

St. Charles Parks and Recreation Board
Tentative Agenda
October 15, 2025 ~ 6:00PM
Memorial Hall, American Legion Room ~ Blanchette Park

Notes: *Indicates Item Needing Formal Action
 **Indicates a Closed Session Topic Known to be Scheduled
 *** Indicates Roll Call Vote
 Wording (hi-lited) Indicates Topic Added to Agenda

1. Call to Order
2. Roll Call: Sandy Bichel, Tim Glosier, Kathy Mudrovic, Larry Muench, Brian Scheidegger, Anna Shy, TJ Slattery, Anne Zerr and Council Liaison Denise Mitchell
3. Pledge of Allegiance
4. Verbal Petitions/Public Comments and Response to Parks & Recreation Related Items:
 - A.
5. Staff Reports/Presentations:
 - A. Legacy Farms Park Conceptual Design Development Presentation from Consultant Team
6. Items for Discussion and/or Action:
 - A. Purchase of netting system for the Wapelhorst Ball Field Complex from Future Pro, Inc. in an amount not to exceed \$26,950.00*
 - B. Resolution #3, 2025 – Request to declare equipment/items surplus*
 - C. Resolution #4, 2025 - Destruction of documents*
7. Minutes-
 - A. Parks & Recreation Board Meeting Minutes July 16, 2025*
 - B. Parks & Recreation Board Work Session Meeting Minutes August 6, 2025*
 - C. Parks & Recreation Board Finance Committee Meeting Minutes August 27, 2025*
 - D. Parks & Recreation Board Special Work Session Meeting Minutes September 10, 2025*
 - E. Parks & Recreation Board Work Session Meeting Minutes October 1, 2025*
8. Consent Agenda (items to be received)
 - A. Calendar
 - B. Financial Worksheets and Projects Report
 - C. Accounts Receivable Report
 - D. Financial Transactions from \$10,000 to \$15,000 - None
 - E. Oak Grove Cemetery Report
9. Items Removed from the Consent Agenda
 - A.

10. President's Announcements and Reminders
 - A.
11. Director's Report
 - A. Thank You's and Comments (As Available)
 - B. General Department Update
12. Board Member Announcements and Reminders
13. Council Liaison Announcements and Reminders
14. Park Board Liaisons' Comments
 - A. Foundation Report
 - B. Legislative Report- None
15. Closed Session (As Needed or Indicated)
 - 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)
 - 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)
 - 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)
 - D. Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment. (RSMo 610.021.13)
16. Adjournment

The City of St. Charles offers all interested citizens the opportunity to attend public meetings and comment on public matters. If you wish to attend this public meeting and require an accommodation due to a disability, please contact the Office of The City Clerk to coordinate an accommodation at least two (2) business days in advance of the scheduled meeting at 636-949-3282 or 636-949-3289 (TTY – for the hearing impaired).

The City of St. Charles, Missouri, fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, or to obtain a Title VI Complaint Form, please call the City Clerk's Office at (636)949-3282 or visit City Hall located at 200 North Second Street, St. Charles, Missouri, 63301.

Posted by: _____ Date: _____ Time: _____



Legacy Farms Park Phase 1 *Park Board Presentation*

October 15, 2025



PRESENTATION AGENDA

- *Project Goals / Context / Materiality*
- *Overall Master Plan Updates*
- *Phase 1 Overall Concept Plan*
- *Family Play Area Concepts*
- *Parkitecture Concepts*
- *Nature Education / Disc Golf Area Concepts*
- *Project Schedule / Next Steps*



Project Goals / Context / Materiality



GOAL: TO CREATE A SIGNATURE PLAY & NATURE EDUCATION EXPERIENCE

- *nature based design ideas*
- *establish meadow / wetland ecology*
- *experiential / multi-sensory*
- *reinforce park location - between the rivers*
- *shaping the earth to create space / experiences*
- *create shade*
- *create sense of place with park materiality*
- *forward thinking design*
- *family friendly*
- *engaging to all age groups*





Google Earth
Airbus
Maxcel Imaging US, Inc.

