

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

April 5th, 2017

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

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

Others - Maralee Britton – Director
Chris Atkinson -Assistant Director
Nick Donze - Maintenance Superintendent
Todd Kassabaum - Chief Park Ranger
Don Borgmeyer - Enterprise Superintendant
Missy Hollander - Aquatics Coordinator

3. 2016 Aquatics Report.

Missy Hollander presented the 2016 Aquatics Report. Some highlights: Pools only were closed 6 days compared to 12 days for weather reasons in 2016. New chemical controllers were installed and made the process of controlling the chemicals in the water less time consuming for staff. Increased numbers in aqua cycling, swim lessons and private swim lessons. Looking forward to the final seasons in the current facilities in 2017 and moving into the new facilities at Wapelhorst and Blanchette in 2018.

Smith asked if for future reference staff could use a more current or realistic breakdown of costs associated to each facility. Currently the expenses and revenues are split 45% Wapelhorst, 35% Blanchette and 20% McNair. Smith feels that these do not fully represent the true expenses/revenues of each facility and do not accurately show financially overall how each facility is operating. Staff said that they would come up with some new tracking measures for each facility.

The Board thanked Missy and her staff for the report and for the work they all do for the department and for the residents of St. Charles.

4. Consideration of Amending the Ranger Hiring Policy*.

Britton and Kassabaum presented the updated policy. This brings the Ranger policy in line with the City Police Department Policy. Staff are continuing to research the best way to keep the Ranger policies updated as they change.

Nowak made a motion to approve amending the policy; seconded by Lanning which passed.

5. **Prop P update.**

Britton updated the Board that construction drawings were currently at 95%. The site plans for both facilities will be presented at the April 24th, 2017 Planning and Zoning meeting. Currently still on schedule to bid out the construction of both facilities in mid May. Staff were also currently negotiation with a company who would be the Owners Representative/Project Manager on site when the projects are being constructed. Hope to bring recommendation to the April 19th Meeting. Also negotiating contract with a consultant for the design of the new Prongue Road/entrance to Wapelhorst Park.

6. **Sign Project Update.**

Britton and Atkinson showed the Board a substitute sign material that staff would like to use instead of the original material that presented at an earlier meeting. During the test cutting of the original material it was found that the words/letters were not easy to see. An alternative HDPE plastic was found that was visually better with more contrast. Staff would like to start at Heatherbrook Park then move over to Blanchette Park. If funding is still available the sign at Webster Park would then be replaced. The board approved of the new material and asked staff to proceed.

7. **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.

Fichtenmayer - Good.

Ryan - Good.

Smith - Good.

Nowak - Good.

Mudrovic - Good.

At 7:10 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 Mudrovic.

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

At 8:16 pm Smith Made A Motion to come out of Closed Session. Seconded by Ryan.

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

As there was not any other business to discuss Smith moved for **Adjournment** at 8:17pm. Seconded by Ryan which passed.

Park Board Work Session Meeting April 5th, 2017

Respectfully Submitted,


Sandy Bichel- President



Tom Smith
Treasurer