

SAINT CHARLES PARKS & RECREATION BOARD MINUTES
MEETING HELD
April 3rd, 2024

The meeting was **Called to Order** by President Ryan at 6:03pm in the American Legion Room in Memorial Hall. **Roll Call** noted the following present for the meeting:

Board Denise Childress, Mike Ryan, Kathy Mudrovic, Brad Harmon, Mike Hannegan Merle Schneider and Council Liaison Denise Mitchell were present. Tuss Peluchette was absent.

Staff Maralee Britton – Director, Chris Atkinson- Assistant Director, Don Borgmeyer – Enterprise Superintendent, Mike Wilkins – Chief Park Ranger Peter VanLinn – Maintenance Superintendent, Chan Smoot – Concession Coordinator Missy Hollander – Aquatics Coordinator, Adi Naumann – Recreation Coordinator Oscar Rojas – Recreation Supervisor, Tina Sieker – Administrative Coordinator

Other

3. Pledge of Allegiance

4. 2023 Parks & Recreation Department Annual Report

Administration Coordinator, Tina Sieker began the presentation. Sieker highlighted 2023 accomplishments that included adding a 3rd full time employee at the front desk, initiating the use of DocuSign for building contracts and attending the VSI Symposium. Also highlighted statistics for online vs. in person registration. Finished by talking about Administration goals for 2024 that included the creation of a new VSI Mobile App for easier registration. New extended hours and an updated call queue on the main phone line.

Enterprise Superintendent, Don Borgmeyer began the Enterprise portion of the presentation.

Concession Coordinator, Chan Smoot presented the Concessions and Memorial Hall information. Smoot highlighted the updated stands at the Soccer Complex and McNair Day Camp and achieving 100% in Health Inspection scores from the County for all stands. Concession sales, tournament field charges and league field charges increased in 2023 over 2022. However, salaries also increased as part of the mandatory minimum wage increase.

Harmon asked about the overall operating loss of the Concessions section. While less than 2022 it is still a concern for staff and is being closely monitored. Biggest issue is

healthy reserve/cash balance and that comes from a conservative forecast for Property Taxes, staff continuing to control expenses and continuing to generate revenue from all of our possible fee opportunities. In 2024 staff will wrap up the Field House Feasibility Study. Increase surveying of park and program users, begin the strategic planning process and look to begin the process of selecting a consultant to complete the next Parks & Recreation Master Plan in 2025.

The Board staff for all they do for the Department.

5. Discussion and Consideration of purchase of computer equipment for Park Ranger vehicles from CDW-G in an amount not to exceed \$22,394*

Childress made a motion to approve the purchase; seconded by Mudrovic.

6. Discussion and Consideration of the Food Truck Vendor for Public Use Policy*

Childress made a motion to approve the policy; seconded by Harmon.

7. Action Tracker Report

No discussion

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

Schneider, Hannegan, and Ryan – Good

Childress – Good. Asked about the GRG/City logo on the greenway becoming faded. Staff said they were aware and GRG are also aware.

Mudrovic – Frontier Park is busy.

Harmon – Asked about safety surfacing tile separating at Vogt Brothers Park. PVC drainage pipe at Blanchette Playground. Staff will pass onto maintenance.

Councilperson Mitchell – Good.

As there was no further business to discuss Harmon moved for **Adjournment** at 7:45 pm; Seconded by Childress. Motion passed.