

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

February 5th, 2020

The meeting was **Called to Order** by President Smith 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, Brad Harmon, Mike Ryan and Tom Smith were present. Leah Akers, Patrick Caskey, Kathy Mudrovic, and Bradley Nowak were absent.

Others - Maralee Britton – Director,
Chris Atkinson -Assistant Director,
Todd Kassabaum - Chief Ranger,
Don Borgmeyer - Enterprise Superintendent
Missy Hollander - Aquatics Coordinator
Kyle Sheck - Concessions Coordinator
Teresa Martchink - Recreation Coordinator
Adi Naumann - Recreation Supervisor II
Peter VanLinn - Maintenance Superintendent,

3. 2019 Ranger Report

Chief Ranger Kassabaum presented the information. Overall statistics were very similar to those in 2019. Calls for service and ranger activity increased slightly. Kassabaum informed the Board that the City/Rangers are in the process of learning a new software system that will help for future reports. Kassabaum highlighted staff training, COPS Camp, Trivia Night and the Motorcycle Safety Program. The Board thanked Kassabaum and his staff for all they do for the Department.

4. 2019 Enterprise Report

Enterprise Superintendent Don Borgmeyer began the presentation. This is the second year that all of the reports have been combined into one Enterprise Report. Borgmeyer highlighted Enterprise staff that won Park Ace Awards in 2019. Also highlighted all of the training completed by staff in 2019.

Aquatics Coordinator Missy Hollander presented the Aquatics information. 2019 was the second year of having two new aquatic facilities. Total attendance dropped approx. 13,000 between all three facilities to 130,200 however that is still higher than the total attendance of 80,000 in 2017. Hollander highlighted successful programs that were done in 2019 - Cardiowave, Aqua Cycling and River Walk. The annual increase in minimum wage is having a significant impact on expenses for the Aquatics Division. The Board thanked Hollander and her staff for all they do for the Department.

Don Borgmeyer presented the Concessions information since the current concessions coordinator Kyle Sheck has only been on staff for a few months. He highlighted some large events and tournaments that did not come back in 2019 that affected revenue in the concession stands. He also highlighted the amount of dates that USSSA Girls Fast Pitch utilize the fields at Wapelhorst and McNair Park and the revenue that they bring in to the Department not only from field rentals but also from concession sales. 2019 was the first year that Friday nights were also an option for these events. The Board thanked Borgmeyer and his staff for all they do for the Department.

Recreation Coordinator Teresa Martchink and Enterprise Superintendant Don Borgmeyer presented the Recreation information. Martchink highlighted that 2019 saw an increase in revenue but also an increase in expenses that meant a decrease in profitability. Martchink discussed youth sports and programs, adult leagues, cultural programs and special events and Day Camp. Borgmeyer highlighted the trip program. For 2020 staff are working on the first international trip to Canada.

All Division's with the Enterprise Division are working on increasing revenues through fee increases or creating more revenue generating programs to help offset the know increases that they have to deal with the minimum wage increases and the cost allocations that are now being charged to the entire Department from City Hall.

The Board thanked Borgmeyer, Martchink, Naumann and their staff for all they do for the Department.

5. **Recommendation of the purchase of a John Deere 310SL Backhoe with the trade in of a 2005 John Deere 310SL Backhoe for use at Oak Grove Cemetery from Erb Equipment in an amount not to exceed \$58,000***

Bichel made a motion to approve the purchase; seconded by Fichtenmayer which then passed.

6. **Purchase of a new 2020 Dodge Ram Promaster City van with trade in for the Aquatics Division from Behlmann Chrysler Dodge Jeep in an amount not to exceed \$21,413***

Fichtenmayer made a motion to approve the purchase; seconded by Harmon which then passed.

7. **Purchase of a new gazebo to be installed at the Blanchette Boat Landing from Gazebo Depot in an amount not to exceed \$18,153***

Harmon made a motion to approve the purchase; seconded by Bichel which then passed.

8. **Contract with All American Painting to remove the Kool Deck Surfacing at the Blanchette Aquatic Facility and replace it with a different surfacing in an amount not to exceed \$10,857***

Bichel made a motion to approve the contract; seconded by Ryan which then passed.

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

Bichel – Good.

Fichtenmayer - Good.

Harmon - Good

Ryan - Good.

Smith - Good.

At 7:31 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 Fichtenmayer.

Roll Call vote: Leah Akers - Absent, Sandy Bichel - Yes, Patrick Caskey - Absent, David Fichtenmayer - Yes, Brad Harmon - Yes, Brad Nowak - Absent, Kathy Mudrovic - Absent, Mike Ryan - Yes, Tom Smith - Yes.

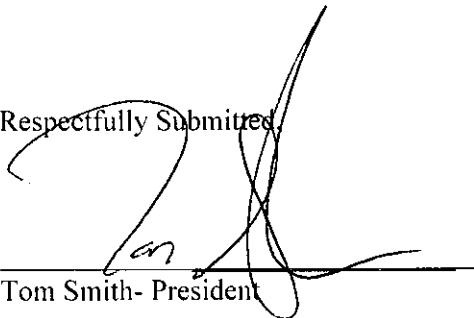
At 8:34 pm Fichtenmayer Made A Motion to come out of Closed Session. Seconded by Smith.

Roll Call vote: Leah Akers - Absent, Sandy Bichel - Yes, Patrick Caskey - Absent, David Fichtenmayer - Yes, Brad Harmon - Yes, Brad Nowak - Absent, Kathy Mudrovic - Absent, Mike Ryan - Yes, Tom Smith - Yes.

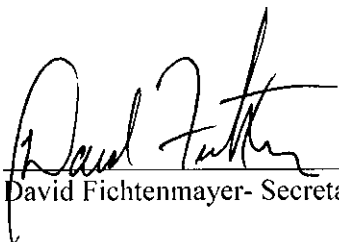
As there was not any other business to discuss Fichtenmayer moved for **Adjournment** at 8:35pm.
Seconded by Bichel which passed.

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Respectfully Submitted,



Tom Smith- President



David Fichtenmayer- Secretary