

SAINT CHARLES PARK & RECREATION BOARD MINUTES
PARK BOARD MEETING HELD
January 20th, 2016

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

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

Others - Maralee Britton – Director, Chris Atkinson – Assistant Director
Todd Kassabaum – Chief Ranger,
Missy Hollander – Aquatics Coordinator
Danielle Kruger – Concessions Coordinator
Jerry Hurlbert – Director of Public Works Department
John Zimmerman – Assistant Director of Public Works

Community Members – None

Lanning Made motion to move Closed Session from the end of the agenda to the beginning of the agenda. Seconded by Smith. Passed Unanimously.

At 6:02 Smith Made a Motion to go into closed session to discuss:

- A. Legal actions, causes of action, or litigation. (RSMo 610.021.1)**
- 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)**

Motion was seconded by Mudrovic. Roll Call Vote:

Mudrovic – Yes, Bichel – Yes, Ryan – Yes, Lanning – Yes, Smith – Yes.

At 6:35 Lanning Made a Motion to come out of Closed Session. Seconded by Mudrovic.

Roll Call Vote:

Mudrovic – Yes, Bichel – Yes, Ryan – Yes, Lanning – Yes, Smith – Yes.

Verbal Petitions/Public Comments and Response: None

Staff Reports/Presentations: None

Items for Discussion and/or Action:

A. Resolution #1, 2016. Request to declare equipment surplus.*

Atkinson presented the surplus equipment request. All of the vehicles and equipment meet the threshold set in the City Policy for the replacement of City equipment. Lanning made a motion to approve the resolution. Seconded by Ryan. Passed Unanimously.

B. Purchase Order with Commerce Bank to issue a Certified Check to American Airlines for airline tickets for Recreational Trip to Hawaii in 2016 an amount not to exceed \$67,000.00*

Atkinson presented the request to purchase 54 flights to and from Hawaii for our September trip. Smith made a motion to approve the contract. Seconded by Mudrovic. Passed Unanimously.

C. Contract with Atlantis Cruises to provide cruise, entertainment, meal and fireworks display for trip participants on Hawaii Trip on 9/23/16 in an amount not to exceed \$7,967.36*

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

D. Contract with Vandalia Bus Lines to provide overnight transportation on two trips. June 27-29, 2016 to Kansas City, MO and September 5-9, 2016 to Pittsburgh, PA in an amount not to exceed \$7,522.50*

This contract was held for the following regular meeting.

E. Contract for the purchase and installation of chemical controllers for aquatic facilities from Westport Pools in an amount not to exceed \$34,077.97*

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

F. Contract with Paul Boschert to be Umpire In Chief and Umpire Scheduler for parks softball leagues and tournaments in 2016 in an amount not to exceed \$9,000.00*

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

G. Purchase of concession equipment from Food Service Warehouse in an amount not to exceed \$10,174.45*

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

H. Purchase of 500 yards of playground safety surface wood mulch for use in 2016 from Foster Brothers in an amount not to exceed \$7,600.00*

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

- I. **Purchase of fertilizer and grass seed for use in parks in 2016 form Supreme Turf Products in an amount not to exceed \$21,200.00***

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

- J. **Contract for the printing and mail preparation of the combined Parks/City flip book with Messenger Print Group in an amount not to exceed \$20,000.00***

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

- K. **Purchase of computers, monitors and printer from World Wide Technology in an amount not to exceed \$10,001.13***

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

Meeting Minutes:

A. Parks & Recreation Board Meeting December 16, 2015*

Smith Made a Motion to approve the minutes of the meeting. Seconded by Mudrovic.

B. Parks & Recreation Board Work Session Meeting January 6, 2016*

Smith Made a Motion to approve the minutes of the meeting. Seconded by Mudrovic.

C. Parks & Recreation Board Meetings Closed Session January 6, 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)***

Lanning Made a Motion to approve the Closed Session Minutes. Seconded by Smith.

Roll Call Vote. Mudrovic – Yes, Bichel – Yes, Lanning – Yes, Ryan – Yes, Smith – 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

Mudrovic 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 the Beer & Chicken dance will held on Friday January 29th. Also asked the members of the Board on the Executive Committee to provide some dates that they were available to meet.

Directors Report:

- A. Thank You's (As Available)
- B. General Department Update
- C. 2015 Parks & Recreation Department Highlights
- D. Annual Procedural Timeline.

Britton updated the Board on the recent snow event and that Parks assisted Public Works when needed. Also presented the 2015 Department highlights. Focus was on the following areas: Infrastructure, Efficiency, Aquatics Comprehensive Plan, Community Outreach, Planning, Training and Marketing.

Procedural timeline was also presented that shows the different Board meetings where events, activities take place.

Board Member Announcements and Reminders:

Lanning asked about volunteer opportunities and the possibility of pickle ball being held in the evening.

Ryan asked staff to look at the ball field back stop at Fox Hill.

Council Liaison Announcements and Reminders:

Hermann gave a quick update on the Pool/Storm Water Issue. Hopefully meet again in February or March to finalize. Mentioned that the levee/berm located next to Charlestowne is under discussion due to some flood requirements. Would update at future meetings.

Park Board Liaisons Comments:

Foundation Report: Beer & Chicken Dance is Friday January 29th.

Cemetery Report: None

Legislative Report: In session.

Bike/Pedestrian Plan Report: List of Plan priorities was presented.

As there was not any other business to discuss Smith moved for **Adjournment** at 7.16 pm. Motion was seconded by Ryan. Passed unanimously.

Meeting: January 20th, 2016

Respectfully Submitted,

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

Sandy Bichel - President

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

Mike Ryan -Secretary