

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

**February 7th, 2018**

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, Patrick Caskey, CJ Evans, David Fichtenmayer, Valerie Lanning, Kathy Mudrovic, Bradley Nowak, Mike Ryan, Tom Smith and Council Liaison Vince Ratchford were present.

**Others -** Maralee Britton – Director, Chris Atkinson -Assistant Director  
Missy Hollander - Aquatics Coordinator, Todd Kassabaum - Chief Ranger  
Teresa Martchink - Recreation Coordinator,  
Adi Powell - Recreation Supervisor,  
Danielle Kruger - Concessions Coordinator

**3. 2017 Ranger Report**

Chief Ranger Kassabaum presented the information. Overall statistics were very similar to those in 2016. Call volume and ranger activity increased slightly. Kassabaum highlighted staff training, COPS Camp, Trivia Night and the Motorcycle Safety Program. The latter due to increased local competition is seeing reduced registrations. The Board thanked Kassabaum and his staff for all they do for the Department.

**4. 2017 Aquatics Report**

Aquatics Coordinator Missy Hollander presented the information. 2017 was an usual year due to the early closing of the Wapelhorst facility due to the construction of the new facility. Hollander highlighted successful programs that were done in 2017 and also highlighted new programs that are going to be attempted in 2018. The Board thanked Hollander and her staff for all they do for the Department.

**5. 2017 Tournament Report**

Concessions Coordinator Danielle Kruger presented the information. She highlighted the new events: Ultimate Frisbee Tournament, Pickleball Tournament. Also highlighted the amount of dates that USSSA Girls Fast Pitch utilize the fields at Wapelhorst and McNair Park. The department generates significant revenue from both field rental and concessions. In future years staff will add the other concession stands to the report. The Board thanked Kruger and her staff for all they do for the Department.

**6. 2017 Recreation Report and Request for 2018 Day Camp Fee Adjustments\***

Recreation Coordinator Teresa Martchink presented the information. She highlighted the new events/programs held in 2017. These included: Lacrosse, pickle ball, adult exercise classes. Martchink then went through the divisions 2017 financials. Finally Martchink requested that the Board consider adjusting the fees for the 2018 Day Camp Program.

Lanning made a motion to approve the adjustment; seconded by Caskey which passed. The Board thanked Martchink and her staff for all they do for the Department.

**7. Request for Transfers over \$10,000\***

Britton presented the information. This request asked for funds to be transferred from the Wapelhorst Entrance Road Relocation Project which is no longer taking place to the to Prop P Aquatics Project.

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

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

Lanning – Good.

Evans - Good.

Bichel – Nothing.

Ryan - Good.

Mudrovic - Good.

Smith - Good.

Caskey - Good.

Nowak - New playgrounds are great.

Fichtenmayer - Good.

As there was not any other business to discuss Fichtenmayer moved for Adjournment at 7:48pm. Seconded by Mudrovic which passed.

Park Board Work Session Meeting February 7th, 2018

Respectfully Submitted,



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Sandy Bichel- President



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David Fichtenmayer- Secretary