

**SAINT CHARLES PARKS & RECREATION BOARD MINUTES  
MEETING HELD  
September 20, 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** Brad Harmon, Kathy Mudrovic, Mike Ryan, Mike Hannegan and Merle Schneider were present. Denise Childress, Tuss Peluchette and Council Liaison Denise Mitchell were absent.

**Staff** Maralee Britton - Director, Chris Atkinson – Assistant Director, Mike Wilkins – Chief Park Ranger, Tina Sieker – Administrative Coordinator, Ameer Syed – Park Ranger, Lauren Reagan – Marketing and Communications Associate.

**Others**

**3. Pledge of Allegiance**

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

**5. Staff Reports/Presentations:**

**A. Introduction of Rangers Ameer Syed and Anita Veasley; Marketing and Communications Associate Lauren Reagan**

Chief Ranger Wilkins informed the Board that Ranger Veasley could not make the meeting due to a scheduling conflict. Veasley is a retired St. Louis City Police Officer who wanted to get back into law enforcement. Chief Ranger Wilkins also introduced Ranger Syed to the Board. Ranger Syed recently began working as a Park Ranger after completing the Police Academy. He actually graduate din the Park Ranger uniform.

Tina Sieker introduced Lauren Reagan to the Board. Reagan is a recent college graduate

The Board welcomed Ranger Syed, Ranger Veasley and Lauren Reagan to the Department.

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

**A. Resolution #5, 2023 Request to declare equipment surplus\***

Hannegan made a motion to approve the resolution; Seconded by Harmon.

**B. License Agreement with St. Charles F.C. for field improvements and field usage at the St. Charles Soccer Complex\***

Harmon made a motion to approve the License Agreement; Seconded by Mudrovic.

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

Hannegan made a motion to approve the transfer; Seconded by Mudrovic.

**D. Contract with Premier Demolition, Inc. to complete the demolition of the McNair Aquatic Facility in an amount not to exceed \$239,360\***

Harmon made a motion to approve the contract; Seconded by Mudrovic.

**E. Contract with Byrne & Jones Enterprises Inc. to complete the 2023 Oak Grove Cemetery Seal Coat project in an amount not to exceed \$22,770.35\***

Harmon made a motion to approve the contract; Seconded by Mudrovic.

**F. Contract with Pundmann Ford for the purchase of two Maintenance Division fleet vehicles in FY 2024 in an amount not to exceed \$107,415\***

Harmon made a motion to approve the contract; Seconded by Hannegan.

**G. Contract with Behlmann Dodge for the purchase of three Park Ranger Division fleet vehicles in FY 2024 in an amount not to exceed \$122,913\***

Harmon made a motion to approve the contract; Seconded by Mudrovic.

**H. Purchase Order with Hackmann Lumber to purchase materials needed to complete the 2023 Jaycee Stage Rehab project in an amount not to exceed \$12,247.32\***

Harmon made a motion to approve the purchase; Seconded by Hannegan.

**I. Contract with Hutchinson Recreation to purchase playground equipment and install for the Schaefer Park playground in 2024 in an amount not to exceed \$108,025\***

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

**J. Contract with SofSurfaces Inc. to purchase playground safety surfacing and install for the Schaefer Park playground in 2024 in an amount not to exceed \$95,100\***

Harmon made a motion to approve the contract; Seconded by Schneider.

**K. Contract with Bloom Bus Lines Inc. to provide transportation services during the “Classic New England in Fall” trip in September 2024 in an amount not to exceed \$18,500\***

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

**L. Change Order #2 to Purchase Order with STLOUISLEDS to provide additional LED lighting for the Wapelhorst Courts. Adding \$12,287.00 for a new total Purchase Order amount not to exceed \$31,042.92\***

Harmon made a motion to approve the change order; Seconded by Mudrovic.

**M. Cooperative Recreational Use Agreement by and between the City of St. Peters, Missouri and the City of St. Charles, Missouri, for reciprocal use of the St. Peters Rec-Plex and Outdoor Aquatic Facilities and the St. Charles Blanchette Aquatics Facility and the Wapelhorst Aquatics Facility\***

Harmon made a motion to approve the Cooperative Use Agreement; Seconded by Mudrovic.

**7. Meeting Minutes:**

- A. Parks & Recreation Board Meeting Minutes August 16, 2023\*
- B. Parks & Recreation Board Work Session Meeting Minutes September 6, 2023\*

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

**8. Consent Agenda (Items to be received):**

The Consent Agenda was then addressed, which included the following:

- A. Calendar
- B. Financial Worksheets
- C. Accounts Receivable Report
- D. Project Report
- E. Financial Transactions from \$7,500 to \$10,000- None
- F. Oak Grove Cemetery Report

Hannegan 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. **General Department Update**

Britton updated the Board that staff are hard at work preparing to be the host of the 2024 Missouri Parks & Recreation Conference that will be held in St. Charles in March 2024.

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

Hannegan- All good.

Harmon- All good.

Mudrovic- All good.

Ryan – All good.

Schneider – All good.

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 Mudrovic moved for **Adjournment** at 6:57 pm; Seconded by Harmon.

Meeting: September 20, 2023

Respectfully Submitted,

  
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Mike Ryan - President

  
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Denise Childress - Secretary