

SAINT CHARLES PARKS & RECREATION BOARD MINUTES
MEETING HELD
October 18, 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, Don Borgmeyer – Enterprise Superintendent, Mike Wilkins – Chief Park Ranger, Peter VanLinn – Maintenance Superintendent, Chan Smoot -Concessions Coordinator.

Motion by Childress to allow Tuss Peluchette to participate remotely in conjunction with City Ordinance 115.405 Remote Participation; Seconded by Harmon. 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- Present.

3. Pledge of Allegiance

4. Verbal Petitions/Public Comments and Response:

5. Staff Reports/Presentations:

A. Maintenance Operations Update

VanLinn provided a requested update on Park Maintenance Operations. The Power Point presentation highlighted the current staffing situation and organizational chart. Also highlighted how the division functions: Work Orders, Routine Maintenance, Preventative Maintenance, vandalism, playground maintenance, tree care and tree inventory.

6. Items for Discussion and/or Action-

A. Transfers over \$10,000*

Mudrovic 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.

B. Change Order with T & L Tree Service/Liscombe Tree Service LLC. Adding \$46,000 to the original contract amount of \$29,000 making the new contract amount \$75,000*

Mudrovic made a motion to approve the Change Order; seconded by Harmon.

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 BAX Engineering to complete the Oak Grove Cemetery Cremation Garden surveying and layout in an amount not to exceed \$12,250*

Childress made a motion to approve the Contract; 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.

D. Consideration of revisions to the Attendance, Tardy & Early Departure Policy*

Harmon made a motion to approve the Revised Policy; 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.

E. Resolution #6. Request for destruction of documents*

Harmon made a motion to approve the Resolution; 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.

F. Contract with Flooring Rehab Company to complete the Memorial Hall auditorium refinishing project in an amount not to exceed \$25,687.73

The Board asked several questions about the flooring finish (oil bases, caulk baseboards etc.)

Childress made a motion to approve the Contract: 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.

G. Boschert Greenway Phase 1 Conditions Discussion

Britton and Atkinson showed the Board multiple photographs of some severe cracks that are in the Boschert Greenway (In the section between New Town Blvd and Boschertown Road).

The trail has had cracks almost as soon as it was built in 2008 and the Department have paid contractors to repair and overlay sections of the trail over the years. In 2018 Great Rivers Greenway (GRG) and the Parks & Recreation Department retained a geotechnical consultant to study the trail and its subsurface and surrounding conditions. The study highlighted two major issues. The poor subsurface condition and the close proximity of approx. 300 bald cypress trees to the trail.

In the last 2 years the cracks have become more pronounced and a patch that was completed earlier in 2023 is already showing signs of cracking again.

Staff have been in close contact with staff from GRG about this issue and have received estimates from a contractor to grind and compact the asphalt surface in place. Although this could be a short term fix staff do not feel it is a satisfactory long term repair. During the discussions GRG have stated that they are agreeable to the trail remaining a pulverized asphalt surface in the long term.

Other solutions and repairs are being researched currently (removal of trees, full depth reclamation (FDR), concrete overlay.)

Childress asked that the City Legal Team attend an upcoming Park Board meeting so that the Board could better understand who is responsible for what in the agreement that was executed when the trail was built by GRG.

Peluchette made a motion to approve the close the trail to use by the public until the cracking issue can be resolved; 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.

H. Change Order with Aquatic Control. Adding \$8,500 for the purchase of a new lake aerator to the original contract amount of \$14,000 making the new contract amount \$22,500*

Childress made a motion to approve the Change Order; 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.

7. Meeting Minutes:

A. Parks & Recreation Board Meeting Minutes September 6, 2023*

B. Parks & Recreation Board Closed Session minutes September 6, 2023*

Childress made a motion to approve the meeting minutes as corrected (A & B) ; 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 Worksheets
- C. Accounts Receivable Report
- D. Project Report
- E. Financial Transactions from \$7.500 to \$10.000- None
- F. Oak Grove Cemetery Report

Childress made a motion to approve the consent agenda: 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.

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

10. **Presidents Announcements and Reminders:**

Ryan stated that he had been approached by a member of the public asking if Parks would place portable restroom close to the football field in McNair Park. Staff said that it was up to the renter of the field (St. Charles Titans) to make that decision and rent the portable restrooms.

11. **Directors Report:**

A. Thank You's (As Available)

B. General Department Update

Britton informed the Park Board that past member Betty Barro recently passed away.

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

Hannegan- All good.

Schneider- All good.

Harmon- All good.

Mudrovic- All good.

Childress-All good.

Pelluchette – All good.

Ryan – All good.

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

Mitchell said that the Ward 10 City Meeting will take place on Thursday October 19th at 6:00pm at St. Charles West High.

The second and final Document Shredding/Electronic Recycling Event will take place on Saturday October 28th from 9:30am – 12 noon at the Ameristar Casino Lower Parking Lot.

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 8:19 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: October 18, 2023

Respectfully Submitted,



Mike Ryan - President



Denise Childress - Secretary