

SAINT CHARLES PARK & RECREATION BOARD MINUTES
PARK BOARD MEETING HELD
August 19th, 2020

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 Patrick Caskey, Denise Childress, Brad Harmon, Kathy Mudrovic, Mike Ryan, Merle Schneider, Tuss Peluchette, Tom Smith and Council Liaison Denise Mitchell were present. Bradley Nowak was absent.

Others Maralee Britton – Director, Chris Atkinson - Assistant Director, Don Borgmeyer- Enterprise Superintendent, Adi Naumann - Recreation Coordinator, Peter VanLinn - Maintenance Superintendent, Todd Kassabaum - Chief Park Ranger.

Community Members - Dan Foust & Courtney Higgins St. Charles Oktoberfest.

3. Verbal Petitions/Public Comments and Response:

Oktoberfest Request.

The St. Charles Oktoberfest Committee made a request of the Park Board to allow them to charge an entry fee to Frontier Park for attending the Oktoberfest Event. Per Board policy under "Parks Public Trust" "no public entry fees shall be charged by any persons, organization, civic club, event organizer, private or public group, or governmental unit, agency, department or official for the purpose of granting access or entry, while denying another who has not paid such fee that same access."

They explained to the Board the challenges being faced this year due to Covid-19 and all of the extra steps they were planning on taking to make the event as safe as possible for festival attendees.

After lengthy discussion and questions about charging fees and the other plans that they would put in place due to COVID-19, it was decided to call for two separate votes.

Caskey made a motion to waive the admission fee policy of the Special Event Use Policy for the Oktoberfest event in 2020 due to Covid-19; seconded by Schneider.

Roll Call vote: Patrick Caskey - No, Denise Childress - Yes, Merle Schneider - Yes, Tuss Peluchette - No, Brad Harmon - No, Brad Nowak - Absent, Kathy Mudrovic - No, Mike Ryan - No, Tom Smith - Yes. Motion Failed.

Caskey made a motion to require the Oktoberfest Committee to do the following in order to host their event; Limit capacity at one time to the event area, receive State of Missouri approval to use their property within the park, if capacity cannot be handled with the existing fence then install a temporary 6' fence with manned entrance/exit points so that capacity could be checked; and coordinate the health and safety plan with the St. Charles County Health Department; seconded by Smith.

Roll Call vote: Patrick Caskey - Yes, Denise Childress - Yes, Merle Schneider - Yes, Tuss Peluchette - Yes, Brad Harmon - Yes, Brad Nowak - Absent, Kathy Mudrovic - Yes, Mike Ryan - Yes, Tom Smith - Yes. Motion Passed.

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

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

A. **Aquatics and Recreation Update**

Enterprise Superintendent Don Borgmeyer presented the information on attendance and revenue/expenses through August 13th, 2020. Season pass sales are down about 13% over 2019. Daily admission and revenue for general swim are about 55% of 2019 numbers.

Recreation Coordinator Adi Naumann provide an update on recreation programs and the final attendance numbers for Day Camp.

B. **Transfers over \$10,000***

Britton presented the request to move funding from the Skate/Bike Park Project to a new project that will be created for the HWY 94 Park Development Project which is the joint venture with the Orchard Farm School District .

Smith made a motion to approve the transfer; seconded by Mudrovic which then passed.

C. **Contract with Ford Asphalt Co. Inc. to complete the Asphalt Trails Improvement Project in an amount not to exceed \$48,510***

Atkinson explained to the Board that this project was bid in March with a bid opening date of April 8th. IT included several trail repair projects. Due to a spending freeze because of Covid-19 the bid was not awarded back in April. Staff would now like to proceed with awarding the bid.

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

6. **Meeting Minutes:**

A. **Parks & Recreation Meeting Minutes July 15, 2020***

B. **Parks and Recreation Work Session Meeting Minutes August 5, 2020***

Mudrovic made a motion to approve the meeting minutes; seconded by Harmon which then passed.

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

Smith made a motion to approve the consent agenda; Seconded by Harmon which then passed.

8. Items Removed from the Consent Agenda: None

9. Presidents Announcements and Reminders:

Smith welcomed the 3 new board members. Everyone in the room, both board members and staff present introduced themselves. He also asked if we could plan a Park Tour at an upcoming meeting to show the new Board members around the parks system.

10. Directors Report:

A. Thank You's (As Available)

Britton highlighted a couple of thank you notes received from the public.

B. General Department Update

C. Employee Benefits Package Changes

Britton informed the Board that the City is currently going through the process of changing the employee benefits package. Any changes will go into effect in 2021.

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 8:19 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)
- 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: Patrick Caskey - Yes, Denise Childress - Yes, Merle Schneider - Yes, Tuss Peluchette - Yes, Brad Harmon - Yes, Brad Nowak - Absent, Kathy Mudrovic - Yes, Mike Ryan - Yes, Tom Smith - Yes. Motion Passed.

At 8:45 pm Caskey Made A Motion to come out of Closed Session. Seconded by Mudrovic.

Roll Call vote: Patrick Caskey - Yes, Denise Childress - Yes, Merle Schneider - Yes, Tuss Peluchette - Yes, Brad Harmon - Yes, Brad Nowak - Absent, Kathy Mudrovic - Yes, Mike Ryan - Yes, Tom Smith - Yes. Motion Passed.

As there was no further business to discuss Mudrovic moved for **Adjournment** at 8:46 pm; Seconded by Caskey which then passed.

Meeting: August 19, 2020

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read 'Tom Smith', written over a horizontal line.

Tom Smith - President

A handwritten signature in cursive script, appearing to read 'Mike Ryan', written over a horizontal line.

Mike Ryan -Vice-President