

**SAINT CHARLES PARK & RECREATION BOARD MINUTES
PARK BOARD MEETING HELD
FEBRUARY 25, 2010**

The meeting was Called to Order by Vice-President Walendy at 6:00pm in the Conference Room - Park Office. Roll Call noted the following present for the meeting:

- Park Board** - Valerie Lanning, Kathy Mudrovic, Jan Myers, Mary Ann Ohms, T.J. Slattery, Tom Smith, John Walendy, present for Roll Call; with Don Morgan and City Council Liaison Laurie Feldman absent.
- Others** - Maralee M. Britton - Director Parks and Recreation, Todd Kassabaum - Chief Park Ranger, Bob Fink - Recreation Coordinator, Cathy DeDecker - Enterprise Superintendent, Don Borgmeyer - Concession Manager, Jim Phillips - Maintenance Superintendent, Matthew Seeds - Mayors Office, Wayne Schmidt and Dennis Koscielski - Burns & McDonnell Engineering.

Verbal Petitions/Public Comments and Response: None.

Staff Reports/Presentations:

Maralee introduced Don Borgmeyer who is the new concessions manager. Cathy explained how he has taken over and is doing a great job. Don stated that he is trying new and healthy foods and snacks for the concession stands.

Next, Wayne Schmidt and Dennis Koscielski presented a slide show on Phase 2 of the Boschert Greenway, Great Rivers Greenway. Phase 2 exits Fox Hill Park at Little Hills Expressway and follows in MODOT right of way Little Hills Expressway to the Mel Wetter Parkway. The trail uses the widen sidewalk along the Parkway to Olive Street. Until Phase 3 land is purchased, the trail will be a shared use road path to Blanchette Landing and the Katy Trail on Olive Street. Extensive discussions of several safety issues were addresses. After which Wayne Schmidt presented Maralee with the 2010 Engineering Excellence Competition award from the ACEC (American Council of Engineering Companies of Missouri) for Phase 1 of the Boschert Greenway from Fox Hill Park to New Town Boulevard.

Items for Discussion and/or Action:

Election of Officers:

Walendy opened the floor to nominations for the **Office of President**. Smith nominated John Walendy. Myers seconded the motion. As there were no other nominations, Smith moved that the nomination cease for the Office of President and the Walendy be elected by acclamation. The motion was seconded by Myers. Passed unanimously.

Walendy then opened the floor to nominations for the **Office of Vice-President**.

Smith nominated Mary Ann Ohms. Lanning seconded the motion. As there were no other nominations, Smith moved that the nomination cease for the Office of Vice-President and that Ohms be elected by acclimation. Lanning seconded. Passed unanimously.

A Resolution Authorizing the Expansion of the Elm Water Treatment Plant into Green Space in Kiwanis Park (attached) was brought back to the Board as a resolution for historical files. Smith moved to approve the Resolution. Seconded by Myers. Passed unanimously

Purchase of Softballs, in an amount not to exceed \$6,420.00. A Staff memo dated February 18, 2010 (**attached**) which recommended approving the bid from Liddle Sports Shop, a Worth authorized supplier. Smith moved to approve the purchase. Seconded by Lanning. Passed unanimously.

Purchase of various Staff Uniforms and Participant Apparel in an amount not to exceed \$13,728. A Staff memo dated February 18, 2010 (**attached**) recommends to approve the bid from Gaffney's Sporting Goods. Mudrovic moved to approve the contract. Seconded by Lanning. Passed unanimously.

Purchase of Trash Truck Body in an amount not to exceed \$30,205. A Staff memo dated February 18, 2010 (**attached**) recommends the Board approve the bid from Key Equipment & Supply Co. Myers moved to approve the purchase. Seconded by Smith. Passed unanimously.

Purchase of Trash Truck Cab and Chassis in an amount not to exceed \$27, 776. A Staff memo dated February 10, 2010 (**attached**) recommends the Board approve the bid from Dave Sinclair Ford for a 2011 model F-350 DRW one ton cab/chassis at \$27,672 with the addition of a center mounted fuel tank for an additional \$104, for a total of \$27,776. Myers moved to approve the purchase. Seconded by Smith. Passed unanimously.

Contract for a Replacement of a Wide Area Mower not to exceed \$79,210. A Staff memo dated February 10, 2010 (**attached**), recommends the Board approve the bid from MTI Distributing. Myers moved to approve the contract. Seconded by Mudrovic. Passed unanimously.

Purchase of a 60" Mower in an amount not to exceed \$14,967. A Staff memo dated February 10, 2010 (**attached**) recommends the Board approve the bid from Art's Lawn Mower Shop. Smith moved to approve the purchase. Second by Mudrovic. Passed unanimously.

Purchase of a Transit Van in an amount not to exceed \$20,681. A Staff memo dated February 4, 2010 (**attached**) is recommending the Board approve the bid from Pundmann Ford. This van is for the Concession Manager. Mudrovic moved to approve the purchase. Seconded by Smith. Passed unanimously.

Contract for Four Maintenance Trucks and the Pool Truck in an amount not to exceed \$92,589. A Staff memo dated February 4, 2010 (**attached**) is recommending the Board approve the bid from Dave Sinclair Ford. Smith moved to approve the contract. Seconded by Lanning. Passed unanimously.

