

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

**March 1st, 2017**

The meeting was **Called to Order** by President Bichel at 6:03 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, David Fichtenmayer, Drew Garvey, Valerie Lanning, , Mike Ryan, Tom Smith and Council Liaison Mary West were present. Kathy Mudrovic and Bradley Nowak were absent.

**Others -** Maralee Britton – Director  
Chris Atkinson -Assistant Director  
Nick Donze - Maintenance Superintendent  
Todd Kassabaum - Chief Park Ranger  
Don Borgmeyer - Enterprise Superintendant  
Teresa Martchink - Recreation Coordinator  
Adi Powell - Recreation Supervisor  
Dennis & Andrew Machens - Members of the Public.

**3. 2016 Recreation Annual Report.**

Teresa Martchink and Adi Powell presented the 2016 report. Some of the highlights were: new partnerships that were established (Vetta Racquet Sports, Boot Camp). Also utilized the Webster Building for numerous adult fitness class offerings. Increased revenue for the trip programs and day camp by significant amounts. This is the first year since Powell was hired 3 years ago that the entire Recreation Department budget finished in the black. Britton highlighted that significance of that taking place. Also highlighted the individual program break downs and the new programs that were attempted in 2016.

Bichel Asked if staff had considered participating in the Senior Olympics. Staff said in the past they had but will look into it again.

Lanning asked staff to look into having a more consistent day of the week and time to hold the Walking Club. Staff explained the reasoning behind the decision to have different days and times of the day to try to capture people who are on different schedules. Staff will continue to look at the program.

Garvey asked if staff ask for feedback from class participants. Staff responded that an online survey is sent out after every program, league, shelter rental etc. to get immediate feedback from our customers.

Ryan said that he is ok with the fact that if some programs do not take off or stagnate that staff move onto try something different.

Don Borgmeyer then presented the 2016 Tournament Report. This was the first year that this report was created. Highlighted what some new tournaments and events brought in and also the revenue generated by our more established field renters.

The Board thanked Teresa, Adi and Don and their staff for the report and for the work they all do for the department and for the residents of St. Charles.

4. **2016 Maintenance/Maintrac Annual Report.**

Parks Maintenance Superintendant Nick Donze presented the 2016 report.

Donze provided the Board with the listing of resources that the Maintenance staff maintain on a yearly basis. Takes approximately 50,000 man hours (30,000 full time and 20,000 part time hours) to do everything that they do. Listed the major projects that the Construction crew completed. Included the renovation of the interior of the depot, the renovation of the restroom at Kister Park, Jaycee Stage, Heatherbrook Park and the completion of the multiyear LED street light and lock replacements projects.

The Park Board thanked Donze and his staff for all they do for the department, St Charles residents and park users.

5. **Prop P update.**

Britton showed the Board the PowerPoint presentation that staff would be showing at the Joint Work Session to be held with City Council on March 14th, 2017. Presentation shows the updated drawings of the Blanchette Aquatic Facility. Several of the main areas and buildings were highlighted individually. The Board liked the layout of the new facility.

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. Currently RFP's are out to begin the process of hiring a consultant to complete the design of the road project.

6. **Revocation of a Purchase Order with Commerce Bank to provide a wire transfer to Southwest Airlines to purchase 52 round trip airplane tickets for the National Parks West Trip in an amount not to exceed \$22,100.00\***

Atkinson presented the information. This Purchase Order needed to be revoked due to the fact that Southwest Airlines have changed their payment policy and we could not work out a way to make it work with the tight deadline we had to purchase the newly released airline tickets. Lanning made a motion to revoke the original purchase order; seconded by Ryan which passed.

7. **Purchase Order with Commerce Bank to provide a Money Order to American Airlines to purchase 52 round trip airplane tickets for the National Parks West Trip in an amount not to exceed \$24,700.00\***

Atkinson presented the information. Fichtenmayer made a motion to approve the purchase contract; seconded by Ryan which passed.

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

Garvey - Good.

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

Bichel -- Good.

Evans -Good.

Fichtenmayer - Good.

Ryan - Good.

Smith - Good.

At 7:23 pm Ryan Made A Motion to go into Closed Session to discuss the following:

- C. Hiring, firing, disciplining or promoting of particular employees when information relating to the performance or merit of individual employees is discussed or recorded.  
(RSMo 610.021.3)

Seconded by Evans.

Roll Call Vote: Sandy Bichel - Yes, CJ Evans - Yes, David Fichtenmayer - Yes, Drew Garvey - Yes, Valerie Lanning - Yes, Mike Ryan - Yes and Tom Smith - Yes.

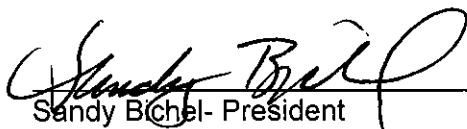
At 7:29 pm Fichtenmayer Made A Motion to come out of Closed Session. Seconded by Ryan.

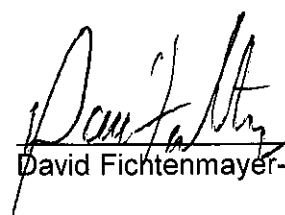
Roll Call Vote: Sandy Bichel - Yes, CJ Evans - Yes, David Fichtenmayer - Yes, Drew Garvey - Yes, Valerie Lanning - Yes, Mike Ryan - Yes and Tom Smith - Yes.

As there was not any other business to discuss Fichtenmayer moved for **Adjournment** at 7:30pm. Seconded by Smith which passed.

Park Board Work Session Meeting March 1st, 2017

Respectfully Submitted,

  
Sandy Bichel- President

 3/15/17  
David Fichtenmayer- Secretary