

**SAINT CHARLES PARKS & RECREATION BOARD MINUTES**  
**MEETING HELD**  
**May 17, 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, Brad Harmon, Kathy Mudrovic, Mike Ryan, Mike Hannegan, Merle Schneider, Tuss Peluchette (Via Zoom) and Council Liaison Denise Mitchell were present.

**Staff** Maralee Britton – Director, Chris Atkinson- Assistant Director, Mike Wilkins – Chief Park Ranger, Peter VanLinn – Parks Superintendent, Gary Gerber - Maintenance Foreman

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 – Yes, Kathy Mudrovic - Yes, Mike Ryan - Yes, Merle Schneider - Yes,

Remote Roll Call: Tuss Peluchette- Yes.

**3. Pledge of Allegiance**

**4. Verbal Petitions/Public Comments and Response:**

**5. Staff Reports/Presentations: 2002 Maintenance Report**

Maintenance Superintendent Peter VanLinn began the presentation. VanLinn highlighted the Maintenance Division organizational chart, the total number of staff members and the number 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 completed in 2022 and are looking to accomplish in 2023.

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

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

**A. Resolution #4, 2023. Request to declare equipment surplus\***

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

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

**B. Purchase of 2 John Deere, 128' cut, 1600 Turbo commercial mowers from Deere & Company for delivery in 2024 in an amount not to exceed \$140,128.20\***

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

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

**C. Contract with Ideal Landscape Group for the Fountain Lakes Park Bank Stabilization/Lake outfall project in an amount not to exceed \$137,267\***

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 – Yes, Kathy Mudrovic - Yes, Tuss Peluchette – Yes Mike Ryan - Yes, Merle Schneider - Yes, Motion passed.

**D. Transfers over \$10,000\***

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

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

7. **Meeting Minutes:**

A. **Parks & Recreation Special Board Meeting Minutes May 3, 2023\***

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

Roll Call: Denise Childress – Yes, Mike Hannegan - Yes, Brad Harmon – Yes, Kathy Mudrovic - Yes, Tuss Peluchette – Yes Mike Ryan - Yes, Merle Schneider - 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. Action Tracker

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

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

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

10. **Presidents Announcements and Reminders:**

Ryan reminded the Board that there was a Food Truck event coming up on May 9<sup>th</sup> in Blanchette Park. Also said this his daughter recently took and passed the Motorcycle Safety Program. Siad she really enjoyed the class.

**11. Directors Report:**

**A. Thank You's (As Available)**

A couple of Thank You's from the public were highlighted.

**B. Staffing Report**

Interviews have been completed and an offer has made for the open Communications position.

**C. General Department Update**

Aquatic facilities open May 27<sup>th</sup> and Day Camp start May 30<sup>th</sup>.

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

All Board members said their parks were good.

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

Mitchell said there was tree limb down and there was hole in the dirt in Booneslick Park. Staff said they would investigate and repair.

Mitchell also announced that she will continue serving as the Council Liaison for the next year.

**14. Park Board Liaisons Comments**

**A. Foundation Report:** None.

**B. Legislative Report:** None.

As there was no further business to discuss Harmon moved for **Adjournment** at 7:10 pm;  
Seconded by Mudrovic.

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

Meeting: May 17, 2023

Respectfully Submitted,

  
\_\_\_\_\_  
Mike Ryan - President

  
\_\_\_\_\_  
Denise Childress - Secretary