

**SAINT CHARLES PARK & RECREATION BOARD MINUTES**  
**PARK BOARD MEETING HELD**  
**April 18, 2012**

The meeting was Called to Order by President Slattery at 6:021pm in the Meeting Room in Memorial Hall. Roll Call noted the following present for the meeting:

**Park Board** - TJ Slattery, John Walendy, Tom Probst, Valerie Lanning, Linda Roche, Laura Lyon, and Kathy Mudrovic were present. Tom Smith, Council Liaisons Feldman and Ohmes were absent.

**Others** - Maralee Britton - Director  
Chris Atkinson - Assistant Director  
Nick Donze - Maintenance Superintendent  
Teresa Martchink - Recreation Coordinator  
Missy Hollander - Aquatics Coordinator  
Sydney Penrod - Intern

Teresa Martchink introduced Sydney Penrod. Sydney updated the Board on all of the activities and projects he has been working on during her internship with the Parks & Recreation Department. Staff and the Board thanked her for all the things she has done during her time here.

Verbal Petitions/Public Comments and Response: None

Staff Reports/Presentations: None

Items for Discussion and/or Action:

Purchase of lodging and breakfast with Best Western MainStay Inn September 20-22, 2012 in an amount not to exceed \$11,459.28\* See attached memo. Atkinson explained the purchase. Probst moved to approve the purchase. Seconded by Lyon. Passed unanimously.

Purchase of Transportation service on September 19-27, 2012 for the "Classic New England Fall Trip" with a "A Yankee Line, Inc. in an amount not to exceed \$11,825.00\* See attached memo. Atkinson explained the purchase. Lyon moved to approve the contract with "A Yankee Line Inc". Seconded by Walendy. Passed unanimously.

**Receptive Services contract with About Tours for the 3 day Chicago Trip on August 16-18, 2012 in an amount not to exceed \$13,965.00\***  
See attached memo. Atkinson explained the process and purchase. Mudrovic moved to approve the receptive services contract with "About Tours". Seconded by Lyon. Passed unanimously.

**Service contract for bus transportation services for Day Camp Program with First Student Transportation in amount not to exceed \$9,900\*** See attached memo. Atkinson explained the bids. Probst moved to approve the contract. Seconded by Lyon. Passed unanimously.

**Contract with Westport Pools for providing Sodium Hypochlorite for use at the three aquatic centers for the 2012 pool season in an amount not to exceed \$27,000\*** See attached memo. Atkinson explained that this was bid utilizing the cooperative purchasing agreement format. Lyon moved to approve the purchase with Westport Pools. Seconded by Walendy. Passed unanimously.

**Contract with The Pump Shop/Missouri Machinery & Engineering Co. for providing Pool Maintenance Service for pumps and motors for the 2012 pool season in an amount not to exceed \$5,000.00\*** See attached memo. Atkinson explained the RFQ process that was followed before a selection was made. Lanning moved to approve the service contract with The Pump Shop. Seconded by Roche. Passed unanimously.

**Contract with Dras Fabrication & Design for providing professional services to create art piece for the "Boschert Pointe" area of the Boschertown Greenway Phase II Project in an amount not to exceed \$7,000.00\*** See attached memo. Britton explained that this artist was chosen to complete the "sculpture" that will be placed at Boschert Pointe as part of the nearly completed trail project along Little Hills Expressway. Lanning moved to approve the contract with Dras Fabrication & Design. Seconded by Roche. Passed unanimously.

**Purchase of a new John Deere Model 1200A Infield Groomer from John Deere Equipment in an amount not to exceed \$10,672.00\*** See attached memo. Atkinson explained that this purchase was needed to begin the "Turf Management Plan". Probst moved to approve the purchase. Seconded by Mudrovic. Passed unanimously.

**Purchase of a used John Deere 2020 ProGator sprayer unit from ERB Turf Equipment, Inc. in an amount not to exceed \$10,108\*** See attached memo. Atkinson explained that this purchase was needed to begin the "Turf Management Plan". The final cost would include trading in three pieces of old equipment (Pending Board and Council Approval). Walendy moved to approve the purchase. Seconded by Roche. Passed unanimously.

**Purchase of a used Toro SR72 deep-time aerator from MTI Distributing in an amount not to exceed \$15,814.80\*** See attached memo. Atkinson explained that this purchase was needed to begin the "Turf Management Plan". Probst moved to approve the purchase. Seconded by Mudrovic. Passed unanimously.

