

SAINT CHARLES PARK & RECREATION BOARD MINUTES
PARK BOARD MEETING HELD
April 22, 2010

The meeting was Called to Order by President Walendy at 6:00pm in the Administration Conference Room. Roll Call noted the following present for the meeting:

Park Board - Valerie Lanning, Laura Lyon, Tom Probst, TJ Slatter, Tom Smith, John Walendy, Laurie Feldman - City Council Liaison present for Roll Call; with Don Morgan, Kathy Mudrovic, and Mary Ann Ohms absent.

Others - Maralee M. Britton - Director Parks and Recreation, Todd Kassabaum - Chief Park Ranger, Rosie Rosenthal - Aquatics Coordinator, Matthew Seeds - Mayors Office and David McAfee - Visitor.

Walendy opened the meeting with welcoming our new Park Board Member Tom Probst.

Verbal Petitions/Public Comments and Response: None.

Staff Reports/Presentations:

Rosenthal reported that the even with wet summer and the poor economy, still did okay. We were open a total of 71 days out of a possible 88 days. Learn to swim lessons are going strong. Tiny Tots Swim continues to remain popular. We are expanding Tiny Tots to four days a week at Wapelhorst and 2 days a week at Blanchette. More changes coming this summer include offering Saturday lessons at Wapelhost, adult swimming lessons on Saturday morning at Blanchette. The safety grates were installed in the fall to be compliant with the Virginia Graeme Baker Act (VGBA). The maintenance workers (Wapelhorst) has designed and installed a new kiosk for the cashiers.

Items for Discussion and/or Action:

Contract with Westport Pools in an amount not to exceed \$52,500. A Staff memo dated April 1, 2010 (attached) which recommended the Board to approve the contract from Westport Pools. We bid jointly with the cities of St. Charles, St. Peters, O'Fallon and Wentzville. This is a two year contract. Lanning moved to approve the contract. Seconded by Slattery. Passed unanimously.

Cooperative Recreation Agreement with the City of St. Peters.

At the April 13 City Council meeting, the cooperative agreement was outlined and discussed. It was noted that all the Council Members approved of the agreement. This is a two year agreement with the possibility of a 1 year extension. There is a cancellation clause in case either party decides they no longer want to participate. We will be tracking St. Peters residents for evaluation at the end of the year. Lyon moved to accept the agreement. Second by Slattery. Passed unanimously, with Smith voting no.

Contract with AmerenUE in an amount not to exceed \$15,525.60.

A Staff memo dated March 26, 2010 ([attached](#)) recommends to approve the contract from AmerenUE. This contract is for a transformer and meter for Webster Park. Smith moved to approve the contract. Seconded by Slattery. Passed unanimously.

Contract with Bax Engineering in an amount not to exceed \$29,825. A Staff memo dated March 29, 2010 ([attached](#)) recommends the Board approve the contract from Bax Engineering. The scope of services is to design and provide construction drawings for the entry road and parking lot of Heatherbrook Park. Smith asked if this went out for bid. Britton stated it did not under the Purchasing Ordinances this is a professional service under \$30,000 so a contract can be negotiated. Bax Engineering has been performing survey work at the park and are familiar with the project. Lanning moved to approve the bid from Bax Engineering. Seconded by Lyon. A roll call was called:

Aye - Valerie Lanning, Laura Lyon, and Tom Probst
No - TJ Slattery, Tom Smith, John Walendy

Since it was a tie, the contract did not pass. Staff will prepare a request for proposal and bring the reviewed proposals with a recommendation to the Board at a future meeting.

Request to Negotiate with Architect for the Administration Office Expansion. A Staff memo dated April 13, 2010 ([attached](#)). 5 firms that submitted Request For Qualifications, a committee of Staff has been formed and welcome any Board members to participate in the selection process. Once a ranking of the firms has been determined, Staff will negotiate with the highest ranked firm and then bring a contract back to the Board for approval. Lanning moved to approve the motion to negotiate. Seconded by Slattery. Passed unanimously.

Concession Labor Contract with Avalon Soccer Club in an amount

not to exceed \$6,000. A Staff memo dated April 14, 2010 (**attached**) recommends the Board approve the Labor Contract for their upcoming soccer tournament. Slattery moved to approve the contract. Seconded by Smith. Passed unanimously.