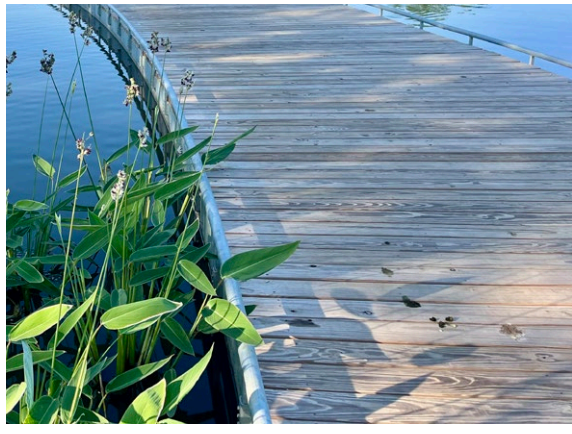


CONTEXTUAL ANALYSIS

LEGACY FARMS PARK PHASE ONE IMPLEMENTATION CITY OF ST CHARLES, MO

OCTOBER 15, 2025





PARK OVERALL CHARACTER BOARD
LEGACY FARMS PARK PHASE ONE IMPLEMENTATION CITY OF ST CHARLES, MO

OCTOBER 15, 2025



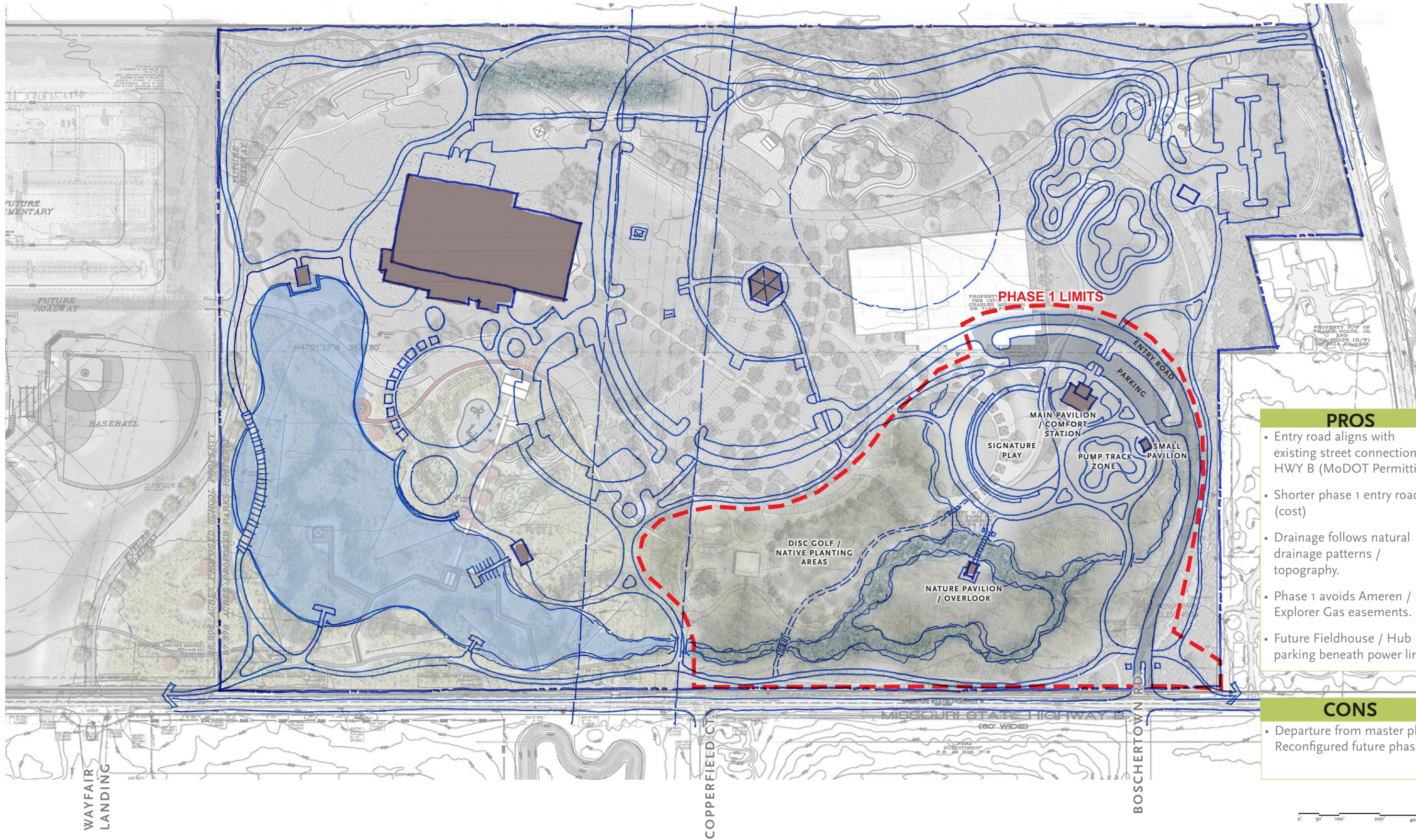
Overall Master Plan Updates





MASTER PLAN - 8/25 KICKOFF

