

**SAINT CHARLES PARK & RECREATION BOARD MINUTES
PARK BOARD MEETING HELD
January 15th, 2014**

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 - Betty Barro, Sandy Bichel, , Kathy Mudrovic, Linda Roche, TJ Slattery, Tom Smith, Mike Ryan and Alternate Council Liaison Rod Herrmann were present. Valerie Lanning and Laura Lyon were absent.

Others - Maralee Britton – Director
Chris Atkinson – Assistant Director
Todd Kassabaum – Chief Ranger
Nick Donze – Maintenance Superintendent
Rosie Rosenthal – Enterprise Superintendent
Gary Gerber – Operations Foreman
Teresa Martchink – Recreation Coordinator
Monica McCarthy – Administrative Coordinator

Verbal Petitions/Public Comments and Response: None

Staff Reports/Presentations: None

Items for Discussion and/or Action:

A. Transfers over \$5000*

Atkinson explained that this transfer was necessary so that the Wapelhorst Infield Renovation Project could be completely funded. Due to an increased scope at Parks request the bids came in above the \$50,000 allocated in the 2104 CIP. The additional \$17,000 transferred from the Storm Water project would allow the project to be completed per our specifications. Lanning made a motion to approve the transfer. Seconded by Lyon. Passed Unanimously.

B. Contract for Wapelhorst Ball Diamond Infield project with Schaefer Meyer Seed & Sod in an amount not to exceed \$66,080.00*

Atkinson presented the Contract for the Wapelhorst Ball field Renovation Project. Weather permitting this is a 10 day project with a March 15, 2014 deadline before ball season starts. Bichel made a motion to approve the contract. Seconded by Barro. Passed Unanimously.

C. Change Order #2 with Ford Asphalt adding \$23,200 to contract amount of \$506,000 making new contract amount \$529,200 for asphalt/sealing projects in the Parks*

Atkinson presented the Change Order to the Board. This Change Order would add the 2014 funding in the CIP for road/trail sealing to the existing contract from 2013. Lanning made a motion to approve the contract. Seconded by Ryan. Passed Unanimously.

D. Contract with BAX Engineering to revise plans for Heatherbrook Park in an amount not to exceed \$7,000.00*

Atkinson presented the Contract for the plan revisions at Heatherbrook to the Board. These plan revisions involve re-designing the entrance road and park connection trail. New plan document should decrease significantly the construction costs to complete those portions of the project. Bichel made a motion to approve the contract. Seconded by Lanning. Passed Unanimously.

E. Contract with Reinhold Electric for repair of electrical service at Blanchette Aquatic facility in an amount not to exceed \$8,881.00*

Atkinson presented the Contract for the repairs to the electrical service at Blanchette Pool. This repair was required due to the vandalism that took place in late 2013. Bichel made a motion to approve the contract. Seconded by Lanning. Passed Unanimously.

F. Contract with Mike Mabrey to provide Tae Kwon Do instruction during 2014 in an amount not to exceed \$14,000*

Atkinson presented the Contract with Mike Mabrey. This is the same contract and pricing that have been utilized for several years. Roche made a motion to approve the contract. Seconded by Ryan. Passed Unanimously.

G. Contract for t-shirt/uniform clothing apparel purchase for all recreation staff and participants in 2014 with STL Shirt Co. in an amount not to exceed \$27,000*

Atkinson presented the Contract for the 2014 apparel purchase and printing for the Department. Same vendor as in 2013. In 2014 added \$5000 to cover any expenses we have in relation to the 100 year celebration event. Barro made a motion to approve the contract. Seconded by Bichel. Passed Unanimously.

H. Contract with Paul Boschert to be Umpire in Chief and Umpire Scheduler for 2014 for the Parks & Recreation Department in an amount not to exceed \$9,000*

Atkinson presented the Contract with Paul Boschert. Although the per game fee has increased over last year staff feels this is still money well spent for the services that he provides. Ryan made a motion to approve the contract. Seconded by Barro. Passed Unanimously.

I. Purchase of baseball tickets from the Chicago Cubs for "Cubs vs. Cardinals in Chicago" trip on September 23rd & 24th, 2014 in an amount not to exceed \$5,667.20*

Atkinson presented the purchase of baseball tickets for our fall 2014 Chicago Trip. Lanning made a motion to approve the purchase. Seconded by Barro. Passed Unanimously.

J. Purchase of softballs for use during 2014 seasons through cooperative purchasing agreement with St. Louis Metropolitan Softball Purchasing Group. Purchase will be with Johnny Mac's Sporting Goods in an amount not to exceed \$7,735.00*

Atkinson presented the purchase of softballs for our leagues and tournaments in 2014. The cooperative purchasing agreement provides the department significant savings. Roche made a motion to approve the purchase. Seconded by Ryan. Passed Unanimously.

K. Purchase of airline tickets to/from Oakland, CA from Southwest Airlines in an amount not to exceed \$39,000*

Atkinson presented the purchase of airline tickets for the San Francisco Trip in 2014. Lanning made a motion to approve the purchase. Seconded by Bichel. Passed Unanimously.

L. Purchase of 165 lounge chairs for use at the aquatic facilities from LYNKRIS Patio Furniture in an amount not to exceed \$27,975.00*

Atkinson presented the purchase of new lawn chairs for the aquatic facilities. These chairs would replace some damaged chairs but also add additional new chairs to each aquatic facility. Barro made a motion to approve the purchase. Seconded by Bichel. Passed Unanimously.

M. Resolution #1, 2014; Request to declare vehicles/mowing equipment surplus*

Barro made a motion to approve the request to declare vehicles/mowing equipment surplus. Seconded by Roche. Passed Unanimously.

N. Resolution #2, 2014; Request to declare computer equipment surplus*

Lanning made a motion to approve the request to declare computer equipment surplus. Seconded by Roche. Passed Unanimously.

O. Resolution #3, 2014; Request to authorize the disposal and destruction of financial documents*

Bichel made a motion to approve the request to authorize the disposal and destruction of financial documents. Seconded by Barro. Passed Unanimously.

Meeting Minutes:

A. Parks & Recreation Special Board Meeting December 4th, 2013 *

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

Consent Agenda (Items to be received):

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

- A. Calendar
- B. Financial Statement

Motion was made by Barro to approve the Consent Agenda. Seconded by Bichel. Passed unanimously.

Items Removed from the Consent Agenda: None

Presidents Announcements and Reminders:

- A. Slattery mentioned to the Park Board members that the MPRA Conference at Tan-Tar-A is scheduled for February 25-28. Asked if any Board members were interested in attending they needed to let staff know by Friday January 24th.
- B. Slattery requested that the Executive Committee set a meeting date for their January meeting. January 21st, 2014 at 10:00am at the Park Office was the date chosen.

Directors Report:

Britton updated the Board on the progress being made for the 100 year celebration event in September 2014. Lanning asked if it was possible for Parks to have a float in the July 4th parade that would promote this event. Staff said that they would look into it.

Board Member Announcements and Reminders:

Council Liaison Announcements and Reminders:

Council Liaison Herrmann thanked the Board for donating their time to serve on the Park Board. Also wanted to thank staff for assisting the Public Works Department with snow removal.

Park Board Liaisons Comments:

Foundation Report: None

Cemetery Report: None

Legislative Report: None

As there was not any other business to discuss Ryan moved for **Adjournment** at 7:09 pm. Motion was seconded by Bichel. Passed unanimously.

Meeting: January 15th, 2014

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 Lanning", written over a horizontal line.

Valerie Lanning-Secretary