

**SAINT CHARLES PARK & RECREATION BOARD MINUTES
PARK BOARD MEETING HELD
August 19th, 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 - Kathy Mudrovic, Bradley Nowak, Valerie Lanning, Mike Ryan, Betty Barro, Tom Smith, Sandy Bichel and Council Liaison Hermann were present. TJ Slattery was absent.

Others - Maralee Britton – Director, Chris Atkinson – Assistant Director
Todd Kassabaum – Chief Ranger, Ryan Rosemann – Maintenance III

Community Members – None

Verbal Petitions/Public Comments and Response: None

Staff Reports/Presentations: None

Items for Discussion and/or Action:

A. Transfers over \$5,000.00*

Atkinson presented the Transfer Request. Transfers were necessary to execute two contracts for projects that are time sensitive. Nowak requested that although the funding was currently being pulled from the Wapelhorst Ball Diamond Playground Project that the funds be replaced in 2016. Staff said that would make sure that the project is included in re-appropriations.

Ryan made a motion to approve the Transfers. Seconded by Nowak. Passed Unanimously.

B. Contract with Ideal Landscape Group to install culvert crossing at Heatherbook Park in an amount not to exceed \$111,075.00*

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

C. Contract with Wiegmann Associates to install new HVAC system in Memorial Hall in an amount not to exceed \$76,940.00*

Atkinson presented the contract. Smith had some questions about the project. Parks Employee Rosemann explained this project to the Board. Stating that it will remove several old units and install a new more efficient, modern unit that will be better suited to the building. Smith made a motion to approve the contract. Seconded by Nowak. Passed Unanimously.

- D. Contract with St. Peter's Parish Athletic Association to provide 20% of gross concession sales for providing volunteers during their games in an amount not to exceed \$6,000.00***

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

- E. Change Order #1 with First Student adding \$2,697.88 for additional buses needed during the summer day camp program. New contract amount will be \$15,502.88***

Atkinson presented the Change Order that was required due to additional buses being needed during day camp since the number of participant increased over the original amount. Lanning made a motion to approve the change order. Seconded by Barro. Passed Unanimously.

- F. Discussion of moving regularly scheduled meeting on September 16 to September 23***

Britton requested that since several members of staff and the Board will be out of town attending the NRPA Conference that the meeting be moved from September 16th to September 23rd, 2015.

Mudrovic made a motion to approve the purchase. Seconded by Barro. Passed Unanimously.

Meeting Minutes:

- A. Parks & Recreation Board Meeting July 15th, 2015***

- B. Parks & Recreation Board Work Session August 5th, 2015***

Smith made motion approve the minutes of both meetings. Seconded by Barro. Passed unanimously.

- C. Joint Meeting of the City Council and the Parks and Recreation Board July 14, 2015, relative to legal actions, causes of action, or litigations (RSMo 610.021.1); leasing, purchase or sale of real estate where public knowledge of the transaction might adversely affect the legal consideration thereof (RSMo 610.021.2); and sealed proposals and related documents or any documents related to a negotiated contract (RSMo 610.02112)*****

Lanning made a motion to approve the closed session minutes. Seconded by Barro.

Roll Call Vote: Barro – Yes, Bichel – Yes, Lanning – Yes, Mudrovic – Yes, Nowak – Yes, Ryan – 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
- E. Trailnet Bicycle & Master Plan

Smith requested that Item 7B (Financial Statement) be pulled from the Consent Agenda. He then made a motion approve the remaining items left on the consent agenda. Seconded by Mudrovic. Passed unanimously.

Items Removed from the Consent Agenda:

7B. Smith pointed out some mathematical errors in the financial statement. Staff said it looked like a formula error in the spreadsheet. Staff will correct the error.

Presidents Announcements and Reminders: None

Directors Report:

- A. Thank You's (As Available)
- B. General Department Update.
- C. Extended Aquatic Facility Hours Update
- D. Berthold Square Update

D. Britton said that she had met with the owner of the restaurant along with the City Attorney and an attorney representing the owner.

Board Member Announcements and Reminders: None

Council Liaison Announcements and Reminders:

Herrmann said that he attended an event at the Webster Community Building. He and the guests were very impressed by the facility and the amenities it offered.

Park Board Liaisons Comments:

Foundation Report: None

Cemetery Report: None

Legislative Report: None

Bike/Pedestrian Plan Report: First meeting will be September 10th, 2015.

At 6:48pm Smith made a motion to go into Closed Session seconded by Mudrovic for the purposes of:

B. Leasing, purchase or sale of real estate where public knowledge of the transaction might adversely affect the legal consideration thereof. (RSMo 610.021.2)**

Roll Call Vote: Barro – Yes, Bichel – Yes, Lanning – Yes, Mudrovic – Yes, Nowak – Yes, Ryan – Yes, Smith – Yes.

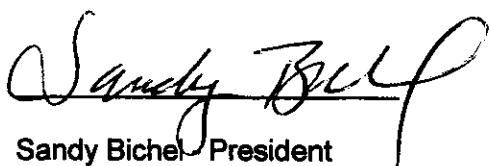
At 6:58 pm Lanning made a motion to come out of closed session. Seconded by Smith.

Roll Call Vote: Barro – Yes, Bichel – Yes, Lanning – Yes, Mudrovic – Yes, Nowak – Yes, Ryan – Yes, Smith – Yes.

As there was not any other business to discuss Smith moved for **Adjournment** at 6:59 pm. Motion was seconded by Mudrovic. Passed unanimously.

Meeting: August 19th, 2015

Respectfully Submitted,


Sandy Bichel - President


Mike Ryan - Secretary