

6.A.

**SAINT CHARLES PARK & RECREATION BOARD MINUTES
PARK BOARD MEETING HELD
JANUARY 21, 2009**

The meeting was Called to Order by President Porterfield at 6:00pm in the American Legion Room - Memorial Hall. Roll Call noted the following present for the meeting:

Park Board - Porterfield, Walendy, Myers, Borgmeyer, Mudrovic, Lanning and City Council Liaison Feldman present for Roll Call; with Seeds, Morgan, Smith absent.
Others - Director Parks & Recreation, Asst. Director Parks & Recreation, and Recreation Coordinator.

Verbal Petitions/Public Comments and Response: None.

Staff Reports/Presentations:

Discussion of Virginia Graeme-Baker Pool and Spa Safety Act:

Staff reviewed the information that was provided in the Board Packet (**attached**) concerning this new law. Staff indicated that this item was informational at this time and was being introduced so the Board would know what was being done to address the requirements of this new federal law. It was noted that Staff had hired an aquatic engineer to evaluate the facility drains as required by the new law. Staff indicated that this safety evaluation was to look at the drains as they currently exist and to evaluate what changes will be needed for them to become compliant. Staff then reported that currently there are not any manufacturing firms that have developed and tested a new grate system as a replacement for our existing grates. Staff indicated that a report will be brought back to the Board, at a televised meeting, so everyone will know what is being done/needed for us to be compliance with the requirements of this new law.

2009/2010 Parks Passport Cards. Staff reported that the new Park Passport Cards will be available beginning in January. It was noted that the cards would be valid from January 2009 through December 2010 for various discounts at restaurants,

stores, and facilities (**listing attached**) in Saint Charles. Staff indicated that the cards are free to the City of Saint Charles Residents once proof of city residency is established.

Action Items:

Change Order #1 with Pac Van In an amount of \$870, for a total contract amount not to exceed \$41,770.00. A Staff memo dated January 13, 2009 (**attached**) was reviewed which recommended a changer order in an amount of 870.00. Staff reported that this amendment is necessary because of the length of time between the original purchase and the time of the delivery. When the information review was completed Mudrovic moved to approve the recommended change order. Motion seconded by Borgmeyer. Passed unanimously.

Change order #1 with Iron Kids Soccer Club in the amount of \$5,933.99, for a total contract amount not to exceed \$49,933.99. A Staff report and proposed contract change order (**attached**) were reviewed. This information recommended the change order which was needed because the tournament had increased revenues therefore the Iron Kids contract amount portion of the proceeds also increased. When the information review was complete and the Board Member Questions were addressed Borgmeyer moved to approve the recommended Contract Change Order. Motion seconded by Mudrovic. Passed unanimously.

Contract with Salida Comfort Inn for the Ranger Motorcycle Trip in an amount not to exceed \$12,461.20. A Staff memo dated January 14, 2009 (**attached**) was reviewed which recommended the bid/contract with the Salida Comfort Inn. When the information review was completed Myers moved to approve the recommended Bid & contract. Motion seconded by Mudrovic. Passed unanimously.

2008 Re-Appropriations to the 2009 Budget. A Staff memo dated January 15, 2009 (**attached**) was reviewed which recommended that the Re-appropriations be approved and that such be submitted to the Mayor and City Council for final consideration. When the information review was completed Myers moved to approve the recommended Bid. Motion seconded by Walendy. Passed unanimously.

Consideration of a 2.5% Salary Increase for Full-Time Parks and Recreation Employees. Staff reviewed a memo dated January

15, 2009 and a spread sheet which outlined the impact of the recommended increase (**attached**). Subsequent to completion of the review and various questions being addressed, Walendy moved to approve the proposed/recommended increase. The motion was seconded by Borgmeyer. Passed unanimously.

