

ST. CHARLES PARK & RECREATION BOARD MINUTES
WORK SESSION MEETING HELD

December 6th, 2017

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

Park Board - Sandy Bichel, Patrick Caskey, Valerie Lanning, Kathy Mudrovic, Mike Ryan, and Tom Smith were present. CJ Evans, David Fichtenmayer and Bradley Nowak were absent.

Others - Maralee Britton – Director
Chris Atkinson -Assistant Director
Peter VanLinn - Maintenance Superintendent
Don Borgmeyer - Enterprise Superintendent
Missy Hollander - Aquatics Coordinator
Gary Gerber - Maintenance Foreman

3. Consideration of Write-Off Uncollectable Accounts Receivable Policy*

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

4. Consideration of Employee Recognition and Referral Program Policy*

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

5. Consideration of Establishing 2018 Aquatic Facility Fees and Adoption of Aquatic Policies including Lifeguard Licensing Reimbursement, Premium Work Shift Wage, Parks Passport Discounts, and Family Season Pool Pass Definitions*

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

6. Consideration of Budget Amendment #3 2017 for the 2018 Aquatics Budget*

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

7. Consideration of 2018 Seasonal/Part-Time Wage Grid*

Britton presented the information. Lanning made a motion to approve the updated wage grid; seconded by Mudrovic which passed.

8. Purchase of replacement lounge chair covers from Lynkris Patio Furniture for aquatic facilities in an amount not to exceed \$29,275.00*

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

9. Discussion and Update of Prop P Projects

Britton updated the Board about the Prongue Road Project. After the easement resolution failed at City Council it is no longer a viable project. Britton and Atkinson completed a conference call with the Project Engineer and they are working on a proposal to complete the design documents for a new parking lot in the original location across from the current access road.

All other Prop P projects are moving along. All playgrounds (except Westwinds are completed), concrete ball diamond projects are underway in all locations. All lighting projects are also underway. Both aquatic facility projects are also moving along on schedule.

Smith had to leave the meeting.

10. Adopt a Park (Board Member observations pertinent to facilities, programs and services within the Park System)

Lanning – Frontier Park, Berthold Square and Kister Park all looked good. Really busy.

Bichel – Nothing.

Ryan - Good. Asked about landscaping/wash out area at McNair Pool. Staff will investigate.

Mudrovic - Good.

Smith - Nothing.

Caskey - Good.

At 7:06 pm Mudrovic Made A Motion to go into Closed Session to discuss the following:

- 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 Ryan.

Roll Call vote: Roll Call Vote: Sandy Bichel - Yes, Patrick Caskey - Yes, Lanning - Yes, Kathy Mudrovic - Yes, Mike Ryan - Yes.

At 7:21 pm Mudrovic Made A Motion to come out of Closed Session. Seconded by Lanning.

Roll Call vote: Roll Call Vote: Sandy Bichel - Yes, Patrick Caskey - Yes, Lanning - Yes, Kathy Mudrovic - Yes, Mike Ryan - Yes.

As there was not any other business to discuss Ryan moved for **Adjournment** at 7:22pm. Seconded by Mudrovic which passed.

Park Board Work Session Meeting December 6th, 2017

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Sandy Bichel", written over a horizontal line.

Sandy Bichel- President

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

David Fichtenmayer- Secretary