

**SAINT CHARLES PARK & RECREATION BOARD MINUTES**  
**PARK BOARD MEETING HELD**  
**November 28, 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, Bradley Nowak, Mike Ryan, and Tom Smith were present.

Kathy Mudrovic was absent.

**Others** - Maralee Britton – Director, Chris Atkinson - Assistant Director  
Mary Ann Ohms - Council Liaison

**Community Members** - None

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

4. **Staff Reports/Presentations:** None

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

- A. **Purchase Order with American Airlines through Commerce Bank to provide 52 round trip flights for trip participants from St. Louis to Newark, NJ on 8/13/2019 and 8/20/2019 in an amount not to exceed \$23,400.00\***

Atkinson presented the information. Ryan made a motion to approve the Purchase Order; seconded by Fichtenmayer which passed.

- B. **Second renewal contract with A Graphic Resource to provide printing and mail preparation services for three city wide City/Parks Joint Flip Books in 2019 in an amount not to exceed \$24,000.00\***

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

- C. **Contract with Jeff Ellis & Associates Inc. to provide aquatics safety certifications and risk management services at the aquatic facilities in 2019 in an amount not to exceed \$17,000.00\***

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

- D. Contract with Vermont Systems, Inc. to provide ongoing support for proprietary software (RecTrac, FinTrac, MainTrac, WebTrac) in 2019 in an amount not to exceed \$13,473.31.\***

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

- E. First renewal contract with Ad-Wear and Specialty of Texas, Inc. to provide printing and delivery of apparel for program participants and staff in 2019 in an amount not to exceed \$31,000.00\***

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

- F. Purchase Order with Krey Distributing alcoholic beverages for use/resale in concession stands and special events in 2019 in an amount not to exceed \$29,000.00\***

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

- G. Purchase Order with Concentra Medical Centers to provide work related medical services in 2019 in an amount not to exceed \$13,000.00\***

Atkinson presented the information. Fichtenmayer made a motion to approve the Purchase Order; seconded by Bichel which passed.

- H. Purchase Order with NAPA Auto Parts to provide auto parts for vehicles and equipment in 2019 in an amount not to exceed \$11,400.00\***

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

- I. Purchase Order with Industrial Soap to provide janitorial supplies 2019 an amount not to exceed \$25,700.00\***

Atkinson presented the information. Harmon made a motion to approve the Purchase Order; seconded by Nowak which passed.

- J. Contract with Hyatt Place Fort Worth to provide overnight lodging on May 16, 17 & 18, 2019 for trip registrants during the "Cardinals & Cowboys" trip in an amount not to exceed \$18,751.59\***

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

- K. Request to Adjust Hours of Operation on December 21, 2018.**

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

**6. Meeting Minutes:**

- A. Parks & Recreation Board Work Session Minutes October 2, 2018\***
- B. Parks & Recreation Board Meeting Minutes October 17, 2018\***
- C. Parks & Recreation Board Work Session Minutes November 7, 2018\***
- D. Joint City Council & Parks and Recreation Board Work Session Closed Session Minutes October 2, 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)\*\*\***
- E. Parks and Recreation Board Closed Session Meeting Minutes October 2, 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. Joint City Council & Parks and Recreation Board Regular Meeting Closed Session Minutes October 2, 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)\*\*\***
- G. Parks and Recreation Board Closed Session Meeting Minutes November 7, 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)\*\*\***
- H. Parks and Recreation Board Closed Session Meeting Minutes November 7, 2018; Legal actions, causes of action, or litigation. (RSMo 610.021.1)\*\*\***

Fichtenmayer made a motion to approve A, B & C Board Meeting minutes; seconded by Caskey which passed.

Fichtenmayer made a motion to approve D, E, F & G Closed Session Meeting Minutes; seconded by Caskey. Roll Call Vote.

Leah Akers - Yes, Sandy Bichel - Yes, Patrick Caskey - Yes, David Fichtenmayer - Yes, Brad Harmon - Yes, Bradley Nowak - Abstain, Mike Ryan - Yes, Tom Smith - Yes.

Fichtenmayer made a motion to approve H Closed Session Meeting Minutes; seconded by Bichel. Roll Call Vote.

Leah Akers - Yes, Sandy Bichel - Yes, Patrick Caskey - Yes, David Fichtenmayer - Yes, Brad Harmon - Yes, Bradley Nowak - Yes, Mike Ryan - Yes, Tom Smith - Yes.

7. **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 receive the consent agenda. Seconded by Nowak which passed.

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

9. **Presidents Announcements and Reminders:** None

10. **Directors Report:**

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

Britton highlighted the notes from the CVB and the Festival of the Little Hills.

B. **General Department Update**

Board discussion about the impact of the new minimum wage requirements will likely be on the next Work Session Agenda.

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

12. **Council Liaison Announcements and Reminders:** None

13. **Park Board Liaisons Comments:**

A. **Foundation Report:** None

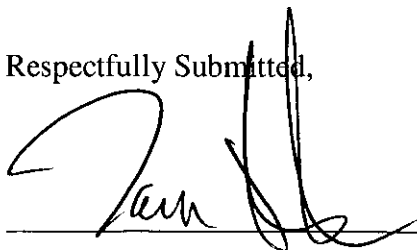
B. **Cemetery Report:** None.

C. **Legislative Report:** None

As there was not any other business to discuss Fichtenmayer moved for **Adjournment** at 6:35pm. Seconded by Caskey which passed.

Meeting: November 28, 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 "David Fichtenmayer", written over a horizontal line.

David Fichtenmayer -Secretary