

**ST. CHARLES PARK & RECREATION BOARD MINUTES**  
**WORK SESSION MEETING HELD**  
**November 4, 2015**

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

**Park Board -** Betty Barro, Sandy Bichel, David Fichtenmayer, Valerie Lanning, Tom Smith, and Mike Ryan were present.

Kathy Mudrovic, Bradley Nowak, TJ Slattery were absent

**Others -** Maralee Britton – Director  
Todd Kassabaum–Chief Ranger  
Don Borgmeyer – Enterprise Superintendent  
Monica McCarthy – Administrative Coordinator  
Nick Donze, Maintenance Superintendent  
Teresa Martchink, Recreation Coordinator

**3. Discussion of the Katy Depot and Establishing Rental Fees\***

Britton presented the Board Members with cost estimates to adapt the building for rentals and adding the necessary furniture. The rental space would include two rooms at the southern end of the building. Estimates are within funds currently budgeted. Rental period would be from April 15 to November 15. Also presented for consideration were the rental fees. Because the facility does not have a kitchen and is reliant on weather much like a pavilion, the proposed fees are less than the other building within the system. Resident fee: \$300 rental plus \$200 security deposit; Non-Resident: \$450 plus \$200 security deposit. Hours of a rental would be from 10am to 11pm with capacity of 49 people. Lanning made a motion to approve the rental fees and hours as presented; Barro seconded the motion which then passed unanimously.

**4. Discussion of Day Camp 2015 and 2016 Pricing\***

Martchink presented the final report for the 2015 Day Camp Program. Overall participant numbers were increased by 325 children. The increase is due to adding an additional week of camp at Blanchette Park and increased weekly participants at Blanchette Park. The Day Camp report is being presented ahead of the Recreation Department review in order to adjust fees for participation in 2016. Comparators of other day camps in the area were provided noting that not all camps are equal in the respect of services provided. St. Charles Day Camp is inclusive meaning that the fees cover all of the programs and field trips. Most camps do not include all the fees up front. Staff requests to increase the weekly fee by \$10 to \$100/resident and \$110/non-resident and increase the before or after care \$5.00. In reviewing the revenues, the day camp program itself is self sufficient until full time salaries are deducted and then the camp is losing money. After discussion, Barro made a motion to approve the fee increase as presented; Fichtenmayer seconded the motion which then passed unanimously.

**5. Discussion of Parks and Recreation PLAY Brochure**

Britton presented the concept of combining our PLAY brochure with the City Newsletter which Staff has been researching to reach every household within the City. By combining with the City Newsletter, produced 3 times a year, we would produce and

reach an additional 70,000 households per year. The City Newsletter currently mails to approximately 27,500 households 3 times per year. The current PLAY brochure has 4,200 – 4,500 mailed, 3 times a year. Combined with the City Newsletter, 82,500 PLAY brochures would be produced annually having a greater reach.

Cost to produce the PLAY brochure would increase by approximately \$15,000, with an annual cost of \$26,500. Breaking down the cost of producing and mailing 82,500 verses 12, 900 makes the additional cost well worth the benefit.

As this develops, Britton will keep the Board informed.

**6. Discussion and Consideration of Adjusting Hours of Operation on December 23, 2015\***

Britton requested adjusting the hours of operation on December 23, 2015 for Staff to gather for a holiday celebration at noon until 5pm. On-call Staff and a Ranger will be available as necessary. Smith made a motion to approve the request as presented; Barro seconded the motion which then passed unanimously.

**7. NRPA 50<sup>th</sup> Anniversary Video**

At the NRPA Annual Conference, the 50<sup>th</sup> Anniversary was celebrated. The Board then watched the 7 minute video created for conference reinforcing the original 3 principles of the association remain the same; Social Equity, Conservation and Health and Wellness.

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

Fichtenmayer- Fountain Lakes Park could use more signs directing people to the Park and enforcing it is a City Park. Kiwanis Park looks good.

Barro – Boones Lick and Circle Drive looked good. Oak Grove Cemetery was also good and looked beautiful in the Fall.

Smith – Webster looks good. Heatherbrook Park entrance will be very nice when complete.

Ryan- Fox Hill and Soccer Park are both doing ok.

Lanning – Frontier Park is still in recovery phase after fall events this year. Berthold Square and Kister Park both looked good.

Bichel – Parks looked good.

As there was not any other business to discuss Smith moved for Adjournment at 7:10pm. Seconded by Ryan. Passed unanimously.

Park Board Work Session Meeting November 4, 2015

Respectfully Submitted,

Sandy Bichel  
Sandy Bichel- President

MS Ryan  
Mike Ryan- Secretary