

**SAINT CHARLES PARKS & RECREATION BOARD MINUTES**  
**MEETING HELD**  
**December 20, 2023**

The meeting was **Called to Order** by President Ryan at 6:01pm 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 Hannegan, Merle Schneider and Council Liaison Denise Mitchell were present. Mike Ryan and Tuss Peluchette were absent.

**Staff** Maralee Britton - Director, Chris Atkinson – Assistant Director,

**Others**

3. **Pledge of Allegiance**

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

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

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

A. **Contract with Drury Inn & Suites to provide overnight lodging on 6/1/24 and 6/7/24 for trip participants during the “Hershey & Lancaster County” Trip in an amount not to exceed \$14,462.24\***

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

B. **Contract with Vandalia Bus Lines to provide motor coach transportation for trip participants in 2024 in an amount not to exceed \$15,010.48\***

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

C. **Purchase Order with ATT Mobility/FirstNet to provide cellular phone service and equipment in 2024 in an amount not to exceed \$32,300.00\***

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

D. **Purchase Order with WEX Bank to provide fleet fuel cards for use in 2024 in an amount not to exceed \$99,500.00\***

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

- E. Purchase Order with NAPA Auto Parts to supply vehicle and equipment parts in 2024 in an amount not to exceed \$17,900.00\***

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

- F. First Renewal of Contract with LRL Commercial Cleaning, Inc. to provide Janitorial Services in 2024 in an amount not to exceed \$17,832.00\***

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

- G. Purchase Order with EVS Inc. to purchase and install vehicle components in the new Park Ranger Vehicles in 2024 in an amount not to exceed \$12,529.08\***

Childress made a motion to approve the purchase; Seconded by Schneider.

- H. First Renewal Contract with Minuteman Press to provide brochure printing in 2024 in an amount not to exceed \$34,000.00\***

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

- I. Contract renewal #3 with ProTronics Technologies Inc. to provide wireless connectivity, internet, WAN/LAN, Firewall, Web Solutions and Monthly Server Maintenance in 2024 in an amount not to exceed \$70,000.00\***

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

- J. Purchase Order with Imperial Dade to provide janitorial supplies in 2024 in an amount not to exceed \$30,200.00\***

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

- K. Contract with Jeff Ellis & Associates Inc. to provide aquatics safety certifications and risk management services at the aquatic facilities in 2024 in an amount not to exceed \$18,545.00\***

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

- L. Purchase Order with Vermont Systems Inc. to provide annual service and support in 2024 in an amount not to exceed \$20,363.94\***

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

**M. Contract with STL Shirt Co. to provide all screen-printed shirts and apparel for staff and program participants in 2024 in an amount not to exceed \$31,700.00\***

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

**N. Purchase Order with Krey Distributing to provide alcoholic beverages for resale at Parks Concession stands in 2024 in an amount not to exceed \$20,000.00\***

Schneider made a motion to approve the purchase; Seconded by Mudrovic.

**O. Purchase Order with Southwest Airlines Co. to provide flights for trip participants for "Classic New England in Fall" Trip on 9/17/24 & 9/24/24 in an amount not to exceed \$19,139.08\***

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

**P. Purchase Order with Holiday Inn Express & Suites for 3 nights of lodging for trip participants on the 2024 Mystery Trip in an amount not to exceed \$19,118.26\***

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

**Q. Contract with J. B. Exteriors to complete the 2024 Roofing Projects in an amount not to exceed \$89,462.71**

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

**7. Meeting Minutes:**

- A. Parks & Recreation Board Meeting Minutes October 18, 2023\*
- B. Parks & Recreation Board Work Session Meeting Minutes December 6, 2023\*

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

**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

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

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. Childress suggested possibly utilizing the City "trolley" for transportation during the vent. Staff said they would investigate.

Due to a lack of items for discussion and its close proximity to the new year the January 3<sup>rd</sup>, 2024 Work Session will be cancelled.

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

Hannegan- All good.

Harmon- All good.

Mudrovic- All good.

Childress – All good.

Schneider – All good.

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

Mitchell said that the amended Board's and Commission's Ordinance is up for final approval at City Council.

Asked about restroom open/close at the St. Charles Soccer Complex for trail head for bike rides that use the park. Staff would look into a temporary portable restroom for the area since the restrooms are winterized for the year.

**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 6:33 pm;  
Seconded by Harmon.

Meeting: December 20, 2023

Respectfully Submitted,



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Mike Ryan - President



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Denise Childress - Secretary