

**SAINT CHARLES PARK & RECREATION BOARD MINUTES  
PARK BOARD MEETING HELD  
March 19th, 2014**

The meeting was **Called to Order** by Secretary Lanning at 6:00pm in the Meeting Room in Memorial Hall. **Roll Call** noted the following present for the meeting:

**Park Board -** Betty Barro, Tom Smith, Valerie Lanning, Linda Roche, Mike Ryan and Council Liaison Herrmann were present. Laura Lyon, Sandy Bichel, TJ Slattery and Kathy Mudrovic were absent.

**Others -** Maralee Britton – Director  
Chris Atkinson – Assistant Director  
Nick Donze – Maintenance Superintendent  
Todd Kassabaum – Chief Park Ranger  
Don Borgmeyer – Interim Enterprise Superintendent  
Michael Spurgeon - Director of Administration  
Mike Valenti – City Attorney  
Shanton Fountain – Human Resources Manager  
Matthew Seeds – IT Director

Lanning began the meeting by welcoming Mr. Spurgeon, Mr. Valenti and Ms. Fountain. Lanning then requested that the Closed Session be moved from the end of the agenda to the beginning. The closed session would be in relation to:

- A. Legal actions, causes of action, or litigation. (RSMo 610.021.1)\*\*
- C. 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)\*\*

At 6:02 Smith made a motion to move the Closed Session up to the top of the agenda. Seconded by Ryan. Passed unanimously.

At 6:03 Barro made a motion to go into closed session. Seconded by Ryan.

Roll Call vote. Lanning-Yes, Smith-Yes, Barro-Yes, Roche-Yes & Ryan-Yes.

Donze, Kassabaum, Borgmeyer and Seeds then left the room.

At 6:19 Regular meeting resumed.

**Verbal Petitions/Public Comments and Response:**

Presentation of Resolution from Greenway Network in support of the development of the 110 acre park property.

Atkinson read the resolution. The Board thanked the Greenway Network for their support.

**Staff Reports/Presentations:** Britton announced to the Board that Don Borgmeyer has been appointed as the Interim Enterprise Superintendent. The Board congratulated him.

**Items for Discussion and/or Action:**

**A. 2015-2020 Capital Improvement Plan Approval\***

Britton presented the Board with the 2015-2020 CIP. The main additions to the CIP were funding for the KATY Depot. Roofing projects throughout the Park System and the adjusted amounts in the replacement fund. Barro said she would prefer to have some form of discussion/agreement in place with the City and/or CVB before spending dollars on improvements. Britton said at this point that this funding is just being put in place for the CIP. Discussion will take place with other City Departments before any projects will begin. Ryan made a motion to approve the 2015-2020 CIP. Seconded by Smith. Passed Unanimously.

**B. Contract with MFA Oil to purchase 6000 gallons of propane for use in the new propane mowers in an amount not to exceed \$14,000\***

Atkinson presented the Contract for the purchase of 6000 gallons of propane from MFA Oil. This is the final step in the propane conversion project. Barro made a motion to approve the contract. Seconded by Roche. Passed Unanimously.

**C. Contract with Pundmann Ford to purchase one Ford F-150 truck and one Ford F-250 truck for the maintenance division in an amount not to exceed \$34,436\***

Atkinson presented the Contract for the purchase of two maintenance trucks from Pundmann Ford. They were the low bidder after including trades. Barro made a motion to approve the contract. Seconded by Ryan. Passed Unanimously.

**D. Contract with Kimley Horn and Associates Inc to complete the Citywide Aquatic Facilities Master Plan Study in an amount not to exceed \$100,000\***

Atkinson presented the Contract for Kimley Horn & Associates to conduct the aquatic facility master plan. Following the interview process which included four consultant teams, the Kimley Horn/Councilman Hunsaker partnership was chosen. Their combination of local knowledge and the nationwide experience doing similar projects made them the best choice. Roche made a motion to approve the contract. Seconded by Ryan. Passed Unanimously.

**E. Contract with Napa Valley Wine Train for evening dinner excursion on September 11<sup>th</sup>, 2014 in an amount not to exceed \$5,804.31\***

Atkinson presented the Contract for an evening dinner excursion during the San Francisco Trip in September 2014. Smith made a motion to approve the contract. Seconded by Ryan. Passed Unanimously.

**F. Contract with Fairfield Inn & Suites by Marriot for overnight lodging September 10-12, 2014 in an amount not to exceed \$9,153.27\***

Atkinson presented the Contract for a hotel stay during the September 2014 trip. Smith made a motion to approve the contract. Seconded by Roche. Passed Unanimously.

