

SAINT CHARLES PARK & RECREATION BOARD MINUTES
PARK BOARD MEETING HELD
November 20, 2019

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

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

Leah Akers and Bradley Nowak and Council Liaison Mary Ann Ohms were absent.

Others Maralee Britton – Director, Chris Atkinson - Assistant Director, Don Borgmeyer- Enterprise Superintendent, Peter VanLinn - Parks Superintendent, Larry Dobrosky - City Administrator, Mayor Dan Borgmeyer, Adam Glosier.

Community Members -

At 6:01 pm Smith Made A Motion to go into Closed Session to discuss the following:

- 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)

Seconded by Ryan.

Roll Call vote: Leah Akers - Absent, Sandy Bichel - Yes, Patrick Caskey - Yes, David Fichtenmayer - Yes, Brad Harmon - Yes, Brad Nowak - Absent, Kathy Mudrovic - Yes, Mike Ryan - Yes, Tom Smith - Yes.

At 7:17 pm Smith Made A Motion to come out of Closed Session. Seconded by Caskey.

Roll Call vote: Leah Akers - Absent, Sandy Bichel - Yes, Patrick Caskey - Yes, David Fichtenmayer - Yes, Brad Harmon - Yes, Brad Nowak - Absent, Kathy Mudrovic - Yes, Mike Ryan - Yes, Tom Smith - Yes.

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

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

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

- A. **First Renewal Contract with Capri Pools & Aquatics to provide spring opening and winterization of Blanchette & Wapelhorst Aquatic Facilities in 2020 in an amount not to exceed \$11,225.00***

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

B. Contract with Vandalia Bus, Inc for Recreational Trip Transportation September 11 and 19, 2020 in an amount not to exceed \$10,438*

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

C. Contract with A Graphic Resource to provide printing and delivery of the City/Parks Newsletters in 2020 in an amount not to exceed \$21,500*

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

D. Contract with Kohl Wholesale to provide concessions supplies in 2020, 2021, 2022, 2023 and 2024 in an amount not to exceed \$500,000*

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

E. Contract with Jeff Ellis & Associates Inc. to provide aquatics safety certifications and risk management services at the aquatic facilities in 2020 in an amount not to exceed \$15,315*

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

F. Purchase Order with Krey Distributing alcoholic beverages for use/resale in concession stands and special events in 2020 in an amount not to exceed \$29,000*

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

G. Purchase Order with Concentra Medical Centers to provide work related medical services in 2020 in an amount not to exceed \$20,600*

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

H. Consideration of Revisions to the Athletic Facility Permit Policy*

Bichel made a motion to approve the update policy; seconded by Mudrovic which then passed.

I. Consideration of Revisions to the Athletic Facility Tournament Policy*

Caskey made a motion to approve the update policy; seconded by Bichel which then passed.

J. Request to Adjust Hours of Operation on December 23, 2019*

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

K. Recommendation of Oak Grove Cemetery Fees effective January 1, 2020*

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

6. **Meeting Minutes:**

- A. Parks & Recreation Board Meeting Minutes October 16, 2019
- B. Executive Committee Meeting Minutes November 8, 2019
- C. Parks & Recreation Special Board Meeting Minutes November 13, 2019

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

- D. Executive Committee Closed Session Minutes November 8, 2019: Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment. (RSMo 610.021.13)
- E. Parks & Recreation Board Special Meeting Closed Session Minutes November 13, 2019: Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment. (RSMo 610.021.13)

Fichtenmayer made a motion to approve the closed session meeting minutes (C, D & E); seconded by Caskey.

Roll Call vote: Leah Akers - Absent, Sandy Bichel - Yes, Patrick Caskey - Yes, David Fichtenmayer - Yes, Brad Harmon - Yes, Brad Nowak - Absent, 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- None

Fichtenmayer made a motion to receive the consent agenda; Seconded by Mudrovic which then 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** -

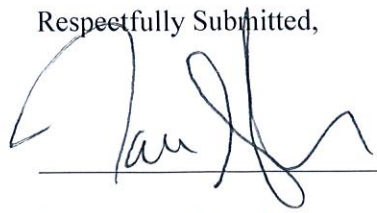
Britton informed the Board Staff is setting up interviews for the Recreation Supervisor I and Concessions Coordinator positions. December 12th is the date of the Board Holiday Party.

11. **Board Member Announcements and Reminders:** None
12. **Council Liaison Announcements and Reminders:** None
13. **Park Board Liaisons Comments**
 - A. **Foundation Report:** Glow Bowl held on November 10 made approx. \$3,400.
 - B. **Cemetery Report:** None.
 - C. **Legislative Report:** None

As there was no further business to discuss Caskey moved for **Adjournment** at 7:44pm;
Seconded by Fichtenmayer which then passed.

Meeting: November 20, 2019

Respectfully Submitted,



Tom Smith - President



David Fichtenmayer -Secretary