

**SAINT CHARLES PARK & RECREATION BOARD MINUTES
PARK BOARD MEETING HELD
December 16th, 2015**

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

Park Board - David Fichtenmayer, Valerie Lanning, Bradley Nowak, Betty Barro, Tom Smith, Sandy Bichel and Council Liaison Rod Herrmann were present. TJ Slattery, Kathy Mudrovic and Mike Ryan were absent.

Others - Maralee Britton – Director, Chris Atkinson – Assistant Director
Todd Kassabaum – Chief Ranger,
Don Borgmeyer – Enterprise Superintendent,
Monica McCarthy – Administrative Coordinator

Community Members – None

Verbal Petitions/Public Comments and Response: None

Staff Reports/Presentations: Update of Aquatics Comprehensive Plan.

Britton updated the Board. The Mayor recently presented an option to the City Council at a Work Session that would involve a ½ cent Parks/Storm water Sales Tax. This sales tax issue would be potentially put on the August 2016 ballot if the City Council agrees that this is the best way to fund the aquatics/storm water needs that have been identified by both groups. Further discussion will continue at the City Council with a possible decision for the issue to be placed on the ballot coming in early 2016.

Items for Discussion and/or Action:

- A. Contract with Fleetcor dba Shell Oil to provide fuel services to the Parks & Recreation Department in 2016 in an amount not to exceed \$90,000.00***

Atkinson presented the contract for the 2016 budget year. This is a new vendor from who Parks/City has used in the past. Nowak made a motion to approve the contract. Seconded by Barro. Passed Unanimously.

- B. Contract with Industrial Soap to provide janitorial supplies for the department in 2016 in an amount not to exceed \$25,500.00***

Atkinson presented the contract for the 2016 budget year. Nowak made a motion to approve the contract. Seconded by Barro. Passed Unanimously.

- C. **Contract with JaniKing St. Louis to provide twice weekly cleaning service at the parks administration building in 2016 in an amount not to exceed \$7,740.00***

Atkinson presented the janitorial cleaning contract for the 2016 budget year. Fichtenmayer made a motion to approve the contract. Seconded by Barro. Passed Unanimously.

- D. **Contract with Vermont Systems, Inc. to provide ongoing support for proprietary software and to provide onsite training for new software upgrade in an amount not to exceed \$19,500.00***

Atkinson presented the ongoing maintenance contract for the 2016 budget year. This contract also includes onsite training that will be required in 2016 due to the RecTrac upgrade that will take place in November. Lanning made a motion to approve the contract. Seconded by Barro. Passed Unanimously.

- E. **Contract with Hampton Inn Pittsburgh to provide overnight lodging September 6th & 7th, 2016 for trip participants in an amount not to exceed \$8,141.88***

Atkinson presented the contract. Nowak made a motion to approve the contract. Seconded by Lanning. Passed Unanimously.

- F. **Contract with Gamma Tree Experts to provide tree trimming, pruning and removal for the Parks & Recreation Department & Cemetery in 2016 in an amount not to exceed \$19,000***

Atkinson presented the contract for tree removal and pruning the 2016 budget year. Lanning made a motion to approve the contract. Seconded by Fichtenmayer. Passed Unanimously.

- G. **Intergovernmental Agreement with Missouri Motorcycle Safety Foundation for the Ranger Division Motorcycle Safety Program***

Atkinson presented the contract for the motorcycle range. Smith made a motion to approve the contract. Seconded by Nowak. Passed Unanimously.

- H. **Consideration of the Revised Compensation Policy***

Britton presented the updated Compensation Policy for the 2016 budget year. This is required yearly and mirrors the City. Smith made a motion to approve the revised policy. Seconded by Barro. Passed Unanimously.

Meeting Minutes:

A. Parks & Recreation Board Meeting November 18, 2015*

Lanning Made a Motion to approve the minutes of the meeting. Seconded by Barro.

**B. Parks and Recreation Board Meeting Closed Session Minutes November 18, 2015
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)*****

Lanning Made a Motion to approve the Closed Session Minutes. Seconded by Barro..
Roll Call Vote. Barro – Yes, Bichel – Yes, Lanning – Yes, Nowak – Yes, Smith – Yes.

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

Lanning made a motion approve the items on the consent agenda. Seconded by Nowak.
Passed unanimously.

Items Removed from the Consent Agenda: None

Presidents Announcements and Reminders:

Bichel reminded everyone that the Beer & Chicken dance will held on Friday January 29th.

Directors Report:

- A. Thank You's (As Available)
- B. General Department Update

Britton informed that the Memorial Hall HVAC project has been completed. The new website went live on December 15th.

C. PLAY Brochure and City News Update

Britton updated the Board on the discussions that have been taking place between the City and the Parks Department in regards to a new combined parks brochure/City newsletter. This will go out to every household in St. Charles (27,000) three times a year. Staff will go out to bid and hopefully proceed with the contract in early 2016.

D. MPRA Conference Columbia, MO February 23 – 26

Britton asked if any members would like to go to the MPRA Conference in Columbia in February. Asked that they notify her by the end of the year so registration and hotel rooms could be reserved.

E. January Meetings Discussion.

Discussed the need to potentially have a Finance Meeting before the first meeting in January due to some major changes in the replacement fund and in order to have the Budget Amendment completed early this year. Smith said he felt comfortable bringing it straight to the full board for discussion.

Board Member Announcements and Reminders:

Nowak stated that the Santa Dash was a great success.

Council Liaison Announcements and Reminders:

Hermann thanked the Board for their service and wished everyone "Happy Holidays"

Park Board Liaisons Comments:

Foundation Report: None

Cemetery Report: None

Legislative Report: Pre filing of bills will begin in December for 2016 session.

Bike/Pedestrian Plan Report: None

As there was not any other business to discuss Lanning moved for **Adjournment** at 6:56 pm. Motion was seconded by Smith. Passed unanimously.

Meeting: December 16th, 2015

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 "Mike Ryan", written over a horizontal line.

Mike Ryan -Secretary