LEGACY FARMS PARK PHASE ONE IMPLEMENTATION CITY OF ST CHARLES, MO

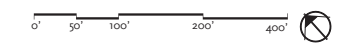


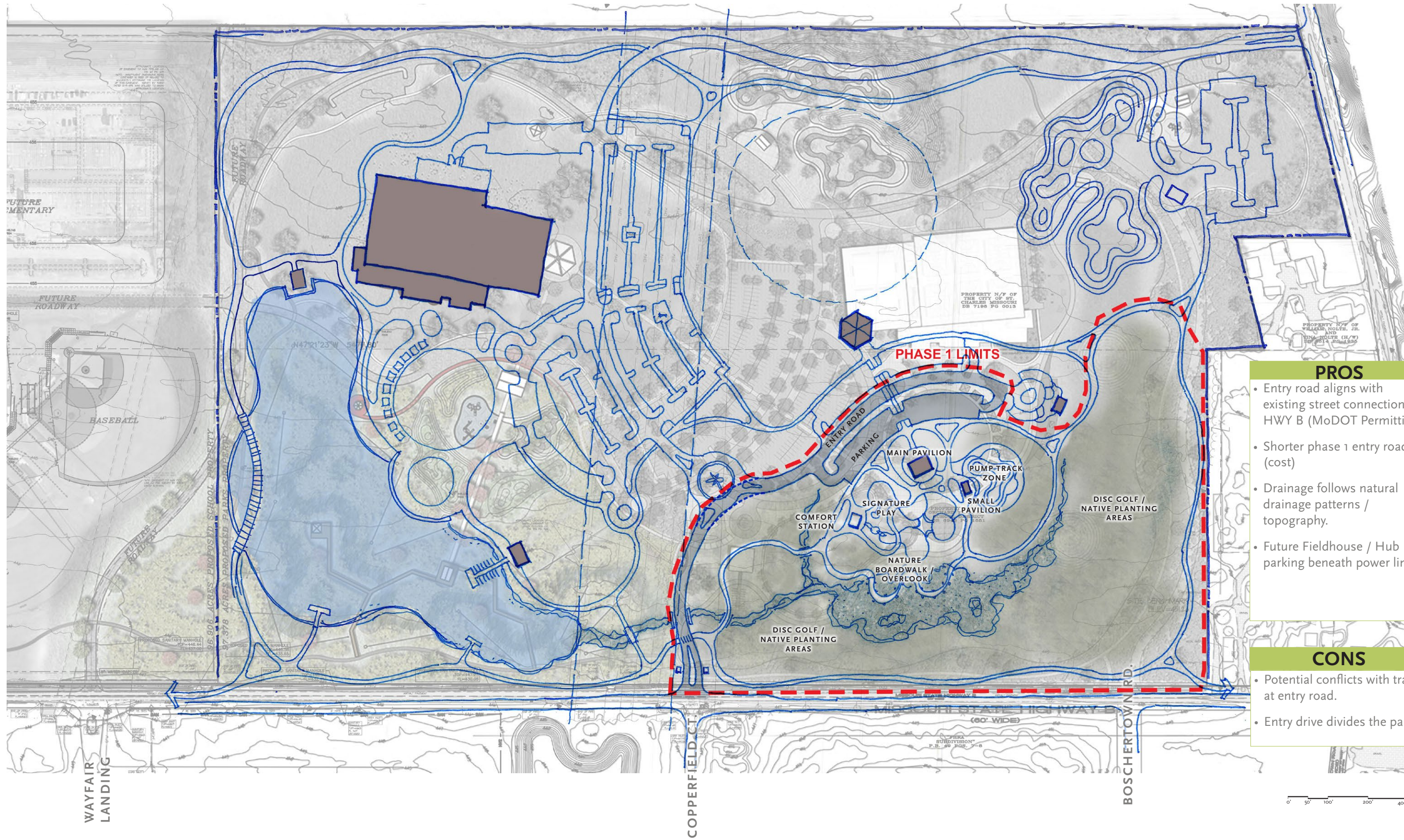
PROS

- Entry road aligns with existing street connection on HWY B (MoDOT Permitting)
- Shorter phase 1 entry road (cost)
- Drainage follows natural drainage patterns / topography.
- Phase 1 avoids Ameren / Explorer Gas easements.
- Future Fieldhouse / Hub parking beneath power lines.

