

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

The meeting was Called to Order by President Slattery at 6:03pm in the Meeting Room in Memorial Hall. Roll Call noted the following present for the meeting:

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

**Others** - Maralee Britton - Director  
Chris Atkinson - Assistant Director  
Nick Donze - Maintenance Superintendent  
Todd Kassabaum - Chief Ranger  
Rosie Rosenthal - Enterprise Superintendent  
Missy Hollander - Aquatics Coordinator  
Don Borgmeyer - Concessions Coordinator  
Teresa Martchink - Recreation Coordinator  
Mike Ryan - Potential Board Member.

Verbal Petitions/Public Comments and Response: None

Staff Reports/Presentations: None

Items for Discussion and/or Action:

Contract with Inn at Ellis Square for lodging on September 21<sup>st</sup> - September 23<sup>rd</sup>, 2013 for the overnight "Savannah, Charleston, & Southern Charm" Trip in an amount not to exceed \$15,420.00\* See attached memo. Lanning moved to approve the contract. Seconded by Probst. Passed unanimously.

Contract with Indigo Inn for lodging September 24<sup>th</sup> & 25<sup>th</sup>, 2013 for overnight "Savannah, Charleston, & Southern Charm" Trip in an amount not to exceed \$12,190.20\* See attached memo. Lyon moved to approve the contract. Seconded by Probst. Passed unanimously.

Contract with Fairfield Inn & Suites - Lexington North for lodging on May 29<sup>th</sup> & 30<sup>th</sup>, 2013 for the "Kentucky: Bourbon, Horse & History: Trip in an amount not to exceed \$5,954.76\* See attached memo. Lanning moved to approve the contract. Seconded by Mudrovic. Passed unanimously.

**Inclusion Coordinator contract for FY 2012 - 2013 in an amount not to exceed \$7,383.73\*** See attached memo. Britton explained the process/payment set up for this cost share. Smith asked if the other Cities are Happy with the arrangement and services. Britton said they meet regularly to discuss and all seem happy. Probst moved to approve the contract. Seconded by Mudrovic. Passed unanimously.

**Professional Services Contract with Jacobs Engineering Group for preparation of permit applications for the 110 acre park in an amount not to exceed \$29,060.00\*** See attached memo. Atkinson explained the process. Probst asked how long this process could take. Atkinson believed the submission should take about 6-8 weeks and then after that we are at the mercy of the different agencies that have to approve the permits. The goal is still to be able to begin some kind of construction on the site the spring of 2013. Probst moved to approve the contract. Seconded by Smith. Passed unanimously.

**Change Order #1 to contract with STL Shirt Company adding \$2,500 to the original contract amount of \$12,648.00. Making the new contract amount \$15,148.00\*** See attached memo. Martchink explained that this was needed due to increased participant numbers and also due to staff requesting a better quality shirt. Lanning moved to approve the contract. Seconded by Mudrovic. Passed unanimously.

**Professional Services contract with Dras Fabrication & Design for the fabrication of the "Apple" sculpture at Discovery Playground in Jaycee Park in an amount not to exceed \$6,353.70\*** See attached memo. Atkinson explained that this company created the "Blomstre" art piece that was just placed at the new GRG Trail. The apple will be built off site but installed before the tentative opening date of September 15<sup>th</sup>. Lanning moved to approve the contract. Seconded by Roche. Passed unanimously.

**Contract for Ranger Soccer Tournament on August 9<sup>th</sup> - 13<sup>th</sup>, 2012 with Gateway Sports IKP. Gateway Sports agrees to pay the Parks 50% of Tournament Net Revenue not to exceed \$45,000\*** See attached memo. Kassabaum explained the agreement. Also went on to explain that the tournament may be cancelled due to low enrollment numbers. Feels there are many more soccer tournaments in the area than in past. Probst moved to approve the contract. Seconded by Smith. Passed unanimously.

