

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

The meeting was **Called to Order** by President Bichel at 6:06pm in the Meeting Room in Memorial Hall. **Roll Call** noted the following present for the meeting:

**Park Board -** Betty Barro, Bradley Nowak, Valerie Lanning, , Sandy Bichel, Kathy Mudrovic were present. Tom Smith, Mike Ryan and David Fichtenmayer were absent.

**Others -** Maralee Britton – Director  
Chris Atkinson – Assistant Director  
Nick Donze - Maintenance Superintendent  
Don Borgmeyer - Enterprise Superintendent  
Todd Kassabaum - Chief Park Ranger  
Teresa Martchink - Recreation Coordinator

**Community Members –**

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

**Staff Reports/Presentations:**

**Items for Discussion and/or Action:**

**A. Resolution #2, 2016. Request to declare equipment surplus.\***

Lanning made a motion to approve Resolution # 2. Seconded by Nowak. Passed Unanimously.

**B. Contract with Howell & Sons Excavating Inc. to complete Fountain Lakes landslide project in an amount not to exceed \$8,580.00\***

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

**C. Contract with John Rufkahr Jr. Concrete Company to complete trail restoration at Eco Park in an amount not to exceed \$13,299.00\***

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

- D. Contract with First Student to provide transportation services during 2016 Summer Day Camp and COPS Camp in an amount not to exceed \$17,500.00\***

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

- E. Rescinding the Parks and Recreation Board Discipline/Hiring Policy\***

- F. Rescinding Ranger Policy Manual Chapter 7 Discipline/Appeals/Grievances in its entirety\***

- G. Resolution #3, 2016 Adoption of the City of St. Charles Employee Personnel Manual\***

Nowak made a motion to rescind item E and item F from the policies and approve Resolution #3, the adoption of the City of St. Charles Employee Personnel Manual. Seconded by Barro. Passed unanimously.

- H. Amending the Enterprise Employee Manual\***

- I. Amending the Day Camp Manual\***

Nowak made a motion to amend item H (Enterprise Employee Manual) and item I (Day Camp Manual). Seconded by Barro. Passed unanimously.

**Meeting Minutes:**

- A. Joint Meeting of City Council and Parks & Recreation Board March 8th, 2016\*
- B. Parks & Recreation Board Meeting March 16, 2016\*
- C. Parks & Recreation Work Session Meeting April 6th, 2016\*

Nowak Made a Motion to approve all of the minutes with the one change to the March 16th minutes. Seconded by Lanning. Passed Unanimously.

**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. Oak Grove Cemetery Board Minutes March 10th, 2016.

Mudrovic made a motion approve the consent agenda. Seconded by Nowak. Passed unanimously.

**Items Removed from the Consent Agenda:**

**Presidents Announcements and Reminders:**

Bichel took some time to thank Lanning and Barro for speaking at the City Council meeting in regards to the aquatics plans.

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**Directors Report:**

A. Thank You's (As Available)

Received a thank you from residents near Fox Hill Park for replacing the flag on the pole.

B. General Department Update

Since the flipbook was delivered to approximately 28,000 households we have received 1200 new households. Britton updated the Board that two new full time Park Rangers will begin in Early May and a Administrative Assistant will begin in early May also. Discussion took place that the City of St. Peters are considering an outdoor aquatics facility which would involve a bond. Staff said they would continue to find out information since they were not familiar with the size and scope of the possible project.

C. City Employee Compensation and Classification Study

**Board Member Announcements and Reminders:**

Nowak - Said the two playground in Wapelhorst looked good.

Mudrovic, Barro, Bichel, Lanning - None

**Council Liaison Announcements and Reminders:** None

**Park Board Liaisons Comments:**

**Foundation Report:** None

**Cemetery Report:** None

**Legislative Report:** None.

**Bike/Pedestrian Plan Report:** Britton informed the Board that the project has been slightly delayed due to a change in staffing at Trailnet.

As there was not any other business to discuss Lanning moved for **Adjournment** at 7.08 pm. Motion was seconded by Barro. Passed unanimously.

Meeting: April 20th, 2015

Respectfully Submitted,

A handwritten signature in cursive script that reads "Valerie Lanning". The signature is written in black ink and is positioned above a horizontal line.

Valerie Lanning - Vice - President

A handwritten signature in cursive script that reads "Mike Ryan". The signature is written in black ink and is positioned above a horizontal line.

Mike Ryan  
*Secretary*