

SAINT CHARLES PARK & RECREATION BOARD MINUTES
SPECIAL PARK BOARD MEETING HELD
February 9th, 2011

The meeting was Called to Order by President Wallendy at 6:04pm in the Meeting Room in Memorial Hall. Roll Call noted the following present for the meeting:

Park Board - John Walendy, TJ Slattery, Laura Lyon, Tom Probst, Mary Ann Ohms, Valerie Lanning present for Roll Call, Council Liaison Laurie Feldman and Alternate Council Liaison Bridget Ohmes, Tom Smith, Don Morgan, Kathy Mudrovic, and Tom Smith absent.

Others - Maralee M. Britton - Director Parks and Recreation, Chris Atkinson - Assistant Director.

Verbal Petitions/Public Comments and Response: None

Staff Reports/Presentations: None

Items for Discussion and/or Action:

A)Contract with Ford Asphalt*

See attached memo. Parking lot overlay in the amount of \$73,411.25. Lanning moved to approve the contract. Seconded by Probst. Passed unanimously.

B)2010 Project Re-Appropriations *

See attached memo and spreadsheets. Britton explained the process about cleaning up projects, moving money around to other projects and re-allocating money for financial year 2011. Book keeping procedures that are done every year around this time. Probst asked if a Budget Committee meeting could be held on a Friday before the next scheduled Board meeting. Probst moved to approve the 2010 Re-Appropriations. Seconded by Ohms. Passed unanimously.

C)Purchase Geo Grid Materials *

See attached memo. Britton and Atkinson explained the project, the need for the materials and the three estimates that were received. Samples were shown to Board members. Park Foreman Neil Trautmann's recommendation was to go with the high bidder "Eco-Terr Distributing Inc. Their product was more heavyweight (2 inch depth compared to 1" depth of other products) and had higher specifications than the other two products. The cost difference between the low bid and high bid was \$3261.95 and both the Board

and Staff felt it was worth paying the extra money for a more substantial product. Probst moved to approve the purchase of Stabiligrd with Eco-Terr Distributing in the amount of \$17,096.95. Seconded by Lanning. Passed unanimously.

D)Contract with SWT Design*

See attached memo. Atkinson explained process. SWT has 6-8 weeks to deliver final documents so that project can be bid out. Lanning moved to approve the contract for Landscape Architecture Services for Jaycee Playground in the amount of \$47,300.00. Seconded by Probst. Passed unanimously.

E)Contract with Hampton Inn*

See memo. Britton explained that this contract was for the "2011 Mystery Trip". Slattery moved to approve the contract. Seconded by Lyon. Passed unanimously.

F) Project Update and Discussions.

See attached memo and project descriptions. Britton and Atkinson explained status of ongoing projects with the department.

G. Discussion of 2012-2017 Capital Improvements Plan.

See attached memo. Britton explained plan asked if anyone had any questions. Said we would be coming back to board to further discuss in the near future. Lanning asked about aquatic facilities. The age and need to replace Blanchette and McNair. Britton explained that that issue will be tackled by staff within the time frame. Probst asked about the \$34,790,800 that is referenced under "Future Considerations" as the "Community Wide Trail System". Britton explained that it references plan adopted to build comprehensive trail system when funding becomes available. No timeline on completion.

Meeting Minutes:

The Parks and Recreation Board Special Meeting Minutes from January 26, 2011 were reviewed. Slattery asked on the follow up to the T-Shirt discussion. Britton explained that Recreation Coordinator Fink had contacted local vendor "Mr. Stitch" about why they did not submit bid for t-shirts. Said they did not think they could compete with larger companies. Atkinson explained that State mandates (Immigration/E-Verify) for the City also makes it less attractive and more cumbersome for smaller companies to bid on City projects. Lanning moved that the Minutes be approved. 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

Slattery moved for a motion to approve the Consent Agenda as presented. Motion seconded by Lanning. Passed unanimously.

Items Removed from the Consent Agenda: None

President's Announcements and Reminders: None

Director's Report:

Highlighted a Thank You letter to Mark at the cemetery from a Mayor York expressing her gratification for his assistance with a funeral.

Completed interviews for Enterprise Superintendent position.

Gave update on snow situation from the week before. Britton and Atkinson attended EOC for preparation for snow storm. Plans were put in place for shelter at Memorial Hall if needed. Generator and supplies were pre-positioned. Never needed to be utilized. Park employees assisted Public Works with snow plowing Rangers and Maintenance staff did an excellent job removing snow and maintaining safety within parks. Slattery asked about potential of closing down one side of hill at Bums Hollow for safety. Due to liability once you restrict usage decided not feasible.

Lanning asked about 100 Acre Park. Britton explained that still work in progress.

Lanning asked about status of logo redesign. Atkinson explained that he and Britton has just met with K the morning of meeting and will present three options at next Board meeting on March 2nd.

Board Member Announcements and Reminders: None

Council Liaison Announcements and Reminders: None

Park Board Liaisons' Comments:

Foundation Report:

Cemetery Report: None.

Legislative Report: None.

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

Meeting: February 9th, 2011

Respectfully Submitted,

John Walendy - President

Valerie Lanning-Secretary