

**SAINT CHARLES PARK & RECREATION BOARD MINUTES
PARK BOARD MEETING HELD
August 17th, 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 - CJ Evans, Valerie Lanning, Tom Smith, Kathy Mudrovic, Sandy Bichel, Bradley Nowak, Mike Ryan and Council Liaison West were present. David Fichtenmayer was absent.

Others - Maralee Britton – Director
Chris Atkinson – Assistant Director
Nick Donze - Maintenance Superintendent
Todd Kassabaum - Chief Park Ranger

Community Members – None

Verbal Petitions/Public Comments and Response:

Staff Reports/Presentations:

Items for Discussion and/or Action:

A. Resolution #6, 2016. Request to declare equipment surplus*

Atkinson presented the list of POS Systems that staff would like to declare surplus. Nowak made a motion to approve Resolution # 6. Seconded by Mudrovic. Passed Unanimously.

B. 2017 Seasonal Salary Grid*

Britton and Donze presented the updated 2017 seasonal salary grid to the Board. The major change was moving the base rate from \$8.60 per hour to \$9.45 per hour. This puts the department more in line with other local municipalities. This grid will not go in effect until January 1st, 2017. Nowak made a motion to approve the new grid. Seconded by Lanning. Passed Unanimously.

C. Discussion of Proposition P and future action items.

Britton updated the Park Board on Prop P issues. Highlighted the timeline staff are aggressively pursuing. Asked for an additional member to serve on the Aquatic Task Team. President Bichel volunteered. Discussed the funding options available until the bond proceeds are completed. Staff are finalizing the RFQ/RFP Process. The goal is to have a recommendation for a design engineer at the September 21st meeting. Finally some quotes have been received for some preliminary work (surveying and test boring) that needs to be completed before the final design can begin.

D. Transfers Over \$7,500.00*

Atkinson presented the information. These transfers are needed to make sure there is enough funds in place to do some surveying and test drilling on the sites of the two aquatic facilities. Funds are coming from remaining aquatic project funds and other projects that are completed. Nowak made a motion to approve the transfers. Seconded by Mudrovic. Passed Unanimously.

E. Contract with BAX Engineering to provide professional land surveying services for the new Blanchette and Wapelhorst Aquatic Facilities in an amount not to exceed \$25,033.00*

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

F. Contract with SCI Engineering to provide geo-technical professional services for the new Blanchette and Wapelhorst Aquatic Facilities in an amount not to exceed \$11,250.00*

Atkinson presented the information. Smith made a motion to approve the contract. Seconded by Lanning. Passed Unanimously.

Meeting Minutes:

- A. Parks & Recreation Board Meeting June 15, 2016*
- B. Finance Committee Meeting June 21, 2016*
- C. Parks & Recreation Work Session Meeting July 6, 2016*
- D. Parks & Recreation Work Session Meeting August 3, 2016*

Lanning Made a Motion to approve all of the minutes. Seconded by Mudrovic. 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

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

Items Removed from the Consent Agenda:

Presidents Announcements and Reminders:

Bichel asked that election of officers be placed on the September 21st agenda. Anyone interested in serving as President, Vice President, Secretary or Treasurer should reach out to her.

Directors Report:

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

Board Member Announcements and Reminders:

Nowak welcomed CJ Evans to the Park Board. Bichel asked about Kingshighway road project. Staff said they would find out information on striping and get back to her.

Council Liaison Announcements and Reminders: None

Park Board Liaisons Comments:

Foundation Report: Mudrovic reminded the Board that the Illumirun is September 9th, 2016.

Cemetery Report: None

Legislative Report: None.

Bike/Pedestrian Plan Report:

At 7:01pm Lanning 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)

Seconded by Smith.

Roll Call Vote: Evans - Yes, Bichel - Yes, Lanning - Yes, Mudrovic - Yes, Nowak - Yes, Ryan - Yes, and Smith - Yes.

At 7:34pm Lanning Made A Motion to come out of Closed Session. Seconded by Mudrovic.

Roll Call Vote: Evans - Yes, Bichel - Yes, Lanning - Yes, Mudrovic - Yes, Nowak - Yes, Ryan - Yes and Smith - Yes.

As there was not any other business to discuss Smith moved for **Adjournment** at 7:35pm. Seconded by Ryan. Passed unanimously.

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Respectfully Submitted,


Sandy Bichel, President


Mike Ryan- Secretary