

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

The meeting was Called to Order by President Slattery at 6:01pm in the Meeting Room in Memorial Hall. Roll Call noted the following present for the meeting:

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

Others - Maralee Britton - Director
Chris Atkinson - Assistant Director
Nick Donze - Maintenance Superintendent

Verbal Petitions/Public Comments and Response:

A. None

Staff Reports/Presentations:

A. None

Items for Discussion and/or Action:

A) Contract with Crossroads Roofing & Contracting, LLC for the removal and re-roofing of the building in Webster Park in an amount not to exceed \$13,500.00*

See attached memo. Atkinson explained that the actual bid for the roof replacement was \$12,500. But staff wanted to add an additional \$1,000 to the contract to cover any unknown damages to the plywood beneath the current shingles. Probst moved to approve the contract. Seconded by Lyon. Passed unanimously.

B) Purchase and delivery of T-Shirts for recreation programs in 2012 in an amount not to exceed \$12,648.00* See attached memo.

Atkinson explained that this purchase covers all recreation programs for the 2012 calendar year. Lanning moved to approve the purchase. Seconded by Mudrovic. Passed unanimously.

C) Organizational Structure* See attached memo. Both Britton and Donze explained in detail the new organizational flow chart and new positions. The Board expressed their appreciation to Donze for the work he had put into this process. Lyon asked if this plan would include layoffs Donze explained that is not the goal. The goal is

to make our day to day operations more efficient, hopefully reducing equipment needs. Construction Foreman position would also streamline all projects. Slattery requested that we still attempt to get the right balance between in house and contracted labor for projects. Lanning moved to approve the new Maintenance Division Organizational Structure. Seconded by Roche. Passed unanimously.

D) Addition of Mechanic Salary to full time salary grid*

See attached memo. Donze explained that this was required as this is new position that has not existed before on our grid. Would be at the same level as a Maintenance III position. Probst moved to approve the addition to the grid. Seconded by Walendy. Passed unanimously.

E) Purchase of Airline tickets from Southwest Airlines for recreation participant trip in an amount not to exceed \$18,490.00*

See attached memo. Atkinson explained that this purchase approval was needed at this time so that John pike our Trip Planner could reserve 43 round trip flights for our "Mystery Trip" in September. A deposit is needed to hold the seats with the balance being paid once the trip numbers are finalized. Lanning moved to approve the purchase. Seconded by Mudrovic. Passed unanimously.

F) Contract with World Wide Technology in an amount not to exceed \$9,233.10 for the purchase of replacement computers and monitors*

See attached memo. Atkinson explained that these replacements were budgeted for in the 2012 replacement fund budget. Would be 11 computers and 12 monitors. Lyon asked if these new computers would interact with our software. Britton and Atkinson said they would check with Paul Jokerst who made this purchase recommendation. Lanning moved to approve the purchase. Seconded by Roche. Passed unanimously.

Meeting Minutes:

- A. Parks & Recreation Board Meeting Minutes, December 21st, 2011.
- B. Parks & Recreation Board Work Session Minutes, January 4th, 2011

Lanning moved to approve both sets of minutes as presented. Seconded by Probst. Passed unanimously.

Consent Agenda (Items to be received):

The Consent Agenda topic was then addressed, which included the following: None

Items Removed from the Consent Agenda: None

Presidents Announcements and Reminders: None

Directors Report:

- a. **Thank You's** Britton highlighted the letter/email Mr. John Parker. He expressed his opinion about the need for new fields and also about the usage of current fields. He feels that we could better utilize our current fields. The Board asked that staff respond to Mr. Parker's email.
- b. **General Update.** Britton asked if any Board Members were interested in going to the MPRA conference February 28-March 2. If they were they should let her know. Also said staff would like to set up a Finance Meeting to discuss the budget and re-appropriations. Dates and times would be finalized.

Board Member Announcements and Reminders:

Lyon asked that staff keep track of funding spent on "turf maintenance", including before and after pictures so we can show the public how much was spent and what the outcome was.

Lanning asked that staff and the Board strive to get the right balance between building new and maintaining older parks.

Walendy expressed appreciation to Council liaison Ohmes for her support during the fee discussion and resolution involving the fees for field usage.

Council Liaison Announcements and Reminders: Ohmes mentioned that the resolution from the Council to ask the Park Board to eliminate the field usage fees failed due to it being a 5 to 5 vote.

Park Board Liaisons Comments:

Foundation Report: Beer and Chicken dance on January 27th, 2012

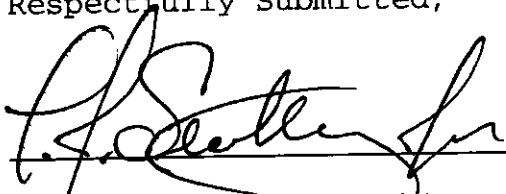
Cemetery Report: None.

Legislative Report: None.

As there was not any other business to discuss Probst moved for **Adjournment** at 7.09 pm. Motion was seconded by Lanning. Passed unanimously.

Meeting: January 18th, 2012

Respectfully Submitted,



T.J. Slattery - President

Valerie Lanning-Secretary