

**SAINT CHARLES PARK & RECREATION BOARD MINUTES
PARK BOARD MEETING HELD
DECEMBER 20, 2017**

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, Patrick Caskey, CJ Evans, David Fichtenmayer, Bradley Nowak, Mike Ryan, Tom Smith and Council Liaison Mary Ann Ohms were present. Valerie Lanning and Kathy Mudrovic were absent.

Others - Maralee Britton - Director, Chris Atkinson – Assistant Director
Todd Kassabaum - Chief Park Ranger, Peter VanLinn - Maint. Superintendent
Ron Randle - Maintenance III, Roy Wolfrum - Maintenance II
Mike Gravemann - Park Ranger, Steve Pollster - Park Ranger.

Community Members - None

Verbal Petitions/Public Comments and Response: None

Staff Reports/Presentations: All of the new staff members introduced themselves to the Park Board. The Board welcomed them to the Department.

Items for Discussion and/or Action:

A. Consideration of the Revised Employee Compensation Policy*

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

B. Consideration of Repealing and Enacting Revisions of the Employee Personnel Manual Rule 18.1 Vacation*

Britton presented the revised section of the Personnel Manual. Fichtenmayer made a motion to approve the revised section of the manual; seconded by Nowak which passed.

C. Purchase Order with Krey Distributing alcoholic beverages for use/resale in concession stands and special events in 2018 in an amount not to exceed \$28,000.00*

Atkinson presented the information. Smith made a motion to approve the Purchase Order; seconded by Caskey which passed.

- D. Purchase Order with Concentra Medical Centers to provide work related medical services in 2018 in an amount not to exceed \$13,000.00***

Atkinson presented the information. Ryan made a motion to approve the Purchase Order; seconded by Smith which passed.

- E. Purchase Order with NAPA Auto Parts to provide auto parts for vehicles and equipment in an amount not to exceed \$11,400.00***

Atkinson presented the information. Caskey made a motion to approve the Purchase Order; seconded by Smith which passed.

- F. Purchase Order with Industrial Soap to provide janitorial supplies 2018 an amount not to exceed \$24,300.00***

Atkinson presented the information. Nowak made a motion to approve the Purchase Order; seconded by Evans which passed.

- G. Purchase Order with Old Monroe Lumber to purchase deck materials for Memorial Hall Deck replacement Project in an amount not to exceed \$19,000.00***

Atkinson presented the information. Fichtenmayer made a motion to approve the Purchase Order; seconded by Smith which passed.

Board member Smith excused himself from the meeting at 6:17pm.

- H. Contract with Ad-Wear & Specialty of Texas, Inc. to provide purchase, printing and delivery of shirts for programs, activities, leagues and staff in an amount not to exceed \$30,000.00***

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

- I. Resolution #3, 2017 Request to declare equipment surplus***

Atkinson presented the information. Caskey made a motion to approve the request seconded by Ryan which passed.

- J. Request to Write of Uncollectable Debt from 2007 through 2014***

Britton presented the information. Fichtenmayer made a motion to approve the write off; seconded by Caskey which passed.

Meeting Minutes:

- A. Parks & Recreation Board Meeting Minutes November 15, 2017***
- B. Parks & Recreation Work Session Meeting Minutes December 6, 2017***

Caskey made a motion to approve the Board Meeting minutes from November 15th, 2017 and December 6th, 2017; seconded by Evans which passed.

- C. Parks & Recreation Board Closed Session Minutes September 20, 2017; 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 Closed Session Minutes November 1, 2017; Leasing, purchase or sale of real estate where public knowledge of the transaction might adversely affect the legal consideration thereof. (RSMo 610.021.2)*****
- E. Parks & Recreation Board Closed Session Minutes November 15, 2017; Leasing, purchase or sale of real estate where public knowledge of the transaction might adversely affect the legal consideration thereof. (RSMo 610.021.2)*****
- F. Parks & Recreation Board Closed Session Minutes December 6, 2017; 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)*****

Fichtenmayer Made A Motion to approve the Closed Session Minutes from September 20, 2017, November 1, 2017, November 15, 2017 and December 6, 2017. Seconded by Ryan.

Roll Call vote: Roll Call Vote: Sandy Bichel - Yes, Patrick Caskey - Yes, CJ Evans - Yes, David Fichtenmayer - Yes, Bradley Nowak - Yes, and Mike Ryan - Yes

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. Financial Transactions from \$7,500 to \$10,000
- F. Finance Committee Meeting Minutes November 30th, 2017

Caskey made a motion approve the consent agenda; seconded by Fichtenmayer which passed.

Items Removed from the Consent Agenda: None

Presidents Announcements and Reminders:

Bichel thanked all of the Board Members for their service.

Directors Report:

- A. **Thank You's (As Available) - None**
- B. **General Department Update - None**
- C. **Prop P Report and Update**

Britton presented the Board with the monthly report that will keep the Board up to date on the financial side of the Prop P Aquatics projects. The report also includes photographs that show the different stages of each project.

Board Member Announcements and Reminders: None.

Council Liaison Announcements and Reminders:

Ohms updated the Board on the issues with the Prongue Road Relocation Project.

Park Board Liaisons Comments:

Foundation Report: Beer & Chicken Dance Fundraiser is on Friday January 26th, 2018.

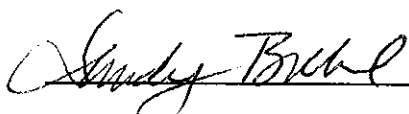
Cemetery Report: None.

Legislative Report: None.

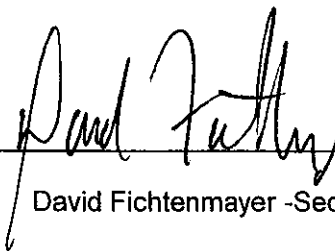
As there was not any other business to discuss Fichtenmayer moved for **Adjournment** at 6:44pm. Seconded by Caskey which passed.

Meeting: December 20th, 2017

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