CONS

- Departure from master plan. Reconfigured future phases.





PROS

- Entry road aligns with existing street connection on HWY B (MoDOT Permitting)
- Shorter phase 1 entry road (cost)
- Drainage follows natural drainage patterns / topography.
- Future Fieldhouse / Hub parking beneath power lines.

CONS

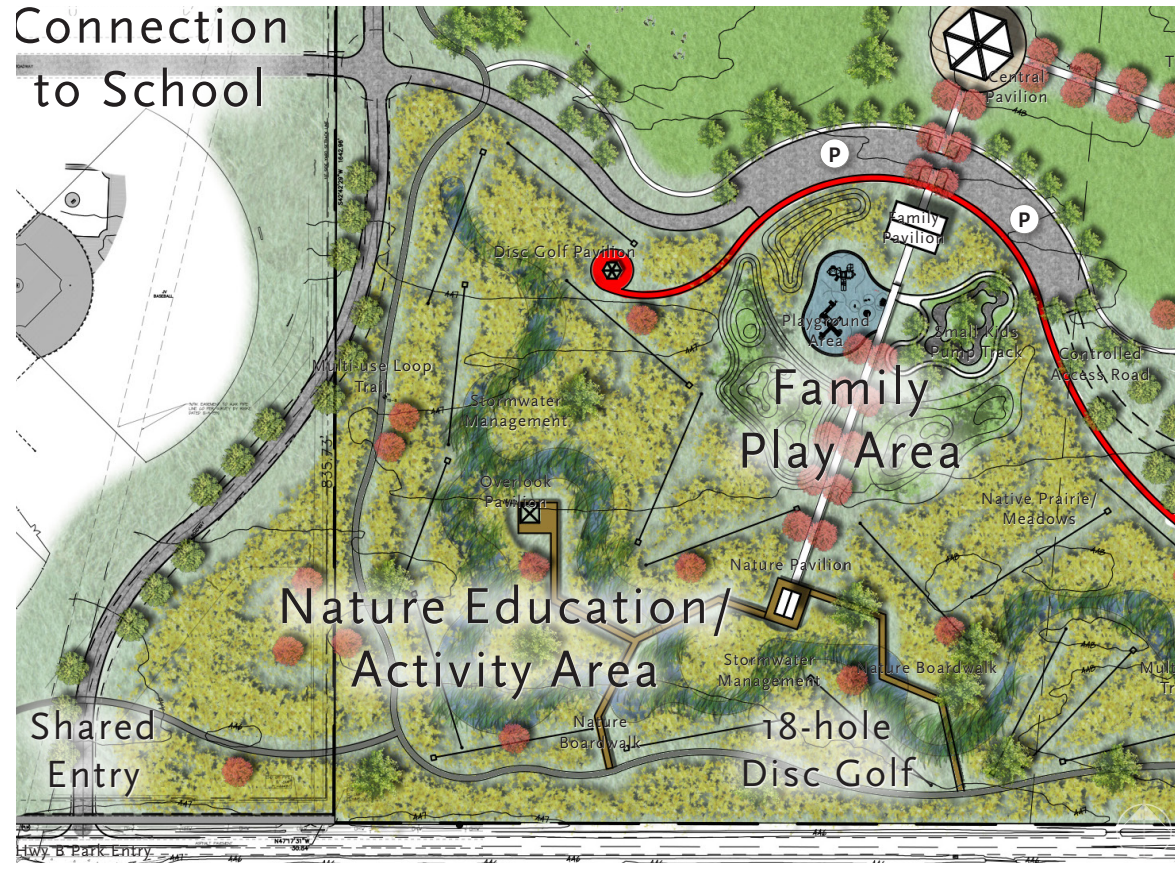
- Potential conflicts with trail at entry road.
- Entry drive divides the park.



