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**SAINT CHARLES PARK & RECREATION BOARD MINUTES
SPECIAL PARKS & RECREATION BOARD MEETING HELD
May 1, 2013**

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

Park Board - Valerie Lanning, Kathy Mudrovic, Tom Probst, Linda Roche, T.J. Slattery, John Walendy, Mike Ryan and Council Liaison Bridget Ohmes were present. Laura Lyon and Tom Smith were absent.

Others - Maralee Britton – Director
Guest: Robert Mocca, 106 Wildwood Court, St Charles, MO 63303

Verbal Petitions/Public Comments and Response: Robert Mocca spoke regarding Heatherbrook Park. Mr. Mocca had questions about the development of the park; What are the property boundaries; where will the walking path be located; what will happen to the overgrown trees that over hang onto private property. Britton will schedule a meeting with Mr. Mocca and staff to review the construction documents for neighborhood awareness.

Staff Reports/Presentations: None

Items for Discussion and/or Action:

A. Contract for the purchase and installation of doors at the administration building with H&G Schultz Door in an amount not to exceed \$11,000*

Britton explained the contract will purchase and install the front entrance doors with accessible push buttons and 4 other internal doors for the Administration renovation project.

Probst moved to approve the contract. Seconded by Mudrovic. Passed unanimously.

B. Transfers over \$5000*

The transfer of \$74,000 is within the Administration Building Project moving the funding to Furniture instead of Improvements for proper accounting purposes.

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

C. Change Order #1 to the contract with Modern Business Interiors for the purchase of additional office furniture for the Park Renovation project adding \$83,407.60 to the original contract and making the new contract amount \$130,000*

As outlined within the attached memo, the change order adds to the original contract for the remaining office furniture to be purchased and installed. The total contract accounts for 24 office spaces, 2 conference rooms, Ranger privacy space and the workroom.

Probst moved to approve the contract. Seconded by Lanning. Passed unanimously.

D. Contract with First Student to provide bus transportation during the Summer Day Camp Program in an amount not to exceed \$11,000*

The annual contract for transportation services during day camp was discussed. First Student has been the provider for the past few years without issue.

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

E. Contract with BAX Engineering to provide engineering and surveying services for the Wapelhorst Park Fields and Concession/Spectator areas in an amount not to exceed \$10,000*

Britton explained the contract will survey the spectator area of the complex will be a necessary measure for the expansion of the concession stand and to eventually pave the area instead of the rock surface.

Lanning made a motion to approve the contract. Probst seconded the motion which then passed unanimously.

F. Resolution #2, 2013; Request to declare equipment surplus*

The presented resolution allows the 4 items to be surplus for trade in value. Purchase of new equipment will be presented at the May 15 meeting for consideration.

Lanning made a motion to approve Resolution #2, 2013; Seconded by Mudrovic. Passed unanimously.

G. Resolution #3, 2013; Request to Declare Furniture Surplus*

As outlined in the attached memo, office furniture to be surplus and sold by auction.

Probst made a motion to approve Resolution #3, 2013; Seconded by Mudrovic. Passed unanimously.

H. Resolution #4, 2013; Request to Authorize the Disposal and Destruction of Financial Documents*

As prescribed by Sunshine Law, the noted documents on the attached memo will be destroyed.

Lanning made a motion to approve Resolution #3, 2013; Seconded by Roche. Passed unanimously.

I. Aquatic Facilities Inclement Weather, Low Attendance Closing and Health and Safety Policy Revision*

Britton noted the Staff requested change to the aquatic policy to allow patron owned rings into the facilities that are no larger than 25" in diameter.

Probst made a motion to approve the policy change; Mudrovic seconded the motion which then passed unanimously.

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

Lanning- At Fountain Lakes on the north side, the recent rains has caused another slide off the pond bank. Staff has marked off the area until it can be repaired. Kiwanis Park is fine.

Probst- Boone's Lick and Circle Drive Parks are fine as is Oak Grove Cemetery. Walendy- Berthold Square, Kister, and Frontier Parks all look good.

Mudrovic- McNair and Westwinds Parks are fine. McNair Park is very busy.

Roche- Schaefer and Wapelhorst Parks are also very busy. Jaycee was busy and parking is at a premium.

Ryan- Boschert Greenway, Fox Hill Parks and Soccer Complex are fine.

Slattery- Vogt Park is busy.

Meeting Minutes: None

Consent Agenda (Items to be received): None

Items Removed from the Consent Agenda: None

Presidents Announcements and Reminders:

Slattery reminder the Board Member of the Open House hosted by Great Rivers Greenway at the Heritage Museum at Heritage Park on South HWY 94. The open house, on Thursday, May 2 from 4pm to 7pm, is an opportunity for the public to comment on the extension of the Centennial Greenway from Heritage Park across HWY 94 and HWY 364 connecting Wapelhorst and Schaefer Parks in Phase II.

Directors Report:

Britton informed the Board that Staff is in full swing to prepare for summer. The rain has delayed the leagues from playing, but so far has been able to extend the programs and alter schedules.

Board Member Announcements and Reminders: None

Council Liaison Announcements and Reminders: None

Park Board Liaisons Comments:

Foundation Report: None

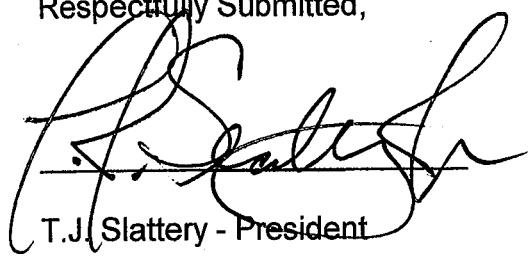
Cemetery Report: None

Legislative Report: None

As there was not any other business to discuss Probst moved for **Adjournment** at 6:55 pm. Motion was seconded by Mudrovic. Passed unanimously.

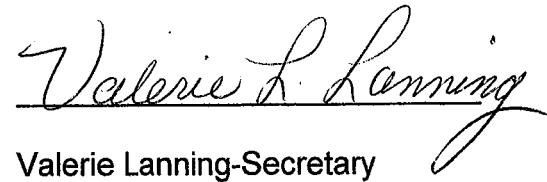
Meeting: February 20th, 2013

Respectfully Submitted,



A handwritten signature in black ink, appearing to read "T.J. Slattery".

T.J. Slattery - President



A handwritten signature in black ink, appearing to read "Valerie Lanning".

Valerie Lanning - Secretary

