

SAINT CHARLES PARKS & RECREATION BOARD MINUTES
MEETING HELD
November 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, Brad Harmon, Kathy Mudrovic, Tuss Peluchette, Mike Ryan, Merle Schneider, Mike Hannegan, 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, Missy Hollander – Aquatics Coordinator, Tina Sieker – Administrative Coordinator, Don Borgmeyer – Enterprise Superintendent, Lucas Irizarry – Communications Associate

Others

3. **Pledge of Allegiance**

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

5. **Staff Reports/Presentations:**

Introduction of new staff member Lucas Irizarry. The Board welcomed him to the City.

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

A. Purchase Order with ATT Mobility/FirstNet to provide cellular phone service and equipment in 2023 in an amount not to exceed \$32,300.00*

Atkinson presented the purchase. Mudrovic made a motion to approve the purchase: seconded by Peluchette.

B. Purchase Order with Concentra Medical Centers to provide work related medical services in 2023 in an amount not to exceed \$19,900.00*

Atkinson presented the purchase. Childress had some questions about how the legalization of recreation marijuana in Missouri may impact testing. Britton said the City is a Drug Free Workplace. If anything changes the Department will then follow guidance from City's Human Resources and Legal Department.

Hannegan made a motion to approve the purchase: seconded by Smith.

C. Purchase Order with WEX Bank to provide fleet fuel cards for use in 2023 in an amount not to exceed \$99,500.00*

Atkinson presented the purchase. Smith made a motion to approve the purchase; seconded by Mudrovic.

D. Purchase Order with NAPA Auto Parts to supply vehicle and equipment parts in 2023 in an amount not to exceed \$14,900.00*

Atkinson presented the purchase. Smith made a motion to approve the purchase; seconded by Peluchette.

E. Second Renewal Contract with MPG Tandem to provide all screen-printed shirts and apparel for staff and program participants in 2023 in an amount not to exceed \$30,200.00*

Atkinson presented the contract. Peluchette made a motion to approve the contract; seconded by Hannegan.

F. Consideration of the Lost and Found Policy*

Britton highlighted the new Department wide policy. Peluchette made a motion to approve the policy; seconded by Childress.

G. Consideration of the Fees and Charges for Facilities effective January 1, 2023*

Britton highlighted the proposed changes to the fees. A typo was spotted. Childress made a motion to approve the amended fees and charges; seconded by Peluchette.

H. Consideration of Aquatics Attendance Policy and Fees*

Hollander presented a draft plan to limit the number of non-residents able to enter the aquatic facilities daily. This included a draft admissions policy and public release action plan. A draft of new pricing for 2023 was also presented for discussion. The Board had several questions and comments. Staff will continue to work on the best solution for this issue and bring the issue back before the Board at the next meeting for discussion and possible approval.

7. **Meeting Minutes:**

- A. Parks & Recreation Board Meeting Minutes October 19, 2022*
- B. Parks & Recreation Board Work Session Meeting Minutes November 2, 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 Mudrovic.

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

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

11. **Directors Report:**

- A. Thank You's (As Available)
- B. 3rd Quarter Report.
- C. General Department Update

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

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

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 7:19 pm;
Seconded by Mudrovic.

Meeting: November 16, 2022

Respectfully Submitted,

MSRyan 12/21/22
Mike Ryan - President

Katherine Mudrovic

KATHY MUDROVIC