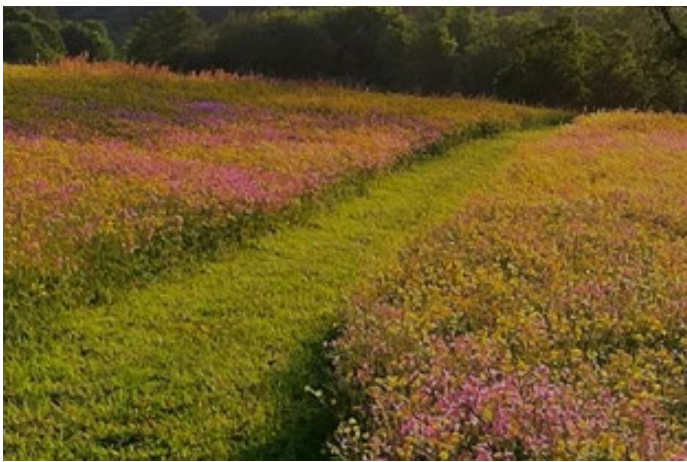
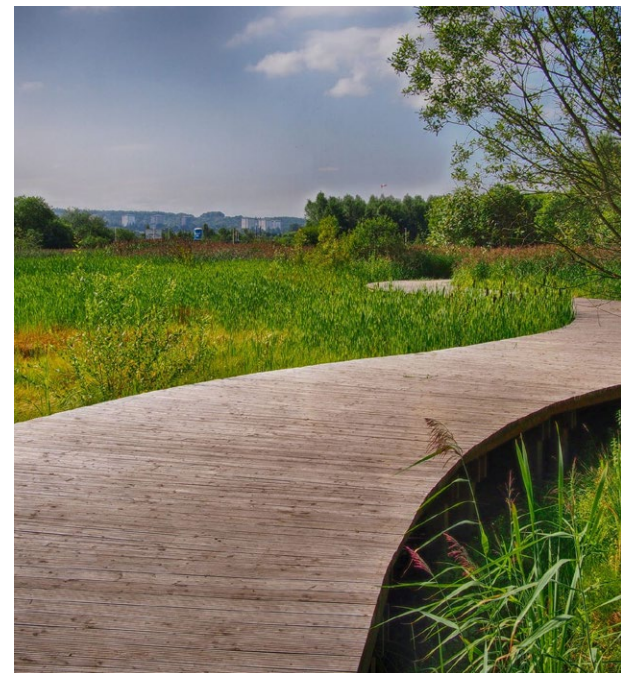
Phase 1 Overall Concept Plans



Connection to School



“It seems to have something for everyone. Many options for activities and ways to enjoy the park.”



“The large walking path around the park. Also the “boardwalk” through the stormwater area is cool.”



The southwest portion of the park site has been identified as a **family/nature play area**. Paired with stormwater management strategies, this area would combine passive and active recreation opportunities.

A **signature playground and pavilion** would be a key destination for families, especially those with younger children. Berms and landform will shape a **nature play area** and blend with the more **organic elements** of the stormwater management system within this section of the park.

This would be the site of an **18-hole disc golf course** - a widely desired amenity that would blend with the landscape and bring more users to the park.

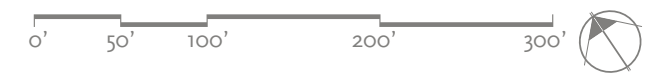
Various **boardwalks, pavilions, outdoor classrooms,** and **native planting areas** will provide quiet and passive spaces for park users, complementing the other program elements proposed for the park.



- KEY**
- 01 Loop Trail
 - 02 Boardwalk
 - 03 Disc. Golf Mowed Fairway
 - 04 Native Meadow Planting
 - 05 Wetland Planting Areas
 - 06 Signature Play Area
 - 07 Pump Track Area
 - 08 Landforms
 - 09 Comfort Station
 - 10 Main Pavilion
 - 11 Secondary Pavilion
 - 12 Entry Drive
 - 13 Parking Area
 - 14 Park Entry



PHASE 1 - OVERALL SITE CONCEPT PLAN
 LEGACY FARMS PARK PHASE ONE IMPLEMENTATION CITY OF ST CHARLES, MO



OCTOBER 15, 2025





PHASE 1 PROGRAM AREAS






LEGACY FARMS PARK PHASE ONE IMPLEMENTATION CITY OF ST CHARLES, MO



OCTOBER 15, 2025

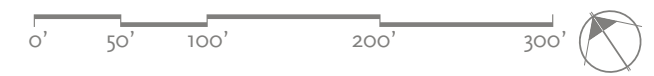


LEGEND

-  Vehicular Circulation
-  Main ADA Routes
-  Entry Points
-  Secondary ADA Routes
-  Wetland Boardwalk



