

**SAINT CHARLES PARK & RECREATION BOARD MINUTES
PARK BOARD MEETING HELD
JULY 18TH, 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 - Leah Akers, Sandy Bichel, Patrick Caskey, David Fichtenmayer, Mike Ryan, Tom Smith, and Alternate Council Liaison Vince Ratchford were present.

Brad Harmon, Bradley Nowak and Kathy Mudrovic were absent.

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

Community Members - None

Verbal Petitions/Public Comments and Response:

Bichel introduced the newest member of the Park Board Leah Akers. She introduced herself and the rest of the Board and staff present introduced themselves also.

Staff Reports/Presentations: None

Items for Discussion and/or Action-

- A. **Contract with Pundmann Ford for the purchase 4 new 2019 Ford F-250 Trucks with options in an amount not to exceed \$135,500.00***

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

- B. **Transfers over \$10,000***

Britton presented the information. This is needed due to the amount of visitors we have been getting to the aquatic facilities. Will allow concession invoices to be paid until a budget amendment can be requested and processed. Caskey made a motion to approve the transfer; seconded by Ryan which passed.

- C. **Contract with Gateway Design & Construction Services, LLC for the 2018 trails, roads and parking lot improvement project in an amount not to exceed \$68,383.00***

Atkinson presented the information. After discussion the Board asked to staff to add additional projects to the contract amount so more work can be completed in 2018. Staff said they would reach out to the contractor to make the request. This would also require a Project Transfer which could be requested at the next meeting. Caskey made a motion to table the contract; seconded by Fichtenmayer which passed.

Meeting Minutes:

A. Parks & Recreation Board Meeting Minutes June 20th, 2018*

Smith made a motion to approve the Board Meeting minutes from June 20th, 2018; seconded by Caskey which passed.

B. Parks & Recreation Board Meeting Closed Session Minutes June 20, 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)***

Smith made a motion to approve the Closed Session Minutes from June 20th, 2018. Seconded by Caskey.

Roll Call Vote: Leah Akers - Yes, Sandy Bichel - Yes, Patrick Caskey - Yes, David Fichtenmayer - 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

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

Items Removed from the Consent Agenda: None.

Presidents Announcements and Reminders:

Bichel reminded the Board that elections for officers will take place at the meeting on August 1st, 2018. If anyone has a desire to serve as President, Vice-President, Secretary or Treasurer they should reach out to Britton.

Bichel asked that if any Board members would like to attend the upcoming NRPA Conference in Indianapolis that they should reach out to Britton.

Directors Report:

A. Thank You's (As Available)

B. General Department Update

Britton said that she has been meeting with GRG and St. Charles County Directors about the potential to have a County wide Master Plan for trails. Could help in grant seeking for future trails. There may be a shared cost between all the Departments involved to accomplish this project.

C. Prop P Report and Update

Britton presented the Board with current aquatic facility admission and concession numbers through 45 operational days of a possible 89 days. The numbers are exceeding the estimates and projections that were set by staff.

Britton also presented the updated project financials. Staff have been working to close out the second and final change order. It is currently at the contractor waiting on signatures. The punch list is also being worked on with only a few items left to be taken care of.

D. Open Positions Update

Maintenance III HVAC position is posted for the 3rd time. Administrative Coordinator position received over 400 applicants. Administrative Associate III position received over 400 applicants. Staff are working through the applications with the goal of setting up interviews in the coming weeks.

E. NPRA Annual Conference September 24-29, Indianapolis.

Britton also asked if any Board members were interested in attending the conference that they should notify her. 5 staff members will be attending in 2018 since it is within driving distance.

Board Member Announcements and Reminders:

Bichel - Good.

Caskey - Asked about ADA swing (squeaking) at Jaycee. Atkinson said he would look into it.

Fichtenmayer - Good. Asked about mowing of area between pool and Boys & Girls Club.

Atkinson said he would pass it on to staff.

Ryan - Asked about Braille Trail bridge, rock area around McNair #1, grass along Boschert Greenway and said that he had received some feedback from a person who had used the new pool changing areas at Wapelhorst who said they were hot, muggy etc. Atkinson said he would look into each question/issue.

Smith - Good.

Akers - Good.

Council Liaison Announcements and Reminders: None

Park Board Liaisons Comments:

Foundation Report: None.

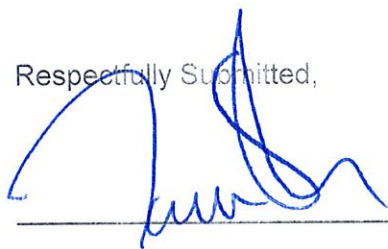
Cemetery Report: None.

Legislative Report: None.

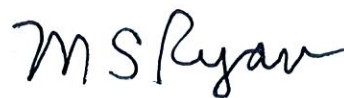
As there was not any other business to discuss Fichtenmayer moved for **Adjournment** at 7:08pm. Seconded by Ryan which passed.

Meeting: July 18th, 2018

Respectfully Submitted,



Tom Smith - President



Mike Ryan
Vice President