

**SAINT CHARLES PARK & RECREATION BOARD MINUTES  
PARK BOARD MEETING HELD  
NOVEMBER 15, 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, Kathy Mudrovic, Bradley Nowak, Mike Ryan and Council Liaison Mary Ann Ohms were present. Valerie Lanning and Tom Smith were absent.

**Others -** Maralee Britton - Director  
Chris Atkinson – Assistant Director

**Community Members -** None

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

**Staff Reports/Presentations:** Delayed until December 20th, 2017.

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

- A. **Contract with All Inclusive Rec. LLC to purchase site amenities for Blanchette & Wapelhorst Aquatic Facilities utilizing NJPA Contract #030117-LTS in an amount not to exceed \$82,017.85\***

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

- B. **First renewal contract with A Graphic Resource to provide printing and mail preparation services for three city wide City/Parks Joint Flip Books in an amount not to exceed \$22,000.00\***

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

- C. **Second Renewal Contract with Equilon Enterprises LLC dba Shell Oil Products US to provide gasoline for the Parks & Recreation Department in an amount not to exceed \$90,000.00\***

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

- D. **Contract with Birchmont H. I. Nashville LLC DBA Holiday Inn Express, Downtown Nashville for overnight lodging in an amount not to exceed \$22,257.60\***

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

- E. **Contract with Jeff Ellis & Associates Inc. to provide aquatics safety certifications and risk management services at the aquatic facilities in an amount not to exceed \$13,000.00\***

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

- F. **Contract with Vermont Systems, Inc. to provide ongoing support for proprietary software (RecTrac, FinTrac, MainTrac, WebTrac) in 2018 in an amount not to exceed \$12,742.02\***

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

- G. **An Agreement Authorizing a Rider Education Recognition Program through the Missouri Motorcycle Safety Foundation (MSF)\***

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

- H. **Discussion and Consideration of Adjusting Hours of Operation on December 22, 2017\***

Britton presented the request. Nowak made a motion to approve the request; seconded by Mudrovic which passed.

**Meeting Minutes:**

- A. Parks & Recreation Board Meeting Minutes October 18th, 2017\*  
B. Parks & Recreation Work Session Meeting Minutes November 1st, 2017\*

Fichtenmayer made a motion to approve the Board Meeting minutes from October 18th, 2017 and November 1st, 2017; seconded by Evans which 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  
E. Financial Transactions from \$7,500 to \$10,000

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

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

**Presidents Announcements and Reminders:**

Bichel reminded the Board about the upcoming Foundation fundraiser "The Beer & Chicken Dance". If they were interested in tickets or tables please coordinate with her.

**Directors Report:**

**A. Thank You's (As Available) - None**

**B. General Department Update**

Britton mentioned that the new Parks Superintendent Peter Van Linn would begin work on November 29th. Reminded the Board about the Board Holiday Party is on December 8th, 2017.

Also notified the Board that the Centennial Greenway is almost finished. Six months earlier than anticipated. More information about an official opening and dedication will follow.

**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.

**D. Boschert Greenway Phase 3 Update**

All of the research and paperwork are now completed and the City expects to close on the land purchase on November 22nd, 2017.

**Board Member Announcements and Reminders:** None.

**Council Liaison Announcements and Reminders:**

Ohms thanked the Board for providing the memorial bench for Councilperson Ron Stivison that was recently placed at P.D.

Ohms asked about the possibility of a new entrance to Fox Hill Park from Cottonwood Drive. Britton said that this is come up before but Public Works were not in favor of "mid street" crossing.

**Park Board Liaisons Comments:**

**Foundation Report:** None.

**Cemetery Report:** None.

**Legislative Report:** None.

At 7:05 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 Mudrovic.

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

At 7:24 pm Mudrovic Made A Motion to come out of Closed Session. Seconded by Caskey.

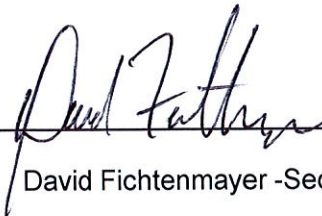
Roll Call vote: Roll Call Vote: Sandy Bichel - Yes, Patrick Caskey - Yes, CJ Evans - Yes, David Fichtenmayer - Yes, Kathy Mudrovic - Yes, Bradley Nowak - Yes, and Mike Ryan - Yes

As there was not any other business to discuss Ryan moved for **Adjournment** at 7:25pm. Seconded by Caskey which passed.

Respectfully Submitted,



Sandy Bichel - President



David Fichtenmayer -Secretary