PHASE 1 OVERALL CIRCULATION
 LEGACY FARMS PARK PHASE ONE IMPLEMENTATION CITY OF ST CHARLES, MO

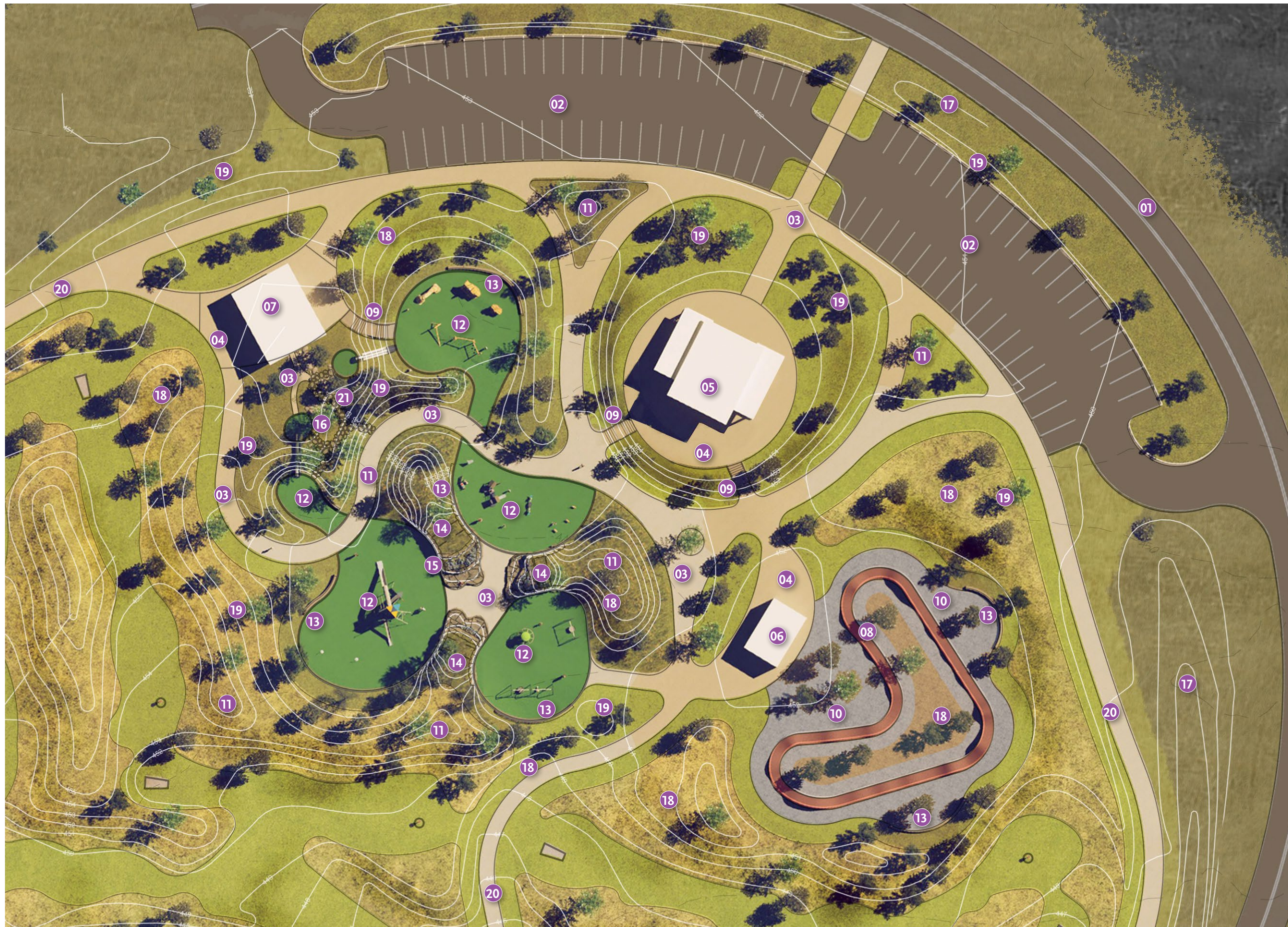


OCTOBER 15, 2025



Family Play Area Concepts





- KEY**
- 01 Entry Drive
 - 02 Parking Area
 - 03 Concrete Walkway
 - 04 Plaza/ Gathering Space
 - 05 Main Pavilion
 - 06 Secondary Pavilion
 - 07 Comfort Station
 - 08 Prefabricated Pump Track
 - 09 Stairs With Handrails
 - 10 Gravel/ Chat Surfacing
 - 11 Landforms/ Berming
 - 12 Play Areas (Surfacing)
 - 13 Benches/ Seatwalls
 - 14 Play Tunnels
 - 15 Ledgerrock Wall
 - 16 Hillside Play Grove
 - 17 Stormwater Management
 - 18 Native Planting Areas
 - 19 Tree Plantings
 - 20 Trail Connections
 - 21 Ledgerrock Steppers



