

**SAINT CHARLES PARK & RECREATION BOARD MINUTES
PARK BOARD MEETING HELD
December 15, 2021**

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

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

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. **Succession Planning Guide***

Childress made a motion to approve the guide; seconded by Peluchette

B. **Consideration of revisions to Athletic Facility Tournament Policy***

C. **Consideration of revisions to Athletic Facility Permit Policy***

After some discussion no action was taken. Staff will bring back the revisions at a future meeting.

D. **Resolution #5, 2021. Request to Declare Equipment Surplus***

Harmon made a motion to approve the request; seconded by Peluchette.

E. **Contract with Jeff Ellis & Associates Inc. to provide aquatics safety certifications and risk management services at the aquatic facilities in 2022 in an amount not to exceed \$16,280.00***

Smith made a motion to approve the contract; seconded by Childress.

F. Purchase of a Kubota Tractor with trade in from Heavy Duty in an amount not to exceed \$36,766.35*

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

G. Purchase of 2 John Deere Gators HPX815E utility vehicles from Deere & Company DBA Erb Turf Equipment in an amount not to exceed \$30,070.96*

Childress made a motion to approve the purchase; seconded by Peluchette.

H. Contract with T & L Tree Service for tree removal and pruning in 2022 in an amount not to exceed \$28,500.00*

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

I. Contract renewal #2 with Protronics Technologies Inc. to provide wireless connectivity, internet, WAN/LAN, Firewall, Web Solutions and Monthly Server Maintenance and Server and PC Replacement Projects in 2022 in an amount not to exceed \$90,000.00*

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

J. Purchase of 2 Intel servers from Protronics Technologies Inc. in an amount not to exceed \$14,440.00*

Hannegan made a motion to approve the purchase; seconded by Peluchette.

7. Meeting Minutes:

- A. Parks & Recreation Board Meeting Minutes November 17, 2021*
- B. Parks & Recreation Board Work Session Meeting Minutes December 1, 2021*

Childress made a motion to approve the meeting minutes A & B; seconded by Peluchette. Smith voted No. Motion passed.

8. 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

Smith requested that item 8.C be pulled from the Consent Agenda for discussion.

Smith made a motion to approve the balance of the consent agenda; Seconded by Childress.

9. Items Removed from the Consent Agenda:

Smith asked about the large balance on the Accounts Receivable Report. Staff said that invoices were recently sent out at the end of various groups seasons and expected payment by the end of 2021.

Smith made a motion to approve item 8.C; seconded by Peluchette.

10. Presidents Announcements and Reminders:

Ryan thanked staff for hosting a great Board Holiday Party on December 9th.

11. Directors Report:

A. Thank You's (As Available)

B. General Department Update

Britton informed the Board that at the January 5th Work Session the 97 acre future park would be the discussion topic.

12. Board Member Announcements and Reminders: None

13. Council Liaison Announcements and Reminders:

Mitchel said that residents should have now received their 2022 City calendars.

14. Park Board Liaisons Comments

A. Foundation Report: None.

B. Legislative Report: None.

As there was no further business to discuss Smith moved for **Adjournment** at 7:05 pm; Seconded by Childress.

Meeting: December 15, 2021

Respectfully Submitted,



Mike Ryan - President



Denise Childress - Secretary