

**SAINT CHARLES PARK & RECREATION BOARD MINUTES**  
**PARK BOARD MEETING HELD**  
**February 16, 2022**

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

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

**Staff** Maralee Britton – Director, Chris Atkinson- Assistant Director,  
Mike Wilkins – Chief Park Ranger, Peter VanLinn, Maintenance Superintendent,  
Missy Hollander – Aquatics Coordinator, Adi Naumann – Recreation Coordinator,  
Chan Smoot – Concessions Coordinator, Don Borgmeyer – Enterprise Superintendent.

**Others** Scout from Troop 757

3. **Pledge of Allegiance**

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

5. **Staff Reports/Presentations:**

**A. 2021 Enterprise Report**

Enterprise Superintendent, Don Borgmeyer began the presentation. Borgmeyer highlighted Enterprise staff that won Park Ace Awards in 2021. Also highlighted all of the training completed by staff in 2021.

Concession Coordinator, Chan Smoot presented the Concessions and Memorial Hall information. For the most part all sales and rentals were higher than those in 2020. However not quite back to pre-pandemic levels.

Aquatics Coordinator Missy Hollander presented the Aquatics information. The 2021 swim season was a record year for overall attendance and revenue. The overall profit in 2021 made up for the significant loss experienced in aquatics in 2020 during the pandemic. The annual increase in minimum wage is continuing to have a significant impact on expenses for the Aquatics Division.

Recreation Coordinator Adi Naumann presented the Recreation information. Naumann highlighted that 2021 was a rebound year after the pandemic affected year of 2020. Most programs and activities registration were higher than in 2020 and getting close to 2019 pre-pandemic levels.

All Division's with the Enterprise Division are working on decreasing expenses where possible and increasing revenues through either fee increases or creating more revenue generating programs to help offset the know increases that they have to handle.

The Board thanked Borgmeyer, Smoot, Naumann, Hollander and their staff for all they do for the Department.

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

A. **Discussion and Consideration of Pool Party Package Fees\***

Peluchette made a motion to approve the fees; seconded by Mudrovic.

B. **Discussion and Consideration of Transfers over \$10,000.00\***

Peluchette made a motion to approve the Transfers; seconded by Hannegan.

C. **Discussion and Consideration of Revised Athletic League and Tournament Policy\***

Peluchette made a motion to approve the revised policies; seconded by Mudrovic.

D. **Contract with Spectrum Lawn & Tree Care to provide mowing services at selected locations in 2022 in an amount not to exceed \$61,700.00\***

Peluchette made a motion to approve the contract; seconded by Childress.

E. **Contract with Dedicated Turf & Landscaping LLC. to provide mowing services at selected locations in 2022 in an amount not to exceed \$18,300.00\***

Peluchette made a motion to approve the contract; seconded by Childress.

F. **Purchase Order with Old Time Servicing Company to provide “Cool Beads” for resale at the concession stands in 2022 in an amount not to exceed \$28,000.00\***

Childress made a motion to approve the purchase; seconded by Mudrovic.

G. **Purchase Order with MBR Management Corp. to provide “Domino’s Pizza” for resale at the Wapelhorst Aquatic Facility in an amount not to exceed \$15,000.00\***

Peluchette made a motion to approve the purchase; seconded by Mudrovic.

H. **Contract with Harbor Shores to provide overnight lodging for trip participants on June 14<sup>th</sup> & 15<sup>th</sup>, 2023 in an amount not to exceed \$12,113.06\***

Hannegan made a motion to approve the contract; seconded by Mudrovic.

7. **Meeting Minutes:**

A. Parks & Recreation Board Meeting Minutes January 19, 2022\*

Childress made a motion to approve the meeting minutes; seconded by Peluchette.

8. **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

Childress made a motion to approve the consent agenda; Seconded by Peluchette.

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

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

11. **Directors Report:**

- A. Thank You's (As Available)
- B. General Department Update

Britton updated the Board that annual staff evaluations were currently taking place.

The scheduled March 2<sup>nd</sup> Work Session would have to be cancelled due to staff being out of town on that date attending the annual MPRA State Conference in Springfield, MO.

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

13. **Council Liaison Announcements and Reminders:**

Mitchel said that the City Council is currently working on the Strategic Plan. Also working on a date for the Joint City Council/Park Board Work Session for some time in June/July 2022.

14. **Park Board Liaisons Comments**

- A. Foundation Report: None.
- B. Legislative Report: None.

As there was no further business to discuss Peluchette moved for **Adjournment** at 7:06 pm; Seconded by Mudrovic.

Meeting: February 16, 2021

Respectfully Submitted,

  
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Mike Ryan - President

  
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Denise Childress - Secretary