

**SAINT CHARLES PARKS & RECREATION BOARD MINUTES
MEETING HELD
April 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 Tim Glosier, Kathy Mudrovic, Larry Muench, Mike Ryan, Brian Scheidegger, Anna Shy, TJ Slattery, Anne Zerr and Council Liaison Denise Mitchell were present. Sandy Bichel was absent.

Staff Maralee Britton - Director, Chris Atkinson – Assistant Director, Don Borgmeyer - Enterprise Superintendent, Peter VanLinn – Maintenance Superintendent, Mike Wilkins – Chief Park Ranger, Tina Sieker – Administrative Coordinator/

Others Mayor Dan Borgmeyer

3. **Pledge of Allegiance**

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

5. **Staff Reports/Presentations:**

President Ryan welcomed Mayor Borgmeyer and the new Park Board members recently appointed to the Board. All of the Board members and staff present introduced themselves. They thanked the Mayor for appointing them to the Board. The Mayor stated that at a future meeting he would come back to present his vision for the Department and the Board.

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

A. **Enterprise Employee Manual Revisions***

Enterprise Superintendent Borgmeyer explained the changes in the revised manual. Changes included switching out the name of the time keeping system in multiple places, updating the “Aquatic Slide Rules” and other small grammatical corrections. Muench made a motion to approve the revised manual; Seconded by Zerr.

B. **Purchase Order with Westport pools to provide chemicals for the aquatic facilities in 2024 in an amount not to exceed \$39,000***

Atkinson explained to the Board the St. Charles County wide purchasing consortium (St. Charles, St. Peters, O’Fallon and Wentzville) that pools together to request pool chemical

pricing in a bid to provide the pool chemicals needed to operate each Cities facilities. The bid is a possible 3 year agreement. Mudrovic made a motion to approve the purchase; Seconded by Slattery.

- C. **Change Order #2 with Byrne & Jones to overlay existing park road, parking lot and add extra parking in Schaefer Park; and repair/sealcoat the roller hockey rink in McNair Park in the amount of \$94,270 for a total new contract amount of \$196,399.35***

Atkinson presented the change order. Change Order #2 would add extra parking and overlay the current parking lot and entrance road in Schaefer Park. It would also add the crack sealing, seal coating and repainting of the roller rink in McNair Park. Zerr made a motion to approve the change order; Seconded by Mudrovic.

- D. **Resolution #1, 2024. Request to declare equipment surplus***

Atkinson explained the surplus process. This request is asking to surplus the current Park Ranger vehicle computers, printers and docking stations. New ones have been ordered through City IT and will replace the current ones once they arrive. The current ones will then be digitally cleared and posted on the GovDeals website for sale. Slattery made a motion to approve Resolution #1, 2024; Seconded by Zerr.

7. **Meeting Minutes:**

- A. Parks & Recreation Board Meeting Minutes March 20, 2024*
- B. Parks & Recreation Board Work Session Meeting Minutes April 3, 2024*

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

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

Muench made a motion to approve the consent agenda; Seconded by Slattery.

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

10. **Presidents Announcements and Reminders:**

Ryan explained to the new Board members that at an upcoming meeting Board Elections, Adopt a Park and Council Buddies selection will need to take place. This will likely take place at a meeting in June.

11. **Directors Report:**

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

Britton highlighted the Thanks You note from a parent who had a child enrolled in our T-Ball program.

B. **General Department Update**

C. **Staffing Report**

D. **Action Tracker Report**

Britton explained to the Board the purpose of the Action Tracker document. It is a document that allows staff to communicate to the Board on current and upcoming items that will likely come before the Park Board for consideration and approval in the future. The idea is that there are no surprises when staff present items on the agenda whenever possible.

12. **Board Member Announcements and Reminders:** None

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

Mitchell announced that the Ward 4 meeting with Mary West would be taking place on Thursday April 18th at Ridgecrest Baptist Church. She also informed the Board that the City is still looking for people to serve on other City Boards and Commissions.

14. **Park Board Liaisons Comments**

A. **Foundation Report:** None. Next meeting is 5/8/2024.

B. **Legislative Report:** None.

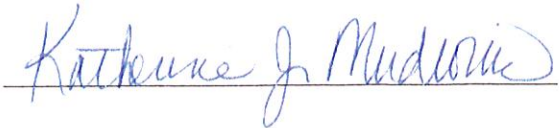
As there was no further business to discuss Slattery moved for **Adjournment** at 7:09 pm;
Seconded by Mudrovic.

Meeting: April 17, 2024

Respectfully Submitted,



Mike Ryan - President



Katherine J. Mudron