

SAINT CHARLES PARK & RECREATION BOARD MINUTES
PARK BOARD MEETING HELD
July 15th, 2020

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

Board Sandy Bichel, Patrick Caskey, David Fichtenmayer, Brad Harmon, Kathy Mudrovic, Bradley Nowak (via video conferencing), Mike Ryan, Tom Smith and Council Liaison Alternate Vince Ratchford were present.

Leah Akers was absent.

Others Maralee Britton – Director, Chris Atkinson - Assistant Director, Don Borgmeyer- Enterprise Superintendent, Missy Hollander - Aquatics Coordinator, Adi Naumann - Recreation Coordinator, Peter VanLinn - Maintenance Superintendent.

Community Members - Denise Mitchell - Councilperson for Ward 5.

3. Verbal Petitions/Public Comments and Response:

Denise Mitchell the newly elected Councilperson for Ward 5 introduced herself to the Board. She stated that she was attending several Board meetings throughout the City to see how each one functions.

4. Staff Reports/Presentations:

A. Aquatics Update

Aquatics Coordinator Missy Hollander presented the information on attendance and revenue/expenses. Season pass sales are down about 13% over 2019. Daily admission and revenue for general swim are about 55% of 2019 numbers. All 3 pools are currently at 75% normal capacity and have very rarely hit the capacity number.

B. Day Camp Update

Adi Naumann - Recreation Coordinator presented the information on weekly enrollment and capacity for Day Camp. Attendance has fluctuated but on average is down by about 25% at the Wapelhorst site and about 30% at the Blanchette site over the 2019 numbers. Wapelhorst enrollment is about 75% of possible capacity and Blanchette is about 50% of capacity. All off site field trips have been cancelled and staff are bringing in activities/in house field trips to the camp sites.

C. Projects Update

Britton highlighted some of the projects that have already been completed in 2020. Most of these projects either were under contract or had began construction before the pandemic hit hard in March. They were the new playground at Kiwanis Park and the new playground/concrete area behind McNair field #1. Some projects have been delayed due to uncertainty on funding sources due to COVID. They were the fishing

the parks construction crew. They are the dog park improvements, restroom/pavilion rehab at Kiwanis Park, Parks Signage and the Blanchette Landing Gazebo.

5. Items for Discussion and/or Action-

A. Orchard Farm School District/200 acre property update

Britton updated the Board that a meeting had been held that was attended by Britton, President Smith, Mayor Borgmeyer, Director of Administration Dobrosky, Superintendent Muzzey and Assistant Superintendent Steinhoff from the Orchard Farm School District.

Britton and Smith also attended a School Board meeting. The City, Parks and the School District are very excited about the chance to work together on the property that will be a high school campus as well as a new City Park. There are numerous ways to work together to plan and build amenities and structures than can benefit the school district and the residents of St. Charles in general (trails, fields, parking lots, field house etc.).

Currently a draft RFQ/RFP is being reviewed by both parties so that a consultant can be hired to master plan the 200 acres. A funding request for funds for the master plan will come up at a future Board meeting.

6. Meeting Minutes:

A. Parks & Recreation Meeting Minutes June 17, 2020*

Smith made a motion to approve the meeting minutes; seconded by Bichel which then passed.

B. Parks and Recreation Board Closed Session Meeting Minutes April 15, 2020, Leasing, purchase or sale of real estate where public knowledge of the transaction might adversely affect the legal consideration thereof. (RSMo 610.021.2)***

C. Parks and Recreation Board Closed Session Meeting Minutes June 3, 2020, Legal actions, causes of action, or litigation. (RSMo 610.021.1)***

Smith made a motion to approve the closed session meeting minutes; seconded by Fichtenmayer.

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

7. Consent Agenda (Items to be received):

The Consent Agenda was then addressed, which included the following:

- A. Calendar
- B. Financial Statement
- C. Accounts Receivable Report

- D. Project Report
- E. Financial Transactions from \$7,500 to \$10,000

Smith made a motion to remove agenda item 7B and receive the rest of the consent agenda; Seconded by Bichel which then passed.

8. Items Removed from the Consent Agenda:

Smith asked why on the financials work sheet that the "Total Customer Revenue" was only at about 10% for the year when we are over half of the way through the year. Britton stated that the front desk staff are currently behind in entering revenues for the Department due to how busy they are dealing with in person and on the phone transactions.

Smith made a motion to approve agenda item 7B; Seconded by Bichel which then passed.

9. Presidents Announcements and Reminders: None

10. Directors Report:

A. Thank You's (As Available)

Britton highlighted a thank you note received from the public about opening up our aquatic facilities.

B. General Department Update

Britton brought to the attention of the Board the ongoing issue the Park Rangers are having with the homeless in our parks. More specifically along the north end river front parks. We have had several complaints from park users about not feeling safe in some of our parks. The Rangers are going to continue to pay attention to this issue.

11. Board Member Announcements and Reminders:

Smith - Informed the Board that Leah Akers and Brad Nowak had both submitted their letters of resignation to the Mayor.

Ryan - None.

Fichtenmayer - None.

Mudrovic - None.

Bichel - None.

Harmon - None.

Caskey - None.

12. Council Liaison Announcements and Reminders:

Ratchford said that he was impressed by whoever is handing the departments social media.

13. **Park Board Liaisons Comments**

A. Foundation Report: Mudrovic stated that the Foundation were awarded a \$7000 grant from the City Council for scholarships for residents who need financial assistance.

B. Cemetery Report: None.

C. Legislative Report: None.

At 7:03 pm Ryan Made A Motion to go into Closed Session to discuss the following:

- A. Legal actions, causes of action, or litigation. (RSMo 610.021.1)
- 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 Caskey.

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

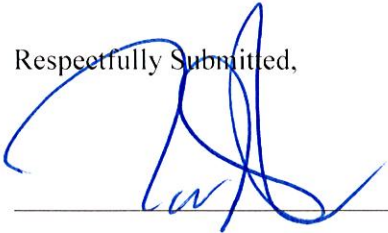
At 7.49 pm Fichtenmayer Made A Motion to come out of Closed Session. Seconded by Caskey.

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

As there was no further business to discuss Fichtenmayer moved for **Adjournment** at 7:50pm; Seconded by Caskey which then passed.

Meeting: July 15, 2020

Respectfully Submitted,



Tom Smith - President



Mike Ryan
Vice President