

**SAINT CHARLES PARK & RECREATION BOARD MINUTES  
PARK BOARD MEETING HELD  
August 20th, 2014**

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

**Others -** Maralee Britton – Director  
Chris Atkinson – Assistant Director  
Nick Donze – Maintenance Superintendent  
Todd Kassabaum – Chief Ranger  
Monica McCarthy – Administrative Coordinator  
Don Borgmeyer – Interim Enterprise Superintendent  
Kelly Vaughn – City Finance Director  
Paul Reitz – Reitz & Jens  
Mike Wheeler – Reitz & Jens

**Community Members –** David Todd Reineke

**Verbal Petitions/Public Comments and Response:**

Formal written request by Todd Reineke to remove the ban on practicing soccer at the St. Charles Soccer Complex Park.

Mr. Reineke introduced himself to the Board. He is a soccer coach with SCCYSA. Mr. Reineke and other coaches are having issues finding sufficient places and times to hold soccer practices for their teams. Mr. Reineke gave several examples of coaches and parents "holding" fields until their teams can arrive to practice. He requested that soccer practice be allowed at Mueller Soccer Complex due to the fact that it primarily only used for league and tournament play.

Britton did mention that since Mr. Reienke's issue was brought to staffs attention a new "free" practice reservation system has been put into place. Four half fields at Wapelhorst Park and two half fields at McNair Day Camp have now been entered into our reservation system. There will be two additional half fields made available as soon as goals can be purchased. Parents and/or coaches can now call and reserve the half fields in 1 hour increments. Britton mentioned that in 4 days of being live over 30 reservations have already been made.

Board members understood Mr. Reineke's concern but had reservations about removing the ban at Mueller. Since practice was banned at the complex the condition of the fields has improved dramatically.

Lanning thanked Mr. Reineke for bringing this issue to the Boards attention.

**Staff Reports/Presentations:**

**A. Update on the status of the Property Taxes paid to St. Charles County under protest by Ameristar Casino, Kelly Vaughn, Finance Director.**

The City Finance Director informed the Park Board that due to Ameristar finally paying property taxes that were contested from 2009 through 2013 a one-time lump sum deposit of \$939,428.38 will be made to the Parks & Recreation Department. This will now put property tax projects closer to being on track for 2014 and future years. The Board has the option to allocate the funds for expenditures or held in reserve. Britton asked that park staff have the chance to meet and discuss possible CIP additions and recommendations and then present this at the upcoming Work Session on September 3<sup>rd</sup>, 2014.

**B. Fountain Lakes Trail Report – Reitz & Jens Inc.**

Paul Reitz and Mike Wheeler from Reitz & Jens updated the Park Board on the progress they have made on studying the slides that have taken place around Fountain Lakes North Lake and creek. Four slides were included in the scope of this project. The slides have been identified, studied and repair estimates were presented. The two creek side slides were the simplest of the repairs with cost estimates between \$30-35,000 each. The larger lake side slide is much more extensive. Several repair options were presented. Ranging from \$700,000 to \$400,000 to repair the slides using contracted labor and materials. The option to remove 2 feet from the top of the trail was also presented as an option to reduce cost. Since the trail is located above the 500 year floodplain the option exists to remove approximately 2 feet from the top of the bank and still keep the trail/bank above the 500 year level. The cost to just remove/spread the 2 feet on the trail was approximately \$30,000.

The Board agreed that final design documents should be prepared by Reitz & Jens for the two creek side slides. However further discussion needed to take place between staff and the Board to decide on the best way to move forward with the larger slide. A further discussion will be held at the September 3<sup>rd</sup> Work Session.

Board suggested that staff close of the section of the trail where the slides around the pond have occurred. Staff agreed and will take care of it.

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

**A. Change Order #1 to contract with STL Shirt Co. adding \$2,500 to original contract amount of \$27,000 making new contract amount \$29,500\***

Atkinson presented the Change Order to the Contract for providing T-Shirts for staff and program participants in 2014. Change was needed due to additional programming and shirts during Illumination. Smith made a motion to approve the Change Order. Seconded by Mudrovic. Passed Unanimously.

- B. Change Order # 1 to contract with R & R Sanitation adding \$2,895.00 to original contract amount of \$5,520.00, new contract amount will be \$8,415.00 \***

Atkinson presented the Change Order of the Contract for providing portable restrooms during Illumination. Needed due to requirements of amusement ride provider. Mudrovic made a motion to approve the Change Order. Seconded by Smith. Passed Unanimously.

