

**SAINT CHARLES PARK & RECREATION BOARD MINUTES**  
**PARK BOARD MEETING HELD**  
**September 16, 2020**

The meeting was **Called to Order** by President Smith at 6:00pm in the American Legion Meeting Room in Memorial Hall. **Roll Call** noted the following present for the meeting:

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

**Others** Maralee Britton – Director, Don Borgmeyer- Enterprise Superintendent, Peter VanLinn - Maintenance Superintendant, Todd Kassabaum - Chief Park Ranger, Dan Borgmeyer - Mayor.

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

Mayor Borgmeyer welcomed the newly appointed Board Members and discussed the City's vision for growth.

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

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

**A. Contract with Vandalia Bus Lines Inc. to provide transportation services for trip participants in 2021 in an amount not to exceed \$32,599.25**

Staff is preparing for recreation participant trips in 2021 needing contracts approved however no funds are to be expended until 2021 and successful registration.

Caskey made a motion to approve the contract; seconded by Mudrovic which then passed.

**B. Contract for the construction of phase 3 of Boschert Greenway with Ideal Landscape Construction Inc. in an amount not to exceed \$193,328.10**

Britton reviewed the project from the beginning attempts of land acquisition in 2004 until the purchase of the railroad property in 2017 and now being at the point of construction. The importance of this piece to the greenway system connecting to Second Street and eventually the Katy Trail with assistance of the Engineering Department closes gaps in the network.

Caskey made a motion to approve the transfer; seconded by Mudrovic which then passed.

**C. Discussion and Consideration of the 2021 Parks and Recreation Budget**

Britton provided an overview of the budget and the areas in which staff has reduced spending to help offset any loss of revenue due to the cancellation of programs, rentals and events in 2020 due to COVID-19. Cost Centers were discussed at length to explain how certain areas were adjusted because the actual calculations had not been provided by the Finance Director. Payment for services to the City Clerk, Legal, Human Resources, Financing Payroll, IT and Media were

adjusted with explanation of reasoning and calculations. The Cost Center information for the Metro Funds and the Parks Capital Improvement tax were also discussed. Britton explained that the operating budgets have an account line to transfer the Cost Center funds while her access to the City's financial system does not allow her to see Cost Center accounts transferring from the capital accounts.

Caskey made a motion to approve the 2021 Budget; seconded by Peluchette which then passed.

Caskey then made a motion to pay \$0 in Cost Centers from the Metro Funds or Parks Capital Improvement Funds; Peluchette seconded the motion which then passed.

**D. Discussion and Recommendation of the 2021 Oak Grove Cemetery Budget**

Britton reviewed the Cemetery budget noting few changes from the previous year.

Caskey made a motion to approve the 2021 Budget; seconded by Mudrovic which then passed.

**E. Discussion and Consideration of the 2021 Seasonal Wage Grid**

Britton reviewed the revised recommendation for 2021 from the original 5 year escalation plan due to the passing of Missouri Proposition B in 2018 raising minimum wage annually until it reaches \$12 per hour in 2023. The original 5 year plan was to increase all levels accordingly to stay above minimum wage however with the reduction of revenues because of COVID-19 and unknown circumstances for 2021, the recommendation was adjusted to each level increasing 25 cents.

Ryan made a motion to approve the 2021 seasonal wage grid; seconded by Caskey which then passed.

**F. Discussion and Consideration of Revisions to the Maintenance Operations & Construction Manual**

Britton reviewed the proposed revisions to the manual with the main changes to the uniform policy allowing shorts during certain months and outlining the policy. VanLinn explained the staff is excited and anxious as this is one of their biggest requests.

Hannegan made a motion to adopt the revised manual; Ryan seconded the motion which then passed.

**G Discussion and Consideration of the Adopt A Park Program Policy**

In Atkinson's absence, Britton reviewed the policy for volunteers to help within the parks. This was a completed goal of Atkinson's which formalizes the policy and allows staff to begin recruiting. In addition to bringing greater awareness and gaining volunteers, the program will help reduce maintenance in certain areas.

Mudrovic made a motion to approve the policy; seconded by Caskey which then passed.

**H. Consideration of Employee Recognition Day October 12, 2020 as presented by City Resolution**

City Council passed the resolution granting Employees an extra day off in appreciation of efforts due to COVID. Britton requested the Board also grant Parks and Recreation Employees the additional day.

Peluchette made a motion granting the employee appreciation day; seconded by Hannegan which then passed.

**6. Meeting Minutes:**

**A. Parks & Recreation Meeting Minutes August 19, 2020\***

Ryan made a motion to approve the meeting minutes; seconded by Caskey which then 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

Ryan made a motion to approve the consent agenda; Seconded by Mudrovic which then passed.

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

**9. Presidents Announcements and Reminders:**

Smith stated the Board should stay vigilant about the maintenance and safety within parks. Any additional funds should go to Maintenance operations and consideration for another full time Ranger.

**10. Directors Report:**

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

Britton highlighted a couple of thank you notes received from the public.

**B. General Department Update**

A tour of the parks will be scheduled for the Work Session on October 7.

**C. Update of the 200 Acre HWY 94 Parks – School Property**

Britton informed the Board 4 consultants submitted proposals for the master planning of the joint

project. Interviews with all firms will take place next week with a recommendation to the Board on October 7 prior to the tour.

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

The lakes at Fox Hill need trimmed for better access.

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

Council Member Mitchell advised a public protest is scheduled on September 17 at Streets of St. Charles at 6pm. On September 29 from 4pm to 7pm, the City is holding an open house at the Foundry Arts Center to review details with the public about City Hall. Three options are currently being reviewed.

**13. Park Board Liaisons Comments**

- A. **Foundation Report:** Sandy Bichel has been appointed to the Board.
- B. **Cemetery Report:** None.
- C. **Legislative Report:** Beer and Chicken Dance is scheduled for January 29, 2021.

At 8:15 pm Smith Made A Motion to go into Closed Session to discuss the following:

- B. Leasing, purchase or sale of real estate where public knowledge of the transaction might adversely affect the legal consideration thereof.  
(RSMo 610.021.2)

Seconded by Ryan.

Roll Call vote: Patrick Caskey - Yes, Mike Hannegan - Yes, Kathy Mudrovic - Yes, Mike Ryan - Yes, Merle Schneider - Yes, Tuss Peluchette - Yes, Tom Smith - Yes. Motion passed.

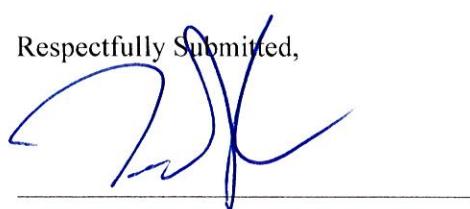
At 8:45 pm Caskey Made A Motion to come out of Closed Session. Seconded by Mudrovic.

Roll Call vote: Patrick Caskey - Yes, Mike Hannegan - Yes, Kathy Mudrovic - Yes, Mike Ryan - Yes, Merle Schneider - Yes, Tuss Peluchette - Yes, Tom Smith - Yes. Motion passed.

As there was no further business to discuss Caskey moved for **Adjournment** at 8:46 pm; Seconded by Mudrovic which then passed.

Meeting: September 16, 2020

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Tom Smith". It is written in a cursive, flowing style with a prominent 'T' at the beginning.

Tom Smith - President

A handwritten signature in blue ink, appearing to read "m s Ryan". The signature is cursive and includes a middle initial 's'.

Mike Ryan - Vice-President