

**SAINT CHARLES PARK & RECREATION BOARD MINUTES
PARK BOARD MEETING HELD
December 17th, 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 - TJ Slattery, Betty Barro, Bradley Nowak, Kathy Mudrovic, Valerie Lanning, Sandy Bichel and Council Liaison Rod Herrmann were present.
Linda Roche, Tom Smith and Mike Ryan were absent.

Others - Maralee Britton – Director, Chris Atkinson – Assistant Director
Don Borgmeyer – Enterprise Superintendent, Missy Hollander – Aquatics Coordinator
Todd Kassabaum – Chief Ranger

Community Members –None

Verbal Petitions/Public Comments and Response: None

Staff Reports/Presentations: None

Items for Discussion and/or Action:

A. Change Order to contract with Lake View Hotel for a Recreation Trip adding \$908.00 to make new total contract amount \$13,986.00*

Atkinson presented the Change Order with The Lake View Hotel. The Change Order was required due to an accounting error with the first contract. Lanning made a motion to approve the Change Order. Seconded by Mudrovic. Passed Unanimously.

B. Contract with Vandalia Bus Lines to provide transportation for overnight Recreation Trip May 7-14, 2015 to Mackinaw City, MI in an amount not to exceed \$6,900.00*

Atkinson presented the Contract with Vandalia Bus Lines. Lanning made a motion to approve the contract. Seconded by Mudrovic. Passed Unanimously.

C. Contract with Vandalia Bus Lines to provide transportation for overnight Recreation Trip September 27 - October 4, 2015 to Columbus, OH, Pittsburgh, PA and Niagara Falls, NY in an amount not to exceed \$7,408.00*

Atkinson presented the Contract with Vandalia Bus Lines. Nowak made a motion to approve the contract. Seconded by Lanning. Passed Unanimously.

D. Contract with Tulip Time to provide several events, meals, and show tickets on May 7th, 8th & 9th, 2014 during the Recreation Trip to Mackinaw Island, MI in an amount not to exceed \$8,142.50*

Atkinson presented the Contract with Tulip Time. Barro made a motion to approve the contract. Seconded by Nowak. Passed Unanimously.

E. Purchase of alcoholic beverages for concessions resale in 2015 from Krey Distributing in an amount not to exceed \$28,000*

Atkinson presented the purchase request with Krey Distributing. Lanning made a motion to approve the Purchase. Seconded by Nowak. Passed Unanimously.

F. Purchase of alcoholic beverages for concessions resale in 2015 from Summit Distributing in an amount not to exceed \$6,000*

Atkinson presented the purchase request with Summit Distributing. Barro made a motion to approve the Purchase. Seconded by Mudrovic. Passed Unanimously.

G. Contract with STL Shirt Company to provide shirts for instructors and participants for 2015 in an amount not to exceed \$21,500.00*

Atkinson presented the Contract with STL Shirt Company. Lanning made a motion to approve the contract. Seconded by Nowak. Passed Unanimously.

H. Contract with Jeff Ellis & Associates to provide aquatic risk management program for 2015 in an amount not to exceed \$12,500.00*

Atkinson presented the Contract with Jeff Ellis & Associates. Barro made a motion to approve the contract. Seconded by Mudrovic. Passed Unanimously.

I. Contract with Vermont Systems Inc. for support services for VSI software modules for 2015 in an amount not to exceed \$11,661.66*

Atkinson presented the Contract with Vermont Systems. Mudrovic made a motion to approve the contract. Seconded by Barro. Passed Unanimously.

J. Contract with Buildingstars Operations, Inc. to provide janitorial services at the administration building in 2015 in an amount not to exceed \$7,000.00*

Atkinson presented the Contract with Buildingstars Operations, Inc. Nowak made a motion to approve the contract. Seconded by Mudrovic. Passed Unanimously.

K. Purchase of Ranger radios from Motorola Solutions in an amount not to exceed \$11,724.15*

Atkinson presented the purchase of radios from Motorola Solutions. Barro made a motion to approve the contract. Seconded by Nowak. Passed Unanimously.