- C. Contract with Hansen's Tree Service to clear and remove trees at Heatherbrook Park in an amount not to exceed \$16,750.00\***

Atkinson presented the Contract for Hansen Tree Service to remove approximately 20 trees from the location where the new entrance road will located at Heatherbrook Park. Bichel made a motion to approve the contract. Seconded by Nowak. Passed Unanimously.

- D. Contract with John Rufkahr Jr. Concrete Company to install two new sidewalks in Blanchette Park in an amount not to exceed \$12,970.00\***

Atkinson presented the Contract for installing new sidewalks in Blanchette Park. Nowak made a motion to approve the contract. Seconded by Mudrovic. Passed Unanimously.

- E. Purchase of rock for use at Heatherbrook Park from Lafarge in an amount not to exceed \$91,000\***

Atkinson presented the purchase of 14,000 tons of rock to be used to provide the base for the new entrance road into Heatherbrook Park. Councilman Herrmann asked if staff had heard about a new asphalt/concrete recycling plant located in St. Charles. Staff said they would research to see if they can be of any assistance with this project. If they could it would reduce the amount of rock needed and reduce the cost. Atkinson stated that this number was on the high side to cover any scenario that could come up with the base for the road. Nowak made a motion to approve the purchase. Seconded by Ryan. Passed Unanimously.

- F. Rental of equipment for use at Heatherbrook Park from Erb Rents in an amount not to exceed \$9,600.00 \***

Atkinson presented the rental contract for two pieces of equipment that the department does not own that would be used to spread and compact the rock for the entrance road to Heatherbrook Park. Mudrovic made a motion to approve the contract. Seconded by Bichel. Passed Unanimously.

### **G. Employee Discount Policy\***

Britton presented the updated Employee Discount Policy. Language has been added per the Boards discussion at the last meeting. The policy was expanded to include any employee who is currently working for the City. Nowak made a motion to approve the policy. Seconded by Mudrovic. Bichel, Lanning, Mudrovic, Nowak, Ryan - Yes. Smith - No. Motion passed.

### **H. Budget Amendment #2, 2014\***

Britton presented the amendment. It was required to move add funding to primarily cover the addition of the additional full time recreation position that was hired earlier this year. Also need to cover overages in overtime and trip supplies. Additional revenue has been/ will be generated through program fees, trips and day camp registration. Bichel made a motion to approve the budget amendment. Seconded by Smith. Passed Unanimously.

### **I. Transfers over \$5,000.00\***

Britton presented the transfers that were required due to a need to cover aquatic personnel overtime salaries. This money was available due to full time Concession Manager Position not being currently filled. Smith made a motion to approve the transfers. Seconded by Nowak. Passed Unanimously.

## **Meeting Minutes:**

### **A. Park Board Meeting Minutes July 16th, 2014\***

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

### **B. Executive Committee Meeting Minutes August 4<sup>th</sup>, 2014\***

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

### **C. Park Board Work Session Meeting Minutes August 6<sup>th</sup>, 2014\***

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

### **D. Closed Session Meeting Minutes August 6<sup>th</sup>, 2014\*\*\***

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

Roll Call Vote. Barro - Absent, Bichel - yes, Lanning - Yes, Mudrovic - Yes, Nowak - Yes, Ryan - Yes, Roche - Absent, Slattery - Absent, Smith - Yes.

**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 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:**

Britton informed the Board and gave them copies of the letter that was sent to Ms. Geringer as a response to her questions and concerns about noise, traffic etc. at Discovery Playground in Jaycee Park.

Also highlighted an email from a member of the public thanking Sgt. Jokerst for COPS Camp.

Britton finally presented the Board with a draft of the new Organizational Vehicle and Replacement Policy. This is a citywide effort to provide guidance and consistency in replacing vehicles. Once approved by City Council it will then be brought before the Park Board for their approval also.

**Board Member Announcements and Reminders:** None

**Council Liaison Announcements and Reminders:** None

**Park Board Liaisons Comments:**

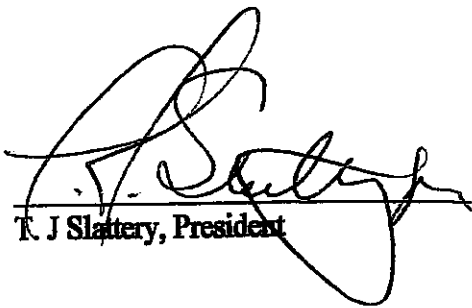
**Foundation Report:** None

**Cemetery Report:** None


**Legislative Report:** None

As there was not any other business to discuss Bichel moved for **Adjournment** at 7:41 pm. Motion was seconded by Smith. Passed unanimously.

Meeting: August 20th, 2014



T. J. Slattery, President



Sandy Bichel Secretary, Parks & Recreation Board