

**SAINT CHARLES PARK & RECREATION BOARD MINUTES  
PARK BOARD SPECIAL MEETING HELD  
May 6th, 2015**

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

**Park Board -** Kathy Mudrovic, Betty Barro, Bradley Nowak, Valerie Lanning, Mike Ryan and Sandy Bichel were present along with Council Liaison Laurie Feldman. TJ Slattery, Tom Smith, and Linda Roche were absent.

**Others -** Maralee Britton – Director, Chris Atkinson – Assistant Director  
Todd Kassabaum – Chief Ranger

**Community Members –** Bob Millstone and Cliff Heitmann

**Verbal Petitions/Public Comments and Response:** None

**Staff Reports/Presentations:** None

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

Vice – President Lanning requested that Item H. Discussion and Consideration of Sanitary Sewer relocation at St. Charles Soccer Complex by Fountain Lakes Commerce Center be moved to Item A on the Agenda.

**A. Discussion and Consideration of Sanitary Sewer relocation at St. Charles Soccer Complex by Fountain Lakes Commerce Center\***

Bob Millstone the owner of The Millstone Company and the adjacent property to the soccer complex and Cliff Heitmann with BAX Engineering requested that the Park Board allow the relocation of a sanitary sewer that needs to be moved to allow development on the vacant property next to the soccer complex. Sewer relocation would require a section of trail to be removed and replaced. Should not affect any leagues or tournaments at the complex. Staff would work with the owner/BAX Engineering on project timing. Bichel made a motion to approve the request. Seconded by Mudrovic. Passed Unanimously.

**B. Budget Amendment #3, 2015\***

Britton presented Budget Amendment #3. Amendment would take \$130,000 from reserves to replace funds to purchase to land at the 110 acre park. Mudrovic made a motion to approve. Seconded by Barro. Passed Unanimously.

**C. Transfers over \$5000.00\***

Britton presented the Transfer which would move funds from Park Improvements to Park Acquisition with the 110 acre park project. Nowak made a motion to approve the Transfer. Seconded by Bichel. Passed Unanimously.

**D. Resolution #8, 2015, Repealing Resolution #5, 2015 and enacting a new resolution requesting to declare surplus equipment for disposal by trade in and Govdeals.com\***

Britton presented the Resolution. This would repeal and replace a previous resolution. Repeal necessary to allow surplus equipment to be traded in rather than sold on GovDeals. Mudrovic made a motion to approve Resolution #8. Seconded by Ryan. Passed Unanimously.

**E. Resolution #9, 2015, Request to declare surplus equipment for disposal by recycling\***

Britton presented the Resolution. Barro made a motion to approve Resolution #9. Seconded by Mudrovic. Passed Unanimously.

**F. Resolution #10, 2015, Purchase of Property at 2525 & 25275 N. River Road\***

Britton presented the Resolution. This would authorize the purchase of the 3.5 acres located next to the 100 acre park property. Mudrovic made a motion to approve Resolution #10. Seconded by Bichel. Kathy Mudrovic – Yes, Betty Barro – Yes, Valerie Lanning - Yes, Mike Ryan - Yes and Sandy Bichel – Yes. Brad Nowak – No. Motion Passed.

**G. Discussion of Purchasing Policy.**

This discussion was requested by Nowak at a previous meeting. Nowak proposed that since this Purchasing Policy has not been revised since 1997 it was in his opinion time to increase the purchasing thresholds to recognize the value of the dollar in 2015 compared to in 1997. The Consumer Price Index (CPI) was the guideline for the following numbers:

Increase Maintenance Foreman/Aquatic/Recreation/Concession Coordinator from \$1,500 to \$2,000.

Increase Maintenance Superintendent, Enterprise Superintendent and Chief ranger from \$3,000 to \$4,000.

Increase Assistant Director from \$4,000 to \$6,000

Increase Director from \$5,000 to \$10,000

Britton asked that if changes to this policy were to be made she would also like to include some other changes in relation to change orders (\$ amount or % age amount).

Vice – President Lanning asked that an updated draft of the changes be brought back to the Board at a future meeting for further discussion.

**H. Contract with Howell & Sons Excavating to provide equipment and operator for projects at Heatherbrook Park in an amount not to exceed \$10,900.00\***

This contract was withdrawn due to the contractor being no longer available to do the work on our timeline.

**Meeting Minutes:**

**A. Parks and Recreation Board Closed Session Minutes April 1, 2015\*\*\***

Barro moved to approve the meeting minutes as presented. Seconded by Ryan. Roll Call Vote:

Kathy Mudrovic – Yes, Betty Barro – Yes, Valerie Lanning - Yes, Mike Ryan - Yes and Sandy Bichel – Yes. Brad Nowak – Yes.

**B. Parks and Recreation Board Closed Session Minutes April 15, 2015\*\*\***

Barro moved to approve the meeting minutes as presented. Seconded by Nowak. Roll Call Vote:

Kathy Mudrovic – Yes, Betty Barro – Yes, Valerie Lanning - Yes, Mike Ryan - Yes and Sandy Bichel – Yes. Brad Nowak – Yes.

**C. Parks & Recreation Board Meeting Minutes April 15, 2015\***

Barro moved to approve the meeting minutes as presented. Seconded by Mudrovic. Passed unanimously.

**Consent Agenda (Items to be received):**

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

**A. Calendar**

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

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

**Presidents Announcements and Reminders:** None

**Directors Report:**

**A. Thank You's (As Available)** – Letter thanking Mark Hollenberg.

**B. General Department Update** – Boys & Girls Club is currently being demolished.

**Board Member Announcements and Reminders:**

Nowak – Said Blanchette and Jaycee Parks looked great.

Bichel – Asked about snakes at Fountain Lakes Park. Staff said they have heard reports from the public and seen snakes in the park. Typically non venomous snakes that sit on the trail to get some sun. Also asked about curb located at Bales and restricting access to the KATY Trail. Staff would look into it.

**Council Liaison Announcements and Reminders:**

Feldman asked if the Park Rangers to do some additional patrols of Vogt Brothers Park after dark. She has noticed people staying in the park after dark.

**Park Board Liaisons Comments:**

**Foundation Report:** None

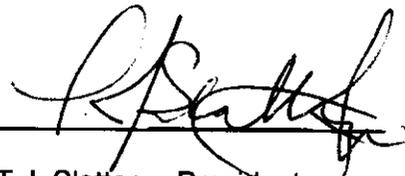
**Cemetery Report:** None

**Legislative Report:** None

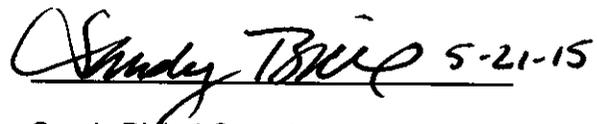
As there was not any other business to discuss Bichel moved for **Adjournment** at 6:53 pm. Motion was seconded by Ryan. Passed unanimously.

Meeting: May 6th, 2015

Respectfully Submitted,



T.J. Slattery - President



Sandy Bichel-Secretary