Department of Natural Resources Easement Agreement. A Staff memo dated April 14, 2010 is (**attached**). This is an easement agreement to place the restroom facility at the North end of Frontier Park on State of Missouri property. The start of construction is being planned for October after the festivals and completed by April 2011. This Easement requires approval of the City Council and Mayor York after the Board favorably considers the agreement. Slattery moved to approve the Easement Agreement. Seconded by Smith. Passed unanimously.

Transfers over \$5,000 (attached**).** Staff requests a temporary transfer of funds to purchase an additional vehicle for the Ranger Division. Lyon moved to approve the transfers. Seconded by Smith. Passed unanimously.

Purchase of a Vehicle from Don Brown Chevrolet in an amount not to exceed \$28,475. A Staff memo dated April 13, 2010 (**attached**) is recommending the Board approve the purchase of 2010 Chevrolet Tahoe PPV 4-wheel drive. Kassabaum stated there were 8 dealers contact, 5 of those cannot order new vehicles because of being government owned. Slattery moved to accept the purchase of a new Ranger vehicle. Seconded by Smith. Passed unanimously.

Resolution #3, 2010 Surplus Equipment. Natural gas service has been connected to the old concession stand at Soccer Complex. There are now 2- 1000 tanks that need to be disposed. Because of the nature of the surplus, waiting and storing tanks until the City auction is not feasible. Neil has interested buyers but first they must be declared surplus property by the Board and City Council. Smith moved to declare tanks as surplus and to dispose of them. Second by Lyon. Passed unanimously.

Purchase with Hutchinson Recreation and Design in an amount not to exceed \$14,209. At Staff memo dated April 16, 2010 (**attached**) recommends the Board approve the purchase of a shelter from Hutchinson Recreation and Design which is the low bid. This shelter will be placed at McNair Park Sports Court. Staff will install shelter. Smith moved to approve the purchase of a shelter. Seconded by Lyon. Passed unanimously.

Meeting Minutes:

The Parks and Recreation Board Regular Meeting Minutes from March 18, 2010 Meeting was reviewed. Smith moved that the Minutes be approved as submitted. Motion seconded by Lyon. Passed unanimously.

Consent Agenda:

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

- 7.A. Calendar Call for Meetings
- 7.B. Finance
 - 1) December Budget Worksheet
- 7.C. Communications
 - 1) Projects Report.

Walendy asked if anyone wanted to remove any item for discussion. Slattery moved for a motion to approve the Consent Agenda as presented. Motion seconded by Lanning. Passed unanimously.

President's Announcements and Reminders: None.

Director's Report:

Britton reported that there will be a grand opening for the new McNair Sports Court on May 22 at 11am.

Received two thank you letters thanking Carl & Mary Herr for the good time they had on the trips.

On May 8th Work Session will be a full presentation by SWT Design reviewing the Comprehensive Plan.

Continuing to work on transition plan, had a meeting with Maintenance and the functionality to work harder and better.

Board Member Announcements and Reminders: None.

Council Liaison Announcements and Reminders: None.

Park Board Liaisons' Comments:

Foundation Report: None.

Cemetery Report: None.

Legislative Report: None.

Closed Session:

Slattery moved that the Regular Board Meeting adjourn into **Closed Session, for the purpose of Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment.** (RSMo 610.021.13). Seconded by Smith.

Roll Call:

Aye: Valerie Lanning, Laura Lyon, Tom Probst, T.J. Slattery, tom Smith and John Walendy

Nay: None

After the Park Board returned to **Regular Session**, Lanning moved that the meeting **Adjourn** at 7:40pm. Seconded by Smith. Passed unanimously

Meeting: April 22, 2010

Respectfully Submitted,

John Walendy - President

- Secretary

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Roll Call:

Aye: Valerie Lanning, Laura Lyon, Tom Probst, T. J. Slattery, Tom Smith and John Walendy

Nay: None

After the Park Board returned to **Regular Session**, moved that the meeting **Adjourn** at pm. Seconded by . Passed unanimously.