

**SAINT CHARLES PARK & RECREATION BOARD MINUTES
PARK BOARD MEETING HELD
DECEMBER 16, 2009**

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

- Park Board** - Valerie Lanning, Kathy Mudrovic, Jan Myers, Mary Ann Ohms, Lyn Porterfield, T.J. Slattery, Tom Smith and John Walendy present for Roll Call; with Don Morgan, and City Council Liaison Laurie Feldman absent.
- Others** - Maralee M. Britton - Director Parks and Recreation, Larry W. Henderson - Asst. Director Parks & Recreation, Matthew Seeds - City Administration, Carol Lindstrom - Public Works, Steve Noonan - Public Works.

Verbal Petitions/Public Comments and Response: None.

Staff Reports/Presentations: None.

Items for Discussion and/or Action:

Public Works Boschertown Force Main Project. Steve Noonan - Public Works was introduced. The information that was included in the Park Board Meeting Packet (**attached**) about the project was briefly reviewed. When that was complete Mr. Noonan gave a presentation about the project. Subsequent to discussion, Smith moved for approval of the portion of the project that goes through DuSable Park into the Sewer Treatment Plant. The motion was seconded by Mudrovic. Passed unanimously.

Public Works Boschertown Road Reconstruction Project. Carol Lindstrom - Public Works was then introduced. The information that was included in the Park Board Meeting Packet (**attached**) about the project was reviewed. When complete Ms. Lindstrom gave a presentation about the construction project. Subsequent to various questions/discussion Slattery moved for approval of the portion of the project that will have some impact on property in Fox Hill Park, the Boschertown Trail, and would also include improvements to Fox Hill Road adjacent to Fox Hill Park. The motion was seconded by Smith. Passed unanimously.

Purchase from Modern Business Inferiors, Memorial Hall Furniture Replacement in an amount not to exceed \$20,615.30. A Staff memo dated December 6, 2009 along with a bid tabulation sheet (**both attached**) were reviewed which recommended the Modern Business Company bid at cost not to exceed \$20,615.30. Subsequent to

various Board Member questions being addressed, Myers moved to approve the \$20,615.30 bid from Modern Business. Motion seconded by Lanning. Passed unanimously.

Contract with New Systems Carpet and Building Care LTD., Janitorial Supplies in an amount not to exceed \$75,000. A Staff memo dated December 7, 2009 (**attached**) was a recommendation for Park Board approval of a three year contract for the purchase of Janitorial Supplies for the entire department for three years at \$25,000 per year for a total contract amount of \$75,000. After extensive discussion Lanning moved to approve the recommendation. Seconded by Smith. Passed unanimously.

Contract with Kohls Wholesale Food, Concession Food Supplies in an amount not to exceed \$270,000.00. A Staff memo dated December 7, 2009 (**attached**) was a recommendation for Park Board approval to purchase the Concession and pool supplies for resale from Kohl Wholesale. Smith moved to approve the recommendation. Seconded by Walendy. Passed unanimously.

Contract with Modern Business, Carpet Replacement in Memorial Hall in an amount not to exceed \$8,200. A Staff memo dated December 11, 2009 (**attached**) was reviewed which recommended the best bid being from Modern Business at \$8,200. Slattery moved to approve the \$8,200 bid from Modern Business. Motion seconded by Myers. Passed unanimously.

Contract with Vermont Systems Inc., Software Maintenance Agreement in an amount not to exceed \$7,302.00. A Staff memo dated December 16, 2009 (**attached**) was reviewed which recommended the Annual Maintenance Contract with Vermont Systems at \$7,302.00. Slattery moved to approve the recommended contract with Vermont Systems. Motion seconded by Mudrovic. Passed unanimously.

Purchase with Rexel United Electrical Supplies, Purchase of lighting equipment for the McNair Activity Area in an amount not to exceed \$7,011.75. A Staff memo dated December 9, 2009 (**attached**) was reviewed, which recommended the low bid from Rexel United. Smith moved to approve the \$7,011.75 bid. Motion seconded by Lanning. Passed unanimously.

Contract with Mike Mabry, Tae Kwon Do Instruction for 2010 in an amount not to exceed \$14,000.00. A Staff memo dated December 11, 2009 (**attached**) was reviewed which recommended a Tae Kwon Do Instructor Contract with Mike Mabry not to exceed \$14,000.00. Walendy moved to approve the recommended contract for a Recreation Division Instructor. Motion seconded by Myers. Passed unanimously.

