

**SAINT CHARLES PARKS & RECREATION BOARD MINUTES**  
**MEETING HELD**  
**February 21, 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), Merle Schneider and Council Liaison Denise Mitchell were present.

**Staff** Maralee Britton - Director, Chris Atkinson – Assistant Director, Don Borgmeyer – Enterprise Superintendent, Peter VanLinn – Maintenance Superintendent, Mike Wilkins – Chief Park Ranger, Chan Smoot – Concessions Coordinator.

Motion by Childress to allow 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: None**

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

**A. Contract with Gamma Tree Experts to complete the 2024 tree removal/pruning services in an amount not to exceed \$39,000\***

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 - Yes.  
Motion passed.

**B. Contract with Aquatic Control to complete the 2024 Pond Management Program in an amount not to exceed \$16,000\***

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.

**C. Change Order #1 to contract with Linde Gas & Equipment Inc. adding \$15,000 to original contract amount of \$50,000 for a new contract amount \$65,000\***

Hannegan 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.

**D. Contract with Gaylord Opryland Resort to provide overnight lodging, meals and activities on November 29, 30 & December 1, 2024 for Christmas Trip in an amount not to exceed \$39,131.52\***

Mudrovic made a motion to approve the contract; seconded by Schneider.

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. Purchase Order with MBR Management Corp to provide Domino's Pizza at the Wapelhorst Aquatic Facility for resale in 2024 in an amount not to exceed \$15,000\***

Schneider made a motion to approve the purchase; 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.

**F. Purchase Order with Old Time Servicing Company to provide Cool Beads Ice Cream for resale at concession stands in 2024 in an amount not to exceed \$28,000\***

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

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. Change Order #1 to contract with Vandalia Bus Lines adding \$13,280 to the original contract amount of \$15,010.48 for a new contract amount \$28,290.48\***

Peluchette 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.

**H. Contract with Hampton Inn & Suites – Seattle/Northgate to provide overnight lodging and breakfast for 7 nights during the “History & Beauty of Seattle” trip in May 2025 in an amount not to exceed \$43,798.72\***

Schneider 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.

**I. Second Renewal Contract with Capri Pools & Aquatics to perform opening and closing of aquatic facilities and maintenance support in 2024 in an amount not to exceed \$32,000\***

Hannegan 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.

**J. Contract with Mike Boschert to provide “Umpire In Chief” services for the 2024 Softball Leagues in an amount not to exceed \$11,370\***

Schneider 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.

**K. Second Renewal Contract with Dedicated Turf & Landscaping LLC. to complete the 2024 contracted mowing services in an amount not to exceed \$22,000\***

Peluchette 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.

**L. Second Renewal Contract with Spectrum Lawn Care to complete the 2024 contracted mowing services in an amount not to exceed \$68,000\***

Schneider 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.

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

Mudrovic made a motion to approve the transfers; 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.

**N. Contract with St. Louis Ballfields & Turf, LLC to complete the Wapelhorst Field Project in an amount not to exceed \$16,380\***

Schneider 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.

**O. Purchase Order with SiteOne Landscape Supply to purchase infield materials for Wapelhorst Ball Field Project in an amount not to exceed \$13,400\***

Hannegan 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.

**P. Contract with Rhodes Custom Finished Painting Co. to complete the Memorial Hall repainting project in an amount not to exceed \$20,609.09\***

Peluchette made a motion to approve the contract; seconded by Schneider.

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.

**Q. Contract with Cisco Heating & Air to provide new heating and cooling units for the Gould Building in an amount not to exceed \$26,496\***

Mudrovic 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 - Yes,  
Motion passed.

**R. Contract with Cisco Heating & Air to provide new heating and cooling units for Memorial Hall in an amount not to exceed \$38,164\***

Schneider 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.

**S. Authorization to acquire right-of-way and easements required for the Fountain Lakes Trail Realignment project located at Fountain Lakes Blvd\***

Schneider made a motion to approve the authorization; 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 January 17, 2024\*
- B. Parks & Recreation Board Work Session Meeting Minutes February 7, 2024\*

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 - 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
- G. Emergency Purchases

Britton explained 8.G. and outlined the emergency purchase of \$22,506.65 to the Flooring Rehab Company that had to be authorized for the repair of the wood flooring in Memorial Hall caused by the broken water pipes.

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

**11. Directors Report:**

- A. Thank You's and Comments (As Available)
- B. General Department Update
- C. March 6, 2024 Meeting cancelled, MPRA Annual Conference
- D. March 19, 2024 Joint Meeting Postponed- Fieldhouse/Hub Feasibility Study Continues
- E. City Purchasing Ordinance Updates
- F. Action Tracker Report

Britton explained that the City recently changed their City Purchasing thresholds. A PO is not required for purchases over \$5000 instead of \$3000. The sealed bidding process now moves to \$50,000 from \$30,000.

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

Hannegan- All good.

Schneider- Good.

Harmon- All good.

Mudrovic- All good.

Childress-All good.

Pelluchette – All good.

Ryan – All good.

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

Mitchell said absentee voting is now open for the April 2<sup>nd</sup> election.

**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 6:47 pm;  
Seconded by Schneider.

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: February 21, 2024

Respectfully Submitted,  
*Katherine Mudrovic*

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Kathy Mudrovic  
Board Member

*Denise Childress*  
Denise Childress - Secretary