

SAINT CHARLES PARK & RECREATION BOARD MINUTES
PARK BOARD MEETING HELD
January 21st, 2015

The meeting was **Called to Order** by President Slattery at 6:01pm in the Meeting Room in Memorial Hall. **Roll Call** noted the following present for the meeting:

Park Board - TJ Slattery, Betty Barro, Linda Roche, Bradley Nowak, Kathy Mudrovic, Mike Ryan, Valerie Lanning and Sandy Bichel were present. Tom Smith and both Council Liaisons were absent.

Others - Maralee Britton – Director, Chris Atkinson – Assistant Director
Nick Donze – Maint, Superintendent Don Borgmeyer – Enterprise Superintendent
Missy Hollander – Aquatics Coordinator, Todd Kassabaum – Chief Ranger.

Community Members –None

Verbal Petitions/Public Comments and Response: None

Staff Reports/Presentations:

A. 2014 Aquatics Report, Missy Hollander, Aquatics Coordinator

Aquatics Coordinator Hollander presented the 2014 Aquatics Report to the Board. She discussed the revenues and the expenses. She also mentioned new programs that were tried in 2014 and new ones that would be available in 2015. The weather as in 2013 was a big factor in attendance. With the temperature reaching 90 degrees or higher only 16 out of 86 days and never reaching 100 degrees. Hollander is working on ways to better control staffing costs in 2015 at the same time balancing that with offering more opportunities to swim to the public. The Board thanked Hollander for her presentation.

Items for Discussion and/or Action:

A. Budget Amendment #1, 2015*

Britton presented Budget Amendment #1. This amendment allows re-appropriations of 2014 funding to 2015 and also allocated an additional \$30,000 to the McNair Ball Diamond Project due to bids coming in higher than expected. Lanning made a motion to approve Budget Amendment #1. Seconded by Mudrovic. Passed Unanimously.

B. Transfers Over \$5,000*

Britton presented Transfers over \$5000. This transfer temporarily moves \$25,500 from an existing 2015 CIP Project to the McNair Ball Diamond Project until re-appropriations take place. Nowak made a motion to approve the transfer. Seconded by Ryan. Passed Unanimously.

C. Discussion and Consideration of the Park Operations and Construction Division Employee Manual*

Britton and Donze presented the Park Operations and Construction Division Manual. .. This format utilizes current manuals that other Divisions have adopted so that we are consistent across the Board. Bichel asked if staff could include a policy on "watering". Staff said that they would look into it and bring it back before the Board. Barro made a motion to approve the manual. Seconded by Bichel. Passed Unanimously.

D. Resolution #1, 2015, Request to declare equipment surplus for trade in*

Britton presented Resolution #1. This resolution would declare equipment surplus and make it available for trade in. City Council still needs to approve also. Bichel made a motion to approve the resolution. Seconded by Mudrovic. Passed Unanimously.

E. Resolution #2. 2015, Request to declare equipment surplus for sale on Govdeals*

Britton presented Resolution #. This resolution would declare equipment surplus and make it available for disposal on Gov Deals. City Council still needs to approve also. Nowak made a motion to approve the resolution. Seconded by Ryan. Passed Unanimously.

F. Discussion and Consideration of Adding a Mid-Season Aquatic Pass*

Britton and Hollander requested Park Board consideration of creating a new mid-season aquatic pass. The pass idea was created after several questions from pool users during the summer. Nowak made a motion to approve the mid season aquatic pass. Seconded by Mudrovic. Passed Unanimously.

G. Purchase of computers and monitors from World Wide Technology in an amount not to exceed \$7,800.00*

Lanning made a motion to approve the purchase. Seconded by Barro. Passed Unanimously.

H. Purchase of a John Deere Backhoe Loader from Erb Equipment with trade ins in an amount not to exceed \$67,038.00*

Barro made a motion to approve the purchase. Seconded by Bichel. Passed Unanimously.

I. Purchase of one John Deere ZUV 855D gator from Erb Equipment in an amount not to exceed \$13,083.33*

Nowak made a motion to approve the purchase. Seconded by Ryan. Passed Unanimously.

J. Purchase of a Coats tire changer from CARQUEST auto parts in an amount not to exceed \$7,825.00*

Lanning made a motion to approve the purchase. Seconded by Nowak. Passed Unanimously.

K. Purchase of rock to be used at Webster & Heatherbrook Park from Lafarge Aggregates in an amount not to exceed \$28,000.00*

Bichel made a motion to approve the purchase. Seconded by Mudrovic. Passed Unanimously.

L. Contract with Drury Inn & Suites Columbus Convention Center to provide overnight lodging September 27 & 28, 2015 in an amount not to exceed \$6,399.06*

Atkinson presented the Contract for the overnight lodging. Lanning made a motion to approve the contract. Seconded by Mudrovic. Passed Unanimously.

