and express his appreciation for the work that has been completed in the Fox Hill Park Area since he last came before the Board with complaints. The neighbors appreciate the work being done to the pond, the trails and the hillside in the park. The Board thanked Mr. Swann for taking the time to come to the meeting.

Staff Reports/Presentations: None

Items for Discussion and/or Action:

A) City of St. Charles Strategic Plan Discussion Relative to Parks

See attached memo and lists of items identified by plan. Mr. Seeds began by explaining the history of the Strategic Plan Committee. He introduced Mr. Carroll who served on the committee. Mr. Carol Requested that the Board continue to look at the Goals and Objectives of the Plan. If possible establish a timeline for the completion of the tasks. Also if any other items not listed on the plan have been completed or need to be completed to place them on the plan also. IN summary the Strategic Plan Implementation Committee would like progress reports on the items identified in the plan.

B) Contract with SC Electric for supplying electrical materials for Webster Park Project in an amount not to exceed \$5,475.20*

See attached memo. Atkinson explained the project. Slattery asked if we can establish a timeline and completion date for this project and report back to the Board. Lanning moved to approve the purchase. Seconded by Smith. Passed unanimously.

C) Contract with Wholesale Plumbing for supplying plumbing materials for Webster Park Project in an amount not to exceed \$5,804.12*

See attached memo. Atkinson explained the project. Walendy moved to approve the purchase. Seconded by Smith. Passed unanimously.

D) Contract with Fabick CAT Rental Store for rental of construction equipment for the Jaycee Park Playground Project in an amount not to exceed \$7,000.00*

See attached memo. Atkinson explained the project. Lanning moved to approve the rental contract. Seconded by Smith. Passed unanimously.

E) Contract with ERB Equipment Rental for rental of construction equipment for the Jaycee Park Playground Project in an amount not to exceed \$7,600.00*

See attached memo. Atkinson explained the project. Smith moved to approve the rental contract. Seconded by Lanning. Passed unanimously.

F) Change Order #1 with Layneco Construction Services for the Frontier Park Restroom Project. Deduct of \$45,497.32 from the original project amount. Reducing original contract amount from \$378,190.00 to \$ 332,692.68*

See attached memo. Atkinson explained the project and the reasoning for the deduct change order. Smith moved to approve the Change Order. Seconded by Lyon. Passed unanimously.

G) Transfers over \$5000*

See attached memo. Smith moved to approve the transfers. Seconded by Walendy. Passed unanimously.

H) Change Order #1 with Fleetcor for fuel in the amount of \$30,000 for a total contract not to exceed \$129,105.00*

See attached memo. Atkinson explained the need for the change order. Smith moved to approve the Change Order. Seconded by Probst. Passed unanimously.

I) 2012 Budget Amendment*

See attached memo. Britton explained the need for the budget amendment. The amendment would make the budget a zero balanced budget. Probst moved to approve the Budget Amendment. Seconded by Smith. Passed unanimously.

J) Contract with Old Monroe Lumber for lumber supplies and windows needed for the Webster Park Building Project in an amount not to exceed \$21,302.03*

See attached memo. Atkinson explained the project. Smith moved to approve the Change Order. Seconded by Lanning. Passed unanimously.

Meeting Minutes:

- A. **Parks & Recreation Board Special Meeting Minutes, August 17, 2011** were reviewed. Walendy moved that the Minutes be approved. Motion seconded by Lanning. Passed unanimously.
- B. **Parks & Recreation Board Bus Tour of Parks Meeting Minutes, September 7th, 2011** were reviewed. Walendy moved that the Minutes be approved. Motion seconded by Lanning. Passed unanimously.
- C. **110 Acre Public Meeting Minutes September 15, 2011.** Lanning moved that we hold the minutes over until the next meeting on October 19th, 2011. Seconded by Smith. Passed unanimously.

Consent Agenda:

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

- A. **Oak Grove Cemetery Advisory Board Meeting September 7th, 2011**

No items were requested to be removed for further discussion. Lanning made a motion to approve the Consent Agenda Items. Motion seconded by Smith. Passed unanimously.

Items Removed from the Consent Agenda: None

President's Announcements and Reminders: Slattery informed the Board that he had emailed all members of the board with thoughts and an article on the "League Fee Structure" that is set to go into place on January 1, 2012. He wanted the Board members to be aware that they may be contacted about the "fees" and wanted them to be prepared.

Director's Report:

- A. **Thank You's.** Britton mentioned emails/letters from the public expressing their gratitude to for things that have taken place in the Parks & recreation Department.

- B. **General Department Update.** Britton reminded the Board that the second of the Park Tours is scheduled for Wednesday October 5th beginning at 4:00pm. Probst asked that after both tours are completed if we could have on the agenda a "debriefing session" where the Board discuss what was noticed not only at our parks but also what was noticed at the other parks in other cities when that tour was taken.

Board Member Announcements and Reminders:None

Council Liaison Announcements and Reminders: None

Park Board Liaisons' Comments:

Foundation Report: None

Cemetery Report: Lanning reported last meeting went well.

Legislative Report: None.

As there was not any other business to discuss Probst moved for **Adjournment** at 7:00 pm. Motion was seconded by Smith. Passed unanimously.

Meeting: September 28th, 2011

Respectfully Submitted,

T.J. Slattery - President

Valerie Lanning-Secretary