

SAINT CHARLES PARKS & RECREATION BOARD MINUTES
MEETING HELD
May 1, 2024

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

Board Sandy Bichel, Tim Glosier, Kathy Mudrovic, Larry Muench, Mike Ryan, Anna Shy, TJ Slattery, and Anne Zerr were present and Brian Scheidegger and Council Liaison Denise Mitchell were absent.

Staff Maralee Britton – Director, Chris Atkinson- Assistant Director, Don Borgmeyer – Enterprise Superintendent, Mike Wilkins – Chief Park Ranger, Peter VanLinn – Maintenance Superintendent.

Other None

3. Pledge of Allegiance

4. Board Member Orientation

Britton began by highlighting the Mission Statement and values of the City and Department. Also highlighted the Organizational Chart and breakdown of full time staff positions. Then highlighted the 26 parks, facilities and amenities and over 800 acres of land that the Department maintains.

Britton then discussed the Charter for the City and how in Article III. Section 3.15 Taxes are levied for the operation of public parks. These funds can only be used “solely for use of the parks and recreational grounds and facilities”.

Article VII. Section 7.2 highlights how the Parks & Recreation Board is appointed, collect and use taxes and how the Parks Board and Department operate.

Britton explained how the Board “advises” on Oak Grove Cemetery.

Chapter 255. Gets into the General Provisions of the Department (Hours, rules, laws and other prohibited behavior.

Britton also highlighted the Park board meeting Rules of Order and that the Board and staff have to follow the Missouri Sunshine Law about openness in Government.

Additional information would be discussed at upcoming meetings.

5. Discussion & Consideration of the Parks and Recreation Capital Improvements Plan 2025 to 2030*

Britton presented to the Board the 2025 – 2030 Capital Improvements Plan (CIP). This plan lays out the next 6 years of Capital Projects for the Department with the mostly immediate year (2025) being better defined. This plan includes both capital costs for ongoing maintenance of the parks property and amenities and also includes new projects that would add to the Parks system. The CIP is funded through four (4) different funding sources. Property Taxes and Replacement Fund (217). Metro Parks Fund (216) and Prop P Sales Tax (417). On average including the Debt Service for the Prop P – 2017 COPS Bond is approximately \$3,000,000 per year.

In 2025 the main projects are:

Parks & Recreation Department Master Plan.
Wapelhorst Athletic Field Pavilion Replacement.
Playground repairs and updates and continued savings for the 97 acre recreation site development.

Muench made a motion to approve the 2025-2030 Capital Improvements Plan; Seconded by Shy.

6. Discussion & Recommendation of the Oak Grove Cemetery Capital Improvements Plan 2025 to 2030*

Britton presented to the Board the 2025 – 2030 Capital Improvements Plan (CIP) for Oak Grove Cemetery. This plan lays out the next 6 years of Capital Projects for the Cemetery with the mostly immediate year (2025) being better defined. These funds are from the General Fund. The Cemetery CIP Plan includes equipment replacement (mowers, vehicles, back hoe etc.) and also includes small Capital projects like Monument Refurbishing (every 5 years), Road Sealing (every 8 years)

Bichel made a motion to recommend to the City Council the 2025-2030 Capital Improvements Plan; Seconded by Mudrovic.

7. Action Tracker Report

No discussion

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

Since the new Board members have not been assigned parks yet there was no discussion.

As there was no further business to discuss Bichel moved for Adjournment at 7:44 pm;
Seconded by Mudrovic. Motion passed.

Meeting: May 1st, 2024

Respectfully Submitted,



Mike Ryan - President



Katherine J. Mudrovic