

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

February 3rd, 2021

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

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

Others - Maralee Britton – Director,
Chris Atkinson -Assistant Director,
Don Borgmeyer -Enterprise Superintendent
Todd Kassabaum - Chief Park Ranger
Adi Naumann - Recreation Coordinator
Missy Hollander - Aquatic Coordinator
Chan Smoot - Concession Coordinator

3. 2020 Enterprise Report

Enterprise Superintendant Don Borgmeyer began the presentation. Borgmeyer highlighted Enterprise staff that won Park Ace Awards in 2020. Also highlighted all of the training completed by staff in 2020.

Aquatics Coordinator Missy Hollander presented the Aquatics information. The 2020 swim season was severely impacted by Covid -19. Several adjustments and changes were made by staff to make the facilities as safe as possible for users and staff. Total attendance dropped approx. 45,000 between all three facilities to 85,000. However that is still higher than the total attendance of 80,000 in 2017. The total financial loss for the season although higher than staff would have liked was still significantly lower than what was projected by staff to the Board before the pool season opened up. The annual increase in minimum wage is continuing to have 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 and Memorial Hall information since the current Concessions Coordinator Chan Smoot Kyle has only been on staff for about a month. He highlighted some large events and tournaments that were either cancelled or reduced in size due to Covid-19 from previous years that impacted concessions revenue. Numerous hall rentals were also cancelled due to Covid-19. The Board thanked Borgmeyer and his staff for all they do for the Department.

Recreation Coordinator Adi Naumann presented the Recreation information. Naumann highlighted that 2020 as expected was severely impacted by Covid-19. Many programs and activities were either cancelled or had the registration numbers decreased to make them safer during the pandemic. Day Camp was impacted as capacity limits were placed on the camp. In 2021 there were 1647 registrants compared to 2700 in 2019. All of these issues created a significant loss in revenue for the Recreation Department.

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, Naumann, Hollander and their staff for all they do for the Department.

4. Request for Day Camp Fees Adjustments*

Naumann presented the information the Board. Due to an increase again in minimum wage, possible increased cost center allocations and an expected increase in transportation and program supplies an increase was recommended. The increase of \$10 per child per week is projected to cover those additional costs. The non-refundable deposit upon weekly registration will also change from \$15 to \$50.

Caskey made a motion to approve the fee adjustments; seconded by Peluchette which then passed.

5. Request for Aquatic Facility Fees Adjustments*

Hollander presented the information the Board. Due to an increase again in minimum wage, possible cost center allocations and an expected increase in chemical supplies an increase was recommended. The increase of 50 cents person in daily admission fees in addition to increased fees for programs and rentals is projected to cover those additional costs. Season Passes for 2021 will not be increased.

Mudrovic made a motion to approve the fee adjustments; seconded by Harmon which then passed.

6. 2020 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. Arrests, citations and summons were down about 25% compared to 2019. Kassabaum put that down to how law enforcement changed how they operated due to Covid-19. Kassabaum highlighted staff training, COPS Camp that was canceled due to Covid-19, Trivia Night that was successful and the Motorcycle Safety Program which also had reduced numbers due to flooding and Covid-19. The Board thanked Kassabaum and his staff for all they do for the Department.

7. Graystone Park Update

Atkinson and Britton updated the Board on the status of this project. Various traffic control/calming measures were approved by the street committee and City Council in early 2021. They will be implemented as the park is developed. A park layout was presented showing new sidewalks, hexagonal gazebo with swinging benches, monument sign and landscaping.

8. Purchase Order with Hutchinson Recreation & Design/Poligon to purchase a 16' gazebo and 3 swinging benches for Graystone Park in an amount not to exceed \$17,303*

Smith made a motion to approve the purchase; seconded by Peluchette which then passed.

9. Discussion of the 200 Acre Parks/School Project and Master Plan.

Britton informed the Board that the Orchard Farm School District has decided to retain their storm water on their own property. This would eliminate the need for future discussion and negotiations about a possible shared water body, possible property transfer etc. Britton also updated the Board that at a future meeting that legal documents would be brought before them to request approval to the reallocation of the properties into 2 tracts remaining the same size in acres but into a more functional space for both property owners.

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

Caskey - Good.
Childress - Absent
Hannegan - Good
Mudrovic - Good
Peluchette - Good
Schneider - Good
Harmon - Good
Smith - Good
Ryan - Good.

Council Liaison Mitchell asked about the sign at Circle Drive Park, and dead trees at Booneslick Park. Staff said that the sign is scheduled to be replaced and the dead trees are on the ground ready to be removed when the ground conditions allow.

As there was no further business to discuss Mudrovic moved for Adjournment at 7.56pm; Seconded by Peluchette which then passed.

Park Board Work Session Meeting February 3rd, 2021

Respectfully Submitted,



Mike Ryan - President



Denise Childress - Secretary