

**SAINT CHARLES PARK & RECREATION BOARD MINUTES**  
**PARK BOARD MEETING HELD**  
**October 19th, 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 -** Drew Garvey, Valerie Lanning, Kathy Mudrovic, Sandy Bichel, Bradley Nowak, David Fichtenmayer and Mike Ryan were present. CJ Evans, Tom Smith and Council Liaison West was absent.

**Others -** Maralee Britton – Director  
Chris Atkinson – Assistant Director  
Nick Donze - Maintenance Superintendent  
Don Borgmeyer - Enterprise Superintendent

**Community Members –** None

New Park Board Member Drew Garvey introduced himself to the Board. The Board and staff present then took time to introduce themselves to him. The Board welcomed Garvey to the Board.

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

**Staff Reports/Presentations:**

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

- A. **Consideration of Recommending Amendments to Sections 250.070, 250.080 and 250.090 of the Code of Ordinances of the City of Saint Charles, Missouri by Amending the Schedule of Prices of Grave Spaces, Burial Fees and Disinterment Fees in Oak Grove Cemetery, Effective January 1, 2017\***

Britton presented the information. Lanning requested that the Cemetery Advisory Board (CAB) be more involved and meet more to discuss relevant topics. Staff said that they CAB were aware of the potential to increase fees but would reach out to Advisory Board at the next meeting to discuss the Boards role further.

Britton pointed out that the City Council have the final say on any fee increases at Oak Grove Cemetery and that the current fee increase is on an upcoming Council agenda for approval. Also mentioned that the goal is to look at the fees every year rather than waiting for several years. Councils goal is to make Oak Grove Cemetery more self sustaining and not require as much funds from the City general fund.

Nowak then made a motion to amend the section in regards to Cemetery fees. Seconded by Lanning. Passed Unanimously.

- B. Contract with Concentra to provide drug testing and work related medical tests in 2017 in an amount not to exceed \$13,000.00\***

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

- C. Purchase of food products for resale in the 2017 budget year from Midtowne Market in an amount not to exceed \$9,400.00\***

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

- D. Purchase of alcoholic beverages for resale for the 2017 budget year from Krey Distributing in an amount not to exceed \$28,000.00 \***

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

- E. Purchase of janitorial supplies for the 2017 budget year from Industrial Soap Company in an amount not to exceed \$25,500.00\***

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

- F. Contract with Tour West America to provide transportation from September 29-October 6th, 2017 on the "National Parks & Monument West" Trip in an amount not to exceed \$9,475.00\***

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

Nowak pointed out some typos and errors in the Action Items. Staff thanked him and said they would make the changes he highlighted.

#### **Meeting Minutes:**

- A. Parks & Recreation Board Meeting September 21, 2016\***

Fichtenmayer Made a Motion to approve 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
- E. 3<sup>rd</sup> Quarter Parks and Recreation Highlights

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

**Items Removed from the Consent Agenda:** None

**Presidents Announcements and Reminders:**

Bichel said they she attended the 2016 NRPA Conference in St. Louis and thought it was very well attended and that she attended several beneficial classes.

**Directors Report:**

- A. Thank You's (As Available)
- B. General Department Update
- C. Update of the City Employee Classification and Compensation Study.

Britton said that she received a thank you card from past Board Member Betty Barro thanking her and the Board.

Said that Oktoberfest went off without any issues either inside or outside the Park.

Reminded Board that "Halloween Hoopla" will be held on Monday October 31st from 3:00 - 6:00 pm in Frontier Park.

Finally updated the Board briefly on the study. Is still working with consultant. Disappointed with the process and the lack of information provided to assist with making final recommendations to the Board. Hopefully present recommendation by the end of the year to go into effect 1/1/2017.

**Board Member Announcements and Reminders:**

Lanning said they she was disappointed that the trip program would not be going to Canada. Said that the Grove Restroom was "beat up". Staff said that they would look into her concerns. Also would like to discuss the walking club. Feels it could be better. Finally said that the CVB scarecrow event in Kister looks like it will be a great event for the City.

Ryan said he was asked by a resident why we do not allow Kayaking at Fountain Lakes. Britton said it was due to liability concerns.

Fichtenmayer thanked the Rangers for diffusing a potential difficult situation that he was present for at Blanchette Park.

**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:** None

**Bike/Pedestrian Plan Report:** Bichel said that the final report and presentation is due at the November 8th City Council Meeting.

At 7:14pm 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)
- 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)

Seconded by Ryan.

Roll Call Vote: Garvey - Yes, Bichel - Yes, Lanning - Yes, Mudrovic - Yes, Nowak - Yes, Ryan - Yes, Fichtenmayer - Yes.

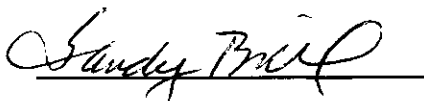
At 7:28pm Fichtenmayer Made A Motion to come out of Closed Session. Seconded by Mudrovic.

Roll Call Vote: Garvey - Yes, Bichel - Yes, Lanning - Yes, Mudrovic - Yes, Nowak - Yes, Ryan - Yes, Fichtenmayer - Yes

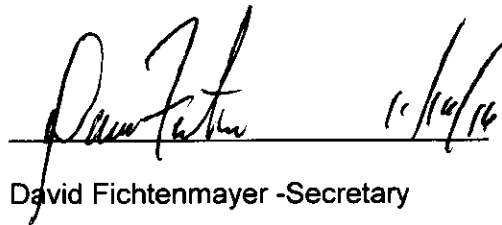
As there was not any other business to discuss Mudrovic moved for **Adjournment** at 7:29pm. Seconded by Ryan. Passed unanimously.

Meeting: October 19th, 2016

Respectfully Submitted,

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

Sandy Bichel - President

A handwritten signature in cursive script, appearing to read "David Fichtenmayer", followed by the date "10/19/16", both written over a horizontal line.

David Fichtenmayer -Secretary