L. Purchase of Softballs for use in 2015 play from Spalding/Dudley dba Johnny Mac in an amount not to exceed \$8,177.00*

Atkinson presented the purchase of softballs from Spalding/Dudley dba Johnny Mac. Lanning made a motion to approve the contract. Seconded by Barro. Passed Unanimously.

M. Purchase of propane from MFA Oil for 2015 mowing season in an amount not to exceed \$12,000.00*

Atkinson presented the Contract for purchasing propane for the 2015 mowing season from MFA Oil. Mudrovic made a motion to approve the contract. Seconded by Nowak. Passed Unanimously.

N. Discussion of Aquatic Facilities

Britton presented the Park Board with the seven different options (A-G) that were discussed at the Executive Committee Meeting. From that Executive Meeting the recommendation was made to present 3 options to the full board for discussion. They were:

- Option A – All outdoor facilities at Wapelhorst and Blanchette – Cost \$20M
- Option C – Small indoor at McNair, Medium Outdoor facilities at Wapelhorst and Blanchette – Cost \$25M.
- Option F – Small Indoor/medium outdoor at Blanchette and a medium outdoor at Wapelhorst – Cost \$23M.

The full Board agreed that these were good options to move forward with and potentially discuss in a Joint Work Session with the City Council in 2015.

O. Transfers over \$5000.00*

Atkinson presented the transfers over \$5000. These transfers were required to correct budget line items in several divisions. Nowak made a motion to approve the transfers. Seconded by Mudrovic. Passed Unanimously.

Meeting Minutes:

A. Finance Committee Meeting Minutes November 13, 2014*

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

B. Parks and Recreation Board Meeting Minutes November 19, 2014*

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

C. Parks and Recreation Board Executive Committee Minutes December 3, 2014*

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

Consent Agenda (Items to be received):

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

- A. Calendar
- B. Financial Statement
- C. Accounts Receivable Report
- D. Projects Report

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

Items Removed from the Consent Agenda: None

Presidents Announcements and Reminders:

President Slattery thanked staff for putting a great holiday party and thought it was great that there was such great attendance. Mentioned that he was contacted by a family member of Ed Pundmann to let him know that the family had received a letter from Parks with the family name misspelled. Staff apologized and said they would send out a new, corrected letter. Slattery also asked if staff at a future meeting could come back with some suggestions on possible parks/facilities that could be named in honor of Mr. Pundmann.

Directors Report:

- A. **Thank You's (As Available)** – Letters from Pundmann and Niggimeier Families.
- B. **General Department Update** – Britton thanked the Board for all of their support and thanked staff for their hard work during 2014.

Board Member Announcements and Reminders:

Lanning thanked the staff for the great holiday red carpet event.

Bichel asked for an update on the 110 acre project. Atkinson informed her that staff was still awaiting approval from FEMA/SEMA before development could begin. Regular monthly project updated would also be included in Park Board meeting monthly in 2015.

Mudrovic thanked the staff for their hard work during 2014.

Barro wished everyone a Merry Christmas.

Nowak thanked the Board and staff for their work in 2014. Impressed by how quickly the department gets things done.

Council Liaison Announcements and Reminders:

Herrmann thanked the staff and the Board for their service and wished everyone happy holidays.

Park Board Liaisons Comments:

Foundation Report: Mudrovic reminded the Board that the Beer & Chicken dance in Friday January 30th. The Board currently has a table reserved.

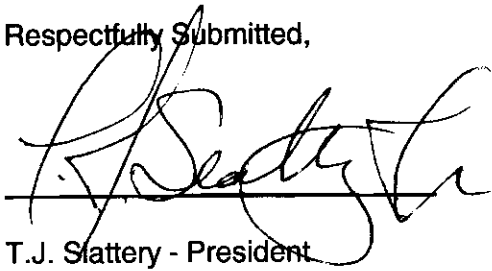
Cemetery Report: Lanning said the meeting went well and as usual Mark Hollenberg does a great job of running the cemetery.

Legislative Report: None

As there was not any other business to discuss Nowak moved for **Adjournment** at 6:51 pm. Motion was seconded by Barro. Passed unanimously.

Meeting: December 17th, 2014

Respectfully Submitted,



T.J. Slattery - President



Sandy Bichel-Secretary