

**SAINT CHARLES PARK & RECREATION BOARD MINUTES  
SPECIAL PARK BOARD MEETING HELD  
September 11th, 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, Brad Harmon, David Fichtenmayer, Kathy Mudrovic, Mike Ryan, and Tom Smith were present.

Sandy Bichel, Patrick Caskey and Bradley Nowak were absent.

**Others** Maralee Britton – Director, Chris Atkinson - Assistant Director,  
Todd Kassabaum - Chief Park Ranger, Don Borgmeyer - Enterprise Superintendent,  
Tina Sieker - Administrative Coordinator,

**Community Members** - None

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

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

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

**A. Discussion and Consideration of the 2020 Parks & Recreation Budget\***

Britton presented the Board with the 2020 budget. The budget included the estimated tax levy, the CIP, a 2.5% increase for each full time employee who should meet requirements and a seasonal employee wage increase of 85 cents per hour with the minimum wage rising again January 1st, 2020. Revenues are based upon current fees however a full analysis off all revenue sources is currently being reviewed with possible fee adjustments being presented at an upcoming meeting. The 2020 budget also includes the Administrative Services Indirect Cost Allocations. This includes the charges to the Parks & Recreation Department from the other City Departments as well as charges by the Parks & Recreation Department to other City Departments for facility usage and Park Ranger staff time. In order to cover the difference, staff adjusted many operational accounts to balance the budgets. It was noted the Finance Committee had met on August 13 to review the budget which did not include the Administrative Indirect Cost Allocations as they had not been received even though requests had been made since March.

The Board discussed in detail their belief that the Administrative Services Indirect Cost Allocations will have a negative effect on inter department cooperation across the City.

Fichtenmayer made a motion to approve the 2020 Budget; seconded by Mudrovic which passed.

**B. Discussion and Recommendation of the 2020 Oak Grove Cemetery Budget\***

Britton presented the Board with the 2020 budget. There was no discussion.

Ryan made a motion to recommend the 2020 Oak Grove Cemetery Budget; seconded by Fichtenmayer which passed.

6. **Meeting Minutes:** None
7. **Consent Agenda (Items to be received):** None
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 -** None
11. **Board Member Announcements and Reminders:** 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 6:36 Leah Akers left the meeting.

At 6:36 pm Smith 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 Mudrovic.

Roll Call vote:, Brad Harmon - Yes, David Fichtenmayer - Yes, Kathy Mudrovic - Yes, Mike Ryan - Yes, and Tom Smith - Yes.

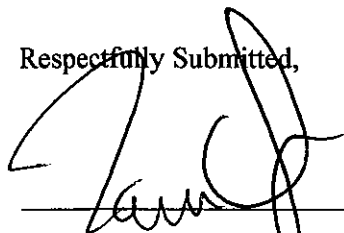
At 7:05 pm Smith Made A Motion to come out of Closed Session. Seconded by Ryan.

Roll Call vote:, Brad Harmon - Yes, David Fichtenmayer - Yes, Kathy Mudrovic - Yes, Mike Ryan - Yes, and Tom Smith - Yes.

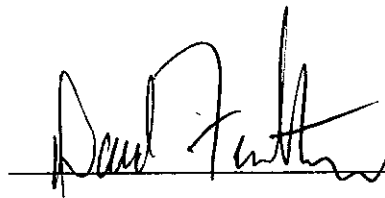
As there was not any other business to discuss Smith moved for **Adjournment** at 7:06pm. Seconded by Fichtenmayer which passed.

Meeting: Special Meeting September 11th, 2019

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Tom Smith", written over a horizontal line.

Tom Smith - President

A handwritten signature in black ink, appearing to read "David Fichtenmayer", written over a horizontal line.

David Fichtenmayer -Secretary

