

**ST. CHARLES PARK & RECREATION BOARD MINUTES**  
**WORK SESSION MEETING HELD**  
**FEBRUARY 6TH, 2013**

The meeting was **Called to Order** by President Slattery at 6:04 pm in the American Legion Meeting Room at Memorial Hall. **Roll Call** noted the following present for the meeting:

Park Board -	TJ Slattery, Mike Ryan, John Walendy, Kathy Mudrovic, Valerie Lanning, Linda Roche, and Council Liaison Alternate Laurie Feldman were present for Roll Call. Laura Lyon, Tom Probst & Tom Smith were absent.
Others -	Maralee Britton - Director Parks and Recreation, Chris Atkinson – Assistant Director Mark Hollenberg – Cemetery Supervisor

**Mark Hollander – Cemetery Report/Update.**

Cemetery Supervisor Mark Hollenberg introduced himself to the Park Board. He passed out a flyer about the cemetery and gave some history on the cemetery. That is it approximately 26 acres and is about 60-65 percent full with over 12000 people buried. Mark highlighted the fact that burials were down at the cemetery in 2012. This followed a State wide trend of burials being down over 10%. However, cremation burials had a large increase both statewide and at Oak Grove Cemetery. Mark highlighted some past projects and some future projects. He then thanked Monica and her front desk staff for being very helpful during the grave purchase, burial process.

Council Liaison Feldman asked if the Cemetery had considered doing tours of the cemetery. Mark said they had done them in the past but not recently.

The Board thanked Mark for all he does at the Cemetery.

**Purchase of rock for use during construction projects at Webster Park from LaFarge Aggregates in an amount not to exceed \$12,500.00\***

Atkinson explained that the purchase was for all the rock that would be needed at Webster Park for the base of the trails and shelter pavilion pads.

Walendy moved to approve the purchase. Seconded by Lanning. Passed unanimously.

**Purchase of t-shirts for 2013 for the recreation staff and program participants in an amount not to exceed \$16,000 from STL Shirt Company\***

Atkinson explained that this is an annual purchase. Multiple bids were received with last year's vendor being the lowest and best bid.

Mudrovic moved to approve the purchase. Seconded by Ryan. Passed unanimously.

**Purchase of 4 ADA Accessible pool lifts for use at the aquatic centers from "Pool Supply 360" in an amount not to exceed \$21,727.20\***

Atkinson explained that this purchase was required with the new ADA law that went into effect in 2013. These 4 lifts would be placed at all of our aquatic facilities. As part of this process new ADA compliant handrails will also be added to Blanchette and McNair pools. Council Liaison Feldman asked about training the employees on how to use these lifts incase the public requests help. Atkinson said that training would take place so that staff at each pool has training on how to use the new lifts.

Roche moved to approve the purchase. Seconded by Lanning. Passed unanimously.

**Update on Administration Office renovation project.**

See attached memo. Britton and Atkinson explained the process taking place right now. Steve Hollander Architect is doing the external plans that will be utilized to bid the work out to private contractors. During the design work the park construction crew will begin to work on the interior of the building. Samples of the finishes were presented to the Board.

**Update on pool projects.**

See attached memo. Atkinson gave the Board an update on the progress of all the different pool projects that are taking place in order for the pools to be opened for the 2013 pool season. \$80,000 is budgeted in the 2013 CIP for this purpose. In addition to the ADA issues and the pump refurbishment at Wapelhorst. A broken pipe is being repaired at Wapelhorst and various smaller leaks and aesthetic issues are being done.

**Discussion about 2<sup>nd</sup> Pavilion in Frontier Park.**

President Slattery informed the Board that as part of the original scope of work down at Frontier Park the City Council provided funding to build restrooms and 2 pavilions. Due to the expense of the restrooms (Caused by the design having to be flood proof) only one pavilion was able to be built using the funding provided by Council. Slattery said that Councilmen Beckering had requested that the Park Board consider placing money in the budget to install the second (south) shelter. The Park Board agreed that it was a good idea and that it would be discussed at upcoming Finance, budget and CIP meetings.

**Adopt a Park (Board Member observations pertinent to facilities, programs and services within the Park System)**

Lanning reported that Kiwanis Park and Fountain Lakes looked good.

Slattery – Vogt Brothers looked good.

Ryan – Fox Hill looks good, Mueller Complex looks good.

Roche – Wapelhorst and Schaefer looked good.

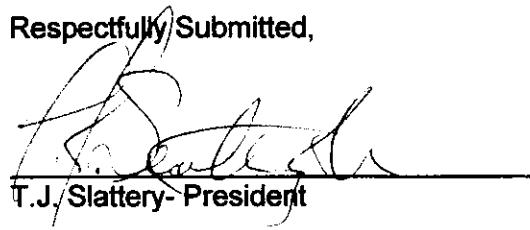
Mudrovic – Westwinds quiet, Jaycee looked good and the playground was busy and McNair looked good.

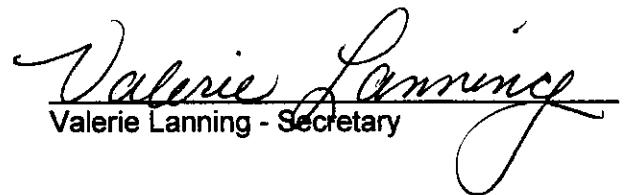
Walendy – Frontier and parks on Main Street looked good.

As there was not any other business to discuss Walendy moved for Adjournment at 6:58pm. Seconded by Mudrovic. Passed unanimously.

Park Board Work Session Meeting: February 6th, 2013

Respectfully Submitted,

  
T.J. Slattery - President

  
Valerie Lanning - Secretary