

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

February 6th, 2019

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 - Leah Akers, Sandy Bichel, Brad Harmon, Kathy Mudrovic, Bradley Nowak, Mike Ryan and Tom Smith were present. Patrick Caskey and David Fichtenmayer were absent.

Others - Maralee Britton – Director,
Chris Atkinson -Assistant Director,
Todd Kassabaum - Chief Ranger,
Don Borgmeyer - Enterprise Superintendant
Missy Hollander - Aquatics Coordinator
Danielle Kruger - Concessions Coordinator
Adi Naumann - Recreation Supervisor

3. 2018 Ranger Report

Chief Ranger Kassabaum presented the information. Overall statistics were very similar to those in 2017. Call volume and ranger activity decreased slightly. Kassabaum pointed to a major reduction in vandalism and property crime and thanked his staff for increased effort and patrols in these areas. 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. 2018 Enterprise Report

Enterprise Superintendant Don Borgmeyer began the presentation. This is the first year that all of the reports have been combined into one Enterprise Report. Borgmeyer highlighted Enterprise staff that won Park Ace Awards in 2018. Also highlighted all of the training completed by staff in 2018.

Aquatics Coordinator Missy Hollander presented the Aquatics information. 2018 was the first year of having two new aquatic facilities. Total attendance rose from approx. 80,000 in 2017 to approx. 143,000 in 2018. This led to increased revenues and increased expenses. However the bottom line was an approx. \$400,000 surplus in 2018. Hollander highlighted successful programs that were done in 2018 - Cardiowave, Aqua Cycling and River Walk. The Board thanked Hollander and her staff for all they do for the Department.

Concessions Coordinator Danielle Kruger presented the Concessions information. She highlighted some large events and tournaments that did not come back in 2018 that affected revenue in the concession stands. She 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 for those events. In 2019 Friday nights will also be an option for these events which will hopefully further increase revenue. The Board thanked Kruger and her staff for all they do for the Department.

Recreation Supervisor Adi Naumann and Enterprise Superintendant Don Borgmeyer presented the Recreation information. Naumann highlighted the focus on adding new profitable events/programs and eliminating programs that were not well attended. Naumann discussed youth sports and programs, adult leagues, cultural programs and special events. Borgmeyer highlighted the trip program. For 2019 the extended trips are already fully booked and staff are working on the first international trip to Canada in 2020. Borgmeyer also highlighted the Day Camp Program. It saw another increase in participation and revenue.

Finally in 2019 staff will continue to expand and improve programs, facilities and services. Will also update capital expenses and the replacement fund for the new aquatic facilities, concessions and Memorial Hall.

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

5. Request for 2019 Day Camp Fee Adjustments*

Borgmeyer requested that the Board consider adjusting the fees for the 2019 Day Camp Program. This is needed due to the increase in seasonal salaries and program expenses. Bichel made a motion to approve the adjustment; seconded by Mudrovic which passed.

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

Akers - Good.
Bichel - Good.
Ryan - Good.
Mudrovic - Good.
Smith - Good.
Nowak - Good.
Harmon - Good.

At 7:16 pm Mudrovic 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)
- C. Hiring, firing, disciplining or promoting of particular employees when information relating to the performance or merit of individual employees is discussed or recorded. (RSMo 610.021.3)

Seconded by Ryan.

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

Nowak left the Closed Session at 7:25 pm.

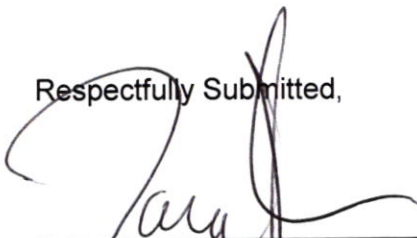
At 7:35 pm Ryan Made A Motion to come out of Closed Session. Seconded by Mudrovic.

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

As there was not any other business to discuss Bichel moved for **Adjournment** at 7:36pm. Seconded by Akers which passed.

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Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Tom Smith', written over a horizontal line.

Tom Smith- President

A handwritten signature in blue ink, appearing to read 'David Fichtenmayer', written over a horizontal line.

David Fichtenmayer- Secretary