

**SAINT CHARLES PARK & RECREATION BOARD MINUTES**  
**PARK BOARD MEETING HELD**  
**January 16th, 2019**

The meeting was **Called to Order** by President Smith at 6:00pm in the Meeting Room in Memorial Hall. **Roll Call** noted the following present for the meeting:

**Board** Leah Akers, Sandy Bichel, Patrick Caskey, David Fichtenmayer, Brad Harmon, Kathy Mudrovic, Bradley Nowak and Tom Smith were present.

Mike Ryan was absent.

**Others** Maralee Britton – Director, Chris Atkinson - Assistant Director  
Don Borgmeyer, Enterprise Superintendent, Gary Gerber - Maintenance Foreman

**Community Members** - None

3. **Verbal Petitions/Public Comments and Response:** None

4. **Staff Reports/Presentations:** Park Ace Awards

Borgmeyer updated the Board on the 2018 Park Ace Awards. Gary Gerber was present at the meeting and he was the employee who won the overall 2018 full time Park Ace Award in 2018. The Board thanked Gary Gerber and congratulated him on winning the award.

5. **Items for Discussion and/or Action-**

A. **Consideration for approval Budget Amendment #1, 2019\***

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

B. **Consideration for approval of the revised Aquatic Facility Policy thereby combining the Aquatic Facility Policies and Special Use Fees and the Aquatic Facility Policy\***

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

C. **Consideration for approval of Adjusting the Community Building Fees\***

Britton presented the information. Caskey made a motion to approve the adjusted fees; seconded by Bichel which passed.

D. **Recommendation to purchase a Jacobsen Truckster Utility Vehicle with trade in for Oak Grove Cemetery from Turfwerks in an amount not to exceed \$23,864.00\***

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

- E. **Purchase of two (2) John Deere mowers and one (1) John Deere Utility Vehicle with trade ins from Deere & Company in an amount not to exceed \$29,076.85\***

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

- F. **Contract with Bobcat to purchase a T595 Bobcat Compact Track Loader with a trade in, in an amount not to exceed \$37,060.84\***

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

- G. **Purchase of two (2) Toro Brand infield groomers with trade in from MTI Distributing in an amount not to exceed \$24,568.00\***

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

- H. **Change Order #1 to Contract C18-393 with Vandalia Bus Lines adding \$6,342.50 for transportation services for "Cardinals & Cowboys" Trip on May 15-20, 2019 for a new contract in an amount not to exceed \$15,656.25\***

Atkinson presented the information. Caskey made a motion to approve the change order; seconded by Mudrovic which passed.

- I. **Contract with George Zorescu to provide services as a Motorcycle Safety Instructor and onsite Mechanic in an amount not to exceed \$15,210.00\***

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

- J. **First Renewal Contract with Aquatic Control Inc. to provide a Clean Lake Maintenance Program at various Park Lakes and at Oak Grove Cemetery an amount not to exceed \$10,335.00\***

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

- K. **Consideration of Uncollected Debt Write-Off in the amount of \$163.00 for 2015 and 2016\***

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

6. **Meeting Minutes:**

- A. **Parks & Recreation Board Meeting Minutes December 19th, 2018\***

Fichtenmayer made a motion to approve the meeting minutes; seconded by Akers which passed.

**7. 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

Smith made a motion to pull item B for further discussion.

Bichel made a motion to receive the rest of the consent agenda. Seconded by Mudrovic which passed.

**8. Items Removed from the Consent Agenda:**

Britton updated the Board that there were some excel formula errors that were found in the past Financial Statements that had been submitted to the Board. Those errors have now been corrected. Smith asked that the 2018 Financial Statement be submitted along with the 2019 Financial Statement until all revenues and expenses have been closed out for the 2018 budget year.

Harmon made a motion to receive item B of the consent agenda. Seconded by Mudrovic which passed.

**9. Presidents Announcements and Reminders: None**

**10. Directors Report:**

**A. Thank You's (As Available)**

A thank you note from the Historic Frenchtown Association was shared with the Board.

**B. General Department Update - None**

**11. Board Member Announcements and Reminders:**

Fichtenmayer - None

Caskey - None

Mudrovic - None

Bichel - Wanted to make staff aware of some cracks that are appearing in the New Town Rd/Boschertown Road portion of the greenway. Atkinson said that staff were aware and were working on possible solutions (Both short and long term).

Akers - None

Smith - None

Nowak - Updated the Board on the latest Soccer Park Task Team Meeting. Staff are working on options with business case's to bring to next task team meeting. Nowak also asked if the purchasing limits for requesting approval from the Board could be increased so that the Board spent more time working through and discussing issues and topics rather than on rubber stamping purchases. President Smith said at the next meeting he will change how he presents the "Items for Discussion and/or Action" to see if it is more efficient.

Harmon - None

12. **Council Liaison Announcements and Reminders:** None

13. **Park Board Liaisons Comments:**

**A. Foundation Report:**

Mudrovic updated the Board that the Beer and Chicken Dance is January 25th, 2019. Also notified the Board that Foundation received a \$5000 donation from the Harmon Foundation to provide scholarships for the day camp program in 2019.

**B. Cemetery Report:** None.

**C. Legislative Report:** None

At 7:00 pm Fichtenmayer 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)\*\*

Seconded by Caskey.

Roll Call vote: Leah Akers - Yes, Sandy Bichel - Yes, Patrick Caskey - Yes, David Fichtenmayer - Yes, Brad Harmon - Yes, Kathy Mudrovic - Yes, Brad Nowak - Yes, Tom Smith - Yes.

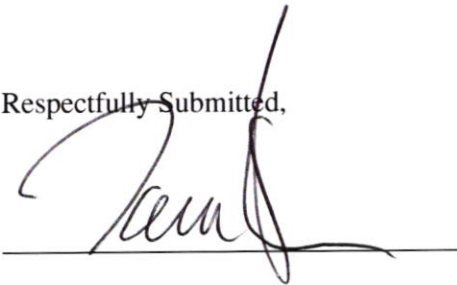
At 7:19 pm Caskey Made A Motion to come out of Closed Session. Seconded by Fichtenmayer.

Roll Call vote: Leah Akers - Yes, Sandy Bichel - Yes, Patrick Caskey - Yes, David Fichtenmayer - Yes, Brad Harmon - Yes, Kathy Mudrovic - Yes, Brad Nowak - Yes, Tom Smith - Yes.

As there was not any other business to discuss Fichtenmayer moved for **Adjournment** at 7:20pm.  
Seconded by Caskey which passed.

Meeting: January 16th, 2019

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Tom Smith', written over a horizontal line.

Tom Smith - President

A handwritten signature in blue ink, appearing to read 'David Fichtenmayer', written over a horizontal line.

David Fichtenmayer -Secretary