

**Saint Charles Parks and Recreation Board
Finance Committee Meeting
Minutes of Meeting Held
September 11, 2020**

The Finance Committee meeting was called to order by Chairperson Caskey at 3:35pm in the Conference Room in the Administration Building in Blanchette Park. Roll Call noted the following present:

Finance Committee: Present: Patrick Caskey, Mike Ryan and Tom Smith.

Others: Maralee Britton, Director;
Chris Atkinson, Assistant Director
Peter VanLinn, Maintenance Superintendent,
Todd Kassabaum, Chief Park Ranger,
Tina Sieker, Administrative Coordinator,
Don Borgmeyer, Enterprise Superintendent

3. Discussion of the Parks & Recreation 2021 Budget.

Britton presented the Board with the 2021 budget. The budget included the estimated tax levy, the CIP, a 2.5% increase for each full time employee who should meet requirements and a seasonal employee wage increase of 25 cents per hour with the minimum wage rising again January 1st, 2021.

An overview of the budget discussed the areas in which staff has reduced spending to help offset any loss of revenue due to the cancellation of programs, rentals and events in 2020 due to COVID-19. Cost Centers were discussed at length because all actual calculations had not been provided by the Finance Director. Upon further discussion, the Committee reviewed options for payment of services to the City Clerk, Legal, Human Resources, Financing Payroll, IT and Media and adjusted figures with explanation of reasoning and calculations. Because of unknown circumstances of revenue due to COVID-19, the current Cost Centers are within the budget at 50%.

The Cost Center information for the Metro Funds and the Parks Capital Improvement tax were also discussed. Britton explained that the operating budgets have an account line to transfer the Cost Center funds while her access to the City's financial system does not allow her to see Cost Center accounts transferring from the capital accounts.

Smith made a motion to present the 2021 Budget with adjustments to the Cost Centers to the full Parks and Recreation Board for their consideration and approval; seconded by Ryan which passed.

4. Discussion of the Oak Grove Cemetery 2020 Budget.

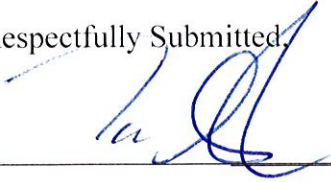
Britton presented the Board with the 2021 budget. There were no additional questions.

Smith made a motion to recommend the 2021 Oak Grove Cemetery Budget to the full Park Board; seconded Ryan which passed.

As there was no further business for discussion, Caskey made a motion to adjourn the meeting at 5:04pm;
Seconded by Smith which then passed.

Finance Committee Meeting: September 11, 2020

Respectfully Submitted,



Tom Smith - President



Mike Ryan – Vice President