**G. Contract with Holiday Inn for overnight lodging September 23-25, 2014 in an amount not to exceed \$10,587.36\***

Atkinson presented the Contract for a hotel stay during the Cardinals Vs Cubs Trip in September. Barro made a motion to approve the contract. Seconded by Ryan. Passed Unanimously.

**H. Contract with Storer Coachways for providing transportation September 7-13, 2014 in an amount not to exceed \$7,700\***

Atkinson presented the Contract for Storer Coachways during the September 2014 trip. Ryan made a motion to approve the contract. Seconded by Roche. Passed Unanimously.

**I. Contract with Dale Woodard to provide services as a Motorcycle Training Instructor in an amount not to exceed \$6,100.00\***

Atkinson presented the Contract for one of the motorcycle training instructors during the 2014 season. Smith made a motion to approve the contract. Seconded by Ryan. Passed Unanimously.

**J. Contract with George Zorescu to provide services as a Motorcycle Training Instructor in an amount not to exceed \$10,540.00\***

Atkinson presented the Contract for one of the motorcycle training instructors during the 2014 season. Smith made a motion to approve the contract. Seconded by Ryan. Passed Unanimously.

**K. Contract with Gary Fagin to provide services as a Motorcycle Training Instructor in an amount not to exceed \$10,880.00\***

Atkinson presented the Contract for one of the motorcycle training instructors during the 2014 season. Smith made a motion to approve the contract. Seconded by Ryan. Passed Unanimously.

**L. Contract with Big Rivers Wetland Mitigation Bank, LLC to purchase 1.4 wetland mitigation credits for the 110 acre park property in an amount not to exceed \$20,000\***

Atkinson presented the Contract for the purchase of wetland mitigation credits for the 110 acre park project. This is the final step required before being issued the permit from the Corps of Engineers. This process was required due to the fact that 0.7 acres of wetlands will be "disturbed" during the construction of the park. These credits allow for the mitigation to be done off site and maintained by an outside agency. Barro made a motion to approve the contract. Seconded by Roche. Passed Unanimously.

**M. Consideration for approval of the Seasonal/Part-time Wage Grid\***

Britton presented the updated grid to the Board. The change was required so that the Enterprise Division could add the "Assistant Concession Manager" position that will assist Don Borgmeyer since he is now the Interim Enterprise Superintendent. Smith made a motion to approve the contract. Seconded by Barro. Passed Unanimously.

**N. Discussion of Parks Bank Account**

Britton said that she has reached out to the Finance Director at President Slattery's request to get more information on why the separate parks bank account was created. This is ongoing and more updated will be given at future Park Board Meetings.

**O. Transfers over \$5,000\***

Britton presented the transfers. This was needed so that funding could be put in place to hire an Assistant Concessions Manager. Smith moved to approve the transfer. Seconded by Roche. Passed unanimously.

**Meeting Minutes:**

**A. Executive Committee Closed Session Minutes January 21, 2014\***

These minutes were tabled.

**B. Parks & Recreation Board Meeting Minutes February 19, 2014 \***

Ryan moved to approve the meeting minutes as presented. Seconded by Barro. Passed unanimously

**C. Park Board Work Session Minutes March 5, 2014\***

Barro moved to approve the meeting minutes as presented. Seconded by Ryan.  
Passed unanimously

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

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

- A. Calendar
- B. Financial Statement

Motion was made by Smith to approve the Consent Agenda. Seconded by Barro. Passed unanimously.

**Items Removed from the Consent Agenda:** None

**Presidents Announcements and Reminders:** None

**Directors Report:**

Britton reminded the Park Board that registration is open for the walking club. Over 40 participants have signed up so far.

**Board Member Announcements and Reminders:** None

**Council Liaison Announcements and Reminders:**

Council Liaison Herrmann expressed his appreciation for the support that the Parks & Recreation Department have provided to the Public Works Department during the winter snow storms. He asked that his message be passed onto staff.

**Park Board Liaisons Comments:**

**Foundation Report:** Matthew Seeds was present at the meeting and he said that the contract has been signed with Big River Running for them to provide registration and race day support during the Illimirun in September.

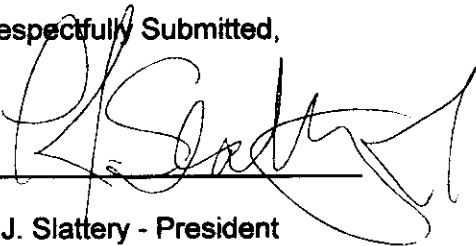
**Cemetery Report:** None

**Legislative Report:** None

As there was not any other business to discuss Smith moved for **Adjournment** at 7:14 pm. Motion was seconded by Barro. Passed unanimously.

Meeting: March 19th, 2014

Respectfully Submitted,



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T.J. Slattery - President



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Valerie Lanning-Secretary