

**ST. CHARLES PARK & RECREATION BOARD MINUTES**  
**WORK SESSION MEETING HELD**  
**April 6th, 2016**

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, Kathy Mudrovic and Mike Ryan were present.

Brad Nowak & Tom Smith were absent

**Others -** Maralee Britton – Director  
Chris Atkinson -Assistant Director  
Don Borgmeyer – Enterprise Superintendent  
Teresa Martchink– Recreation Coordinator  
Mark Hollenberg – Cemetery Supervisor  
Nick Donze - Maintenance Superintendent

**3. 2015 Recreation Report.**

Recreation Coordinator Teresa Martchink presented the 2015 Recreation Report. Some highlights were the additional programs tried in 2015. For example: walking club, indoor volleyball and pickle ball in partnership with the Boys & Girls Club and others. Highlighted the increase in expenditures and revenues that equal \$1,000,000. Goal next year is to eliminate the net loss for the division with increased programming and more efficiencies in staffing. Also highlighted the ways we reach our participants, the age of the participants and the zip code of the participants.

Board President Bichel asked Martchink what if she could dream would she like for her department. Martchink responded that she would like extra indoor recreation space to be able to do more programming.

The Board thanked Teresa and her staff for all that they do.

**4. 2015 Cemetery Report.**

Cemetery Supervisor Mark Hollenberg presented the 2015 Cemetery Report. Numbers of grave sales and burials/cremations for the most part stay pretty consistent from year to year. Still have thousands of grave spaces available for purchase. Hollenberg mentioned that there are over 600 Veterans buried in Oak Grove Cemetery.

Britton mentioned that staff at the Mayors request have been researching other cemeteries and their fees for a potential increase in the fees to purchase grave space and for burials.

Hollenberg also mentioned that the Walking Club is going to be doing a walk in Oak Grove Cemetery on April 14th, 2016 at 1:00pm.

The Board thanked Hollenberg and his staff for all they do.

5. **2015 Maintenance/Maintrac Report.**

Maintenance Superintendent Nick Donze used a PowerPoint presentation to highlight to the Board Members how his Division operates using the MainTrac software. Donze highlighted the process for creating work orders (preventative and as needed). IN 2016 684 work orders were generated. Some statistics were presented:

23 parks - 790 acres, 43 athletic fields totalling 55 acres, 277 acres of park turf.  
88 structures: 32 shelters/gazebos, 25 restrooms  
189 pieces of equipment or vehicles.  
50 + employees (15 full time, 30-35 seasonal)  
7,663 hours spent on janitorial, 6770 hours spent on mowing

6. **Discussion of Dogs within Playgrounds.**

Britton presented the Board with here memo in regards to conversation with Council Member Hanneke and one of his Ward residents. Board members felt that the individual with the dog was doing everything required by law and did not feel it was appropriate to restrict specific breeds or dogs in general from playgrounds.

7. **Contract with Reitz & Jens Inc. to provide engineering services to design repairs to land slide area in Webster Park caused by rain/flooding event in an amount not to exceed \$29,900.00\***

Atkinson presented the contract. This contract was being requested so that the repair work to the Webster Park Road caused by the flood/rain event of December 2016 could begin.

Fichtenmayer made a motion to approve the contract. Seconded by Lanning. Passed Unanimously.

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

Fichtenmayer- Kiwanis Park looks good. Mentioned some lights that were out at Berthold Square.

Barro – Booneslick looked good. Missing Restroom sign on men's side and gate will not lock. Circle Drive looked ok. Also noted that there were 2 headstones that may need repaired/replaced and that there was a lot of clover in Section 1, 5 & 8 at the Cemetery. Staff said that they would look into the concerns.

Ryan – Soccer Park looked good. Some dead tree limbs lying alongside the trail at Fox Hill Park. Staff said they would investigate.

Lanning – Frontier Park, Berthold Square and Kister Park all looked good. Liked the new restrooms at Kister.

Bichel – Asked about the status of "Lake McNair". Atkinson said that the drain basin and pipe has been delivered on site and the project will begin to resolves the collection of water in that area as soon as the water recedes.

Mudrovic – Wapelhorst and Schaefer Parks looked good. Undergoing playground facelifts.

Britton updated the Board on three issues.

- 1). City Attorney Valenti and Councilman Tom Besselman are working on a resolution to dedicate all current park facilities formally to the Parks & Recreation Board. There are currently 16 parks that were never "officially" dedicated to the Board for maintenance and operation.
- 2). Informed the Board that Sergeant Paul Jokerst has taken a job as Police Chief of Paola, KS. His last day will be Thursday April 14th, 2016.
- 3). Informed the Board that some Council Members have been discussing the potential August Park/Storm water Sales Tax issue. Their possible recommendation at the April 19th City Council meeting is to do a 10 year sunset which would mean approximately \$15,000,000 over that period for Parks/aquatics rather than the \$25,000,000 requested by the Park Board with their recommendation last year. Board members asked what they would mean and Britton stated that at \$15,000,000 it would not be possible to include indoor aquatics due to the cost. \$15,000,000 would mean Wapelhorst and Blanchette outdoor only.


Board members stated that they were afraid cutting the "indoor option" was not a good idea due to the fact that it was an important component to the public during the Master Plan process. Some said they would contact their City Council person to point that out and discuss.

As there was not any other business to discuss Lanning moved for **Adjournment** at 7:44pm. Seconded by Mudrovic. Passed unanimously.

Park Board Work Session Meeting April 6th, 2016

Respectfully Submitted,

  
Sandy Bichel- President

  
Valerie Lanning  
Vice President