

**SAINT CHARLES PARK & RECREATION BOARD MINUTES**  
**PARK BOARD MEETING HELD**  
**December 21st, 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 -** Sandy Bichel, CJ Evans, David Fichtenmayer Drew Garvey, Valerie Lanning, Kathy Mudrovic, Bradley Nowak, Mike Ryan and Tom Smith were present 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

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

**Staff Reports/Presentations:**

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

At 6:04pm 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)
- 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 Fichtenmayer.

Roll Call Vote: Sandy Bichel - Yes, CJ Evans - Yes, David Fichtenmayer - Yes, Drew Garvey - Yes, Valerie Lanning - Yes, Kathy Mudrovic - Yes, Bradley Nowak - Yes, Mike Ryan - Yes and Tom Smith - Yes.

At 7:26 pm Lanning Made A Motion to come out of Closed Session. Seconded by Smith.

Roll Call Vote: Sandy Bichel - Yes, CJ Evans - Yes, David Fichtenmayer - Yes, Drew Garvey - Yes, Valerie Lanning - Yes, Kathy Mudrovic - Yes, Bradley Nowak - Yes, Mike Ryan - Yes and Tom Smith - Yes.

Item D was moved to the first item on the agenda for discussion and became Item A..

**A. Consideration of revised Compensation Policy\***

Some Board members expressed concern about size of some increases if done in one year. Suggested phasing over several years.

Fichtenmayer made a motion to approve the revised compensation policy with the addition that no increases will exceed 10% annually to reach the minimum. After further discussion Fichtenmayer then amended the motion so that the increase would not exceed 15% annually; seconded by Ryan.

Roll Call Vote. Sandy Bichel - No, CJ Evans - No, David Fichtenmayer - Yes, Drew Garvey - No, Valerie Lanning - No, Kathy Mudrovic - No, Bradley Nowak - No, Mike Ryan - Yes and Tom Smith - Yes.

Motion failed.

Nowak made a motion to approved the Compensation Policy as presented; seconded by Smith.

Roll Call Vote: Sandy Bichel - Yes, CJ Evans - Yes, David Fichtenmayer - No, Drew Garvey - Yes, Valerie Lanning - Yes, Kathy Mudrovic - Yes, Bradley Nowak - Yes, Mike Ryan - No and Tom Smith - Yes.

Motion Passed.

Board member Garvey had to leave the meeting.

**B. Consideration of revised Recreational Trip Policy\***

Britton presented the information. Lanning made a motion to approve the revised policy; seconded by Mudrovic which passed.

**C. Consideration of establishing a Lock and Key Policy\***

Britton presented the information. Fichtenmayer made a motion to approve the new policy; seconded by Lanning which passed.

**D. Consideration of revised Special Event Use Policy Manual\***

Britton presented the information. Lanning made a motion to approve the revised policy; seconded by Fichtenmayer which passed.

**E. Transfers over \$7,500\***

Britton presented the information. The transfers were required to fully fund the Compensation Policy. Smith made a motion to approve the Transfers; seconded by Mudrovic which passed.

**F. Consideration of revised Seasonal Salary Grid\***

Britton presented the information. Fichtenmayer made a motion to approve the revised policy; seconded by Smith which passed.

**G. Contract with Vermont Systems, Inc. to provide ongoing support for proprietary software (RecTrac, FinTrac, MainTrac, WebTrac) in 2017 an amount not to exceed \$12,371.86\***

Atkinson presented the information. Smith made a motion to approve the contract; seconded by Nowak which passed.

**H. Contract with Kuhlmann Design Group to provide surveying services on property for Boschert Greenway Phase III in an amount not to exceed \$12,700.00\***

Atkinson presented the information. Smith made a motion to approve the contract; seconded by Nowak which passed.

**I. Contract for printing and mail preparation services of 3 Parks PLAY Brochure in 2017 with A Graphic Resource Inc. in an amount not to exceed \$20,000.00\***

Atkinson presented the information. Fichtenmayer made a motion to approve the contract; seconded by Ryan which passed.

**J. Contract with Holiday Inn Express & Suites to provide overnight lodging July 10-14, 2017 in an amount not to exceed \$16,136.40\***

Atkinson presented the information. Smith made a motion to approve the contract; seconded by Lanning which passed.

**K. Purchase Order with SC Electric for electrical supplies needed for projects and day to day operation in 2017 in an amount not to exceed \$12,000.00\***

Atkinson presented the information. Nowak made a motion to approve the purchase; seconded by Smith which passed.

**Meeting Minutes:**

**A. Parks & Recreation Board Meeting November 16, 2016\***

Smith Made a Motion to approve the minutes; seconded by Lanning which passed.

**B. Parks & Recreation Board Meetings Closed Session June 1, 2016 for the purposes of 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. Parks & Recreation Board Meetings Closed Session July 6, 2016 for the purposes of 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. Parks & Recreation Board Meetings Closed Session September 21, 2016 for the purposes of Leasing, purchase or sale of real estate where public knowledge of the transaction might adversely affect the legal consideration thereof. (RSMo 610.021.2) and Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment. (RSMo 610.021.13)\*\*\***
- E. Parks & Recreation Board Meetings Closed Session October 19, 2016 for the purposes of Leasing, purchase or sale of real estate where public knowledge of the transaction might adversely affect the legal consideration thereof. (RSMo 610.021.2) and 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)\*\*\***
- F. Parks & Recreation Board Meetings Closed Session November 2, 2016 for the purposes of Leasing, purchase or sale of real estate where public knowledge of the transaction might adversely affect the legal consideration thereof. (RSMo 610.021.2)\*\*\***
- G. Parks & Recreation Board Meetings Closed Session November 16, 2016 for the purposes of Leasing, purchase or sale of real estate where public knowledge of the transaction might adversely affect the legal consideration thereof. (RSMo 610.021.2) and 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)\*\*\***

Smith Made a Motion to approve all of the Closed Session minutes; seconded by Lanning.

Roll Call Vote: Sandy Bichel - Yes, CJ Evans - Yes, David Fichtenmayer, Yes, Valerie Lanning - Yes, Kathy Mudrovic - Yes, Bradley Nowak - Yes, Mike Ryan - Yes and Tom Smith - Yes. Garvey - Absent.

Motion passed.

**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 Nowak which passed.

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

**Presidents Announcements and Reminders:**

Bichel reminded the Board members to reach out to their City Council buddies to provide them information on a regular basis from the Board meetings.

**Directors Report:**

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

Britton passed out Parks Passport cards from 2017 and 2018. Informed the Board that FC Barcelona would be hosting a camp at Mueller the summer of 2017. Finally informed the Board that the Festival of the Little Hills are looking into moving their event out of Frontier Park onto the street in 2017. Discussions are continuing.

**Board Member Announcements and Reminders:** None

**Council Liaison Announcements and Reminders:** None

**Park Board Liaisons Comments:**

**Foundation Report:** Mudrovic informed the Board that the Beer & Chicken Dance is Friday January 27th.

**Cemetery Report:** Next meeting is January 12th, 2017.

**Legislative Report:** None.

**Bike/Pedestrian Plan Report:** None. Will remove from future agendas.

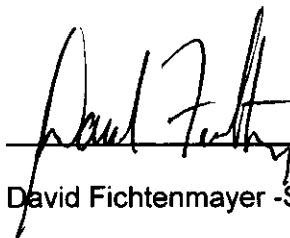
As there was not any other business to discuss Smith moved for **Adjournment** at 8:06pm; seconded by Mudrovic which passed.

Meeting: December 21st, 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", written over a horizontal line.

David Fichtenmayer -Secretary