

SAINT CHARLES PARKS & RECREATION BOARD MINUTES
MEETING HELD
August 6, 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, Tim Glosier, Kathy Mudrovic, Larry Muench, Anna Shy, TJ Slattery, and Council Liaison Denise Mitchell were present.

Anne Zerr and Brian Scheidegger were absent.

Staff Maralee Britton – Director, Chris Atkinson- Assistant Director, Mike Wilkins – Chief Ranger, Don Borgmeyer – Enterprise Superintendent, Missy Hollander – Aquatics Coordinator, Adi Naumann – Recreation Coordinator.

Other Holly Magdziarz – City Attorney, Dan Borgmeyer - Mayor

3. Pledge of Allegiance

4. Discussion of the Special Event Use Policy and Ticketed Events within Parks

Britton presented the memo and started the discussion on the several attachments. The packet included the current Special Event Use Policy Manual for reference, a draft proposal from the Oktoberfest Committee for a profit-sharing option to allow ticketed events and a draft policy created by the Parks & Recreation Department for discussion.

Britton explained that over the years several groups have approached the Park Board about allowing a “ticketed event/gate fee” for their events in the Parks. This is currently prohibited with the current policy. The Oktoberfest Committee proposed allowing ticketed events if the event hosted chose to proceed that way. This is not a mandatory requirement but an option for special event hosts. Any funds from the ticketed event would be split 90/10 with the Department getting 10%. All of the other Park Fees (Park rental fee, Park Ranger costs etc.) would still remain. The Board members and Mayor Borgmeyer stated that this could be a significant new revenue for the Department if it is allowed and successful. They also believed that the profit-sharing model should be more than 10% for the Department.

Slattery and Shy stated that they had talked to the Oktoberfest Committee and he had no objections to the new policy.

Councilperson Mitchell asked how the attendance/ticket fees would be tracked. Staff stated that it would be on the honors system with the event host.

The Board Members present all said they support the idea and the change in policy and that staff can continue to work on an updated/new policy and bring it back at a future meeting for further discussion and possible approval.

5. Contract with SWT Design Inc. to provide professional design services for Legacy Farms Park in an amount not to exceed \$596,730.00*

Atkinson presented the contract. This contract will be for design services and services through the completion of the construction on Phase 1. The contract amount falls within the budgeted amount for professional services for this phase.

At the request of City Attorney Magdziarz the motion should be to award the bid and approve the contract with SWT Design Inc. in the amount of \$596,730.00

Slattery made the motion to award the bid and to approve the contract; seconded by Shy. Motion Passed.

6. Discussion of the 1930's Cagney Steam Engine on Display at City Hall*

Britton presented the memo and images of the two miniature trains/locomotives. One that is currently located in the lobby of City Hall and one that is currently in Eden Springs, Michigan. Eden Springs has requested the donation of the current locomotive in City Hall and the Park Board need to be involved due to an agreement made in 1981 that the Board donate the train and equipment to the City but would be given first right of refusal if it was to ever be sold or donated. Neither the City or the Parks Board have any interest in the Tom Thumb Steamliner currently located in Michigan or have any interest in keeping the Cagney Steam Engine that is located in the lobby of City Hall. There are no plans to move that train to the new City Hall when it is completed in 2026.

Slattery made a motion that the Park Board is not interested in the first right of refusal for the Texas Special Streamliner; seconded by Mudrovic. Motion Passed.

At 6:50pm the Board agreed to a 5-minute Recess before starting the Sunshine Law Training. Mayor Borgmeyer also left the meeting at this time.

7. Sunshine Law and Legal Update for City Boards and Commissions, City Attorney Holly Magdziarz.

City Attorney Magdziarz began the training by going through a PowerPoint presentation. The presentation highlighted the Sunshine Law and what is and not acceptable as a Committee member. Presentation touched upon Ethics and rules, what is a Public Meeting and Public Record, Agendas and Minutes, Record Retention and what the penalties are if the law is violated.

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

Shy – Good.

Glosier – Good.

Mudrovic – Good.

Bichel – Good. Said that the ground up trail from New Town Blvd. to Boschertown Road was in good condition.

Mudrovic – Good. Stated that she was asked by a resident about the possibility of extending the Riverwalk at the Wapelhorst Aquatic Facility beyond Labor Day weekend. Staff said that they would look into it but have concerns with staffing and costs.

Slattery – Good.

Council Liaison Mitchell - Stated that she was asked by a resident about the possibility of extending the Riverwalk at the Wapelhorst Aquatic Facility beyond Labor Day weekend. Staff said that they would look into it but have concerns with staffing and costs.

At 7:30 pm Shy Made a Motion to go into Closed Session to discuss;

- A. Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys. (RSMo 610.021.1)

Seconded by Muench.

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

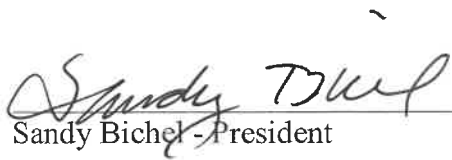
At 8:00 pm Slattery Made A Motion to come out of Closed Session. Seconded by Muench.


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

As there was no further business to discuss Slattery moved for **Adjournment** at 8:01 pm; Seconded by Mudrovic. Motion passed.

Meeting: August 6, 2025

Respectfully Submitted,


Sandy Bichel - President


Larry Muench
Vice President