

**SAINT CHARLES PARK & RECREATION BOARD MINUTES
PARK BOARD MEETING HELD
May 21, 2014**

The meeting was **Called to Order** by President Slattery at 6:00pm in the Meeting Room in Memorial Hall. **Roll Call** noted the following present for the meeting:

Park Board - Betty Barro, Valerie Lanning, Linda Roche, Tom Smith, Sandy Bichel, TJ Slattery, Bradley Nowak and Council Liaison Herrmann were present. Kathy Mudrovic was absent

Others - Maralee Britton – Director
Chris Atkinson – Assistant Director
Don Borgmeyer – Interim Enterprise Superintendent
Teresa Martchink – Recreation Coordinator
Adi Powell – Recreation Supervisor
Matthew Seeds – IT Director.

Verbal Petitions/Public Comments and Response:

President Slattery introduced the newest Park Board Member Bradley Nowak. He introduced himself and all of the other Board members and staff present introduced themselves to him.

Staff Reports/Presentations:

A. Illumination Update.

Britton updated the Board on the progress being made for the event. All of the logistical elements have now been finalized. Including golf carts, tents, tables, chairs, porta lets and ATM's. The light purchase and the glow merchandise purchase will come before the Board at an upcoming meeting following a final test in Frontier Park. Britton thanked the Board Members who have been serving on the task team for all of their help. Lanning thanked the staff for their dedication and creativity when planning this event.

Matthew Seeds updated the Board on the progress of the Illumirun 5k that the Foundation is hosting during the event. Registration is active on the Big River Running Website. There is also a link on the Foundation page. T-shirt design has been finalized and glow merchandise for the runners and the course will be ordered soon.

Items for Discussion and/or Action:

A. Recommendation of a Contract for the purchase and install of fencing at Oak Grove Cemetery with Fence & Deck Depot in an amount not to exceed \$9,239.98 *

Atkinson presented the Contract for the purchase and install of new fencing at Oak Grove Cemetery. This project was required following a wind storm that damaged the fence beyond repair earlier in the year. Lanning made a motion to approve the contract. Seconded by Roche. Passed Unanimously.

B. Change Order #1 with Bax Engineering Co. in the amount of \$4,183.50 to provide final construction documents and construction staking and surveying for Phase 1 of Heatherbrook Park development. New contract amount would be \$11,035.50*

Atkinson presented the Change Order. The Change was necessary so that Bax could finalize the construction documents so that staff can go out to bid on Phase 1 of Heatherbrook Development this summer. Smith made a motion to approve the Change Order. Seconded by Bichel. Passed Unanimously.

C. Contract with Playpower LT Farmington Inc. for the purchase and installation of a playground and tile surfacing at Heatherbrook Park in an amount not to exceed \$78,000.00*

Atkinson presented the Contract for the purchase and install of a new playground at Heatherbrook Park. Lanning made a motion to approve the contract. Seconded by Barro. Passed Unanimously.

D. Purchase of alcoholic beverages and supplies from Summit Distributing in an amount not to exceed \$26,750.00*

Atkinson presented the purchase of alcoholic beverages from Summit Distributing. This purchase would cover the remaining Food Truck events and all alcoholic beverages during the Illumination Event. Roche made a motion to approve the purchase. Seconded by Bichel. Passed Unanimously.

E. Contract with the Radisson Hotel Fisherman's Wharf for overnight lodging September 7th & 8th, 2014 in an amount not to exceed \$15,387.44*

Atkinson presented the Contract for the Radisson to provide overnight lodging for a recreation trip on September 7th & 8th, 2014. Lanning made a motion to approve the contract. Seconded by Barro. Passed Unanimously.

F. Contract with Hampton Inn – Holland for overnight lodging May 7,8 & 9, 2015 in an amount not to exceed \$14,885.10*

Atkinson presented the Contract for the Hampton Inn to provide overnight lodging for a recreation trip May 7th, 8th & 9th, 2015. Atkinson pointed out that these were 2015 trips and that funds would not be encumbered until the 2015 budget year. But to reserve the room's staff needed to complete form from the hotel now. Barro pointed out a typo on the memo. Atkinson said he would make the change. Lanning made a motion to approve the contract. Seconded by Bichel. Passed Unanimously.

G. Contract with Lake View Hotel for overnight lodging May 10 & 11, 2015 in an amount not to exceed \$13,078.00*

Atkinson presented the Contract for the Lake View Hotel to provide overnight lodging for a recreation trip on May 10th & 11th, 2015. Atkinson pointed out that these were 2015 trips and that funds would not be encumbered until the 2015 budget year. But to reserve the room's staff needed to complete form from the hotel now. Roche made a motion to approve the contract. Seconded by Bichel. Passed Unanimously.

H. Compensation Policy Revision*

Britton presented the updated Compensation Policy. This update was required due the changes in the Cities VRIP (Voluntary Retirement Program). Bichel made a motion to approve the revision. Seconded by Roche. Passed Unanimously

I. 110 Acre Recreational Site Discussion

Atkinson informed the Park Board that the Corps permits and the Department of Natural Resources permits have been received. Staff is currently working with the City and FEMA to get their approvals for the development of the 100 acre park. Atkinson presented a draft concept of what the 10 acre bike park could look like. The bike planning group has been meeting to create a conceptual drawing. Quotes have also been received for dirt, tree removal and other elements that would be required at the bike park.

J. Election of Vice President*

Due to the need to have an Executive Committee Meeting the Board needed to appoint a Vice President. Full elections will be held at an upcoming Board meeting. President Slattery nominated Sandy Bichell to become Vice President of the Park Board. Seconded by Nowak. Passed unanimously.

Meeting Minutes:

A. Parks and Recreation Board Regular Meeting Minutes April 16th, 2014*

Barro moved to approve the meeting minutes from April 16th, 2014 as presented.
Seconded by Lanning. Passed unanimously

B. Executive Committee Meeting Minutes April 7th, 2014*

Bichel 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

Motion was made by Smith to approve the Consent Agenda. Seconded by Roche. Passed unanimously.

Items Removed from the Consent Agenda: None

Presidents Announcements and Reminders:

Slattery reminded the Board that the work session on June 4th will be held at Webster Park.

Directors Report:

Britton highlighted two thank you notes from agencies that use our baseball and soccer fields. They both stated that the fields look the best they had ever looked.

Britton introduces Adi Powell, the new Recreation Supervisor. Adi introduced herself and Board welcomed her to the Department.

Britton asked if any Board members would like to serve on the Aquatic Comprehensive Plan Task Team. The consultant will be making their first visit in town in mid June and will be conducting meetings. Barro and Smith requested to be on the committee along with President Slattery.

Board Member Announcements and Reminders: None

Council Liaison Announcements and Reminders: None

Park Board Liaisons Comments:

Foundation Report: None

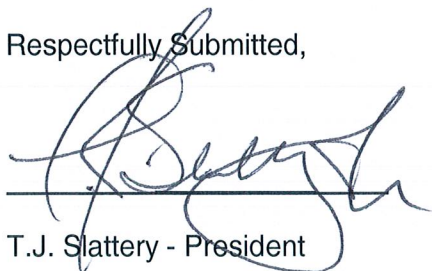
Cemetery Report: None

Legislative Report: None


As there was not any other business to discuss Roche moved for **Adjournment** at 7:25 pm. Motion was seconded by Bichel. Passed unanimously.

Meeting: May 21st, 2014

Respectfully Submitted,



T.J. Slattery - President



Sandy Bichel
Secretary