

**SAINT CHARLES PARK & RECREATION BOARD MINUTES
PARK BOARD MEETING HELD
March 20th, 2019**

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

Board Leah Akers, Sandy Bichel, Patrick Caskey, Kathy Mudrovic, Mike Ryan, Tom Smith and Council Liaison Mary Ann Ohms were present.

David Fichtenmayer, Brad Harmon and Bradley Nowak were absent.

Others Maralee Britton – Director, Chris Atkinson - Assistant Director
Don Borgmeyer, Enterprise Superintendent, Peter VanLinn - Maintenance Superintendent
Todd Kassabaum - Chief Ranger, Danielle Kruger - Concession Manager

Community Members -

3. **Verbal Petitions/Public Comments and Response:** None

4. **Staff Reports/Presentations:** None

5. **Items for Discussion and/or Action-**

A. **Transfers over \$10,000.00***

Mudrovic made a motion to approve the transfers; seconded by Bichel which passed.

B. **Contract with Galt House Hotel to provide lodging, meals, shows and baggage handling for trip participants on December 5th-7th, 2019 in an amount not to exceed \$23,595.00***

Akers made a motion to approve the contract; seconded by Caskey which passed.

C. **Contract with Radisson Hotel Louisville North to provide lodging for trip participants on September 23rd, 24th and 25th, 2019 in an amount not to exceed \$10,705.80***

Bichel made a motion to approve the contract; seconded by Caskey which passed.

D. **Change Order #2 to the contract with Vandalia Bus Lines. Adding \$6,200.00 for a new trip to the existing contract. New contract amount will be \$21,856.25***

Mudrovic made a motion to approve the contract; seconded by Akers which passed.

E. **Purchase Order with Old Time Servicing Co. to provide "Dipping Dots" at concession stands in 2019 in an amount not to exceed \$20,300.00***

Bichel made a motion to approve the purchase; seconded by Akers which passed.

- F. **Purchase Order with Chick Fil-A to provide product at concession stands in 2019 in an amount not to exceed \$20,000.00***

Mudrovic made a motion to approve the purchase; seconded by Bichel which passed.

- G. **Contract with Spectrum Lawn Care to provide mowing services in 2019 in an amount not to exceed \$27,826.00***

Ryan made a motion to approve the contract; seconded by Bichel which passed.

- H. **Consideration of the 2019 Summer Fun Day Camp Parent Manual Revisions***

Caskey made a motion to approve the manual revisions; seconded by Mudrovic which passed.

- I. **Consideration of the Enterprise Employee Manual Revisions***

Caskey made a motion to approve the manual revisions; seconded by Mudrovic which passed.

- J. **Contract with First Student to provide transportation services for the 2019 Summer Fun Day Camp and COPS Camp in 2019 in an amount not to exceed \$22,711.50 ***

Mudrovic made a motion to approve the contract; seconded by Akers which passed.

- K. **Resolution #1, 2019; Request to declare equipment surplus***

Caskey made a motion to approve the request; seconded by Bichel which passed.

6. **Meeting Minutes:**

- A. **Parks & Recreation Board Meeting Minutes February 20, 2019***

- B. **Parks & Recreation Board Work Session Minutes March 6, 2019***

- C. **Parks and Recreation Executive Committee Meeting Minutes March 12, 2019***

Bichel made a motion to approve the meeting minutes (A, B & C); seconded by Ryan which passed.

- D. **Parks and Recreation Board Closed Session Meeting Minutes January 16, 2019; Leasing, purchase or sale of real estate where public knowledge of the transaction might adversely affect the legal consideration thereof. (RSMo 610.021.2)*****

- E. **Parks and Recreation Board Closed Session Meeting Minutes February 6, 2019; 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 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)*****

- F. **Parks and Recreation Board Closed Session Meeting Minutes March 6, 2019; 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 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)*****
- G. **Parks and Recreation Executive Committee Meeting Closed Session Minutes March 12, 2019; Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment. (RSMo 610.021.13)*****

Ryan made a motion to approve the meeting minutes (D, E, F & G); seconded by Bichel.

Roll Call vote: Leah Akers - Yes, Sandy Bichel - Yes, Patrick Caskey - Yes, Kathy Mudrovic - Yes, Mike Ryan - Yes, Tom Smith - Yes.

7. **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. Financial Transactions from \$7,500 to \$10,000
- F. Oak Grove Cemetery Advisory Board Minutes January 10, 2019

Caskey made a motion to receive the consent agenda. Seconded by Mudrovic which passed.

8. **Items Removed from the Consent Agenda:** None

9. **Presidents Announcements and Reminders:** None

10. **Directors Report:**

- A. **Thank You's (As Available) -** None
- B. **General Department Update -**

Britton said staff were currently working on the 2020-2025 CIP. The goal is to have a Finance Committee Meeting in early April then have the CIP ready for the full Park Board on April 17th.

11. **Board Member Announcements and Reminders:**

- Akers - None
- Bichel - None
- Caskey - None
- Mudrovic - None
- Ryan - None
- Smith - None

12. **Council Liaison Announcements and Reminders:** None

13. **Park Board Liaisons Comments:**

A. **Foundation Report:** None

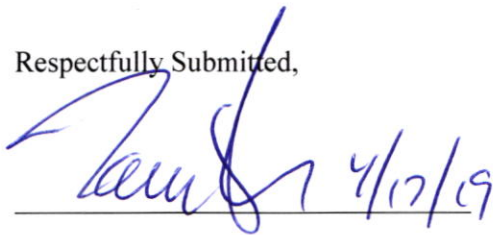
B. **Cemetery Report:** None.

C. **Legislative Report:** None

As there was not any other business to discuss Caskey moved for **Adjournment** at 6:26pm. Seconded by Mudrovic which passed.

Meeting: March 20th, 2019

Respectfully Submitted,

Handwritten signature of Tom Smith in blue ink, dated 4/17/19.

Tom Smith - President

Handwritten signature of Mike Ryan in blue ink, dated 4/17/19.

Mike Ryan
Vice President