SIGNATURE PLAYGROUND / PUMP TRACK ZONE CONCEPT PLAN
 LEGACY FARMS PARK PHASE ONE IMPLEMENTATION CITY OF ST CHARLES, MO



FAMILY PLAY AREA - RENDERING

LEGACY FARMS PARK PHASE ONE IMPLEMENTATION CITY OF ST CHARLES, MO

OCTOBER 15, 2025

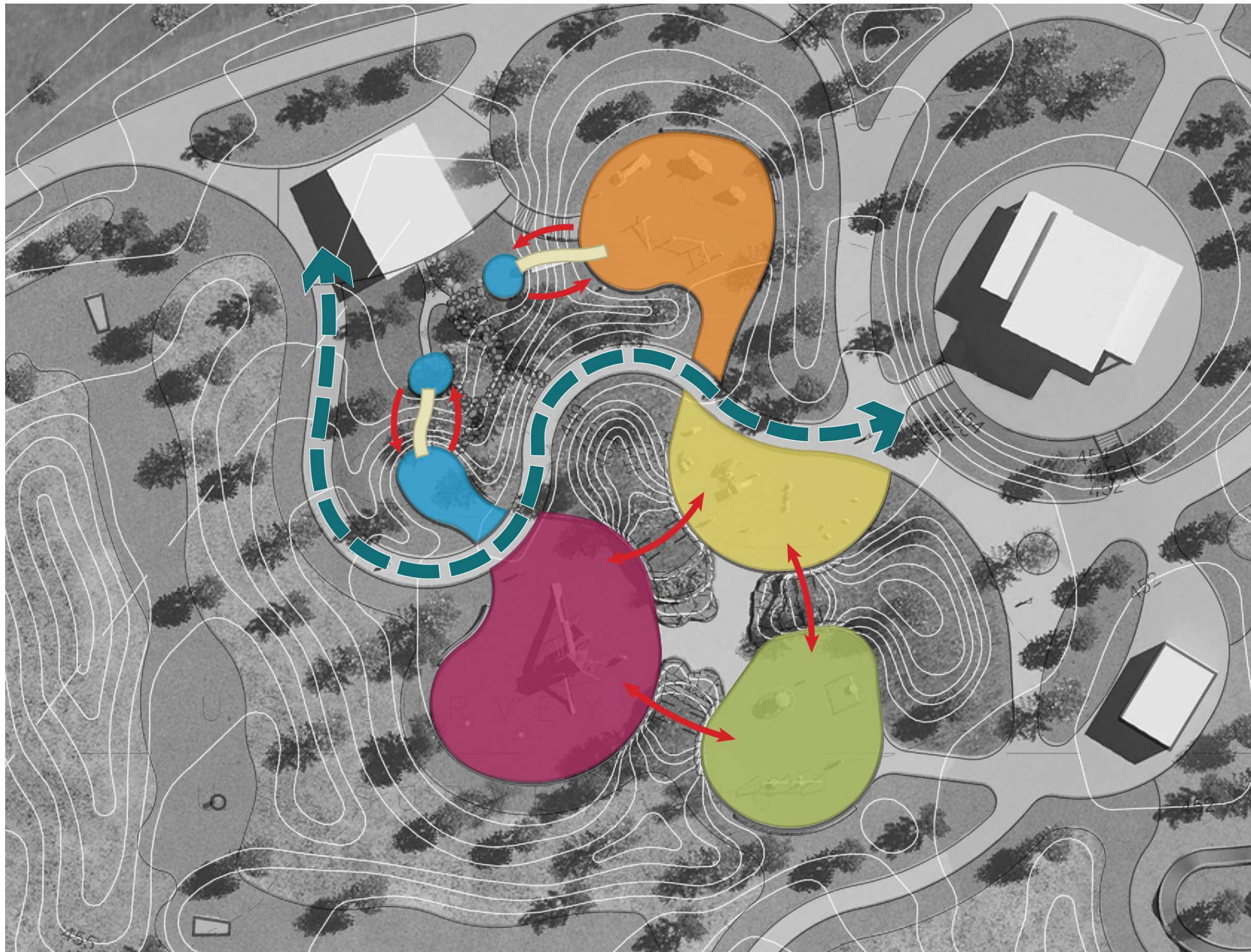




FAMILY PLAY AREA - RENDERING
LEGACY FARMS PARK PHASE ONE IMPLEMENTATION CITY OF ST CHARLES, MO

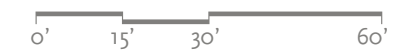
OCTOBER 15, 2025





KEY

- A Play Tower/ Structure
- B Swings/ Spinners
- C Tot Play
- D Adventure Play
- H Hillside Play

