

**SAINT CHARLES PARKS & RECREATION BOARD MINUTES
MEETING HELD
JANUARY 15, 2025**

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

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

Staff Maralee Britton - Director, Chris Atkinson – Assistant Director.
Mike Wilkins – Chief Park Ranger, Don Borgmeyer – Enterprise Superintendent, Missy Hollander – Aquatics Coordinator, Chan Smoot - Concession Coordinator.

Others Mayor Dan Borgmeyer, Holly Magdziarz - Assistant City Attorney, D. Todd Reineke

3. Pledge of Allegiance

4. Verbal Petitions/Public Comments and Response:

Mr. Reineke was informed by Board President Bichel that he had 3 minutes to discuss his topic during the Public Comment section. This is an opportunity for the public to address the Board and the Board cannot comment.

Mr. Reineke referred to the documents that he had provided to the Park Board in their packet. He highlighted a 1987 article about the complex. He also discussed the Attorney Generals’ Office and the Sunshine Law. He also informed the Board about the “Initiative Petition” process to possibly limit the sale of parkland.

The Board thanked Mr. Reineke for his comments.

5. Staff Reports/Presentations: None

6. Items for Discussion and/or Action-

A. Contract with Gamma Tree Experts to complete the 2025 tree removal/pruning services in an amount not to exceed \$35,000*

Muench made a motion to approve the contract; seconded by Scheidegger. Motion Passed.

B. Contract with Aquatic Control to complete the 2025 Pond Management Program in an amount not to exceed \$17,200*

Slattery made a motion to approve the contract; seconded by Zerr. Motion Passed.

C. Purchase Order with Westport pools to provide chemicals for the aquatic facilities in 2025 in an amount not to exceed \$41,000*

Zerr made a motion to approve the purchase; seconded by Mudrovic. Motion Passed.

D. Purchase Order with MBR Management Corp to provide Domino's Pizza at the Wapelhorst Aquatic Facility for resale in 2025 in an amount not to exceed \$15,000*

Slattery made a motion to approve the purchase; seconded by Mudrovic. Motion Passed.

E. Purchase Order with Old Time Servicing Company to provide Cool Beads Ice Cream for resale at concession stands in 2025 in an amount not to exceed \$38,000*

Shy made a motion to approve the purchase; seconded by Slattery. Motion Passed.

F. Contract with Capri Pools & Aquatics to perform opening and closing of aquatic facilities and maintenance support in 2025 in an amount not to exceed \$34,000*

Muench made a motion to approve the contract; seconded by Shy. Motion Passed.

G. Contract with First Student Inc. to provide motor coach transportation for Day Camp and COPS Camp participants in 2025 in an amount not to exceed \$31,000*

Zerr made a motion to approve the contract; seconded by Ryan. Motion Passed.

H. Revisions to Aquatic Facility Admissions Policy*

Aquatics Coordinator Hollander presented the minimal changes to the policy.

Ryan made a motion to approve the revised policy; seconded by Glosier. Motion Passed.

I. Consideration for approval Budget Amendment #1, 2025, Re-appropriations*

Director Britton presented the Budget Amendment. She explained to the Board the purpose of the amendment and the difference between encumbered funds, unencumbered funds and highlighted projects that would have funds moving from the 2024 budget year to the 2025 budget year. Following Board approval this information will then be

included in the City wide Budget Amendment that will be presented at an upcoming City Council meeting.

Slattery made a motion to approve the Budget Amendment; seconded by Scheidegger. Motion Passed.

J. 97 Acre Park Update of Phasing Plan

Assistant Director Atkinson brought the Park Board up to speed on the work being conducted by Navigate Building Solutions. The contractor is currently reviewing the Master Plan to make sure the price estimates are still relevant and is also developing phasing plans for the park development based upon several budgetary amounts. The deliverable document is due 2/28/25 and then further discussions with the Board will take place.

Director Britton also informed the Board about staff providing City Administration with updated information on the project that would be included in upcoming discussions between City Administration and City Council on the Strategic Plan.

7. Meeting Minutes:

- A. Parks & Recreation Board Meeting Minutes December 18, 2024*
- B. Parks & Recreation Board Special Work Session Meeting Minutes December 30, 2024*

Mudrovic made a motion to approve the meeting minutes (A) as presented and approve the meeting minutes (B) as amended showing Ryan as present in the attendance; seconded by Ryan. 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 and Project Report
- C. Accounts Receivable Report
- D. Financial Transactions from \$10,000 to \$15,000- None
- E. Oak Grove Cemetery Report

Britton asked to pull item C. Accounts Receivable Report for further discussion.

Shy made a motion to accept the balance of the consent agenda; Seconded by Zerr. The motion passed.

9. **Items Removed from the Consent Agenda:**

Accounts Receivable Report.

Britton updated the Board that SCCYSA had made their payment since the report was distributed. Staff will be bringing back the other two receivables (\$213) at a future Board meeting for a request to “write off” the uncollectable debt per the Board Policy.

Slattery made a motion to accept item (C) from the consent agenda; Seconded by Scheidegger. The motion passed.

10. **Presidents Announcements and Reminders:** None

11. **Directors Report:**

A. **Thank You’s (As Available)**

B. **General Department Update**

C. **February 19, 2025 Meeting**

Britton asked the Board if there was a preference on a new date for this meeting due to staff being out of town on February 19, 2025 attending the 2025 MPRA State Conference in Branson, MO.

The consensus was to move the meeting to Wednesday February 12th, 2025.

12. **Board Member Announcements and Reminders:**

Glosier said that he had received a compliment about Atkinson from his brother who Atkinson had been working with.

Ryan said he noticed a lot of people playing disc golf in McNair despite the snow/ice.

13. **Council Liaison Announcements and Reminders:** None

14. **Park Board Liaisons Comments**

A. **Foundation Report:** None

B. **Legislative Report:** None

At 6:38 pm Ryan Made a Motion to go into Closed Session to discuss;

A. Legal actions, causes of action, or litigation. (RSMo 610.021.1)

C. Hiring, firing, disciplining or promoting of particular employees when information relating to the performance or merit of individual employees is discussed or recorded. (RSMo 610.021.3)**

Seconded by Zerr.

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 7:25 pm Britton, Atkinson and Magdziarz were excused from the Closed Session.

At 8:04 pm Slattery Made A Motion to come out of Closed Session. Seconded by Scheidegger.

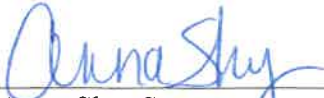
Roll Call: Sandy Bichel – Yes, Tim Glosier - Yes,– Kathy Mudrovic - Yes, Larry Muench - Yes, Mike Ryan – Yes, Brian Scheidegger - Yes, Anna Shy – Yes, TJ Slattery - Yes, Anne Zerr – Yes. Motion passed.

As there was no further business to discuss Slattery moved for **Adjournment** at 8:05 pm; Seconded by Zerr. The motion passed.

Meeting: January 15, 2025

Respectfully Submitted,


Sandy Bichel, President


Anna Shy, Secretary