

**ST. CHARLES PARK & RECREATION BOARD MINUTES**  
**WORK SESSION MEETING HELD**

**February 1st, 2017**

The meeting was **Called to Order** by President Bichel at 6:01 pm in the American Legion Meeting Room at Memorial Hall. **Roll Call** noted the following present for the meeting:

**Park Board -** Sandy Bichel, CJ Evans, Valerie Lanning, Kathy Mudrovic, Bradley Nowak, Mike Ryan were present. David Fichtenmayer, Drew Garvey and Tom Smith were absent.

**Others -** Maralee Britton – Director  
Chris Atkinson -Assistant Director  
Nick Donze - Maintenance Superintendent  
Todd Kassabaum - Chief Park Ranger  
Mark Hollenberg - Cemetery Supervisor

**3. 2016 Cemetery Annual Report.**

Cemetery Supervisor Mark Hollenberg presented the Board with the report and statistics of the 2016 budget year at Oak Grove Cemetery. Total burials for 2016 were identical to 2015 (61). There were less grave sales in 2016 (32) to 2015 ((57). Statistics also showed the nationwide trend of an increase in cremation/cremation burial services.

Nowak thanked Mark for the job he does for the residents of St. Charles.

**4. 2016 Ranger Annual Report.**

Chief Park Ranger Todd Kassabaum presented the Board with his report for the Ranger Division in 2016. The report highlighted the number of calls for service, reports, arrests, ranger activity and citations.

In 2016 there were zero citations issued for domesticated animals in Frontier Park during Special Events. Kassabaum puts that down to strong enforcement over the last few years that now the law is well known.

The Park Board thanked Kassabaum and his staff for all they do for the department and residents and park users.

**5. Prop P update.**

Atkinson and Britton showed the Board updated renderings of the Blanchette Aquatic Facility. The Board liked the layout of the new facility. Staff has been working with the consultant on the Boards concern with the fact that pool patrons would now have to cross Olive Street from the new parking lot that will be located on the site of the existing pool. The consultant at staffs request has added a mid street crossing and also converted Olive into a one way street.

Wapelhorst Facility - Board liked the layout of the new facility. Britton updated the Board on the proposal by the Public Works Department to move the current entrance road to Wapelhorst Park along Muegge Road to line up with the intersection of Bogey Estates Drive. Staff have been working with Public Works on cost estimates and funding options. Work will continue between the Departments.

6. **Consideration for Approval Parks & Recreation Procurement Policy\***

Britton presented the updated policy to the Board. Nowak made a motion to approve the revised policy; seconded by Mudrovic which passed.

7. **Adopt a Park (Board Member observations pertinent to facilities, programs and services within the Park System)**

Lanning – Frontier Park, Berthold Square and Kister Park all looked good.

Bichel – None.

Evans - None.

Mudrovic - None.

Nowak - None.

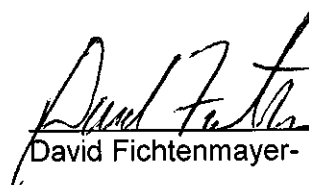
Ryan - None.

As there was not any other business to discuss Smith moved for **Adjournment** at 7:22pm. Seconded by Mudrovic which passed.

Park Board Work Session Meeting February 1st, 2017

Respectfully Submitted,

  
Sandy Bichel- President

  
David Fichtenmayer- Secretary