

**SAINT CHARLES PARKS & RECREATION BOARD MINUTES**  
**MEETING HELD**  
**May 15, 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, Brian Scheidegger, Anna Shy, TJ Slattery, Anne Zerr and Council Liaison Denise Mitchell were present.

**Staff** Maralee Britton - Director, Chris Atkinson – Assistant Director, Don Borgmeyer - Enterprise Superintendent, Peter VanLinn – Maintenance Superintendent.

**Others** Mayor Dan Borgmeyer

**3. Pledge of Allegiance**

**4. Verbal Petitions/Public Comments and Response:**

Mayor Borgmeyer addressed the Board. He thanked everyone for agreeing to serve on the Parks & Recreation Board. He asked the Board to be a “strategic” rather than a “functional” Board. This would include thinking outside the box and into the future. He would like the Board to think about how the Department will be in 2040 and what plans are needed to be successful. That could be adding park property or selling park property. Think about “Impact” or “User” fees. Overall, Mayor Borgmeyer is trying to run the City as a business instead of typical government. He would like the Board to be more in sync with the City Council and City Administration. Looking at the future, what does our youth want from parks and recreation. For that perspective a member of the from the Youth Advisory Task Force will join upcoming meetings. Big picture from the City he talked about the City Centre Complex (CCC) on the ACF Property, the future growth area of the City to the North and the 2,500 acres that the City see as the growth area of expansion. This could include new housing, executive golf courses and housing, new parks and commercial developments.

**5. Staff Reports/Presentations: None**

**6. Items for Discussion and/or Action-**

**A. Transfers over \$15,000\***

Britton explained the transfer. This was replacing project funds that were transferred out earlier in the year. Muench made a motion to approve the transfer; Seconded by Bichel. The motion passed.

**B. Resolution #2 – 2024, Destruction of Documents\***

Atkinson explained the process to the Board. These documents are eligible to be destroyed under the document destruction policy. Pending Board approval City Council also need to approve at a future meeting. Zerr made a motion to approve Resolution #2; Seconded by Mudrovic. The motion passed.

**C. Review of the Low Water Crossing Project at Fountain Lakes Park**

Atkinson updated the Board on the history and the timeline for this project. The Board in 2024 decided to move forward with this project to relocate the trail crossing from the “low water/creek” crossing that was damaged in the flooding of July 2022 and to replace it with a new trail connection along Fountain Lakes Blvd. The plan is to bid out the project in July 2024 after final approval is received by the City.

**D. Review of the potential new park on Hawk’s Nest Road.**

VanLinn updated the Board on the potential new park along Haws Nest Road. The property is 1.71 acres of undeveloped land. The project is being guided by Councilperson Mary West along with support from the Ferris Family and Parks & Recreation staff. Property donation is currently in process and the park has potential for many sponsors and partners. The goal is to create a natural/educational park that could have the following amenities: mowed path system, learning stations, gardens and planted beds, shelter/gazebo and potential parking area along Lynbrook Drive. Updates will be given at future Board meetings.

Board Member Shy asked about restrooms. Staff said that was still under discussion but would likely not be in the first phase of this project as most of our small “neighborhood” parks do not have restrooms as most users walk in from the surrounding neighborhoods.

**E. Review of the 97-acre park Master Plan and Feasibility Study**

Britton updated the Board on the 97 Acre Recreation Site. She provide a history of the original 100 acre/Boeing Park Master Plan. How Boeing provided funds to lease that property that then allowed the Department to purchase 97 acres at the intersection of Highway 94 and Highway B. In partnership with the Orchard Farm School District (Who also purchased 97 acres for future school development) that property was then divided to better suite both agency’s needs.

Parks & Recreation Department then conducted a yearlong Master Plan for the property with Community engagements, open houses and online surveys. The public wanted to

build a park that was multi-generational and also a park that did not duplicate amenities elsewhere in the parks system.

Britton then went on to update the Board on the progress of the Feasibility Study for the Field House and Hub component of the park property. This included a Needs Assessment, Design, layout with cost estimates, a Business Operations Plan and also a Cost-Benefit and Economic Analysis. This process is currently wrapping up. The current field house layout includes 6 basketball courts with 12 overlay volleyball courts in addition to 7 v 7 indoor turf soccer field and a 7000 square foot restaurant. The hub includes a mini golf course, batting cages, food truck plaza and game lawn, a lake and outdoor dining.

Next steps are a Joint Meeting with the City Council to determine how this project could be funded.

**7. Meeting Minutes:**

- A. Parks & Recreation Board Meeting Minutes April 17, 2024\*
- B. Parks & Recreation Board Work Session Meeting Minutes May 1, 2024\*

Slattery made a motion to approve the meeting minutes; seconded by Scheidegger. The motion passed.

**8. Consent Agenda (Items to be received):**

The Consent Agenda was then addressed, which included the following:

- A. Calendar
- B. Financial Worksheets
- C. Accounts Receivable Report
- D. Project Report
- E. Financial Transactions from \$7,500 to \$10,000- None
- F. Oak Grove Cemetery Report

Slattery made a motion to accept the consent agenda; Seconded by Zerr. The motion passed.

**9. Items Removed from the Consent Agenda: None.**

**10. Presidents Announcements and Reminders:**

Ryan explained to the new Board Members that at an upcoming meeting Board Elections, Adopt a Park and Council Buddies selection will need to take place. This will likely take

place at a meeting in June.

Ryan also referenced the very complimentary article in the MPRA Magazine about the Department being the host for the 2024 MPRA Conference. Ryan thanked Britton and all the staff for their hard work on the conference.

**11. Directors Report:**

**A. Thank You's (As Available)**

**B. General Department Update**

**C. Staffing Report**

Britton updated the Board on the southern sinkhole in Frontier Park. Staff have been and will continue to work with City Engineering and Public Works to make sure the Park is protected. Zerr wanted to make sure that the Parks & Recreation Department were not going to be financially responsible for an issue that was not caused by the Department.

**12. Board Member Announcements and Reminders: None**

**13. Council Liaison Announcements and Reminders:**

Mitchell updated the Board about the Paint the Town event in Frenchtown on May 18 & 19. Maifest in New Town on May 19 and the Ward 5 meeting on May 23<sup>rd</sup>.

**14. Park Board Liaisons Comments**

**A. Foundation Report:** Working on investment policy updates.

**B. Legislative Report:** None.

At 7:58 pm Mudrovic Made a Motion to go into Closed Session to discuss;

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)\*\*

Seconded by Muench.

Roll Call: Sandy Bichel – Yes, Tim Glosier - Yes,– Kathy Mudrovic -Yes, Larry Muench - Yes, Mike Ryan – Yes, Brian Scheidegger - Yes, Anna Shy – Yes, TJ Slattery - Yes, Anne Zerr – Yes. Motion passed.

At 8:03 pm Muench Made a Motion to come out of Closed Session. Seconded by Slattery.

Roll Call: Sandy Bichel – Yes, Tim Glosier - Yes,– Kathy Mudrovic -Yes, Larry Muench - Yes, Mike Ryan – Yes, Brian Scheidegger - Yes, Anna Shy – Yes, TJ Slattery - Yes, Anne Zerr – Yes. Motion passed.

As there was no further business to discuss Slattery moved for **Adjournment** at 8:04 pm; Seconded by Scheidegger. The motion passed.

Meeting: May 15, 2024

Respectfully Submitted,

  
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President

  
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