Athletic Field Tournament Policy and Fees. A copy of the recommended revised Tournament Policy and Fees (**attached**) was

reviewed resulting in extensive discussion. When complete, Smith moved for approval of the revised Tournament Policy and Fees. Motion was seconded by Lanning. This again resulted in extensive discussion resulting in a suggestion to amend the main motion to read 7 days or less no refund and 8 days or more the tournament organizer would receive a 60% refund. Smith moved to amend the main motion as suggested. The amended motion was seconded by Slattery. Passed unanimously. The vote on the main motion was then addressed. Passed unanimously.

Request to Adjust Hours of Operations on December 23, 2009.

A Staff memo dated December 11, 2009 was reviewed which outlined the request to close at 12:00pm on December 23rd for an Employee Holiday Party. Lanning moved for approval of the Staff request. Motion seconded by Smith. Passed unanimously.

Meeting Minutes:

The Parks and Recreation Board Regular Meeting Minutes from November 19, 2009 Meeting and the Work Session Parks and Recreation Board Meeting Minutes from the December 2, 2009 Meeting were reviewed. Walendy moved that both sets of minutes be approved as submitted. Motion seconded by Slattery. Passed unanimously.

Consent Agenda:

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

7.A. Calendar Call for Meetings

7.B. Finance

- 1) **October Budget Worksheet**
- 2) **Transfers Under \$5,000**

7.C. Communications

- 1) **Projects Report.**
- 2) ~~**Planning and Development Meeting November 16, 2009**~~
- 3) **Adopt a Park Assignments**

Porterfield asked if anyone wanted to remove any item for discussion. Walendy asked that the Calendar be removed. With that noted Lanning made a motion for the balance of the Consent Agenda to be approved. Motion seconded by Mudrovic. Passed unanimously.

The **Items Removed from the Consent Agenda** concerning Item 7.A. Calendar was addressed. Walendy asked if there was a need for a P & D Committee Meeting on December 21, 2009. Comments indicated that there was not any pressing items therefore the scheduled meeting was canceled. With that complete Smith moved that this Consent Agenda Item be approved. Motion seconded by Mudrovic. Passed unanimously.

President's Announcements and Reminders: None.

Director's Report:

Thank You's. None.

The next agenda item was the **Higbee and Associates Report of the Organizational and Capacity Review Recommendations.** Staff reported that the plan is bring back plan recommendations that was reviewed at the last meeting. In addition Staff hoped to provide the first set of recommended steps for the plan implementation at the Regular January Meeting.

Staff then gave a brief **General Department Update.** It was noted that Staff indicated they did not have very much to report. The primary things noted was an concerning an overall wrap-up of 2009 year. Staff indicated that this wrap-up included preparation for closing out the books, finishing the recreation programs for the year which included "Breakfast with Santa" and "Christmas Bingo", and making preparations for starting the 2010 Year including the shelter reservations which will begin on January 2, 2010.

Board Member Announcements and Reminders: None.

Council Liaison Announcements and Reminders: None.

Park Board Liaisons' Comments:

Foundation Report: It was reported that the City Council did approve \$15,000 for the 2010 Scholarship Program.

Cemetery Report: None.

Legislative Report: Staff reported that the MPRA Legislative Action Day would be held on Wednesday, January 20, 2010.

Closed Session:

Smith moved that the Regular Board Meeting adjourn into **Closed Session, for the purpose of Hiring, firing, disciplining or promoting of particular employees when information relating to the performance or merit of individual employees is discussed or recorded.** (RSMo 610.021.3). Seconded by Mudrovic.

Roll Call:

Aye: Valerie Lanning, Kathy Mudrovic, Jan Myers, Mary Ann Ohms, Lyn Porterfield, T.J. Slattery, Tom Smith and John Walendy

Nay: None

After the Park Board returned to **Regular Session** Smith moved that the meeting **Adjourn** at 7:12 pm. Seconded by Mudrovic. Passed unanimously.

Meeting: December 16, 2009

Respectfully Submitted,

Lyndel H. Porterfeld 1-20-10
Lyndel H. Porterfeld - President

Jan Myers 2-3-10
Jan Myers - Secretary