

ST. CHARLES PARK & RECREATION BOARD MINUTES
WORK SESSION MEETING HELD

March 7th, 2018

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

Park Board - Sandy Bichel, Patrick Caskey, CJ Evans, David Fichtenmayer, Kathy Mudrovic, Bradley Nowak, Mike Ryan, Tom Smith were present. Valerie Lanning was absent.

Others - Maralee Britton – Director, Chris Atkinson -Assistant Director
Peter VanLinn - Maintenance Superintendant,
Mark Hollenberg - Cemetery Supervisor, Chris Bunch - Parks Foreman

3. 2017 Maintenance Division Report

Parks Superintendent Peter VanLinn with assistance from Parks Foreman Chris Bunch presented the information. They highlighted all of the assets and equipment that the Division takes care of throughout the Parks System. Also highlighted construction projects completed in 2017. The main one being the deck at the Gould Building. Previewed projects to be completed in 2018. Includes the deck at Memorial Hall and the entrance of the Wapelhorst Aquatic Facility along with the renovation of the existing concession stand at the same building. Finally highlighted the Tree Inventory that was recently completed. Previewed to the Board how the software works and how it can be utilized by staff and possibly the public in the future. The Board thanked VanLinn and his staff for all they do for the Department.

4. 2017 Cemetery Division Report

Cemetery Supervisor Mark Hollenberg presented the information. The data on grave sales and burials is similar to that in 2016. Hollenberg highlighted some of the monument rehab that was completed in 2017 and ones that will take place in 2018. Highlighted the Parks walk and the guided tours that all took place in the cemetery in 2017. Britton predicted that the City Council would again look to increase the cost of graves sales in 2019 with the goal of the cemetery one day becoming self sufficient and not needing funds from the General Fund. The Board thanked Hollenberg and his staff for all they do for the Department.

5. Transfers over \$10,000*

Britton presented the information. This request asked for funds to be transferred from multiple projects to the Blanchette Park Playground Safety Surface Project. This new project will remove the old pour in place rubber surfacing and replace it with new recycled scrap tire tile surfacing. The project will be completed by the end of April 2018. The funds were requested to be taken from the Kiwanis Playground Project. This project has to be delayed due to the Public Works projects that is taking place in the same part of the City. That will be completed in 2019. The Departments goal is to complete the Kiwanis Playground Project in late 2019 or 2020. The other projects were the 116 Acre Park and the Skate Park. They are both projects that have no definitive timeline at this point.

Nowak made a motion to approve the transfer; seconded by Smith which passed.

Smith requested that at an upcoming Park meeting that a budget amendment be brought before the Board to allocate the "excess" Prop P funds that are estimated to be generated in 2018 by the Finance Department. Staff said they would do that.

6. Contract with All Inclusive Rec. to install new scrap tire tile surfacing at Blanchette Park Playground in an amount not to exceed \$173,011.78*

Britton and Atkinson presented the information. This contract would fund the new playground surfacing project at Blanchette Park. The project should be completed by the end of April 2018.

Fichtenmayer made a motion to approve the contract with All Inclusive Rec; seconded by Caskey which passed.

7. Contract with Total Comm Services Inc, dba Alarm 24, for Public Announcement/Radio System for Blanchette and Wapelhorst Aquatic Facilities in an amount not to exceed \$50,000.00*

Britton and Atkinson presented the information. This project was not included in the overall aquatic facility construction project. The bid was advertised 2/5/18 and the bid deadline was 2/15/18. Staff received 3 bids. After review of the bids it was determined by staff that the lowest bid by Fusion Media Systems should be rejected as it did not bid the number of pieces of equipment per the specifications. The other two bids did provide the correct number of pieces of equipment. Staff explained to the Board the concerns expressed by Fusion Media Systems that their bid was rejected.

Nowak made a motion to approve the contract with Total Comm Services Inc; seconded by Mudrovic which passed.

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

Evans - Good.

Bichel – Good. Asked about signs showing the distance of trails at Heatherbrook Park. Staff said that they have struggled with this issue throughout the Parks System as there are multiple places to enter and leave the trails. Staff will continue to see how other departments handle this issue.

Ryan - Good. Asked about the rock area at McNair Park. Staff said they were working on options to present to the Board.

Mudrovic - Good.

Smith - Good.

Caskey - Good.


Nowak - Good.

Fichtenmayer - Good.

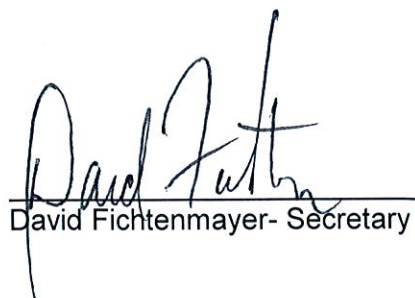
As there was not any other business to discuss Fichtenmayer moved for Adjournment at 7:16pm. Seconded by Ryan which passed.

Park Board Work Session Meeting March 7th, 2018

Respectfully Submitted,



Sandy Bichel- President



David Fichtenmayer- Secretary