

**SAINT CHARLES PARK & RECREATION BOARD MINUTES  
PARK BOARD MEETING HELD  
May 15th, 2019**

The meeting was **Called to Order** by President Smith at 6:05pm in the Meeting Room in Memorial Hall. **Roll Call** noted the following present for the meeting:

**Board** Sandy Bichel, Patrick Caskey, David Fichtenmayer, Brad Harmon, Mike Ryan, and Tom Smith were present.

Leah Akers, Kathy Mudrovic, and Bradley Nowak and were absent.

**Others** Maralee Britton – Director, Chris Atkinson - Assistant Director, Todd Kassabaum - Chief Ranger.

**Community Members** - None

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

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

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

A. **Purchase of 4 Panasonic Toughbook Laptops for the Park Ranger Vehicles from CDW Government in an amount not to exceed \$21,300.00\***

These new computers would replace the current older computers that are in the ranger vehicles.

Ryan made a motion to approve the purchase; seconded by Caskey which passed.

B. **Consideration of the Revised School and Park Cooperative Agreement Policy\***

The revised policy allows the Department to trade facility use with other school districts who have schools located with the City of St. Charles.

Caskey made a motion to approve the revised policy; seconded by Ryan which passed.

C. **Consideration of the St. Charles Soccer Complex Practice Policy\***

This new policy establishes guidelines for allowing and scheduling practice at the soccer park.

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

6. **Meeting Minutes:**

- A. Finance Committee Meeting Minutes April 12, 2019\*
- B. Parks & Recreation Board Meeting Minutes April 17, 2019\*
- C. Parks & Recreation Board Work Session Meeting Minutes May 1, 2019\*

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

- D. Parks and Recreation Board Closed Session Meeting Minutes April 17, 2019; Legal actions, causes of action, or litigation. (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 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)\*\*\*

Fichtenmayer made a motion to approve the Closed Session meeting minutes; seconded by Ryan.

Roll Call vote: Sandy Bichel - Yes, Patrick Caskey - Yes, David Fichtenmayer - Yes, Brad Harmon - 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. Soccer Complex Task Team Minutes April 23, 2019
- G. Emergency Approval of Training Agreement with Grafton School Inc. for Crisis Intervention System of Recreation Staff

Ryan made a motion to receive the consent agenda. Seconded by Caskey 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) -**

B. **General Department Update -**

Britton said that staff were working on the City's 250th Anniversary Celebration/Parade on May 18th, 2019. Parks will have a float in the parade and be representing the 1910's.

Seasonal staffing is going well and the numbers are a head of where we were in 2018 with the exception of Maintenance who still need 5-8 more staff.

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

Bichel - None

Caskey - None

Fichtenmayer - None

Harmon - Asked about the ADA swing at Vogt Brothers. Atkinson said that a replacement had been ordered.

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

At 6:19 pm Caskey Made A Motion to go into Closed Session to discuss the following:

C. 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 Fichtenmayer.

Roll Call vote: Sandy Bichel - Yes, Patrick Caskey - Yes, David Fichtenmayer - Yes, Brad Harmon - Yes, Mike Ryan - Yes, Tom Smith - Yes.

At 6:30 pm Caskey Made A Motion to come out of Closed Session. Seconded by Ryan.

Roll Call vote: Sandy Bichel - Yes, Patrick Caskey - Yes, David Fichtenmayer - Yes, Brad Harmon - Yes, Mike Ryan - Yes, Tom Smith - Yes.

As there was not any other business to discuss Caskey moved for **Adjournment** at 6:32pm. Seconded by Bichel which passed.

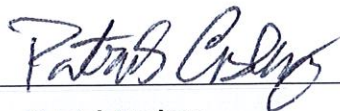
Meeting: May 15th, 2019

Respectfully Submitted,

Handwritten signature of Mike Ryan in blue ink.

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**Mike Ryan**  
*Vice President*

Handwritten signature of Patrick Caskey in blue ink.

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**Patrick Caskey** ary  
*Treasurer*