

**SAINT CHARLES PARK & RECREATION BOARD MINUTES
PARK BOARD MEETING HELD
June 21st, 2017**

The meeting was **Called to Order** by President Bichel at 6:03pm in the Meeting Room in Memorial Hall. **Roll Call** noted the following present for the meeting:

Park Board - Sandy Bichel, David Fichtenmayer, Drew Garvey, Valerie Lanning, Bradley Nowak, and Council Liaison Mary Ann Ohms were present and CJ Evans, Kathy Mudrovic, Mike Ryan and Tom Smith were absent.

Others - Maralee Britton - Director
Chris Atkinson – Assistant Director
Nick Donze - Maintenance Superintendent
Don Borgmeyer - Enterprise Superintendent

Community Members - None

Verbal Petitions/Public Comments and Response: None

Staff Reports/Presentations: None

Items for Discussion and/or Action:

A. Prop P Projects Update

Britton presented the Board with actual and estimated pricing for all of the Prop P projects. Some transfers may be brought back before the Board so that the correct amount of funding would be in place for the specific playground projects.

A discussion also took place in regards to the Wapelhorst Entrance Road. Potentially \$300,000 may be needed outside of the City/County Road funding for the "interior park road" portion of the project.

Fichtenmayer made a motion to make a request to the City Administration/City Council to borrow the \$300,000 from the City and then repay it with excess Prop P funds when they come in; seconded by Lanning which passed.

B. Transfers over \$10,000*

Britton presented the information on the transfers. These transfers were needed to make sure sufficient funding is in each of the athletic field lighting projects. Lanning made a motion to recommend the transfers; seconded by Nowak which passed.

- C. **Authorizing a Contract with Contegra Construction Company, LLC for the Wapelhorst and Blanchette Family Aquatic Centers Project in the Amount of \$15,495,778 and Authorizing a Change Order Contingency in the Amount of \$775,000 for a Total Not to Exceed Amount of \$16,270,778**

Britton presented the information. The bids were opened June 6th, 2017.
Staff/consultant recommended accepting the base bid along with the 3 alternates.

Nowak made a motion to approve the Contract; seconded by Lanning which passed.

- D. **Inclusion Coordinator Contract for Fiscal year July 1, 2017 to June 31, 2018 in an amount not to exceed \$10,054.57.***

Britton presented the information. Garvey made a motion to approve the Contract; seconded by Lanning which passed.

- E. **Purchase order with Hackmann Lumber for the purchase of building materials needed for the building of the new McNair Maintenance Facility in an amount not to exceed \$26,000***

Atkinson presented the information. Fichtenmayer made a motion to approve the purchase; seconded by Nowak which passed.

Meeting Minutes:

- A. Parks & Recreation Board Work Session Meeting Minutes May 3rd, 2017*
B. Parks & Recreation Board Meeting Minutes May 17th, 2017*

Lanning made a motion to approve the Board Meeting minutes from May 3rd, 2017 and May 17th, 2017; seconded by Nowak which passed.

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
D. Project Report
E. Financial Transactions from \$7,500 to \$10,000

Lanning requested that Item A. Calendar be pulled for discussion.

Nowak made a motion approve the remainder of the consent agenda; seconded by Lanning which passed.

Items Removed from the Consent Agenda:

A. Calendar.

Lanning asked if the start time for the walk in Webster/Heatherbrook Park should be 6:00pm instead of 6:00am as it reads on the calendar. Staff said 6:00pm was correct and apologized for the error.

Lanning made a motion approve Item A. of the consent agenda; seconded by Garvey which passed.

Presidents Announcements and Reminders:

Bichel said that she was excited that staff and some of the Board members would be heading to the NRPA Conference in New Orleans in September.

Directors Report:

- A. Thank You's (As Available)
- B. General Department Update
- C. July 5, 2017 Work Session
- D. July is Parks & Recreation Month.

Britton informed the Board that the pools and day camps are up and running. Pointed out that the new doors had been installed at Memorial Hall. Also asked if on July 11th if they are available to attend the City Council meeting. At that meeting the Mayor would read a proclamation declaring July Parks & Recreation month recognizing a parks lifeguard for an award he won and doing the first reading on several Prop P Parks projects.

The department would also be doing several promotions and activities recognizing July as Parks & Recreation month.

Asked if the Board would like to still meet or cancel the July 5th Work Session. Consensus was to cancel.

Board Member Announcements and Reminders:

All of the members said they enjoyed the tour of the parks that was done in June.

Council Liaison Announcements and Reminders:

Mary Ann Ohms informed the Board the barge and spud poles should hopefully be removed by Riverfest.

Park Board Liaisons Comments:

Lanning asked if we could re look at the naming rights project we conducted for the playground in Jaycee Park. Could potentially have a name for the 116 acre park in it.

Foundation Report: None

Cemetery Report: None

Legislative Report: None.

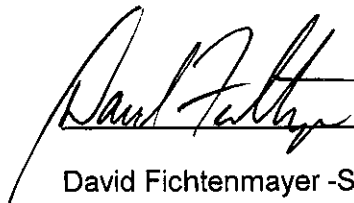
As there was not any other business to discuss Fichtenmayer moved for **Adjournment** at 7:11pm. Seconded by Garvey which passed.

Meeting: June 21st, 2017

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Sandy Bichel", written over a horizontal line.

Sandy Bichel - President

A handwritten signature in cursive script, appearing to read "David Fichtenmayer", written over a horizontal line.

David Fichtenmayer -Secretary

