

SAINT CHARLES PARKS & RECREATION BOARD MINUTES
MEETING HELD
March 5, 2025

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

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

Staff Maralee Britton – Director, Chris Atkinson- Assistant Director, Don Borgmeyer – Enterprise Superintendent, Mike Wilkins – Chief Park Ranger Peter VanLinn – Maintenance Superintendent, Chan Smoot – Concession Coordinator Missy Hollander – Aquatics Coordinator, Oscar Rojas – Recreation Supervisor, Tina Sieker – Administrative Coordinator

Other Holly Magdziarz - Assistant City Attorney

3. Pledge of Allegiance

4. 2024 Parks & Recreation Department Accomplishments

Administration Coordinator, Tina Sieker began the presentation. Sieker highlighted 2024 accomplishments that included hiring and training a full time and part time employee at the front desk. Developing the St. Charles Parks App and rebranding and launching the new parks/City passport card and staff attending the VSI Symposium. Also highlighted statistics for online vs. in person registration. Finished by talking about Administration goals for 2025 that included the continuation of summer extended office hours, and reviewing the community garden processes.

Enterprise Superintendent, Don Borgmeyer began the Enterprise portion of the presentation.

Aquatics Coordinator Missy Hollander presented the Aquatics information. The 2024 swim season had slightly less attendance than in 2023 but showed a larger overall “profit” than 2023. Season passes, birthday parties and private facility rentals all increased over 2023. The annual increase in minimum wage and commodity prices is continuing to have a significant impact on expenses for the Aquatics Division.

Slattery asked if we knew why the private party rentals continue to rise. He would like staff to investigate.

Concession Coordinator, Chan Smoot presented the Concessions and Memorial Hall information. Smoot highlighted the updated stand and McNair Main and achieving 100% in Health Inspection scores from the County for all stands. Also highlighted a “Path to Leadership” course that was created to support seasonal employees in transitioning to lead positions. Tournament Concession sales and tournament field charges decreased significantly in 2024 over 2023. This was due to less tournaments being hosted at the Wapelhorst Complex. Atkinson highlighted that tournament hosts are switching from dirt infield complexes to turf complexes due to the reduction in tournament weather cancellations and delays. This is another significant reason for the Wapelhorst Ball Field Complex Turf project that will be further discussed and possibly acted upon by the Board at upcoming meetings.

Slattery asked staff to post more about jobs and career paths that are connected to Parks & Recreation.

Recreation Supervisor Oscar Rojas presented the Recreation information. Rojas highlighted the impact of hiring Ava Logan to plan and operate the day trips and increased offerings here locally. 2024 Day Camp registrations decreased slightly over 2023. Most programs and activities registration were equal to those programs in 2023. Adult softball is seeing a continued decrease in team registration. Rojas said this is a regional trend where the more competitive teams are playing weekend tournaments instead of weeknight leagues. The annual increase in minimum wage is continuing to have a significant impact on expenses for the Recreation Division.

Slattery asked staff to consider hosting a softball tournament in 2025 in one of the open weekends since the complex is not rented as much.

Maintenance Superintendent Peter VanLinn presented the information for the Maintenance Division and Oak Grove Cemetery. He also highlighted several projects completed by staff and contractors. This includes the new playground in Schaeffer Park, the new disc golf course in McNair Park and several stormwater projects. VanLinn highlighted the total number of staff members and the number of parks, acreage, amenities, structures and features that his Division maintain every day. These numbers are pretty consistent year over year. In 2025 some main focuses are the development and opening of Pundmann Nature Park and the turf improvements at the Wapelhorst Ball Field Complex. Oak Grove Cemetery saw a consistent number in grave and cremation burials. In 2024 the cremation garden was expanded.

The Board asked that staff promote the resources list to the public to better inform them about how much work it takes to operate a parks system.

Chief Ranger Wilkins presented the information for 2024. Calls for service and ranger activity were very similar between 2023 and 2024. More Ranger reports were written but that is more a reflection of an emphasis on staff writing reports. Wilkins highlighted staff

training, staff awards and accomplishments, and that COPS Camp and Safety Town were successful in 2024 and would be returning in 2025. The Motorcycle Safety Program would be hosting more classes in 2025. In 2025 the Park Ranger Division is looking to implement a universal tracking system for City special events, partner with the Police Department for more community outreach events and to expanding the COPS Camp Program with the City of O'Fallon being involved.

Director Britton wrapped up the annual report highlighting other accomplishments and projects that are being worked on. From a financial perspective the Department has a healthy reserve/cash balance and that comes from a conservative forecast for Property Taxes, staff continuing to control expenses and continuing to generate revenue from all of our possible fee opportunities. The sale of the Mueller Soccer Complex also generated funds to be used in future projects. The Department hosted the MPRA State Conference in March 2024 and it surpassed all attendance and revenues generated. The Department also purchased 1.1 acres at 1921 Muegge Road for future expansion of the maintenance facility and assisted in the donation of 1.6 acres for the development of Pundmann Nature Park. In 2025 staff will do the improvements to the Wapelhorst Ball Field Complex, complete the strategic planning process/master plan for the Department and research and recommend park impact fees verses land dedication fees for new development within the City.

The Board staff for all they do for the Department.

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

All Board members said their parks were good.

Slattery said he was contacted about some issue with the paint surfacing at the Booneslick. Staff will investigate and contact the contractor for repairs is needed.

Slattery asked about some concerns he had been contacted about with Berthold Square Park. There are concerns about the condition of the turf in the park right now after the significant usage of the park over the festival season late in 2024. Staff said they are working with the Main Street Foundation on short term and long term improvements to the park. The Board asked that we involve the CVB as they are the ones who are programming the park for festival season.


Slattery also asked about Bangert Island. He was contacted about the increasing use of the island by motorized vehicles (motorbikes and 4 wheelers). Staff informed the Board that Bangert Island is not a park that is operated and maintained by the Department but that is it operated by the Public Works Department. IF the island ever becomes a park then resources from parks maintenance and park rangers could be used.

As there was no further business to discuss Slattery moved for Adjournment at 8:05 pm;
Seconded by Ryan. Motion passed.

Meeting: March 5, 2025

Respectfully Submitted,


Sandy Bichel - President


Anna Shy - Secretary