

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

August 1, 2018

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 - Leah Akers, Sandy Bichel, Patrick Caskey, David Fichtenmayer, Brad Harmon, Kathy Mudrovic, Bradley Nowak, Mike Ryan, Tom Smith, Council Liaison Mary Ann Ohms were present.

Others - Maralee Britton – Director and Chris Atkinson -Assistant Director
Matthew Seeds - Director of IT.

President Bichel welcomed the newest member to the Park Board Brad Harmon. Harmon introduced himself and the rest of the Board and staff introduced themselves.

3. Election of Officers*

President Bichel passed the gavel to Secretary Fichtenmayer for the election of President.

President.

- Secretary Fichtenmayer opened the floor for nominations for President.
- Nowak nominated Sandy Bichel; seconded by Fichtenmayer.
- Ryan nominated Tom Smith; seconded by Caskey.
- Fichtenmayer made a motion for nominations to cease; seconded by Mudrovic.
- After tallying the written ballots. Tom Smith is President.

Gavel was passed to the new President Tom Smith for the election of the Vice - President.

Vice President.

- President Smith opened the floor for nominations for Vice - President.
- Fichtenmayer nominated Mike Ryan; seconded by Caskey.
- Nowak nominated himself; seconded by Fichtenmayer.
- Fichtenmayer made a motion for nominations to cease; seconded by Mudrovic.
- After tallying the written ballots. Mike Ryan is the Vice - President.

Secretary.

- President Smith opened the floor for nominations for Secretary.
- Caskey nominated David Fichtenmayer; seconded by Ryan.
- With no other nominations Harmon made a motion for nominations to cease and vote by acclamation; seconded by Mudrovic.
- David Fichtenmayer is Secretary.

Treasurer.

- President Smith opened the floor for nominations for Treasurer.
- Nowak nominated Patrick Caskey; seconded by Smith.
- With no other nominations Ryan made a motion for nominations to cease and vote by acclamation; seconded by Fichtenmayer.
- Patrick Caskey is the Treasurer.

4. Adopt a Park/ Council Buddies

The following was decided through a drawing for Adopt a Park:

Akers: Frenchtown, DuSable, Blanchette Landing, Eco Park.
Bichel: Boschert Greenway, Fox Hill, Soccer Complex.
Caskey: Berthold, Kister & Frontier.
Fichtenmayer: Boones Lick, Circle Drive, Oak Grove Cemetery.
Harmon: Webster, Heatherbrook, Vogt Brothers, Woodlands.
Mudrovic: Schaefer, Wapelhorst, Centennial Greenway.
Nowak: Fountain Lakes, Kiwanis.
Smith: Blanchette, 116 acre.
Ryan: McNair, Westwinds, Jaycee.

The following was decided through a drawing for Council Buddies:

Akers: Mary West
Bichel: Rod Hermann
Caskey: Jerry Reese
Fichtenmayer: Bart Haberstroh
Harmon: Vince Ratchford
Mudrovic: Bridget Ohmes
Nowak: Dave Beckering
Smith: Mayor Faith, Council President John Hanneke, Director of Administration Larry Dobrosky, Park Board Liaison Mary Ann Ohms.
Ryan: Tom Besselman

Legislative Liaison - Brad Harmon
Cemetery Liaison - Dave Fichtenmayer
Foundation Liaison - Kathy Mudrovic

5. Transfers over \$10,000*

Atkinson presented the information. These transfers are needed in order to add additional asphalt projects and also to create a new project that will allow bridge decking to be replaced in 2 parks.

Caskey made a motion to recommend the transfers; seconded by Ryan which passed.

6. Consideration of a Contract with Gateway Design & Construction Services, LLC for the 2018 trails, roads and parking lot improvement project in an amount not to exceed \$93,887.00*

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

7. Consideration of Budget Amendment #3, 2018*

Britton presented the information. This amendment is needed to update the Aquatics budget on both the expense side and the revenue side to reflect the popularity of the new aquatic facilities. More funds are needed to purchase extra concession supplies, and pay temporary labor.. Revenue was increased due to higher than budgeted pool admissions and pool concessions.

Caskey made a motion to approve the Budget Amendment; seconded by Mudrovic which passed.

8. 2019 Budget Update

Britton and President Smith updated the Board about the 2019 Budget. The budget is not ready to be presented to the full Board. The Finance Committee met on Monday July 30th with the Mayor and the City Finance Director Gina Jarvis. The committee had questions about the why/how the City is requesting in 2019 that other departments pay "Cost Centers" to cover the costs of using other City Departments. For example, Parks would be paying HR, Finance, Purchasing, Legal, and Media for "administrative costs." The total amount of all the charges is approximately \$342,000. This is approx 10% of the property tax revenue generated annually for the department. The Finance Committee had expressed concern of the cost centers being directed one way only as expenditures with no revenue representing the other departments paying the direct expenses of using park facilities or other services. The Finance Committee was asked to present a recommendation to the Mayor based upon the discussion and concerns. Smith explained that until this can be further discussed and/or resolved that the budget would not be ready to submit for full approval. Discussions with the Mayor and Administration will continue.

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

Bichel - Good. Pointed out an issue with drainage at Kiwanis.

Ryan - Good. Pointed out his concerns about the condition of some of the asphalt trails at Mueller Complex.

Caskey - Good.

Mudrovic - Good.

Nowak - Good. Asked about the missing logo on the new monument signs at Wapelhorst. Atkinson said they were waiting on the supplier and it will be installed soon. Also asked if the grass could be cut more frequently on the soccer practice fields.

Smith - Good.

Fichtenmayer - Good. McNair shop looks good.

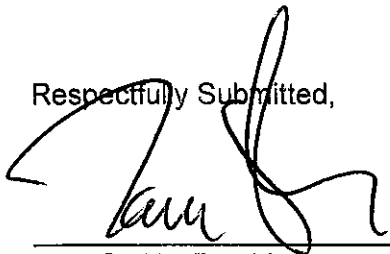
Akers - Said that she had notice paint chipping on the playground unit at Fox Hill.

Harmon - Asked about the lack of shade at Vogt Brothers Park.

As there was not any other business to discuss Fichtenmayer moved for **Adjournment** at 7:52pm. Seconded by Mudrovic which passed.

Park Board Work Session Meeting August 1st, 2018

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 black ink, appearing to read 'MS Ryan', written over a horizontal line.

Mike Ryan
Vice President