

**SAINT CHARLES PARK & RECREATION BOARD MINUTES  
PARK BOARD MEETING HELD  
September 19, 2012**

The meeting was Called to Order by Treasurer Probst 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, Mike Ryan, Valerie Lanning, Tom Smith, Kathy Mudrovic and Linda Roche were present. TJ Slattery and Laura Lyon were absent.

**Others** - Maralee Britton - Director  
Chris Atkinson - Assistant Director  
Stephanie Heutel -Student at Lindenwood University.

Verbal Petitions/Public Comments and Response: None

Staff Reports/Presentations: None

Items for Discussion and/or Action:

**A. Transfers over \$5000\***

Britton explained the need for the transfers. Walendy asked if Nick (Maintenance Superintendent) was comfortable reducing his "Ground Maintenance" budget by \$40,000. Britton responded that he was and he has been intentionally watching that account knowing that a transfer was going to be needed in other areas of his division. Atkinson explained that the Jaycee Playground transfer was a temporary transfer necessary to pay final invoices. Would be transferred back after PO's are closed out.

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

**B. Great Rivers Greenway Grant Reimbursement Agreement in an amount of \$150,000\***

Britton explained that this was the Parks portion of the nearly \$2,000,000 trail project.

Walendy moved to approve the agreement. Seconded by Smith. Passed unanimously.

**C. 2013 Amended Department Budget\***

See attached memo. Britton explained that he estimate staff used for the preliminary budget was less that the levy actually passed by the City Council. The additional funding was spread proportionally throughout the divisions. Smith asked if any thought had been given to giving all the additional funding to Maintenance since they seem to have the greater need. Britton said that it had been discussed but the percentages of taxes that are allocated to each division are set in the City Charter. Britton also said Finance and Administration was agreeable to having the Parks Department submit one budget after the levy was set and not do one before and one after.

Mudrovic moved to approve the 2013 Amended Department Budget. Seconded by Lanning. Passed unanimously.

**D. Contract with Porter Corp/Poligon C/O Hutchinson Recreation & Design in an amount not to exceed \$26,031.00 for the installation of the concrete pad, footings and pavilion at Frontier Park\***

Atkinson explained that this was the second portion of the pavilion project in Frontier Park. Next portion would be the install of the trail addition. Ryan asked why we received bids for the shelter install from concrete contractors. Atkinson explained that due to the specialty nature of installing the pavilion there are not many local contractors who could bid. So solicited quotes from local concrete companies to see how their concrete install compared. Their quotes were higher than the pavilion installer.

Walendy moved to approve the Contract. Seconded by Ryan. Passed unanimously.

**E. Change Order with Jacobs Engineering Inc. for the 110 Acre property adding \$4,055.00 for a "Conceptual Grading Plan" to**

**the original contract amount of \$29,060.00. Making the new contract amount \$33,115.00\***

Atkinson explained that this change order was made at the suggestion Board Member Lyon. She felt the price for the service was worth it and suggested we should include it in the scope with Jacobs.

Lanning moved to approve the Change Order. Seconded by Mudrovic. Passed unanimously.

**F. October Meeting Date\***

Britton explained that staff would be out of town attending the NRPA Conference on the October 17<sup>th</sup>. Suggested either moving one of our meeting or just having one meeting for the month on October 10<sup>th</sup>.

Lanning moved to approve setting the meeting date for October 10<sup>th</sup>. Seconded by Walendy. Passed unanimously.

**Meeting Minutes:**

**A. Parks & Recreation Board Work Meeting Minutes, July 18th, 2012.**

Lanning moved to approve the minutes as presented. Seconded by Walendy. Passed unanimously.

**B. Parks & Recreation Board Meeting Minutes, August 22nd, 2012.**

Ryan mentioned that he was actually present at the meeting and he was not listed in the minutes.

Lanning moved to approve the minutes as amended. Seconded by Smith. Passed unanimously.

**C. Parks & Recreation Board Work Session Meeting Minutes, September 5th, 2012.**

Smith requested that the minutes be changed to reflect that he was late arriving at the meeting. He did not enter the room until after the three purchases were discussed and voted on.

Lanning moved to approve the minutes as amended. Seconded by Smith. Passed unanimously.

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

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

A: Calendar.

Motion was made by Lanning to accept the Consent Agenda as presented. Seconded by Roche. Passed unanimously.

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

**Presidents Announcements and Reminders:** None

**Directors Report:**

Britton mentioned that the Part in the Park event was a big success. Great weather and a good turnout. Also mentioned that staff is continuing to research the best way to repair the deteriorating trails in Fountain Lakes and at the Soccer Complex.

**Board Member Announcements and Reminders:**

Walendy asked if he could receive the invitation for the playground dedication electronically.

Smith asked if there was going to be anymore seating created at the playground. Staff explained that 6 benches, several picnic tables, 5 chess tables still needed to be installed. Also mentioned that the large playground has a seat wall that goes around the perimeter that was designed to be a seating area also.

Lanning asked for an update on Webster Park. Atkinson said that during the Executive Committee Meeting that project was discussed and that it was now going to become the focus of the construction crew. Atkinson also said he would be setting up a meeting with the Webster Park ask Team to prioritize and set goals for the completion of the park so it can be opened to the public.

**Council Liaison Announcements and Reminders:** None

**Park Board Liaisons Comments:**

**Foundation Report:** Mudrovic mentioned the upcoming Bowling Jamboree.

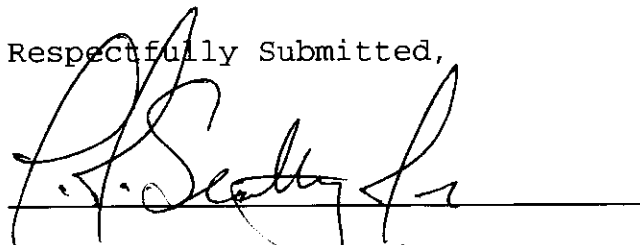
**Cemetery Report:** Lanning said Mark at the Cemetery has said that they lost a few trees during this summer's drought but staff made an extra effort to save all of the Memorial Trees.

**Legislative Report:** None.

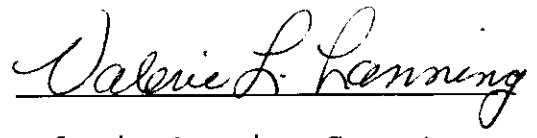
As there was not any other business to discuss Lanning moved for **Adjournment** at 7.07 pm. Motion was seconded by Roche. Passed unanimously.

Meeting: September 19th, 2012

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "P.J. Slattery", written over a horizontal line.

P.J. Slattery - President

A handwritten signature in black ink, appearing to read "Valerie Lanning", written over a horizontal line.

Valerie Lanning-Secretary