

SAINT CHARLES PARKS & RECREATION BOARD MINUTES
MEETING HELD
March 15, 2023

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, Kathy Mudrovic, Mike Ryan, Mike Hannegan, Merle Schneider, Tuss Peluchette (Via Zoom) and Council Liaison Denise Mitchell were present. Brad Harmon and Tom Smith were absent.

Staff Maralee Britton – Director, Chris Atkinson- Assistant Director, Mike Wilkins – Chief Park Ranger, Don Borgmeyer – Enterprise Superintendent, Peter VanLinn – Parks Superintendent, Jason Johns – Maintenance, Lenny Sylcox – Ranger Sergeant.

Other Betty Sill

Motion by Childress to allow Tuss Peluchette to participate remotely in conjunction with City Ordinance 115.405 Remote Participation; Seconded by Mudrovic. Roll Call Vote.

Roll Call: Denise Childress – Yes, Mike Hannegan - Yes, Brad Harmon – Absent, Kathy Mudrovic - Yes, Mike Ryan - Yes, Merle Schneider - Yes, Tom Smith – Absent.

Tuss Peluchette- Yes.

3. Pledge of Allegiance

4. Verbal Petitions/Public Comments and Response:

City Resident Betty Sill addressed the Board about some concerns with the DuSable Dog Park. She is concerned about the users not following the posted rules (number of dog's per person, children under the age of 8 inside the dog park etc.). She is also concerned that since there is no fee/membership to use the park that the facility is attracting lots of nonresidents who don't follow the rules. The Board thanked Ms. Sill for coming to the meeting to present her comments. Park Rangers will continue to visit the site at the times suggested by Ms. Sill.

Jason Johns was introduced as the newest Maintenance employee who is working Friday – Monday providing much needed coverage on the weekend.

Lenny Sylcox was introduced as the newest Ranger Sergeant. The Board welcomed both individuals to the Department.

5. **Staff Reports/Presentations:** None

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

A. Contract with Barker Rinker Sea cat Architecture to provide Consultant Services for the Field House & Hub Feasibility Study in an amount not to exceed \$267,200.00*

Board member Childress requested that the minutes show that she is engaged to be married to someone with the surname Barker, and that there are not any familial connections between her fiancé and the Barker in the name of the Consultant company.

Britton presented the contract. Peluchette had some questions about the invoice/lien release process. Peluchette made a motion to approve the Contract; seconded by Mudrovic.

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

B. Contract with Spectrum Lawn & Tree Care to provide mowing services at selected locations in 2022 in an amount not to exceed \$68,000.00*

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

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

C. Contract with Dedicated Turf & Landscaping LLC. to provide mowing services at selected locations in 2022 in an amount not to exceed \$17,000.00*

Atkinson presented the contract. Childress made a motion to approve the contract; seconded by Mudrovic.

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

D. Purchase Order with MBR Management Group to provide Domino's pizza for resale at aquatic facilities in 2023 in an amount not to exceed \$15,000.00*

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

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

E. Contract with Vandalia Bus Lines to provide transportation services for trip participants for overnight trips in 2023 in an amount not to exceed \$41,550.00*

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

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

F. Contract with Fulton Steamboat Inn to provide overnight lodging and breakfast on June 2-7, 2024 for trip participants in an amount not to exceed \$27,305.85*

Atkinson presented the contract. Childress made a motion to approve the contract; seconded by Mudrovic.

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

G. Contract with First Student Inc. to provide motor coach transportation for Day Camp and COPS Camp in 2023 in an amount not to exceed \$24,200.00*

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

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

H. Purchase of 18 Point of Sale (POS Systems) from Protronics Technologies Inc. in an amount not to exceed \$42,060.00*

Atkinson presented the purchase order. Childress made a motion to approve the contract; seconded by Hannegan.

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

I. Change Order to contract with Protronics Technologies Inc. to complete the installation of the POS systems. Adding \$12,420.00 for a new total contract amount not to exceed \$85,420.00*

Atkinson presented the change order. Childress made a motion to approve the change order; seconded by Mudrovic.

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

J. Resolution #1, 2023* Request to destroy documents*

Atkinson presented the request. Childress made a motion to approve the request; seconded by Mudrovic.

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

K. Consideration of a Credit Card Policy*

Britton presented the policy. Childress asked for a few clarifications, verbiage to be added. Childress made a motion to approve the policy as amended; seconded by Mudrovic.

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

L. Change Order to contract with Capri Aquatics to complete the tile repair project at the Blanchette Aquatic Facility. Adding \$13,528.00 for a new total contract amount not to exceed \$45,528.00*

Atkinson presented the change order. Childress asked if staff had a cost to replace all the tile instead of just the damaged tiles. Staff said that was discussed but not pursued due to the cost of just replacing the damaged tiles. The goal and hope is that this repair will work and there will not be a need to replace the remaining tiles. Childress asked staff to get pricing to repair the entire hand hold pool tile.

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

Roll Call: Denise Childress – No, Mike Hannegan - Yes, Brad Harmon – Absent, Kathy Mudrovic - Yes, Tuss Peluchette – Yes, Mike Ryan - Yes, Merle Schneider - Yes, Tom Smith – Absent. Motion passed.

7. Meeting Minutes:

A. Parks & Recreation Board Meeting Minutes January 18, 2023*

B. Parks & Recreation Work Session Meeting Minutes February 1, 2023*

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

Roll Call: Denise Childress – Yes, Mike Hannegan - Yes, Brad Harmon – Absent, Kathy Mudrovic - Yes, Tuss Peluchette – Yes Mike Ryan - Yes, Merle Schneider - Yes, Tom Smith – Absent. 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 2022 Accomplishments & 2022 & 2023 Strategic Plan Update

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

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

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

10. **Presidents Announcements and Reminders:**

Ryan referenced a book written by County Executive Steve Ehlmann call “Crossroads – A History of St. Charles County as a book that has some great references about the parks in St. Charles.

11. **Directors Report:**

A. **Thank You’s (As Available)**

B. **2022 Department Report**

C. **General Department Update**

Britton informed the Board that staff were finalizing the digital Parks Passports, the new version of WebTrac, and switching the credit card processor. Also reminded the Board about filing their Missouri Ethics paperwork.

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

Childress asked if it was possible to get old park board agendas and information packets for agenda items placed on the website so the information can be accessed by the Board and members of the public. Staff said they would look into what it would take to make that possible. Childress also asked if she could get the McNair historical attendance statistics.

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

Mitchell updated the Board on the Wellfield Issue/Ameren lawsuit, and reminded the Board about upcoming elections on April 4th, 2023.

14. **Park Board Liaisons Comments**

A. **Foundation Report:** None.

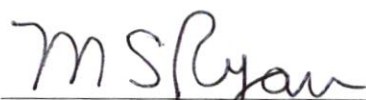
B. **Legislative Report:** None.

As there was no further business to discuss Childress moved for **Adjournment** at 7:36 pm;
Seconded by Mudrovic.

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

Meeting: March 15, 2023

Respectfully Submitted,



Mike Ryan - President



Denise Childress - Secretary