

**SAINT CHARLES PARK & RECREATION BOARD MINUTES**  
**PARK BOARD MEETING HELD**  
**June 15th, 2016**

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

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

**Others -** Maralee Britton – Director  
Chris Atkinson – Assistant Director  
Nick Donze - Maintenance Superintendent  
Todd Kassabaum - Chief Park Ranger  
Monica McCarthy - Administrative Coordinator

**Community Members –**

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

**Staff Reports/Presentations:**

A. Introduction of new employees.

Chief Kassabaum introduced his new employees. David Ingle and Christina Young are the two new full time employees. Both Ingle and Young introduced themselves and told the Board a little about themselves and their law enforcement history.

Brock Benisch and Dave Frenzia were recently hired as part time rangers. They both introduced themselves also.

Monica McCarthy introduced two new Admin employees. Marsh Adams was recently hired as a new full time Admin Support II and Marissa Roskowske was recently hired as a part time Admin Support. Both employees introduced themselves.

The Board welcomed all six employees to the Department.

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

**A. Resolution #5, 2016. Request to declare equipment surplus.\***

Atkinson presented the list of concession equipment that staff would like to declare surplus. Barro made a motion to approve Resolution # 5. Seconded by Ryan. Passed Unanimously.

**B. Change Order #1 to contract with Gary Elmestad. Extension of contract through December 31st, 2016. Adding \$18,000.00 to contract. New contract amount will be \$70,000.00 \***

Atkinson presented the Change Order. This would allow the consultant to continue negotiations with the railroad through the end of the 2016 budget year. Ryan made a motion to approve the Change Order. Seconded by Smith. Passed Unanimously.

**C. Contract with Canyonlands by Night to provide overnight lodging, cruise, lunch, guide and dinner during trip on October 3rd & 4th, 2017 in an amount not to exceed \$20,770.40\***

Atkinson presented the information. Fichtenmayer made a motion to approve the contract. Seconded by Ryan. Passed Unanimously.

**D. Cooperation Agreement with Great Rivers Greenway for Construction, Operations and Maintenance of the Centennial Greenway\***

Britton presented the information. This agreement is required any time the GRG build a trail in a municipality. It spells out the expectation from both parties during the contraction and maintenance stage of the project. Ryan made a motion to approve the agreement. Seconded by Smith. Passed Unanimously.

**E. Inclusion Coordinator Contract 2016 – 2017 in an amount not to exceed \$9,857.42.\***

Britton presented the information. This contract agreement is done every year for the Inclusion Coordinator. IN 2016-2017 the cost is going to increase due to Wentzville dropping out of the agreement. Staff feel the cost is still very much worth the services that are provided. Fichtenmayer made a motion to approve the contract. Seconded by Ryan. Passed Unanimously.

**Meeting Minutes:**

A. Parks & Recreation Board Meeting April 20th, 2016\*  
B. Parks & Recreation Work Session Meeting May 4th, 2016\*  
C. Parks & Recreation Work Session Meeting June 1st, 2016\*

Barro Made a Motion to approve all of the minutes. Seconded by Ryan. 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

Ryan made a motion approve the consent agenda. Seconded by Fichtenmayer. Passed unanimously.

**Items Removed from the Consent Agenda:**

**Presidents Announcements and Reminders:** None

**Directors Report:**

- A. Thank You's (As Available)

Received a thank you from a resident appreciating the job that the horticulturists do throughout the parks.

- B. General Department Update

Britton updated the Board on the progress made on Prop P. All print media is out, all signs are currently being placed throughout the City. Community meetings have begun and more will be scheduled between now and August 2nd, 2016.

- C. Recycling in Parks

Britton informed the Board that she and Director of Administration Dobrosky met with the City's trash contractor. Looking for ways to increase recycling within parks. Currently working through the process with the goal of potentially beginning recycling in the aquatic facilities this summer then also doing a "test" park to see how recycling would be used by the Public and also how staff and their equipment would have to change their day to day operations. Lanning said that she is a big supporter of anything that we can do to increase recycling in the City.

**Board Member Announcements and Reminders:**

Ryan - Suggested possibly providing Prop P information to Duchesne for distribution to its mailing list.

Lanning - Said that she has been using the early morning lap swim at Blanchette Pool. Fichtenmayer, Smith and Barro had no additional comments.

**Council Liaison Announcements and Reminders:** None

**Park Board Liaisons Comments:**

**Foundation Report:** None

**Cemetery Report:** None

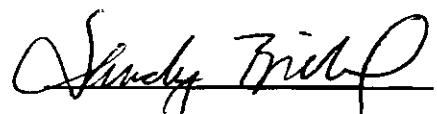
**Legislative Report:** None.

**Bike/Pedestrian Plan Report:**

As there was not any other business to discuss Ryan moved for Adjournment at 6.50 pm. Motion was seconded by Fichtenmayer. Passed unanimously.

Meeting: June 15th, 2016

Respectfully Submitted,



Sandy Bichel - President



Mike Ryan -Secretary