

SAINT CHARLES PARK & RECREATION BOARD MINUTES
PARK BOARD MEETING HELD
April 21, 2021

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

Board Patrick Caskey, Denise Childress, Mike Hannegan, Brad Harmon, Mike Ryan Tom Smith and Council Liaison Denise Mitchell were present. Kathy Mudrovic, Tuss Peluchette and Merle Schneider were absent.

Staff Maralee Britton -- Director, Chris Atkinson- Assistant Director, Peter VanLinn, Maintenance Superintendent.

Others Sandy Johnson Hershey and Althea West

3. Verbal Petitions/Public Comments and Response:

Bev Roy Hope Foundation Presentation.

Ms. West and Ms. Hershey gave some background on the Bev Roy Hope Foundation.

It is the mission, duty and purpose of the Bev Roy Hope Foundation to provide a Memory Café for those living with mild to moderate cognitive impairment. A Memory Café is a welcoming place for individuals with Alzheimer's or any type of dementias or other brain disorders. It is a safe and comfortable space where caregivers and their loved ones can socialize, listen to music, play games, and enjoy other appropriate activities.

The Foundation would like the Parks & Recreation Department to take over the operations, care and maintenance of the City property that is currently called the "Madison Street Pocket Park". It is a small piece of property located at 150 S. Main Street that the Foundation would like to develop in to a new park called Forget Me Not Park. The foundation has agreed to fund all the improvements and construction either through a grant they have applied for through AARP or with raising private donations. The Fleur De Lis Garden Club and Bev Roy Foundation would officially adopt the park and help with ongoing maintenance of the park.

The Board thanked the speakers and said they thought that the project was very exciting and a great future asset for the City.

Britton explained the process that would be required for this to take place. It would involve a resolution approved by the Park Board dedicating the property to the Board for operations and also a Resolution approved by the City Council stating the same.

Harmon made a motion for staff to bring the legislation to the Board at a future meeting for the Parks & Recreation Board to take over the development, care and maintenance of the future park. Seconded by Childress which then passed.

4. **Staff Reports/Presentations:**

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

- A. **Contract with Hyatt House Virginia Beach Oceanfront for overnight lodging for trip participants on May 22-24, 2022 in an amount not to exceed \$17,043.18***

Caskey made a motion to approve the Contract; seconded by Childress which then passed.

- B. **Contract with RJP Electric to complete the Blanchette Park Electrical Upgrade Project in an amount not to exceed \$49,445***

Caskey made a motion to approve the Contract; seconded by Hannegan which then passed.

- C. **Purchase Order with MBR Management Corp. to provide pizzas for resale at the Wapelhorst Aquatic Facility in 2021 in an amount not to exceed \$12,000***

Harmon made a motion to approve the Change Order; seconded by Smith which then passed.

- D. **Consideration for approval revisions to the Park Ranger Personal Appearance Policy***

Smith made a motion to approve the revised policy; seconded by Caskey which then passed.

- E. **Contract with Spencer Contracting Co. to complete the selected 2021 Asphalt Installation and Patch Repair Project in an amount not to exceed \$107,936***

Caskey made a motion to approve the Contract; seconded by Childress which then passed.

- F. **Purchase Order with CDW-G to purchase Computer Hardware, Microsoft Volume Licensing and Adobe Acrobat Licensing in an amount not to exceed \$37,497.03***

Caskey made a motion to approve the Change Order; seconded by Harmon which then passed.

6. **Meeting Minutes:**

- A. **Parks & Recreation Board Meeting minutes March 17, 2021***

- B. **Parks & Recreation Board Work Session Meeting Minutes April 7, 2021***

Smith made a motion to approve the meeting minutes; seconded by Caskey which then passed.

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
- F. Oak Grove Cemetery Report

Smith made a motion to approve 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)**
- B. **1st Quarter Department Update**

Britton presented the Board with a new format for the Department's Quarterly reports. It is a lot of date that is tracking all elements and operations of the department on a monthly basis.

C. **General Department Update**

Britton updated the Board that she had emailed the Finance Department the cost allocations for the 2022 budget. Further discussion will take place with the City on this topic before budget time.

Britton also updated the Board on the larger special events that will be hosted in Frontier Park in 2021.

11. **Board Member Announcements and Reminders:**

Smith - Asked who maintained the "Colonnade" restrooms on Main Street as they were in a bad condition. Staff said those restrooms are maintained by the Facilities Maintenance Division of Public Works. Staff will notify Public Works.

Childress asked staff to look into a metal picnic table in Frontier Park. Has an issue with the seat on one of them.

12. Council Liaison Announcements and Reminders:

Council Member Mitchell informed the Board that the Joint Park Board/City Council Work Session is tentatively scheduled for July 13th at 6:00pm to discuss the 100 acre park master plan.

Council Member Besselman asked who is responsible for the maintenance of the pedestrian bridge located at the south end of Frontier Park. Staff said the bridge is maintained by the Facilities Maintenance Division of Public Works. Funding was in the City CIP to replace the bridge but the funding is no longer there.

13. Park Board Liaisons Comments

A. Foundation Report: None.

B. Legislative Report: None.

As there was no further business to discuss Caskey moved for **Adjournment** at 7:25 pm; Seconded by Smith which then passed.

Meeting: April 21, 2021

Respectfully Submitted,



Mike Ryan - President



Denise Childress - Secretary