**Transfers over \$5,000\*** See attached memo. Britton explained the need for the transfers. Funding would be transferred out of two other projects to add more funding for "Landscaping". That funding would cover the high costs of implementing the turf management plan and upgrading/repairing the irrigation systems throughout the parks. Probst

moved to approve the Transfers. Seconded by Mudrovic. Passed unanimously.

**Discussion and Consideration for approval the 2013 Budget\*** See attached memo. Britton explained some of the important points. Property Tax numbers/levy will not be known until August/September so right now revenue numbers are a best estimate. Finance has agreed to let staff change budget after levy is set if we need too. Lanning said it seems that staff has to prepare budgets twice. Probst agreed and said that staff were going to talk to Finance about the possibility of just submitting one budget once the levy/tax dollar revenue is set in September. Probst informed the Board that the Finance Committee has met and discussed the budget in depth and would recommend that the Board approve the 2013 Parks & Recreation Department Budget. Lanning moved that the Board approve the 2013 budget. Seconded by Smith. Passed unanimously. Smith commented that the new 2013 budget process/format made the process a lot simpler and easier to understand.

**Meeting Minutes:**

**A. Parks & Recreation Board Meeting Minutes, June 20th, 2012.**

Smith moved to approve the minutes. Seconded by Mudrovic. Passed unanimously.

**Consent Agenda (Items to be received):**

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

A: Calendar.

Walendy requested that item A be removed for discussion. Seconded by Roche. Passed unanimously.

**Items Removed from the Consent Agenda:**

A: Walendy asked that since there are five Wednesday's in August if the Board would like to move the August 15<sup>th</sup> meeting to August 22<sup>nd</sup>. That would allow people to attend Music on Main. Board agreed that that was a good idea.

Lanning moved to approve the consent agenda. Seconded by Probst. Passed unanimously.

**Presidents Announcements and Reminders:** None

**Directors Report:**

A: Thank You's

Britton highlighted a letter from a park user to pool staff thanking them for making their son's birthday party great. Lanning also thanked staff for the flowers and also thanked Britton and Kassabaum for helping her and her family during her recent incident in the parks.

B: Britton informed the Board about the Parks Departments attempt at helping the City by conserving water. Parks is using about 50% of the water we normally do due to reducing irrigation use.

C: Martchink informed the Board that Day Camp numbers were up and that everything has been going really well.

D: Kassabaum updated the Board that the COPS camp went really well. Had 124 kids registered which is a big increase over last year. Kassabaum thanked the other divisions of the department for their assistance and also thanked all the other agencies who gave their time and resources during the week-long camp.

E: Hollander updated the Board on the pools. The attendance numbers have been great as well as the number of birthday parties and pool rentals. Mentioned there is going to be a "City Pool Party" on August 3<sup>rd</sup> from 5:50-8:30 for all city employees and their immediate families. Board members are also welcome.

**Board Member Announcements and Reminders:**

Lanning mentioned that the Dierberg's Food Magazine was going to feature Main Street businesses and restaurants in their Christmas issues.

**Council Liaison Announcements and Reminders:** None

**Park Board Liaisons Comments:**

**Foundation Report:** Britton mentioned that the Foundation Board approved funding to replace the damaged lights and to replace the landscaping around the statue. Staff would be working on this in the fall/spring.

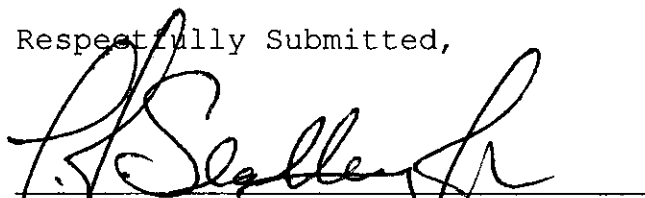
**Cemetery Report:** None.

**Legislative Report:** None.

As there was not any other business to discuss Smith moved for **Adjournment** at 7.06 pm. Motion was seconded by Lanning. Passed unanimously.

Meeting: July 18th, 2012

Respectfully Submitted,



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T.J. Slattery President



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Valerie Lanning-Secretary