

**SAINT CHARLES PARK & RECREATION BOARD MINUTES
PARK BOARD MEETING HELD
SEPTEMBER 19TH, 2018**

The meeting was **Called to Order** by President Smith 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, Brad Harmon, Kathy Mudrovic, Mike Ryan and Tom Smith and Council Liaison Mary Ann Ohms were present. Bradley Nowak was absent.

Others - Maralee Britton - Director, Chris Atkinson -- Assistant Director
Don Borgmeyer - Enterprise Superintendant, Todd Kassabaum - Chief Park Ranger

Community Members - None

Verbal Petitions/Public Comments and Response: None

Staff Reports/Presentations:

Chief Ranger Kassabaum introduced two new part time rangers. Ryan Aloisio and Ryan Buescher introduced themselves and the Board welcomed them to the Department.

Parks Superintendent Peter VanLinn introduced two new full time maintenance employees. Tom Fellers and Tyler Hoff introduced themselves and the Board welcomed them to the Department.

Director Britton introduced two new full time administration employees. Tina Sieker and Tracey Kemple introduced themselves and the Board welcomed them to the Department.

Items for Discussion and/or Action-

- A. Contract with Rosch Company LLC. to install a retaining wall along Olive Street in Blanchette Park as part of the Prop P Aquatics Project in an amount not to exceed \$18,475.00***

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

- B. Resolution #3, 2018 - Request to Declare Equipment Surplus***

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

C. 2019 Parks and Recreation Budget*

Britton presented the information. President Smith noted that the Finance Committee had met on September 17th to discuss the budget and made a recommendation to forward the budget to the full Board for approval. Treasurer Caskey went through the budget and pointed out any notable changes, additions or reductions. Ryan made a motion to approve the 2019 Parks & Recreation Budget; seconded by Fichtenmayer which passed.

D. Recommendation of the 2019 Oak Grove Cemetery Budget*

Britton presented the information. President Smith noted that the Finance Committee had met on September 17th to discuss the budget and made a recommendation to forward the budget to the full Board for their recommendation. Treasurer Caskey went through the budget and pointed out any notable changes, additions or reductions. Fichtenmayer made a motion to recommend the 2019 Oak Grove Cemetery Budget; seconded by Mudrovic which passed.

Meeting Minutes:

A. Parks & Recreation Board Meeting Minutes August 15, 2018*

B. Finance Committee Meeting Minutes July 30, 2018*

C. Parks & Recreation Board Work Session Meeting Minutes September 5, 2018*

Caskey made a motion to approve the Board Meeting minutes from August 15th, 2018, Finance Committee Meeting Minutes from July 30th, 2018 and Work Session Meeting Minutes from September 5th, 2018; seconded by Bichel which passed.

D. Executive Committee Meeting Minutes September 11, 2018*

Mudrovic made a motion to approve the Executive Committee Meeting minutes from September 11th, 2018; seconded by Bichel which passed.

E. Parks & Recreation Board Closed Session Minutes September 5, 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)***

F. Executive Committee Closed Session Minutes September 11, 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)***

Mudrovic made a motion to approve the Parks & Recreation Board Closed Session Minutes September 5, 2018 and Executive Committee Closed Session Minutes September 11, 2018; seconded by Bichel.

Roll Call vote: Leah Akers - Yes, Sandy Bichel - Yes, Patrick Caskey - Yes, David Fichtenmayer - Yes, Brad Harmon - Yes, Kathy Mudrovic - 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 Mudrovic which passed.

Items Removed from the Consent Agenda: None.

Presidents Announcements and Reminders: None

Directors Report:

A. Thank You's (As Available)

Britton shared the four different Thank You's from the public.

B. General Department Update

Britton updated the Board that Horticulturist Todd Clements is going to be retiring after working for the Department for 27 years.

Britton and several staff members will be attending the NRPA Conference in Indianapolis the week of September 24th through September 28th.

Board Member Announcements and Reminders: None

Council Liaison Announcements and Reminders: None

Park Board Liaisons Comments:

Foundation Report: Laurie Feldman was appointed to the Foundation Board.

Cemetery Report: Fichtenmayer said he attended his first meeting and it went well.

Legislative Report: None.

At 7:00 pm Ryan 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: Leah Akers - Yes, Sandy Bichel - Yes, Patrick Caskey - Yes, David Fichtenmayer - Yes, Brad Harmon - Yes, Kathy Mudrovic - Yes, Mike Ryan - Yes, Tom Smith - Yes.

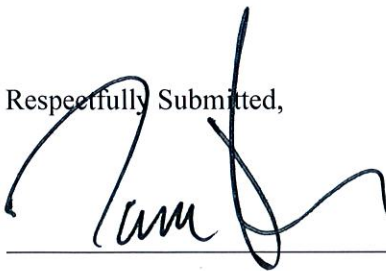
At 7:49 pm Caskey Made A Motion to come out of Closed Session. Seconded by Smith.

Roll Call vote: Leah Akers - Yes, Sandy Bichel - Yes, Patrick Caskey - Yes, David Fichtenmayer - Yes, Brad Harmon - Yes, Kathy Mudrovic - Yes, Mike Ryan - Yes, Tom Smith - Yes.

As there was not any other business to discuss Fichtenmayer moved for Adjournment at 7:50pm.
Seconded by Caskey which passed.

Meeting: September 19th, 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 blue ink, appearing to read 'David Fichtenmayer', written over a horizontal line.

David Fichtenmayer -Secretary