M. Contract with Turfmark Service to complete McNair Park Infield Renovation Project in an amount not to exceed \$135,500.00*

Atkinson presented the Contract for the McNair Park Infield Renovation Project. They were not low bidder of the submitted bids but the lowest bid was disqualified due to not meeting the bid requirements. Barro made a motion to approve the contract. Seconded by Bichel. Passed Unanimously.

N. Purchase of 1 2015 Ford Explorer Police Package vehicle from Pundmann Ford with trade in an amount not to exceed \$19,629.00 *

Barro made a motion to approve the purchase. Seconded by Mudrovic. Passed Unanimously.

O. Purchase of catering orders, food supplies and grocery items for various programs and events for resale from Midtowne Market in an amount not to exceed \$9,000.00*

Nowak made a motion to approve the purchase. Seconded by Bichel. Passed Unanimously.

P. Purchase of a Toshiba e-Studio 6570C Digital MFP Copier from Document & Networking Technologies, Inc in an amount not to exceed \$11,873.00*

Barro made a motion to approve the purchase. Seconded by Bichel. Passed Unanimously.

Q. Purchase of replacement tires needed on department vehicles in 2015 from Cross Midwest Tire in an amount not to exceed \$9,000.00*

Nowak made a motion to approve the purchase. Seconded by Roche. Passed Unanimously.

R. Purchase of auto parts to be used on department vehicles in 2015 from CARQUEST in an amount not to exceed \$12,800.00*

Lanning made a motion to approve the purchase. Seconded by Bichel. Passed Unanimously.

S. Purchase of trees, shrubs and bushes to be used by the horticulturists in 2015 from Waldbart & Sons Nursery in an amount not to exceed \$8,500.00*

Lanning made a motion to approve the purchase. Seconded by Mudrovic. Passed Unanimously.

T. Purchase of irrigation supplies in 2015 from MPR Supply in an amount not to exceed \$9,350.00*

Nowak made a motion to approve the purchase. Seconded by Bichel. Passed Unanimously.

U. Contract with Gamma Tree experts for tree trimming and removal in 2015 in an amount not to exceed \$14,000.00*

Atkinson presented the Contract for tree pruning and tree removal in 2015. Nowak made a motion to approve the contract. Seconded by Lanning. Passed Unanimously.

Meeting Minutes:

A. Parks and Recreation Board Meeting Minutes December 17th, 2014*

Bichel moved to approve the meeting minutes as presented. Seconded by Mudrovic. Passed unanimously.

B. Parks and Recreation Board Work Session Meeting Minutes January 7th, 2015*

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

Consent Agenda (Items to be received):

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

- A. Calendar
- B. Financial Statement
- C. Accounts Receivable Report

Motion was made by Mudrovic to approve the Consent Agenda. Seconded by Bichel. Passed unanimously.

Items Removed from the Consent Agenda: None

Presidents Announcements and Reminders:

President Slattery reminded the Board about the Foundation's Beer and Chicken Dance coming up on January 30th, 2015. He said there were still 3 tables left open if anyone was interested. Also wanted to set the date and time for the next Executive Committee Meeting to conduct the Director's Annual Review. February 2nd, 2015 at 11:00am was the chosen date and time.

Directors Report:

- A. **Thank You's (As Available)** – None

- B. **Aquatics Comprehensive Plan Update**

Britton updated the Park Board on the Council Retreat that took place in January. Council person Feldman and Britton presented an update to the City Council on the process. A Joint Council/Park Board Work Session was also set for March 10th at 6:00pm in Council Chambers.

- C. **General Department Update**

Britton informed the Board that the Boys & Girls Club site could be dedicated to the Park Board at an upcoming Council meeting. This would allow the Department to begin demolition process. Pending the date of dedication that goal is to have the building demolished before the 2015 pool season begins at Blanchette Pool.

Also updated the Park Board that all open full time positions have now been filled. The new staff will be introduced to the Board at upcoming meetings.

Board Member Announcements and Reminders:

Lanning – Let the Board know that the newly repaired Fountain Lakes trail was great. Also asked for an update on naming something in the Parks after Mr. Pundmann who recently passed away. Staff is still working on a list of possible options and will present them to the Board at an upcoming Work Session.

Bichel – None

Mudrovic – None

Roche – None

Barro – None

Nowak – None

Ryan – Asked staff about recalibrating the wooden light poles at Blanchette. The arms have moved over the years. Donze said he would get an estimate on the cost to do that,

Council Liaison Announcements and Reminders: None

Park Board Liaisons Comments:

Foundation Report: None

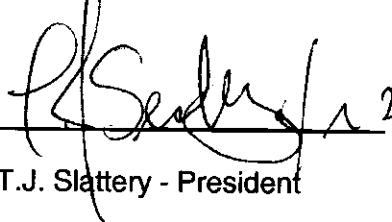
Cemetery Report: None

Legislative Report: None

As there was not any other business to discuss Bichel moved for **Adjournment** at 7:02 pm. Motion was seconded by Nowak. Passed unanimously.

Meeting: January 21st, 2015

Respectfully Submitted,


T.J. Slattery - President


Sandy Bichel - Secretary