

**SAINT CHARLES PARK & RECREATION BOARD MINUTES
PARK BOARD MEETING HELD
February 15th, 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, CJ Evans, David Fichtenmayer Drew Garvey, Valerie Lanning, Kathy Mudrovic, Bradley Nowak, Mike Ryan and Tom Smith were present.

Others - Chris Atkinson – Assistant Director
Nick Donze - Maintenance Superintendent
Monica Reed - Administrative Coordinator
Marissa Roskowske - Administrative Associate III
Leah Breuer - Communications Associate

Community Members – None

Verbal Petitions/Public Comments and Response:

Leah Breuer who was recently moved into the new Communications Associate position introduced herself to the Board. Gave her work background and also what she will be doing in her new position. The Board thanked her for all the work she has done with the brochures, flip books and other marketing materials.

Marissa Roskowske filled the position that Leah vacated. In the past she has worked for the Department in Recreation and Aquatics and had been a part time Administrative Assistant before being promoted to the full time position. The Board thanked and welcomed her.

Staff Reports/Presentations:

Items for Discussion and/or Action:

- A. Contract with Westport Pools to complete speed slide tower repairs in an amount not to exceed \$22,696.30***

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

- B. Contract with Aquatic Control Inc. to provide and install a pond fountain and aerator at Wapelhorst Park in an amount not to exceed \$13,484.75***

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

- C. Contract with Missouri Machinery DBA Hydro Dramatics to provide solar powered pond aerators at Fox Hill park in an amount not to exceed \$13,860.00***

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

- D. Contract with Aquatic Control Inc. to provide pond/lake maintenance for the Parks & Recreation Department and Oak Grove Cemetery in 2017 in an amount not to exceed \$9,260.00***

Atkinson informed the Board that this contract was left on the agenda by accident. With the new policy this contract would be reflected in an item on the Consent Agenda. NO action was taken.

- E. Change Order #1 with Vandalia Bus Lines. Adding \$7,235.00 to the original contract amount of \$7,235.00 for a new contract total of \$14,470.00***

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

- F. Recommendation to purchase a John Deere Z997R mower from Wm. Nobbe and Company, Inc. for Oak Grove Cemetery in an amount not to exceed \$16,182.91***

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

- G. Park Hours of Operation Policy Amendment***

Atkinson presented the information and the highlighted the changes. Nowak made a motion to approve the amended policy; seconded by Ryan which passed.

- H. Resolution #1, 2017 Request to declare equipment surplus***

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

- I. Contract with Martin Door & Window to purchase and install exterior doors at the Gould Building and Memorial Hall in an amount not to exceed \$16,084.00***

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

Meeting Minutes:

- A. Parks & Recreation Board Meeting January 18, 2017*
- B. Parks & Recreation Board Work Session Meeting February 1, 2017*
- C. Executive Committee of the Parks & Recreation Board Meeting Closed Session Minutes of January 27, 2017 for the purposes Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment. (RSMo 610.021.13)***

Smith made a motion to approve the Board Meeting minutes from January 18th, 2017 and February 1st, 2017; seconded by Mudrovic which passed.

Lanning made a motion to approve the Executive Committee Closed Session Minutes from January 27th, 2017. Seconded by Ryan.

Roll Call vote: 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.

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. 2016 Parks and Recreation Department Highlights

Lanning made a motion approve the consent agenda; seconded by Mudrovic which passed.

Items Removed from the Consent Agenda: None

Presidents Announcements and Reminders:

Bichel informed the Board that she and some staff attended the informational meeting on the Centennial Greenway held by GRG at the Heritage Museum. It was very well attended and they hope to begin construction March and expect the project to take about 1 year to be completed.

Directors Report:

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

Atkinson showed the Board the final hard copies of the Trailnet Master Plan that staff just received. Parks has several copies if anyone is interested in viewing them.

Board Member Announcements and Reminders:

Fichtenmayer said the COPS Camp Trivia night went really well. He was there with Eagle Scouts to help set up before and clean up after the event.

Council Liaison Announcements and Reminders: None

Park Board Liaisons Comments:

Foundation Report: Will meet next week on the 22nd.

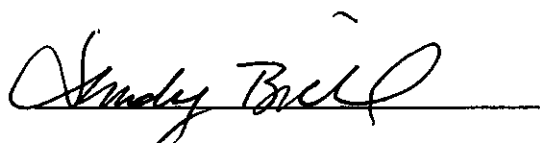
Cemetery Report: Will meet in March

Legislative Report: There is a bill dealing with DNR and a bill that extends the definition of where a sex offender can live beyond its current restrictions.

As there was not any other business to discuss Smith moved for **Adjournment** at 6:25pm; seconded by Mudrovic which passed.

Meeting: February 15th, 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. To the right of the signature is the date "3/15/17".

David Fichtenmayer -Secretary