

**SAINT CHARLES PARK & RECREATION BOARD MINUTES  
PARK BOARD MEETING HELD  
JUNE 20TH, 2018**

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, David Fichtenmayer, Bradley Nowak, Mike Ryan, Tom Smith were present. Kathy Mudrovic was absent.

**Others** - Maralee Britton - Director, Chris Atkinson – Assistant Director  
Todd Kassabaum - Chief Ranger, Don Borgmeyer - Enterprise Superintendent

**Community Members** - None

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

**Staff Reports/Presentations**: None

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

- A. **Authorizing a CAN-AM Spyder Rider Education Program Service Agreement between BRP US Inc. and the City of St. Charles, Missouri Through its Parks and Recreation Department, Ranger Division to Provide Motorcycle Safety Classes in Conjunction with the State of Missouri Motorcycle Safety Foundation (MSF)\***

Britton and Kassabaum presented the information. This agreement would provide an additional revenue source for the Ranger Division by allowing additional safety training courses at the motorcycle range. This initial agreement will run from August 2018 through February 2019. Smith made a motion to approve the agreement; seconded by Ryan which passed.

- B. **Contract with Island Vista to provide overnight lodging for trip participants on May 5th, 6th & 7th, 2019 during the "Biltmore, Myrtle Beach & Charleston" Trip in an amount not to exceed \$14,025.00\***

Atkinson presented the information. This is for an extended trip in 2019. Fichtenmayer made a motion to approve the contract; seconded by Ryan which passed.

- C. **Inclusion Coordinator Contract for Fiscal year July 1, 2018 to June 31, 2019 in an amount not to exceed \$10,172.59.\***

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

## **Meeting Minutes:**

### **A. Parks & Recreation Board Meeting Minutes May16th, 2018\***

### **B. Parks & Recreation Work Session Board Meeting Minutes June 6th, 2018\***

Smith made a motion to approve the Board Meeting minutes from May 16th, 2018 and June 6th, 2018; seconded by Caskey which passed.

### **C. Parks & Recreation Board Closed Session Minutes May 16, 2018; 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)\*\*\***

### **D. Parks & Recreation Board Meeting Closed Session Minutes June 6, 2018; Leasing, purchase or sale of real estate where public knowledge of the transaction might adversely affect the legal consideration thereof. (RSMo 610.021.2)\*\*\***

Fichtenmayer made a motion to approve the Closed Session Minutes from May 16th, 2018 and June 6th, 2018. Seconded by Smith.

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

Smith Made a Motion to approve the consent agenda. Seconded by Caskey which passed.

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

**Presidents Announcements and Reminders:** None.

## **Directors Report:**

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

Note from Main Street In Bloom thanking staff for their help with Kister and Berthold Square Park during their event.

**B. General Department Update -**

At the next Board Meeting there should be 2 new Board Members that were approved at the June 19th City Council Meeting. They are Brad Harmon and Leah Akers.

Employee Vacancy Update: Maintenance I position filled by former employee Tyler Hoff. Maintenance III HVAC position is posted for the 3rd time. Administrative Coordinator position received over 400 applicants. Administrative Associate III will be posted as the current employee is retiring July 3rd, 2018.

Britton presented the Board with current aquatic facility admission and concession numbers through 24 operational days of a possible 89 days. The numbers are exceeding the estimates and projections that were set by staff. Almost at 50% of projected revenues for the entire season.

**C. Prop P Report and Update**

There was no new update as the project is in the "punch list - close out" stage. A final financial report will be given once the second and final change order is executed and the punch list is completed.

**Board Member Announcements and Reminders:**

Bichel - Good.

Caskey - Good.

Fichtenmayer - Good.

Nowak - Asked about the lack of artificial turf fields in our system compared to other surrounding communities and facilities. Britton stated that the fields are cost prohibitive at this point.

Ryan - Good

Smith - Good.

**Council Liaison Announcements and Reminders:** None

**Park Board Liaisons Comments:**

**Foundation Report:** None.

**Cemetery Report:** None.

**Legislative Report:** None.

At 6:42 pm Smith 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: Sandy Bichel - Yes, Patrick Caskey - Yes, David Fichtenmayer - Yes, Bradley Nowak - Yes, Mike Ryan - Yes, Tom Smith -Yes.

At 7:12 pm Smith Made A Motion to come out of Closed Session. Seconded by Fichtenmayer.

Roll Call Vote: Sandy Bichel - Yes, Patrick Caskey - Yes, David Fichtenmayer - Yes, Bradley Nowak - Yes, Mike Ryan - Yes, Tom Smith -Yes.

As there was not any other business to discuss Smith moved for **Adjournment** at 7:13pm.  
Seconded by Caskey which passed.


Meeting: June 20th, 2018

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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