**Resolution # 2, 2012; Request to declare equipment surplus\*** See attached memo. Britton explained that the maintenance staff has identified numerous pieces of equipment that are deemed surplus. Staff would be looking to trade in some pieces, possibly sell other pieces using online government auctions or sell some for scrap value. Probst moved to declare the items listed as surplus. Seconded by Walendy. Passed unanimously.

**Capital Improvements Plan 2013 - 2018\*** See attached memo. Britton explained that the CIP was going to be broken into three phase's this year. This is due to staff changes, priority changes and a new list of possible CIP projects that has been developed recently. Phase 1 would review and approve the 2013 CIP although all 6 years will be submitted. Phase 2 will review all current projects and funds in the 2012 budget. The Board will be provided status updates, funding updates and timelines for projects. Phase 3 will look long term. Incorporating projects currently listed on the CIP and projects that are new. Probst explained that the Finance Committee had met to discuss this process. The committee unanimously voted to approve "Phase 1" of the CIP and recommended that the full Board approve as submitted. Lanning moved to approve the CIP Plan for 2013-2018. Seconded by Mudrovic. Passed unanimously.

**Transfers over \$5,000\*** See attached memo. Britton explained that the transfers involved moving back funding that was previously transferred to cover costs on projects that needed funding re-appropriated for 2012. Lanning moved to approve the transfers. Seconded by Mudrovic. Passed unanimously.

**Purchase of Asphalt Materials from Thoele Asphalt Paving and Seal Coating in an amount not to exceed \$8,300\*** See attached memo. Atkinson explained that this purchase would help with some issues that have come up with a point in the new trail where Thoele Asphalt driveway crosses the new trail. Probst moved to approve the purchase. Seconded by Walendy. Passed unanimously.

**Contract with Fence and Deck Depot in an amount not to exceed \$9,063.34\*** This purchase was held until the next meeting on May 2<sup>nd</sup>, 2012.

**Meeting Minutes:**

**A. Parks & Recreation Board Meeting Minutes, March 21st, 2012.**  
Probst moved to approve the minutes as presented. Seconded by Lanning. Passed unanimously.

**B. Parks & Recreation Board Work Session Meeting Minutes, April 4th, 2012.**  
Probst moved to approve the minutes as presented. Seconded by Walendy. Passed unanimously.

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

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

A: Calendar.

Lyon requested that the Consent Agenda be approved as presented. Seconded by Roche. Passed unanimously.

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

**Presidents Announcements and Reminders:** None

**Directors Report:**

A: Thank You's - None

B: Jaycee Playground Fundraisers  
Britton informed the Board of two upcoming fundraisers.

Friday April 27<sup>th</sup> the St. Charles Rotary Club is doing Mouse Races at Hope Lutheran Church.

Sunday April 29<sup>th</sup> the New Frontier Personal Investment Center is hosting Family Golf Outing at The Falls Golf Club.

C: Parks & Recreation Year to Date Safety Report.

Britton updated the Board about our current safety record. Year to date involved in 3 accidents.

**Board Member Announcements and Reminders:**

Probst said that he got a compliment for the public about how good the baseball fields look.

Slattery requested that more foot patrols be done around the playgrounds in Blanchette Park. Also passed on a comment from some high school coaches that we water the infields during times of no rain to help prevent dirt/dust.

**Council Liaison Announcements and Reminders:** None

**Park Board Liaisons Comments:**

**Foundation Report:** None.

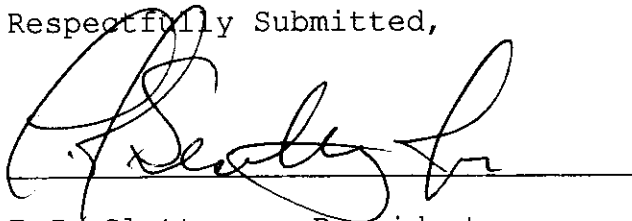
**Cemetery Report:** None.

**Legislative Report:** None.

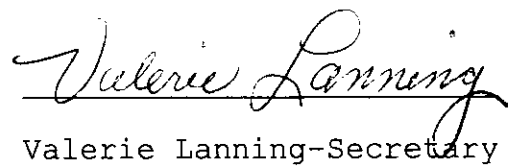
As there was not any other business to discuss Probst moved for **Adjournment** at 6.54 pm. Motion was seconded by Mudrovic. Passed unanimously.

Meeting: April 18th, 2012

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "T.J. Slattery", written over a horizontal line.

T.J. Slattery - President

A handwritten signature in cursive script, appearing to read "Valerie Lanning", written over a horizontal line.

Valerie Lanning-Secretary