

**SAINT CHARLES PARK & RECREATION BOARD MINUTES
PARK BOARD MEETING HELD
February 17, 2021**

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 Patrick Caskey, Denise Childress, Mike Hannegan, Brad Harmon, Mike Ryan, Tuss Peluchette, Tom Smith and Council Liaison Denise Mitchell were present. Kathy Mudrovic and Merle Schneider were absent.

Staff Maralee Britton – Director, Chris Atkinson- Assistant Director, Don Borgmeyer - Enterprise Superintendent, Peter VanLinn - Maintenance Superintendent, Tina Sieker - Administrative Coordinator.

Others

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

4. **Staff Reports/Presentations:**

200 Acre Park/Orchard Farm School District Master Plan Update with SWT Design

The consultant SWT presented the Park Board with some draft concepts for the parks portion of the 200 acre project. There were 5 concepts presented. After many comments and discussion it was agreed that 4 of the concepts would be used for the next public Meeting.

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

A. **Resolution #1, 2021 Request to declare equipment surplus***

Smith made a motion to approve Resolution #1; seconded by Harmon which then passed.

B. **Revision to the 2021 Enterprise Employee Manual***

Childress made a motion to approve the revised manual; seconded by Smith which then passed.

C. **Purchase Order with Westport Pools Inc. to provide Aquatic Facility chemicals in 2021 in an amount not to exceed \$30,000***

Smith made a motion to approve the Purchase Order; seconded by Peluchette which then passed.

D. **Contract with Aquatic Control Inc. to provide a Clean Lake Maintenance Program for Parks and Cemetery in 2021 in an amount not to exceed \$12,000***

Harmon made a motion to approve the Contract; seconded by Childress which then passed.

E. Community Assistance Program Agreement with Missouri Department of Conservation*

Childress made a motion to approve the Agreement; seconded by Smith which then passed.

F. Second Renewal of contract with Spectrum Lawn and Tree Care to provide contractual mowing services in 2021 in an amount not to exceed \$40,000*

Peluchette made a motion to approve the Contract; seconded by Childress which then passed.

G. Purchase Order with Deere & Company for the purchase of propane John DeereZ950M ZTrak mower with trade in an amount not to exceed \$10,607.75*

Smith made a motion to approve the Purchase Order; seconded by Harmon which then passed.

H. Purchase Order with Joe Machens Ford Lincoln for the purchase of 2021 Ford Police Interceptor vehicle with trade in an amount not to exceed \$25,948*

Hannegan made a motion to approve the Purchase Order; seconded by Caskey which then passed.

I. Resolution #2, 2021 Declaring Real Property as Surplus Property, Authorizing an Exchange of Real Property between the City of St. Charles, Missouri and the Orchard Farm School District and Granting Continuing Authority to Execute Documents Necessary to Carry out the Intent of this Resolution*

Smith made a motion to approve the Resolution; seconded by Peluchette which then passed.

6. Meeting Minutes:

A. Parks & Recreation Board Special Work Session Meeting Minutes January 18, 2021*

B. Parks & Recreation Board/Orchard Farm School District Joint Meeting Minutes January 19, 2021*

C. Parks & Recreation Board Meeting Minutes January 20, 2021*

D. Parks & Recreation Board Work Session Meeting Minutes February 3, 2021*

Smith made a motion to approve the meeting minutes; seconded by Caskey which then passed.

E. Parks and Recreation Board Closed Session Meeting Minutes January 18, 2021, Leasing, purchase or sale of real estate where public knowledge of the transaction might adversely affect the legal consideration thereof. (RSMo 610.021.2)***

F. Parks and Recreation Board Closed Session Meeting Minutes January 20, 2021, Leasing, purchase or sale of real estate where public knowledge of the transaction might adversely affect the legal consideration thereof. (RSMo 610.021.2)***

Smith made a motion to approve the Closed Session Minutes (E & F); seconded by Caskey.

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

7. **Consent Agenda (Items to be received):**

The Consent Agenda was then addressed, which included the following:

- A. Calendar
- B. Financial Statement
- C. Accounts Receivable Report
- D. Project Report
- E. Financial Transactions from \$7,500 to \$10,000
- F. Oak Grove Cemetery Report

Caskey made a motion to approve the consent agenda; Seconded by Peluchette which then passed.

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

9. **Presidents Announcements and Reminders:** None

10. **Directors Report:**

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

Britton highlighted a thank you note received from the public for Mark Hollenberg at Oak Grove Cemetery.

B. **General Department Update**

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

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

Council Member Mitchell passed along there were several Parks contracts and the 200 acre annexation that were on the previous nights City Council meeting.

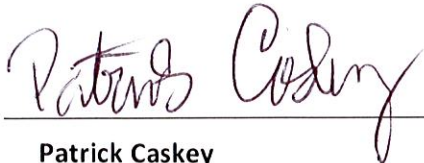
13. **Park Board Liaisons Comments**

- A. **Foundation Report:** None.
- B. **Cemetery Report:** None.
- C. **Legislative Report:** None.

As there was no further business to discuss Peluchette moved for **Adjournment** at 8:35 pm; Seconded by Smith which then passed.

Meeting: February 17, 2021

Respectfully Submitted,



Patrick Caskey
Vice President



Denise Childress - Secretary