

SAINT CHARLES PARK & RECREATION BOARD MINUTES
SPECIAL PARK BOARD MEETING HELD
July 6th, 2011

The meeting was **Called to Order** by President Walendy 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, Kathy Mudrovic, Linda Roche, Tom Probst, Laura Lyon, Tom Smith, Valerie Lanning and Council Liaison Ohmes present for Roll Call. Don Morgan was absent.

Others - Chris Atkinson - Assistant Director.
 Rosie Rosenthal - Enterprise Superintendent
 Kathie Sutin - St. Charles Patch

Verbal Petitions/Public Comments and Response: None

Staff Reports/Presentations:

A) June 25/26 Flash Flood and Missouri River Flooding Update. Britton updated the board on the flash flooding. Numerous parks and facilities were damaged as well as some private property adjoining Blanchette Park and Oak Grove Cemetery. Britton also updated the Board on "Plan B" for 4th July celebrations. Plan B was put into effect because of the threat of the Missouri River and due to the ground in Frontier Park being saturated. Plan B moved the carnival from Frontier Park to Riverside Drive. Britton thought the decision to move was the right one and that record numbers seemed to attend the activities on the 4th.

Items for Discussion and/or Action:

A) Election of Officers*

Secretary Lanning read the slate of officers discussed at the last meeting. They were: Slattery for President, Walendy for Vice-President, Probst for Treasurer and Lanning for Secretary. Lanning moved to accept the slate as stated. Seconded by Walendy. Passed unanimously. Following the election Slattery became the President and took over the remainder of the meeting.

B) Oktober Fest Car Show Request*

See attached memo. Britton explained that it was the same request as last year. Smith moved to approve the request. Seconded by Mudrovic. Passed unanimously.

C) Change Order #3 with All Type Excavating, Inc dba L F Krupp Construction*

See attached memo. Atkinson explained that reasons behind the latest Change Order. Main reason was that asphalt price in original bid had expired due to project taking longer than expected. Probst asked if it was possible to have asphalt company justify why the price increased. Atkinson said he would make that request. Probst moved to approve the change order. Seconded by Lanning. Passed unanimously.

D) Contract Labor Agreement with Recreation Council of Greater St. Louis*

See attached memo. Britton explained the process and the four cities that cost share the Inclusion Coordinator. Lanning asked who evaluates the work begin done by the coordinator and Britton explained that all of the communities evaluate the work being completed. Lanning moved to approve the contract. Seconded by Probst. Passed unanimously.

E) Transfers over \$5000*

See attached memo. Britton explained that the transfer was necessary to complete the 100+ acre master plan. Transfer would come from Paint Aquatic Facility line item where savings would be created by doing painting in house. Smith moved to approve the Transfer. Seconded by Probst. Passed unanimously.

F) Contract with Jacobs, Inc for 100+ acre Recreational Site Master Plan*

See attached memo. Atkinson explained the process that was completed to select the chosen consultant. RFQ, scoring and interview. Walendy moved to approve the contract. Seconded by Lanning. Passed unanimously.

G) Purchase with Kirchner Block and Brick*

See attached memo. Atkinson explained that the block purchase was one of several material contracts that would be coming before the Park Board over the next few meetings. Since parks personnel are going to be doing most to work on site, materials needed to be purchased. Smith moved to approve the contract. Seconded by Mudrovic. Passed unanimously.

H) Purchase with Lafarge North America*

See attached memo. Atkinson explained that this material purchase was needed to have rock delivered throughout the building process at the playground. Lanning moved to approve the contract. Seconded by Probst. Passed unanimously.

President Slattery welcomed new Council Liaison Bob Kneemiller to the meeting.

I) Contract with BAX Engineering Company for work at Jaycee Playground*

See attached memo. Atkinson explained the multiple parts to this contract. 1) Grading plan for dirt removal and then staking and observation during the construction. Lanning moved to approve the contract. Seconded by Lyon. Passed unanimously.

Meeting Minutes:

A. Parks & Recreation Board Meeting Minutes, May 18th, 2011 were reviewed.

B. Parks & Recreation Board Bus Tour, June 1st 2011 were reviewed. Smith moved that both sets of Minutes be approved. Motion seconded by Mudrovic. Passed unanimously.

Consent Agenda:

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

- A. Calendar Call for Meetings**
- B. April 2011 Financial Worksheet**

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

Items Removed from the Consent Agenda: NONE

President's Announcements and Reminders: NONE

Director's Report:

- A. Thank You's.**
- B. Retirement Announcement** - Britton announced that Tom Scott (Foreman of Blanchette Maintenance Shop) announced his retirement. His last day will be August 2nd, 2011 and he has worked for the department for 36 years.

- C. **NRPA Conference** - Britton explained that the 2011 NRPA Conference will be held in Atlanta, GA November 1st-November 4th. We would be flying out October 31st. Asked if any Board Members were interested in attending that they contact her.
- D. **New Financial Systems Software Update** - Britton explained to the Board that The City is in the final stages of bringing "New World" on line. The date to go live with the new software is September 5th, 2011. Office Administrator Monica McCarthy will be in training for the next 90 days so other staff members will be taking over some of her responsibilities in her absence. A temporary employee has also been hired to assist at the front desk during the 90 day period.
- E. **General Department Update** - Britton updated the Board that all of the Day Camps numbers are excellent, Cops Camp begins the week of July 11th and has over 80 kids registered. Also updated Board on Park Passport numbers and pool attendance numbers.

Board Member Announcements and Reminders:

Walendy thanked the board for their support during his term as President. The board in return thanked Walendy for his time as President.

Probst said that he thought the bus tour to other City Parks was very beneficial. Would like to review tour at the next Work Session if possible.

Probst asked if we could work on scheduling tours of our own parks in the near future.

Council Liaison Announcements and Reminders: None

Park Board Liaisons' Comments:

Foundation Report: None

Cemetery Report: None.

Legislative Report: None.

Closed Session:

Slattery made a motion that the Board go into closed session in relation to (A) Legal actions, causes of action, or litigation (RSMo 610.021.1) and (D) Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment (RSMo 610.021.13). Seconded my Mudrovic.

Roll Call vote:

Aye: Slattery, Lanning, Mudrovic, Walendy, Smith, Lyon, Probst and Roche.

Nay: None

After the Park Board returned to **Regular Session**

Mudrovic moved that the meeting **Adjourn** at 7:24pm.
Seconded by Lyon. Passed unanimously.

Meeting: July 6th, 2011

Respectfully Submitted,

T.J. Slattery - President

Valerie Lanning-Secretary