

**SAINT CHARLES PARK & RECREATION BOARD MINUTES
PARK BOARD MEETING HELD
NOVEMBER 18, 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, 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, Bob Fink - Recreation Coordinator, Cathy DeDecker - Enterprise Superintendent, and Jim Phillips - Maintenance Superintendent.

Verbal Petitions/Public Comments and Response:

Regarding the American Legion Post 457 Picnic Request, a letter dated November 10, 2009 (**attached**) was reviewed. As no one was present from the Legion Post for this topic Staff reported that Todd Kassabaum - Chief Park Ranger and Larry W. Henderson - Asst. Director Parks & Recreation meet with Byron Steel - Post 457 Commander and Tom Stevenson - Post 457 Finance Officer to discuss proposed details of their Annual August Picnic. It was reported that a new event activity was being planned to try and raise the area youth awareness/involvement in the picnic event. It was reported that this activity was a youth talent show and it was proposed that it be held in the Memorial Hall Auditorium. Therefore the letter requested the use of the facility at no charge. The request for the discount was discussed extensively resulting in Smith moving that the American Legion Post 457 be offered a 10% discount on the Memorial Hall Rental or a 10% discount on the Shelters at the Grove Area for their annual picnic. The motion was seconded by Mudrovic. Subsequent to a voice vote being taken that was not conclusive Smith requested that a roll call vote be conducted. Motion passed with Mudrovic, Slattery, Smith, and Walendy voting yes and Lanning, Porterfield, and Myers voting no. Motion passed.

Staff Reports/Presentations: None.

Items for Discussion and/or Action:

Contract with Memorial Hall Flooring, Memorial Hall Floor Replacement in an amount not to exceed \$55,000.00. A Staff bid

tabulation sheet (**attached**) was reviewed which noted that the Missouri Floor Company was the low bid at \$51,860.00. Staff then reported that the P & D Committee members agreed at their last meeting that a center medallion type logo and a walnut border be added to this new floor at an estimated cost of about \$3,100. Staff then requested that because there is some known sub-floor damage it was requested that the Director be authorized to spend an additional 10% as a contingency (\$5,500) amount should such be needed to complete the project. Subsequent to various Board Member questions being addressed, Lanning moved to approve the \$55,000 bid from Missouri Floor and a 10% contingency amount for the project. Motion seconded by Mudrovic. Passed unanimously.

Purchase with Modern Business Supply, Banquet Tables for Memorial Hall in an amount not to exceed \$7,396. A Staff memo dated November 5, 2009 (**attached**) was a recommendation for Park Board approval for the purchase of 28 round replacement tables. After extensive discussion Myers moved to approve the recommendation. Seconded by Slattery. Passed with Smith voting no.

Purchase with Midwest Pizza Equipment, Concession Equipment in an amount not to exceed \$16,939.28. A Staff memo dated November 9, 2009 (**attached**) was a recommendation for Park Board approval for the purchase of various pieces of Concession Equipment. Myers moved to approve the recommendation. Seconded by Mudrovic. Passed unanimously.

Contract with Arts Lawn Mower Shop, Vacuum Replacement in an amount not to exceed \$18,968.00. A Staff memo dated November 10, 2009 (**attached**) was reviewed which noted that the best bid was from Arts Lawn Mower Shop at \$18,968.00. Myers moved to approve the \$18,968 bid from Arts Lawn Mower Service. Motion seconded by Lanning. Passed unanimously.

Contract with FleetCor Company, 2010 Fuel Contract in an amount not to exceed \$74,500.00. A Staff memo dated November 2, 2009 (**attached**) was reviewed, which recommended entering into a new contract with Fuelman, a FleetCor Company. Lanning moved to approve the \$74,500.00 bid from FleetCor. Motion seconded by Slattery. Passed unanimously.

Transfers over \$5,000.00. A Staff memo dated November 12, 2009 (**attached**) was reviewed which outlined the recommended Budget Transfers. Smith moved for approval of the recommended Transfers. Motion seconded by Myers. Passed unanimously.

Subsequent to Board Comments it was decided to address the next four Recreation Trip Contracts in one motion. These contracts included the following: **Contract with Vandalia Bus Lines, Inc., Recreation Trip Program in an amount not to exceed \$6,175.00;**

Contract with Country Inn and Suites Natchez, Recreation Trip Program in an amount not to exceed \$6,477.00; Contract with Drury Inn and Suites Baton Rouge, Recreation Trip Program in an amount not to exceed \$5,796.90 and a Contract with Natchez Pilgrimage Tours, Recreation Trip Program in an amount not to exceed \$5,881.00. A Staff memo dated November 13, 2009 (attached) was reviewed, which recommended entering into the four aforementioned Recreation Trip contracts. Smith moved to approve the contracts as reviewed. Motion seconded by Mudrovic. Passed unanimously.

Discussion of the Accessible Playground Project. A Staff memo dated October 29, 2009 (attached) was reviewed, which recommended Jaycee Park as the location for this proposed new playground. Subsequent to extensive discussion it was decided to form a Accessible Playground Task Team. Slattery and Lanning volunteered to serve on this new task team.

Meeting Minutes:

Parks and Recreation Board Work Session Meeting Minutes from the September 02, 2009 Meeting were reviewed first. Walendy moved for approval of the minutes as submitted. Motion seconded by Slattery. Passed unanimously.

The Parks and Recreation Board Work Session Meeting Minutes from October 07, 2009 Meeting were then addressed. Slattery moved that the work session minutes be approved as submitted. Motion seconded by Walendy. Passed unanimously.

The Regular Parks and Recreation Board Meeting Minutes from the October 21, 2009 Meeting were then reviewed. Lanning moved that the minutes be approved as submitted. Motion seconded by Slattery. Passed unanimously.

Next the Parks & Recreation Board Executive Committee Minutes from the October 20, 2009 Meeting was reviewed. Myers moved that the minutes be approved as submitted. Motion seconded by Mudrovic. 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) September Budget Worksheet
- 2) Transfers Under \$5,000

7.C. Communications

- 1) Projects Report.
- 2) Inclusion Partnership Third Quarter Report.

3) Planning and Development Meeting Minutes September 21, 2009

As no Items were Removed from the Consent Agenda Slattery moved that the Consent Agenda Items be approved. Motion seconded by Myers. 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 handed out copies of the draft report and then indicated that the next Park Board Work Session Meeting will be devoted to a review of the report via the Higbee and Associates Consultant Team.

Staff then gave a brief **General Department Update.** The first item noted was regarding the Lewis and Clark Boat House and Museum & the Eco Park Outdoor Class Partnership Reception was very nice. Next, Staff reported that the Annual Bowling Jamboree will be held on Saturday, November 21, 2009 at the Plaza Lane's with all of the proceeds going to the Park Foundation Scholarship Fund. The Ice Rink planned for Frontier Park will open on November 27, 2009. Lastly, Staff reported that the invitations for the Park Board Christmas Party scheduled for Thursday, December 10, 2009 will be mailed in the near future.

Board Member Announcements and Reminders: None.

Council Liaison Announcements and Reminders: None.

Park Board Liaisons' Comments:

Foundation Report: Bowling Jamboree.

Cemetery Report: None.

Legislative Report: None.

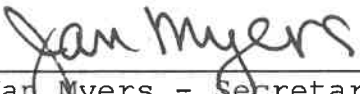
Closed Session: None.

Smith moved for **Adjournment** at 7:06pm. Seconded by Mudrovic. Passed unanimously.

Meeting: November 18, 2009

Respectfully Submitted,

 12-16-09
Lyndel H. Porterfield - President


Jan Myers - Secretary