

SAINT CHARLES PARK & RECREATION BOARD MINUTES
PARK BOARD MEETING HELD
October 16, 2019

The meeting was **Called to Order** by President Smith at 6:00pm in the American Legion Meeting Room in Memorial Hall. **Roll Call** noted the following present for the meeting:

Board Sandy Bichel, Patrick Caskey, David Fichtenmayer, Brad Harmon, Kathy Mudrovic, Mike Ryan, Tom Smith and Council Liaison Mary Ann Ohms were present.

Leah Akers, and Bradley Nowak were absent.

Others Maralee Britton – Director, Chris Atkinson - Assistant Director, Todd Kassabaum - Chief Ranger, Peter VanLinn - Parks Superintendent

Community Members - Junior Girl Scout Troop 3220, Leaders and family representatives

3. Verbal Petitions/Public Comments and Response:

- A. Junior Girl Scout Troop 3220 presented the Ghost Tree proposal for one of the parks as they work to earn the Bronze Award. The project is inspired by the Ghost Tree currently in Onodaga Cave State Park in Bourbon Missouri. To educate the public about the pollution of plastics, a metal frame of a tree is wrapped in plastics collected from debris picked up in local parks. The plastics are melted on the metal frame and “planted” in the ground. A sign would explain the pollution of plastics and recognize the Troop for their project. The goal is to have the tree placed by February. After several questions by the Board Members, Staff was directed to coordinate the efforts with the Troop and find a suitable location for the Ghost Tree within our Parks.

4. Staff Reports/Presentations: None

5. Items for Discussion and/or Action-

- A. **Purchase of a Concession vehicle from Behlmann Chrysler Dodge Jeep Ram with two vehicles being traded in an amount not to exceed \$18,416.00**

Bichel made a motion to approve the purchase; seconded by Mudrovic which then passed.

- B. **Contract with Hyatt House Virginias Beach Oceanfront to provide overnight lodging on September 13, 14, 15, 2020 on the "Norfolk & Virginia Beach" Trip in an amount not to exceed \$16,493.40**

Mudrovic made a motion to approve the contract; seconded by Caskey which then passed.

- C. **Purchase Order with Industrial Soap Company to provide janitorial supplies in 2020 in an amount not to exceed \$26,200.00**

Mudrovic made a motion to approve the purchase; seconded by Caskey which then passed.

D. Contract with Ad Wear and Specialty of Texas, Inc. to provide all screen printed shirts and apparel for staff and program participants in 2020 in an amount not to exceed \$32,000.00

Bichel made a motion to approve the contract; seconded by Harmon which then passed.

E. Contract with ATT Mobility to provide cellular phone service and equipment in 2020 in an amount not to exceed \$34,600.00

Bichel made a motion to approve the contract; seconded by Fichtenmayer which then passed.

F. Contract with Protronics Technologies, Inc. to provide wireless connectivity, internet, WAN/LAN, monthly server maintenance and on call service in 2020, 2021 and 2022 in an amount not to exceed \$210,000.00

Caskey made a motion to approve the contract; seconded by Bichel which then passed.

G. Special Event Use Policy Revision

After review of the policy revisions including fee adjustments, timing of payments, cancellation changes and requiring pre-packaged alcohol only, Britton requested language be included concerning the pricing is subject to change without notice. After discussion, Fichtenmayer made a motion to revise the policy as recommended including the statement pricing is subject to change; Bichel seconded the motion which then passed.

H. 2020 Fees for Shelters, Gazebos, Jaycee Stage, Rau Garden and Community Buildings within Parks

Caskey made a motion to approve the revised fees; seconded by Mudrovic which passed.

6. Meeting Minutes:

- A. Parks & Recreation Board Meeting Minutes September 18, 2019
- B. Parks & Recreation Work Session Meeting Minutes October 2, 2019

Fichtenmayer made a motion to approve the meeting minutes (A & B); seconded by Bichel which then passed.

- C. Parks and Recreation Board Closed Session Meeting Minutes August 21, 2019; Leasing, purchase or sale of real estate where public knowledge of the transaction might adversely affect the legal consideration thereof. (RSMo 610.021.2)
- D. Parks and Recreation Board Closed Session Meeting Minutes September 18, 2019; 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)
- E. Parks and Recreation Board Closed Session Meeting Minutes October 2, 2019; 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 meeting minutes (C, D & E); seconded by

Mudrovic. Roll call vote: Aye- Bichel, Caskey, Fichtenmayer, Harmon, Mudrovic, Ryan and Smith; No-None

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- None

Bichel made a motion to receive the consent agenda; Seconded by Caskey which then passed.

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

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

10. **Directors Report:**

- A. Thank You's (As Available) - None
- B. General Department Update -

Britton informed the Board Staff is preparing for the hiring process of the 3 full time positions. More details will be relayed as the process moves forward.

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

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

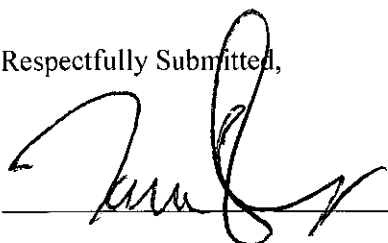
13. **Park Board Liaisons Comments**

- A. **Foundation Report:** Glow Bowl November 10 at Plaza Lanes.
- B. **Cemetery Report:** None.
- C. **Legislative Report:** None

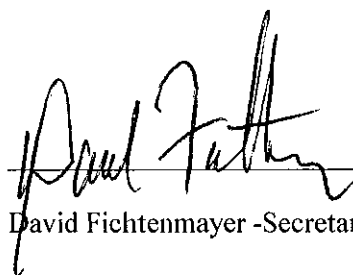
As there was no further business to discuss Smith moved for **Adjournment** at 6:55pm; Seconded by Fichtenmayer which then passed.

Meeting: October 16, 2019

Respectfully Submitted,



Tom Smith - President



David Fichtenmayer -Secretary