

**SAINT CHARLES PARK & RECREATION BOARD MINUTES  
PARK BOARD MEETING HELD  
November 16th, 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, David Fichtenmayer, CJ Evans, Tom Smith and Mike Ryan were present and Bradley Nowak and Council Liaison West were absent.

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

**Community Members –** None

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

**Staff Reports/Presentations:**

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

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

Atkinson presented the information. Transfer would replace funds that were transferred out of the Maintenance Building project earlier in 2016. Lanning made a motion to approve the transfer. Seconded by Smith. Passed Unanimously.

**B. Contract with Jeff Ellis & Associates Inc. to provide aquatics safety certifications and risk management services at the aquatic facilities in 2017 in an amount not to exceed \$12,500.00\***

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

**C. Contract renewal with STL Shirt Company to provide purchase, printing and delivery of shirts for programs, activities, leagues and for maintenance and aquatics staff in 2017 in an amount not to exceed \$31,280.00\***

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

- D. Purchase Order with Cross Midwest Tire to provide replacement tires for parks department vehicles in 2016 in an amount not to exceed \$10,000.00\***

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

- E. Purchase Order with NAPA Auto Parts to provide replacement auto parts for parks department vehicles in an amount not to exceed \$13,400.00\***

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

- F. Contract with Geet Hospitality DBA Hampton Inn to provide overnight lodging on July 10-14, 2017 for a trip in an amount not to exceed \$17,492.40\***

This contract was pulled from the agenda since the vendor would not sign the City contract.

- G. Contract with Jalaram Inc. DBA Comfort Inn Near Grand Canyon to provide overnight lodging on September 30th and October 1st, 2017 for a trip in an amount not to exceed \$9,357.00\***

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

- H. Contract with Springhill Suites by Marriot Schaumburg to provide overnight lodging on June 2, 3 & 4, 2017 for a trip in an amount not to exceed \$9,904.95\***

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

- I. Contract renewal with Jani-King of St. Louis, Inc. to provide cleaning services at administration building in 2017 in an amount not to exceed \$7,740.00\***

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

- J. Contract with S.J. Hollander Architect, PC to provide professional services to complete construction documents for a new maintenance facility at McNair Park in an amount not to exceed \$19,710.00\***

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

**K. Discussion and Consideration of Adjusting Hours of Operation on December 22, 2016\***

Atkinson presented the request. Lanning made a motion to approve the request. Seconded by Mudrovic. Passed Unanimously.

**L. Contract with Fleetcor dba Shell Oil Products to provide gasoline and diesel for use by Parks & Recreation Department in 2017 in an amount not to exceed \$90,000.00\***

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

**Meeting Minutes:**

- A. Parks & Recreation Board Meeting October 19th, 2016\*
- B. Parks & Recreation Board Work Session November 2nd, 2016\*

Lanning Made a Motion to approve 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

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

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

**Presidents Announcements and Reminders:** None

**Directors Report:**

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

Britton informed the Board that staff had just finished the RecTrac update that was a major undertaking. Still learning the new elements.

**Board Member Announcements and Reminders:** None

**Council Liaison Announcements and Reminders:** None

**Park Board Liaisons Comments:**

**Foundation Report:** Mudrovic informed the Board that the foundation are currently going through and updating their bylaws, mission etc. Also looking into switching banks.

**Cemetery Report:** Britton informed the Board that "Baby Jane Doe" was re-buried at Oak Grove after being exhumed by the St. Charles County Police Department. Said it was a wonderful ceremony.

**Legislative Report:** December 1st is the first day of the year to file new bills.

**Bike/Pedestrian Plan Report:** Bichel informed the Board that the final Trailnet presentation was presented at the November 8th City Council Meeting.

At 6:43pm Garvey 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 Smith.

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

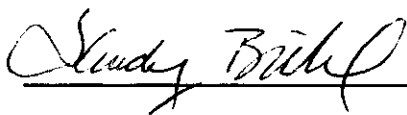
At 8:08 pm Lanning Made A Motion to come out of Closed Session. Seconded by Ryan.

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

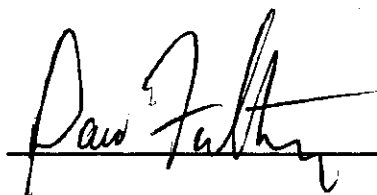
As there was not any other business to discuss Mudrovic moved for **Adjournment** at 8:09pm. Seconded by Smith. Passed unanimously.

Meeting: November 16th, 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