Organizational and Capacity Review Recommendations. A Staff memo dated February 10, 2010 (**attached**) was reviewed. Staff reported the major change in the chart is the Administration Staff reporting directly to the Assistant Director of Shared Services, with the other Division Directors now reporting to the Director. With the retirement of the Assistant Director, Britton has included the new job description for the Assistant Director of Shared Services (**attached**). Also, discussed was the hiring process for the new Assistant Director of Shared Services. Search for this position will be externally. The Human Resources will be contacting all State Associations, Professional Organizations, posting it on Monster with a prerequisite on who can and cannot apply. It was suggested that the Executive Committee or a special search committee of the Board Members be formed. After extensive discussion, Britton recommended the Board adopt this transitional organizational chart, adopt the job description and approve hiring of an Assistant Director of Shared Services. Slattery moved to approve the recommendation. Motion was seconded by Myers. Passed unanimously.

2011 - 2016 Capital Improvements Plan Discussion A Staff memo dated February 9, 2010 (**attached**) was discussed. Britton wanted to bring this to the Board so they can start taking a look and thinking about it. Typically, five years is planned unless changed

need to be made. The sixth year to be determined through Staff & Board recommendations. Things may need to be shuffled in between years, but for planning purposes we would like to keep things as planned. Lines have been drawn through some items that either need to shift for whatever purposes. Example: on first page under 2013 expanding the Enterprise building we've already budgeted that this year. Second page under trails funding is matching dollars for grants through GRG for future trails. Britton is looking at the proposal to move up to Boschert Green to be sure that project gets done. Staff is working on lists of what we are going to be suggesting to you for 2016. If the Board has any thoughts or suggestions, please feel free to let Staff know. This item will be brought back to the Board for further discussion and approval.

Purchase of Playground Replacement Equipment. A Staff memo dated February 19, 2010 (**attached**) is recommending the Board approve the purchase from Little Tikes for six vinyl coated replacement playground decks due to the age and the elements of the older playground equipment at Wapelhorst. This is a sole source purchase because the original equipment is from Little Tikes. Playground companies will not sell parts for equipment unless it is theirs. Smith moved to approve the purchase. Myers seconded. Passed unanimously.

Transfers over \$5,000. A Staff memo dated February 22, 2010 (**attached**) was reviewed which recommended replacing the aging of the older playground unit at Wapelhorst. Smith moved to approve the transfer of funds. Motion seconded by Lanning. Passed unanimously.

Discussion of Logo. Britton discussed the possibility of changing the Parks Logo. Britton had a conversation with Mayor York about the logo that the Board was interested in the new City logo with more definition of Parks. Mayor York has no problem with the Board working with Kay with Made You Look, who helped design the logo as long as the base logo remains the same with slight alteration. Britton is looking into the cost and work with Kay to make it a little more distinguishable as Parks. The Board agreed to go ahead with pricing the design changes.

Meeting Minutes:

The Parks and Recreation Board Regular Meeting Minutes from January 20, 2010 Meeting and the Work Session Parks and Recreation Board Meeting Minutes from the February 3, 2010 Meeting were reviewed. Addressed first was the Regular Board Meeting Minutes from January 20, 2010. Next the Work Session Board Meeting Minutes

from the February 3, 2010 Meeting were reviewed. When completed Lanning moved that the Minutes be approved as submitted. Motion seconded by Slattery. Passed unanimously.

Consent Agenda:

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

- 7.A. Calendar Call for Meetings**
- 7.B. Finance**
 - 1) December Budget Worksheet**
- 7.C. Communications**
 - 1) Projects Report.**

Walendy asked if anyone wanted to remove any item for discussion. Mudrovic moved for a motion to approve the Consent Agenda as presented. Meetings will be held on Thursday's until August. Motion seconded by Lanning. Passed unanimously.

President's Announcements and Reminders:

Walendy passed a card from Larry Henderson thanking the Board for all their help and support through the years.

Director's Report:

Britton got a letter from "Mary" who doesn't want the playground at McNair to be taken down. She said the new playground is not toddler friendly. Registration for programs and trips are going well. RecTrac is being upgraded. Comprehensive Plan has been turned over to SWT who is the primary. There will be a presentation to the Board on May 5, 2010 at the Work Session. This will be the only item on the Agenda.

Board Member Announcements and Reminders: None.

Council Liaison Announcements and Reminders: None.

Park Board Liaisons' Comments:

Foundation Report: Mary Ann Ohms is the new Park Board Representative to the Foundation Board.

Cemetery Report: None.

Legislative Report: None.

As there was not any other business to discuss Walendy moved for the meeting to Adjourn at 7:20 pm. Seconded by Mudrovich. Passed unanimously.

Meeting: January 20, 2010

Respectfully Submitted,

John Walendy - President

Jan Myers - Secretary

Closed Session:

Mudrovic moved that the Regular Board Meeting adjourn into **Closed Session, for the purpose of Hiring, firing, disciplining or promoting of particular employees when information relating to the performance or merit of individual employees is discussed or recorded. (RSMo 610.021.3).** Seconded by Slattery.

Roll Call:

Aye: Valerie Lanning, Kathy Mudrovic, Jan Myers, Mary Ann Ohms, T.J. Slattery, and John Walendy

Nay: None

After the Park Board returned to **Regular Session,** Mudrovic moved that the meeting **Adjourn** at 7:47 pm. Seconded by Slattery. Passed unanimously.