Contract with Schmittel's Nursery for Boschert Greenway Trees in an amount not to exceed \$5,405.00. A Staff memo dated January 15, 2009 (**attached**) was reviewed which recommended the bid/contract with the Schmittel's Nursery for trees to replace the trees that were damaged due to vandalism recently. When the information review was completed Borgmeyer moved to approve the recommended Bid & contract. Motion seconded by Meyers. Passed unanimously.

Contract with About Tours for the Recreation Trip Program to Chicago in an amount not to exceed \$ 18,726.00. A Staff memo dated January 16, 2009 (**attached**) was reviewed which recommended the bid/contract with About Tours for the recreation trip to Chicago. When the information review was completed Borgmeyer moved to approve the recommended Bid & Contract. Motion seconded by Meyers. Passed unanimously.

Contract with Lexor Hotel and Casino for the Recreation Trip Program to National Parks in an amount not to exceed \$ 13,875.60. A Staff memo dated January 16, 2009 (**attached**) was reviewed which recommended the bid/contract with Lexor Hotel and Casino for the recreation trip to National Parks. When the information review was completed Myers moved to approve the recommended Bid & Contract. Motion seconded by Walendy. Passed unanimously.

Contract with the Hampton Inn and Suites for the Recreation Trip Program to Washington D.C. in an amount not to exceed \$15,468.10. A Staff memo dated January 16, 2009 (**attached**) was reviewed which recommended the bid/contract with the Hampton Inn and Suites for the recreation program trip to Washington D.C. When the information review was completed Myers moved to approve the recommended Bid & Contract. Motion seconded by Walendy. Passed unanimously.

Contract with the Best Western Ruby's Inn for the Recreation Trip Program to National Parks in an amount not to exceed \$5,196.78. A Staff memo dated January 16, 2009

(attached) was reviewed which recommended the bid/contract with the Best Western Ruby's Inn for the recreation program trip to National Parks. When the information review was completed Myers moved to approve the recommended Bid & Contract. Motion seconded by Mudrovic. Passed unanimously.

Contract with the Goulding's Lodge for the Recreation Trip Program to National Parks in an amount not to exceed \$10,317.50. A Staff memo dated January 16, 2009 (attached) was reviewed which recommended the bid/contract with the Goulding's Lodge for the recreation program trip to National Parks. When the information review was completed Borgmeyer moved to approve the recommended Bid & Contract. Motion seconded by Myers. Passed unanimously.

Contract with the Grand Canyon Railroad for the Recreation Trip Program to National Parks in an amount not to exceed \$20,359.62. A Staff memo dated January 16, 2009 (attached) was reviewed which recommended the bid/contract with the Grand Canyon Railroad for the recreation program trip to National Parks. When the information review was completed Myers moved to approve the recommended Bid & Contract. Motion seconded by Borgmeyer. Passed unanimously.

Purchase of Apparel for Staff and Program Participants from Gaffney's in an amount not to exceed \$10,887.00. A Staff memo dated January 16, 2009 (attached) was reviewed which recommended the bid/contract with Gaffney's for the Recreation Staff and Program Participants. When the information review was completed Borgmeyer moved to approve the recommended Bid & Contract. Motion seconded by Myers. Passed unanimously.

Budget Transfers over \$5,000. A Staff memo dated January 13, 2009 (attached) was reviewed which recommended a Budget Transfer in the amount of \$12,000 from the Concessions to Salary Operations. When the information review was completed Borgmeyer moved to approve the recommended Transfer. Motion seconded by Myers. Passed unanimously.

Purchase of a 2008 Ford Crown Victoria Police Interceptor Vehicle from Pundmann Ford in an amount not to exceed \$17,626.00. A Staff memo dated January 19, 2009 (attached) was reviewed which recommended the bid/contract with Pundmann Ford. When the information review was completed Borgmeyer moved to

approve the recommended Bid & Contract. Motion seconded by Mudrovic. Passed unanimously.

