

**SAINT CHARLES PARK & RECREATION BOARD MINUTES  
PARK BOARD MEETING HELD  
December 18th, 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, David Fichtenmayer, Brad Harmon, Kathy Mudrovic, Bradley Nowak, Mike Ryan, Tom Smith and Council Liaison Mary Ann Ohms were present.

Leah Akers, Patrick Caskey 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 -**

**3. Verbal Petitions/Public Comments and Response:**

Britton presented the Board with a written request from some members of the public that the Parks & Recreation Department enroll in the Silver Sneakers and/or Renew Active Program. These programs provide fitness activities at greatly reduced prices to the participants over 65 years old who are enrolled in Medicare Advantage Plan.

Staff over the years have tried several times to enroll in Silver Sneakers but have had no luck. The website and Silver Sneaker staff state that "at this time we have limited need for additional locations for our program."

Staff will continue to look into other options. Staff will also continue to look for other ways/times to make the current and future programs more available to the public at a discounted rate yet at the same time meet the requirements of generating enough revenue for the program to continue.

**4. Staff Reports/Presentations:**

New Employees Kyle Sheck and Kathy Kreidler were introduced to the Board.

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

**A. Resolution #5, 2019. Request to declare vehicles and equipment surplus\***

Smith made a motion to approve the resolution; seconded by Nowak which then passed.

**B. Contract with Heartland Coca Cola to provide concession supplies in 2020, 2021, 2022, 2023 and 2024 in an amount not to exceed \$275,000\***

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

- C. **Contract with Vermont Systems, Inc. to provide ongoing support for proprietary software (RecTrac, FinTrac, MainTrac, WebTrac) in 2020 in an amount not to exceed \$12,492\***

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

- D. **Contract renewal with Aquatic Control Inc. to provide a Clean Lake Maintenance Program in 2020 in an amount not to exceed \$11,500\***

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

- E. **Purchase Order with NAPA Auto Parts to provide auto parts for vehicles and equipment in 2020 in an amount not to exceed \$11,400\***

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

- F. **Purchase of Ventrac Tractor with attachments and trade in from WM Nobbe S & Company Inc. in an amount not to exceed \$24,358\***

Fichtenmayer made a motion to approve the purchase; seconded by Nowak which then passed.

- G. **Contract with Clark Equipment Company dba Bobcat Company for the purchase of compact excavator with attachments and trade in, in an amount not to exceed \$32,877.04\***

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

- H. **Contract with Gamma Tree Experts for tree removal and pruning in 2019 in an amount not to exceed \$29,000\***

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

- I. **Contract with Miracle Recreation Equipment Company to purchase and install a new playground in Kiwanis Park in 2020 in an amount not to exceed \$115,275\***

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

- J. **Consideration of fees and charges for the St. Charles Aquatic Facilities\***

The Board asked for staff to consider in future years creating a larger difference between the Resident and Non-Resident rate. Most other City's have a significant difference between those two rates for daily and seasonal passes.

Fichtenmayer made a motion to approve the recommended fees; seconded by Nowak which then passed.

**K. Consideration of fees and charges for the St. Charles Day Camp Program\***

The Board suggested increasing the weekly fee for day camp for a Non-Resident from the recommended \$145 to \$155.

Nowak made a motion to approve the recommended fees as amended ; seconded by Mudrovic which then passed.

**L. Revisions to the Employee Recognition and Referral Program Policy\***

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

**M. Revocation of the contract with Protronics Technologies Inc. in the amount of \$210,000 approved at the October 16, 2019 Board Meeting and enacting a new contract with Protronics Technologies Inc. to provide equipment, connectivity, internet, WAN/LAN and additional IT support in an amount not to exceed \$70,000\***

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

**N. Consideration of Revisions to the Aquatic Facility Policy\***

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

**6. Meeting Minutes:**

- A. Parks & Recreation Meeting Minutes November 20, 2019\*
- B. Parks & Recreation Board Soccer Park Committee Meeting Minutes December 4, 2019\*
- C. Parks & Recreation Board Soccer Park Committee Meeting Minutes December 11, 2019\*

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

- D. Parks and Recreation Board Closed Session Meeting Minutes November 20, 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 Soccer Park Committee Closed Session Meeting Minutes December 4, 2019; Legal actions, causes of action, or litigation. (RSMo 610.021.1) and Leasing, purchase or sale of real estate where public knowledge of the transaction might adversely affect the legal consideration thereof. (RSMo 610.021.2)\*\*\*
- F. Parks and Recreation Board Soccer Park Committee Closed Session Meeting Minutes December 11, 2019; Legal actions, causes of action, or litigation. (RSMo 610.021.1) and Leasing, purchase or sale of real estate where public knowledge of the transaction might adversely affect the legal consideration thereof. (RSMo 610.021.2)\*\*\*

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

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

Bichel 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:**

The January 1st, 2020 Work Session will be cancelled since it falls on New Year's Day.

10. **Directors Report:**

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

Britton informed the Board that closing took place for the 100 acres located off Highway 94 and Highway B.

11. **Board Member Announcements and Reminders:** None

12. **Council Liaison Announcements and Reminders:**

Ohms said the Cemetery fees were on the upcoming Council agenda. The separated trail on the Highway 370 bridge will be completed by the end of December 2019.

13. **Park Board Liaisons Comments**

- A. **Foundation Report:** None.
- B. **Cemetery Report:** None.
- C. **Legislative Report:** Bills can be filed at the State on December 1st.

At 7:25 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 - Absent, David Fichtenmayer - Yes, Brad Harmon - Yes, Brad Nowak - Yes, Kathy Mudrovic - Yes, Mike Ryan - Yes, Tom Smith - Yes.

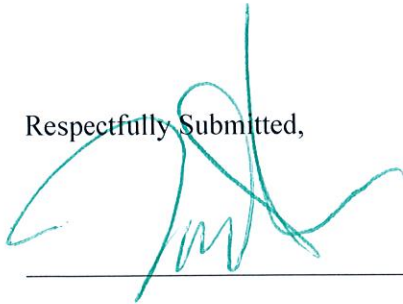
At 7:40 pm Fichtenmayer Made A Motion to come out of Closed Session. Seconded by Smith.

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

As there was no further business to discuss Fichtenmayer moved for Adjournment at 7:41pm; Seconded by Mudrovic which then passed.

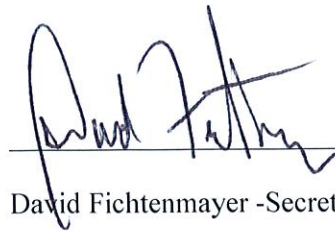
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Respectfully Submitted,



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Tom Smith - President



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David Fichtenmayer -Secretary