

**SAINT CHARLES PARK & RECREATION BOARD MINUTES  
PARK BOARD MEETING HELD  
September 21st, 2016**

The meeting was **Called to Order** by President Bichel at 6:02pm 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, David Fichtenmayer and Mike Ryan were present.  
Council Liaison West was absent.

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

**Community Members –** None

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

**Staff Reports/Presentations:**

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

**A. Election of Officers\***

Vice President Lanning presented a slate of candidates and asked if there were any other members who would like to put their name forward. No one else expressed any interest. The slate presented was:

Bichel – President  
Ryan – Vice President  
Fichtenmayer – Secretary  
Smith - Treasurer

Mudrovic made a motion to accept the slate as presented. Smith seconded the motion. Motion passed unanimously.

**B. Adopt a Park/ Council Buddies**

Lanning remains liaison to Cemetery Board, Mudrovic remains liaison to Foundation. Smith remained as Legislative Liaison and Bichel and Nowak remained as Bike/Ped Liaisons.

The following was decided through a drawing for Adopt a Park:

Lanning – Berthold, Kister & Frontier  
Mudrovic – Blanchette, 110 acre (Will transfer to new member once appointed)  
Fichtenmayer – Boones Lick, Circle Drive, Oak Grove Cemetery.  
Evans – Boschert Greenway, Fox Hill, Soccer Complex.  
Ryan – Fountain Lakes, Kiwanis,  
Smith: Frenchtown, DuSable, Blanchette Landing, Eco Park.  
Mudrovic: McNair, Westwinds, Jaycee.  
Nowak: Schaefer, Wapelhorst.  
Bichel: Webster, Heatherbrook, Vogt Brothers, Woodlands.

The following was decided through a drawing for Council Buddies:

Smith – Bridget Ohmes  
Evans - Rod Hermann  
Ryan – Jerry Reese  
Mudrovic: Laurie Feldman  
Lanning - Tom Besselman  
Fichtenmayer - Stivison  
Nowak - John Hanneke  
New Member - Dave Beckering  
Bichel: Mayor Faith, Council President Mary Ann Ohms, Director of Administration Larry Dobrosky, Park Board Liaison Mary West.

**C. Transfers over \$7,500.00\***

Atkinson presented the information. This transfers is needed since Enterprise operated without a part time recreation specialist this year. Seasonal employees completed most of the functions so additional funding is needed in that account. Nowak made a motion to approve the transfer. Seconded by Mudrovic. Passed Unanimously.

**D. Purchase of new Point of Sale (POS) Systems from Protronics Technologies, Inc. in an amount not to exceed \$35,208.00\***

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

**E. Contract with Protronics Technologies, Inc to provide wireless, WAN, LAN service during 2017, 2018 and 2019 in an amount not to exceed \$120,000.00\***

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

- F. Authorization to enter into an Engineering Services Contract with Kimley-Horn and Associates, Inc. for the Design and Construction Documents for Wapelhorst Aquatic Facility and Blanchette Aquatic Facility associated with Proposition P in an amount not to exceed \$1,360,000.00 \***

Britton presented the information. The information the Board received is identical to the information the City Council received. Due to the size of the contract and the funding source for the Prop P projects City Council will also be involved in the approval process. Lanning made a motion to approve the contract. Seconded by Ryan. Passed Unanimously.

- G. Guidelines for Clothing Worn at Work Policy\***

Britton presented the information. Evans highlighted two grammatical errors. Smith made a motion to remove edit line 1. (o). Would remove the words "political or religious statement." Feeling was that it was covered in other lines preceding that one. Seconded by Nowak. Smith then made a motion to approve the policy as amended. Seconded by Evans. Passed Unanimously.

- H. Purchase of a SCAG Brand 72" riding mower from TNT Golf Car & Motorsports. in an amount not to exceed \$13,798.00\***

Atkinson presented the information. Fichtenmayer made a motion to approve the purchase. Seconded by Evans. Passed Unanimously.

**Meeting Minutes:**

- A. Parks & Recreation Board Meeting August 17, 2016\***

Lanning 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

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

**Items Removed from the Consent Agenda:**

**Presidents Announcements and Reminders:**

Bichel thanked Lanning for serving as Vice-President for the last year.

**Directors Report:**

- A. Thank You's (As Available)
- B. General Department Update
- C. October 5, 2016 Work Session/NRPA Conference

Britton requested that the October 5th Work Session be cancelled due to the fact that Atkinson and Britton would be attending the NRPA Conference.

**Board Member Announcements and Reminders:** None

**Council Liaison Announcements and Reminders:** None

**Park Board Liaisons Comments:**

**Foundation Report:** Mudrovic reminded the Board that the Glow bowl is Saturday November 12th, 2016.

**Cemetery Report:** None

**Legislative Report:** Smith said that new bills need to be filed by December 1st.

**Bike/Pedestrian Plan Report:** None

At 7:31pm Smith 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)
- D. Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment. (RSMo 610.021.13)

Seconded by Mudrovic.

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

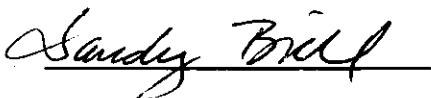
At 7:51pm Smith Made A Motion to come out of Closed Session. Seconded by Mudrovic.

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

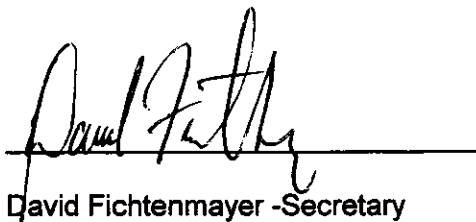
As there was not any other business to discuss Ryan moved for **Adjournment** at 7:52pm. Seconded by Smith. Passed unanimously.

Meeting: October 21st, 2016

Respectfully Submitted,

A handwritten signature in cursive script, reading "Sandy Bichel", positioned above a horizontal line.

Sandy Bichel - President

A handwritten signature in cursive script, reading "David Fichtenmayer", positioned above a horizontal line.

David Fichtenmayer -Secretary

