

**SAINT CHARLES PARKS & RECREATION BOARD MINUTES**  
**MEETING HELD**  
**January 17, 2024**

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, Tuss Peluchette (Via Zoom) and Council Liaison Denise Mitchell were present. Merle Schneider was absent.

**Staff** Maralee Britton - Director, Chris Atkinson – Assistant Director, Don Borgmeyer – Enterprise Superintendent, Peter VanLinn – Maintenance Superintendent, Missy Hollander – Aquatics Coordinator, Adi Naumann – Recreation Coordinator.

Motion by Hannegan 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 - Absent.

Remote Roll Call: Tuss Peluchette- Present.

**3. Pledge of Allegiance**

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

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

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

**A. Consideration for approval Budget Amendment #1, 2024, Re-appropriations\***

Peluchette made a motion to approve the Budget Amendment; 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 - Absent,  
Motion passed.

**B. Consideration of revisions to the Aquatic Facility Policy\***

Harmon made a motion to approve the Policy; 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 - Absent,  
Motion passed.

**C. Consideration of revisions to the Aquatic Facility Admission Policy\***

Harmon made a motion to approve the Policy; seconded by .

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

**D. Consideration of revisions to the Aquatic Fee Schedule\***

Childress asked that the pricing be changed to reflect a larger increase for non-residents. Asked also the future increases focus more on non-residents over residents.

Childress made a motion to approve the 2024 Fee Schedule as amended; 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 - Absent,  
Motion passed.

**E. Consideration of revisions to the Summer Fun Day Camp Fee Schedule\***

Childress asked that the pricing be changed to reflect a larger increase for non-residents. Asked also the future increases focus more on non-residents over residents.

Harmon made a motion to approve the Fee Schedule as amended; 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 - Absent,  
Motion passed.

**F. Contract with Gateway Disc Sports to complete the McNair Park Disc Golf Course Design and Installation in an amount not to exceed \$40,000\***

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 - Absent,  
Motion passed.

**G. Contract with Allen’s Tree Service to complete the Boschert Greenway Tree Removal Project in an amount not to exceed \$43,890\***

Childress asked if staff have received the agreement paperwork from GRG that states the financial responsibilities of each party (GRG – City). Britton said it is currently being reviewed by Legal. Childress wanted to confirm that GRG is responsible for 50% of this contract and any other contract required as part of the trail restoration project.

Childress made a motion to approve the Contract; 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 - Absent.  
Motion passed.

**7. Meeting Minutes:**

**A. Parks & Recreation Board Meeting Minutes December 20, 2023\***

Childress made a motion to approve the meeting minutes; 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 - Absent.  
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 Hannegan.

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

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

10. **Presidents Announcements and Reminders:**

Ryan reminded the Park Board about the upcoming MPRA Conference here in St. Charles Mach 5-8, 2024.

11. **Directors Report:**

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

**B. General Department Update**

Britton informed the Board about a Joint Meeting between City Council and the Park Board on March 19<sup>th</sup>, 2024 at City Council Chambers. The 97 acre park and the Feasibility Study for the Field House on that property would be the topic of discussion

**C. Verbal update of damage to parks and facilities January 2024 due to weather**

Atkinson and Britton led the discussion on the damage that was caused at Memorial Hall by a broken water pipe on the main floor. Photographs of the initial damage were also shown.

A broken water pipe caused by the freezing of the pipe damaged the newly finished hard wood floor on the main floor. Water also went into the basement and flooded approx. 12' of the entire basement level. This included carpet, drywall, supplies, gymnastic equipment etc.

Staff had retained an emergency response contractor (ServiceMaster) to handle the initial cleanup and the drying out of the building.

The Board members had several questions about the cause and potential damage and financial liability. Since the flood event only happened less than 48 hours before the meeting staff were still working through the details.

A more detailed report would be ready for the February 7, 2024 Work Session.

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

Hannegan- All good.

Schneider- Absent

Harmon- All good.

Mudrovic- All good.

Childress-All good. Childress asked again about the Park Board Agendas being posted and made available for viewing online. Staff said this would begin for the February 7<sup>th</sup>, 2024 Work Session.

Pelluchette – All good.

Ryan – All good.

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

Mitchell said that the Ward 1 City Meeting will take place on Thursday January 18th at 6:00pm at the Foundry.

The new Orchard Farm High School opened in early January for usage.

**14. Park Board Liaisons Comments**

**A. Foundation Report:** Mudrovic updated the Board that the Foundation voted to increase the costs of some of the donation items due to increased staff costs and purchasing costs. Trees would now be \$250 and \$500 and benches would now be \$1,250 and \$2,500.

**B. Legislative Report:** None.

As there was no further business to discuss Mudrovic moved for **Adjournment** at 8:10 pm:  
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 - Absent.  
Motion passed.

Meeting: January 17, 2024

Respectfully Submitted,

  
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Mike Ryan - President

  
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Denise Childress - Secretary