

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

The meeting was **Called to Order** by President Ryan at 6:01pm in the American Legion Room in Memorial Hall. **Roll Call** noted the following present for the meeting:

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

Staff Maralee Britton – Director, Chris Atkinson- Assistant Director.
Mike Wilkins – Chief Park Ranger, Peter VanLinn, Maintenance Superintendent.
Don Borgmeyer – Enterprise Superintendent, Gary Gerber – Maintenance Foreman,
Chris Bunch – Maintenance Foremen, Adi Naumann - Recreation Coordinator

Others Dan Mann and Matt Seggerman – City of St. Charles Engineering Department.

3. Pledge of Allegiance

4. Verbal Petitions/Public Comments and Response: None

5. Staff Reports/Presentations:

A. 2021 Ranger Report

Chief Ranger Wilkins presented the information. Overall statistics were very similar to those in 2020. Calls for service and ranger activity increased slightly. Wilkins informed the Board that the Rangers have shifted to 12 hours shifts for Sergeants, switched scheduling software for Rangers and Motorcycle Instructors to an online process. Wilkins highlighted staff training, staff awards, and that COPS Camp would be returning in 2022, and that the Motorcycle Safety Program would be hosting more classes in 2022. The Board thanked Wilkins and his staff for all they do for the Department.

B. 2021 Maintenance Report.

Maintenance Superintendent Peter VanLinn began the presentation. VanLinn highlighted the Maintenance Division organizational chart, the total number of staff members and the amount of parks, acreage, amenities, structures and features that his Division maintain every day.

VanLinn then went onto highlight the number of hours that his staff spent doing different tasks like ball fields, janitorial services, trash services, building maintenance or repairing infrastructure. He also highlighted all the training/certifications completed by staff.

VanLinn ended the presentation by highlighting projects and tasks the Division were looking to accomplish in 2022.

The Board thanked VanLinn and his staff for all they do for the Department.

6. Items for Discussion and/or Action-

A. Discussion of Boone's Lick Storm Water Management.

Britton presented the Board with an update on the storm water project that the City Engineering Department would like to undertake in and around Boones Lick Park. Dan Mann and Matt Seggerman from City Engineering were also present. The project would include the creation of a large storm water basin in the approximate location of the current creek bed and also the small parking area behind the park storage building and the current ball field parking lot. Staff have been working with the Engineering Department to minimize the impact on the park amenities and the presented concept took a lot of staffs concerns into consideration. The Board have some concerns about the number of trees and parking spaces that are currently shown to be removed. Engineering said they would continue with the development of the concept will both the staff and the Boards concerns in mind. An update will take place at a future meeting to keep the Board informed.

B. Resolution #1, 2022 - Request to Declare Equipment Surplus*

Smith made a motion to approve the request; seconded by Childress.

C. Purchase Order with Behlmann CDJR to purchase a new cargo van for the maintenance division in an amount not to exceed \$32,064.00*

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

D. Contract with First Student Inc. to provide motor coach transportation for Day Camp and Cops Camp participants in 2022 in an amount not to exceed \$24,000.00*

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

7. **Meeting Minutes:**

- A. Parks & Recreation Board Meeting Minutes February 16, 2022*
- B. Parks & Recreation Executive Committee Meeting Minutes March 8, 2022*

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

- C. Parks & Recreation Executive Committee Meeting Closed Session Minutes March 8, 2022; Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment. (RSMo 610.021.13)**

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

Roll Call vote: Patrick Caskey - Absent, Denise Childress- Yes, Mike Hannegan - Yes, Brad Harmon – Absent, Kathy Mudrovic - Absent, Mike Ryan - Yes, Merle Schneider - Yes, Tuss Peluchette - Absent, Tom Smith – Yes. Motion passed.

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
- G. City of St. Charles Strategic Plan 2022 - 2023

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

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

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

11. **Directors Report:**

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

Britton highlighted the new Community Outreach Update that would be included monthly as an update in the Board packet. It highlights the “theme” for the month, any partnerships that were established and any speaking engagements attended by staff.

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

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

The date for the Joint City Council/Park Board Work Session is June 1st at 5:00pm.

14. **Park Board Liaisons Comments**

A. **Foundation Report:** None.

B. **Legislative Report:** None.

As there was no further business to discuss Childress moved for **Adjournment** at 7:48 pm;
Seconded by Hannegan.

Meeting: March 16, 2022

Respectfully Submitted,



Mike Ryan - President



Denise Childress - Secretary