Resolution #1 2009, Surplus Equipment (attached). Staff reported that this resolution is for a request for the City Council to declare an old Park Ranger Crown Victoria Police Interceptor Vehicle excess property and that it be allowed to be traded in on a replacement Ranger Patrol Vehicle from Pundmann Ford. When the information review was completed Borgmeyer moved to approve the recommended Bid & Contract. Motion seconded by Myers. Passed unanimously.

Meeting Minutes:

The **Regular Parks and Recreation Board Meeting Minutes from the December 17, 2008 and the January 7, 2009 Work Session Meeting** was reviewed. When complete Borgmeyer moved that the Regular December 17, 2008 Meeting Minutes be approved as corrected. Seconded by Mudrovic. Passed unanimously. Next, the January 7, 2009 Work Session Minutes were reviewed. Borgmeyer moved that the minutes be approved as submitted. Motion seconded by Myers. Passed unanimously.

Consent Agenda:

The Consent Agenda topic was then addressed, which included **7.A. Calendar Call for Meetings, 7.B. Finance - 1) October Budget Worksheet, 2) November Budget Worksheet, 3) December Capital Project Worksheet, 4) Transfers Under \$5,000, 7.C. Communications - 1) Capital Projects Report, and the 2) McNair Sports Court Task Team Meeting Minutes, November 24, 2008, 3) Bum's Hollow Task Team Meeting Minutes January 5, 2009.** Staff requested that the Calendar Call for Meetings be removed for discussion. With that noted Borgmeyer moved that the rest of the Consent Agenda be approved. The motion was seconded by Myers. Passed unanimously.

Items Removed from the Consent Agenda:

Regarding the **Calendar** topic, Staff indicated that this item was pulled because there is a need for the **McNair Sports Court Meeting** that was on the calendar for January 26, 2009 needs to be moved to February 2, 2009 at 5:30pm. This is being done because the proposals are due back on the 29th so this will

allow time to review the information before the task team meeting. Also, there will be a **Bum's Hollow Task Team Meeting** also on February 2, 2009 at 4:30pm. With this noted Borgmeyer moved to approve the minutes as corrected. Motion seconded by Myers. Passed unanimously.

President Report: None.

Director's Report:

Thank You's received during the month. Staff reported that a thank you was received this month. It was to the Park Rangers and the Asst. Director of Parks & Recreation from the Festival Board.

Regarding the **Departmental Update** Staff reported that the **Recreation Programs** and Facility Reservations are going full speed. It was noted that everyone is very busy keeping the projects and everything else moving forward.

Board Member Comments: None.

Council Meetings' Action w/Park Considerations & Council Liaisons' Comments:

Council Person Feldman reported that there is a Pavilion Committee being formed by the City Council. In addition, the Council Person Feldman stated that the City Council is very grateful for all of the efforts that is directed at the various City Sponsored Special Events by the Park Department is very much appreciated.

Park Board Liaisons' Comments:

Foundation Report: Beer and Chicken Dance will be held on January 30, 2009.

Cemetery Report: It was reported that there is a Board Member Vacancy.

Legislative Report: None.

Adopt-A-Park - Board Member Observations Pertinent to Facilities, Progress and Services within the Park System:

Porterfield reported that McNair & West Winds looked good.

Walendy was next reporting that Blanchette and French Town both looked fine.

Myers reported that Point DuSable Park including Blanchette Landing, Regot, and Bales Areas) looked good.

Borgmeyer noted that Boone's Lick, Circle Drive and Fountain Lakes looked good.

Mudrovic stated that she did not have anything to report concerning Oak Grove and Wapelhorst.

Lanning was last reporting that the Soccer Complex and Fox Hill look fine. She reported that there are folks using the walkways for their radio controlled cars at the Soccer Complex.

Borgmeyer moved for Adjournment at 6:40pm. Seconded by Myer. Passed unanimously.

Board Meeting: January 21, 2009

Respectfully Submitted,

Lyndel H. Porterfield - President Matthew Seeds - Secretary