

**SAINT CHARLES PARK & RECREATION BOARD MINUTES
PARK BOARD MEETING HELD
February 17th, 2016**

The meeting was **Called to Order** by President Bichel at 6:03pm in the Meeting Room in Memorial Hall. **Roll Call** noted the following present for the meeting:

Park Board - David Fichtenmayer, Betty Barro, Bradley Nowak, Mike Ryan, Valerie Lanning, Tom Smith, Sandy Bichel and Council Liaison Laurie Feldman were present. TJ Slattery and Kathy Mudrovic were absent.

Others - Maralee Britton – Director
Chris Atkinson – Assistant Director
Nick Donze - Maintenance Superintendent
Gary Gerber - Park Operation Foreman'
Chris Bunch - Park Construction Foreman
Don Borgmeyer - Enterprise Superintendent

Community Members – None

Verbal Petitions/Public Comments and Response: None

Staff Reports/Presentations: None

Items for Discussion and/or Action:

- A. **Purchase of a 2016 Ford Explorer Police Interceptor for Ranger Division from Pundmann Ford in an amount not to exceed \$19,721.00***

Lanning made a motion to approve the purchase. Seconded by Nowak. Passed Unanimously.

- B. **Purchase of a 14,000 lb car lift from Advance Auto Parts in an amount not to exceed \$8,760.00***

Nowak made a motion to approve the purchase. Seconded by Barro. Passed Unanimously.

- C. **Purchase of 2 Toro Groundsmaster 4000-D Lawn Mowers with trade ins from MTI Distributing in an amount not to exceed \$96,671.40***

Lanning made a motion to approve the contract. Seconded by Fichtenmayer. Passed Unanimously.

- D. Purchase of 3 maintenance vehicles with trade ins from Pundmann Ford in an amount not to exceed \$104,473.00***

Nowak made a motion to approve the contract. Seconded by Barro. Passed Unanimously.

- E. Purchase of 2 Kubota MX4800DT Tractors with attachments and with trade ins from Kubota Tractor Corporation in an amount not to exceed \$45,554.30***

Nowak made a motion to approve the contract. Seconded by Lanning. Passed Unanimously.

- F. Contract with Vandalia Bus Lines to provide overnight transportation on 4 recreation trips in an amount not to exceed \$12,728.00***

Barro made a motion to approve the contract. Seconded by Lanning. Passed Unanimously.

- G. Purchase of building materials for use on projects and day to day operations from Hackmann Lumber Co. in an amount not to exceed \$10,500.00***

Nowak made a motion to approve the purchase. Seconded by Fichtenmayer. Passed Unanimously.

- H. Purchase of electrical supplies for use department wide from SC Electric in an amount not to exceed \$8,700.00***

Lanning made a motion to approve the purchase. Seconded by Ryan. Passed Unanimously.

- I. Change Order #1 to Contract C14-231 with Kimley Horn & Associates Inc. Adding \$13,000.00 to the original contract amount of \$100,000.00 making the new contract amount \$113,000.00 to provide 3D renderings of the new facilities for the Aquatics Master Plan.***

Lanning made a motion to approve the change order. Seconded by Barro. Passed Unanimously.

- J. Contract with Little Tikes/All Inclusive Rec. to provide and install safety surfacing at Schaefer Park and provide and install a playground and surfacing at Wapelhorst Park in an amount not to exceed \$121,000.00***

Nowak made a motion to approve the contract. Seconded by Lanning. Passed Unanimously.

- K. Contract with Miracle/Hutchinson Recreation & Design, Inc. to make repairs to Blanchette Playground in an amount not to exceed \$10,000.00***

Smith made a motion to approve the contract. Seconded by Nowak. Passed Unanimously.

- L. Contract with Aquatic Control to provide "Clean Lake Management Program" for ponds and water features in Parks and at the Cemetery in an amount not to exceed \$8,760.00***

Barro made a motion to approve the contract. Seconded by Nowak. Passed Unanimously.

- M. Discussion and Consideration of Revising the Facilities Fees Schedules***

Nowak made a motion to approve the revised facilities fees schedules. Seconded by Barro. Passed Unanimously.

- N. Discussion and Consideration of Revising the Athletic Facility Permit Policy***

Fichtenmayer made a motion to approve the revised Athletic Facility Permit Policy. Seconded by Barro. Passed Unanimously.

Meeting Minutes:

- A. Parks & Recreation Board Meeting Minutes January 20, 2016*
B. Parks & Recreation Board Work Session Meeting Minutes February 3, 2016*
C. Parks and Recreation Board Executive Committee Meeting Minutes January 25, 2016*

Lanning Made a Motion to approve all of the minutes. Seconded by Barro. Passed Unanimously.

Closed Session Minutes (Requires Roll Call Vote, may be approved at one time)

- D. Parks & Recreation Board Meetings Closed Session January 20, 2016 for the purposes of 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) AND Legal actions, causes of action, or litigation. (RSMo 610.021.1)***
E. Parks & Recreation Board Meetings Closed Session February 3, 2016 for the purposes of 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)***
F. Parks and Recreation Board Executive Committee Meeting Minutes January 25, 2016* for the purposes of 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) and AND Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment. (RSMo 610.021.13)

Smith Made a Motion to approve all of the Closed Session Minutes. Seconded by Ryan.

Roll Call Vote. David Fichtenmayer Yes, Betty Barro - Yes, Bradley Nowak - Yes, Mike Ryan - Yes, Valerie Lanning - Yes, Tom Smith - Yes, Sandy Bichel - Yes

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

Smith made a motion approve the items on the consent agenda. Seconded by Lanning. Passed unanimously.

Items Removed from the Consent Agenda: None

Presidents Announcements and Reminders:

Bichel reminded everyone that she and some staff will be attending the MPRA State Conference in Columbia, MO February 23rd through 26th. Also said that the Executive Committee had completed the evaluation of the Director of Parks & Recreation Britton. Board thanked her for her work and leadership of the department.

Directors Report:

- A. Thank You's (As Available)
- B. General Department Update

Britton updated the Board that staff would be requesting a meeting with the Finance Committee to discuss the 2017-2022 Capital Improvements Plan.

Board Member Announcements and Reminders: None

Council Liaison Announcements and Reminders:

Feldman informed the Board that April 30th is a City Wide drug take back event. Also mentioned that the City is discussing the SCAT system and the use of UBER in the City limits.

Park Board Liaisons Comments:

Foundation Report: None

Cemetery Report: None

Legislative Report: Smith reference a few bills that are park related. HB2047 is the KATY Trial issue, HB2553 involves the Metro Park Tax. Would keep the board updated if anything else comes up.

Bike/Pedestrian Plan Report: None

As there was not any other business to discuss Lanning moved for **Adjournment** at 7.04 pm. Motion was seconded by Nowak. Passed unanimously.

Meeting: February 17th, 2016

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Sandy Bichel", written over a horizontal line.

Sandy Bichel - President

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

Mike Ryan -Secretary