

SAINT CHARLES PARK & RECREATION BOARD MINUTES
PARK BOARD MEETING HELD
April 16th, 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, Valerie Lanning, Linda Roche, Mike Ryan, Sandy Bichel, TJ Slattery, Kathy Mudrovic and Council Liaison Herrmann were present. Laura Lyon and Tom Smith were absent.

Others - Maralee Britton – Director
Chris Atkinson – Assistant Director
Don Borgmeyer – Interim Enterprise Superintendent

Verbal Petitions/Public Comments and Response: None

Staff Reports/Presentations: None

Items for Discussion and/or Action:

A. Resolution #4, 2014, Request to declare equipment surplus*

Atkinson presented Resolution #4 to the Board. Would declare surplus the recently replaced computers. Barro made a motion to approve the resolution. Seconded by Ryan. Passed Unanimously.

B. Contract with First Student Transportation to provide transportation during the 2014 summer camp program in an amount not to exceed \$12,000.00*

Atkinson presented the Contract for providing transportation during the Summer Day Camp Program. Mudrovic made a motion to approve the contract. Seconded by Roche. Passed Unanimously.

C. Change Order #1 adding \$1,548.15 to original contract amount of \$66,080.00 with Schaefer-Meyer Seed-Sod Company for a total contract not to exceed \$67,628.15*

Atkinson presented the Change Order. The Change was necessary due to additional material being needed on the ball fields. Ryan made a motion to approve the Change Order. Seconded by Mudrovic. Passed Unanimously.

D. Purchase of alcoholic beverages and supplies for resale from Krey Distributing in an amount not to exceed \$28,000.00*

Atkinson presented the purchase to the Board. In the past there had not been a PO with Krey Distributing. The invoices were paid as they came in. The Finance Department and staff are now making an effort to have as many purchases over \$1000 in total be placed on a PO. Atkinson said a purchase with Summit Distributing would come before the Board at an upcoming meeting. Bichel made a motion to approve the contract. Seconded by Mudrovic. Passed Unanimously.

E. Revocation of contract with Fairfield Inn & Suites for overnight lodging September 10,11 & 12, 2014 in an amount not to exceed \$9,153.27*

Atkinson informed the Board that since they approved the contract with the Fairfield Inn & Suites at the March meeting they have been unable to complete the required paperwork. Therefore staff is requesting that the contract be revoked. Lanning made a motion to revoke the contract. Seconded by Mudrovic. Passed Unanimously.

F. Contract with Hampton Inn & Suites Vacaville for overnight lodging September 10,11 & 12, 2014 in an amount not to exceed \$8,460.00*

Atkinson presented the Contract for a hotel stay to replace the contract that was previously revoked. Mudrovic made a motion to approve the contract. Seconded by Barro. Passed Unanimously.

G. Day Camp Parents Manual*

Britton presented the 2014 Day Camp Parent Manual. The legal department have viewed and approved the format and content. Lanning asked if the parents could complete a "signature form" stating that they have received and understand the manual. Staff said they currently do not but will look into adding the page. Bichel made a motion to approve the manual. Seconded by Mudrovic. Passed Unanimously.

H. Transfers over \$5,000.00*

Britton presented the transfer of \$20,000 from project 14PRK32 (Storm Water) to a new project titles "Internal Review". This was needed so that funding could be put in place to hire an accounting company to conduct the internal review and best practices review of the department. Mudrovic moved to approve the transfer. Seconded by Bichel. Passed unanimously.

I. Contract with Brown, Smith, Wallace LLC to provide a fraud risk assessment and internal control review in an amount not to exceed \$20,000.00*

Britton presented the Contract for Brown, Smith, Wallace LLC to conduct the internal review and best practices for the department. Barro made a motion to approve the contract. Seconded by Bichel. Passed Unanimously.

Meeting Minutes:

A. Parks and Recreation Board Regular Meeting Minutes March 19th, 2014*

B. Parks and Recreation Board Work Session Meeting Minutes April 2nd, 2014*

Lanning moved to approve the meeting minutes from March 19th, 2014 and April 2nd, 2014 as presented. Seconded by Ryan. Passed unanimously

C. Executive Committee Meeting Closed Session Minutes January 21, 2014 Roll Call Vote***

Barro moved to approve the meeting minutes as presented. Seconded by Lanning. Roll Call Vote. Slattery – Yes, Lanning – Yes, Ryan – Yes, Mudrovic – Yes, Roche – Yes, Bichel – Yes, Barro – Yes.

D. Parks and Recreation Board Meeting Minutes March 19, 2014 Closed Session Minutes Roll Call Vote***

Lanning moved to approve the meeting minutes as presented. Seconded by Bichel. Roll Call Vote. Slattery – Yes, Lanning – Yes, Ryan – Yes, Mudrovic – Yes, Roche – Yes, Bichel – Yes, Barro – Yes.

E. Executive Committee Meeting Closed Session Minutes April 7, 2014 Roll Call Vote***

Lanning moved to approve the meeting minutes as presented. Seconded by Ryan. Roll Call Vote. Slattery – Yes, Lanning – Yes, Ryan – Yes, Mudrovic – Yes, Roche – Yes, Bichel – Yes, Barro – Yes.

Consent Agenda (Items to be received):

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

- A. Calendar
- B. Financial Statement
- C. Oak Grove Cemetery Advisory Board Meeting Minutes March 13th, 2014
- D. Seasonal Employee Wage Grid Information

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

Items Removed from the Consent Agenda: None

Presidents Announcements and Reminders:

Slattery informed the Board that Laura Lyon has turned in her resignation letter from the Board. She and her husband are moving out of the City Limits and therefore she can no longer serve on the Board. Slattery and rest of the Board thanked her for her service.

Slattery said at the next meeting he would nominate Sandy Bichel to be the new Vice-President.

Finally mentioned that the work session at Webster Park has now been moved to June 4th instead of May 7th.

Directors Report:

Britton informed the Board that Adi Powell, the new Recreation Supervisor would begin work on Monday April 28th.

Also passed on the Thank You from Tartan Days for the assistance staff provided when the vent had to be moved to a new location due to a waterlogged Frontier Park.

Board Member Announcements and Reminders: None

Council Liaison Announcements and Reminders: None

Park Board Liaisons Comments:

Foundation Report: None

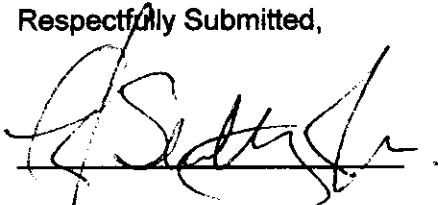
Cemetery Report: None

Legislative Report: None

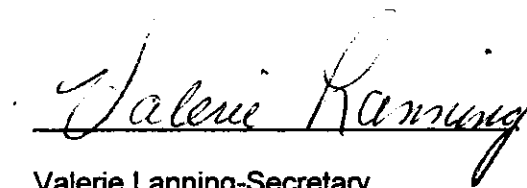
As there was not any other business to discuss Roche moved for **Adjournment** at 6:40 pm. Motion was seconded by Mudrovic. Passed unanimously.

Meeting: April 16th, 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