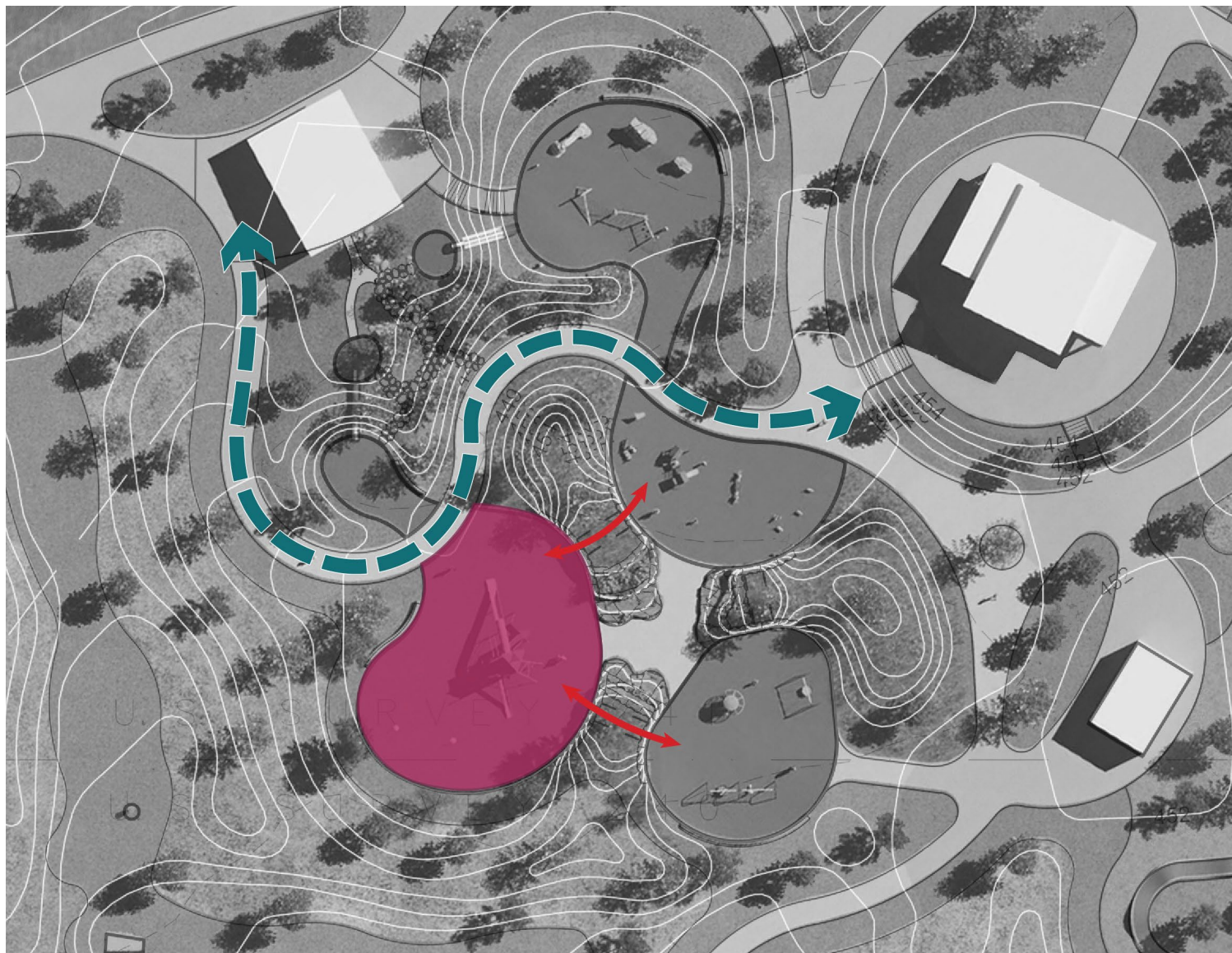


PLAY AREAS DIAGRAM

LEGACY FARMS PARK PHASE ONE IMPLEMENTATION CITY OF ST CHARLES, MO

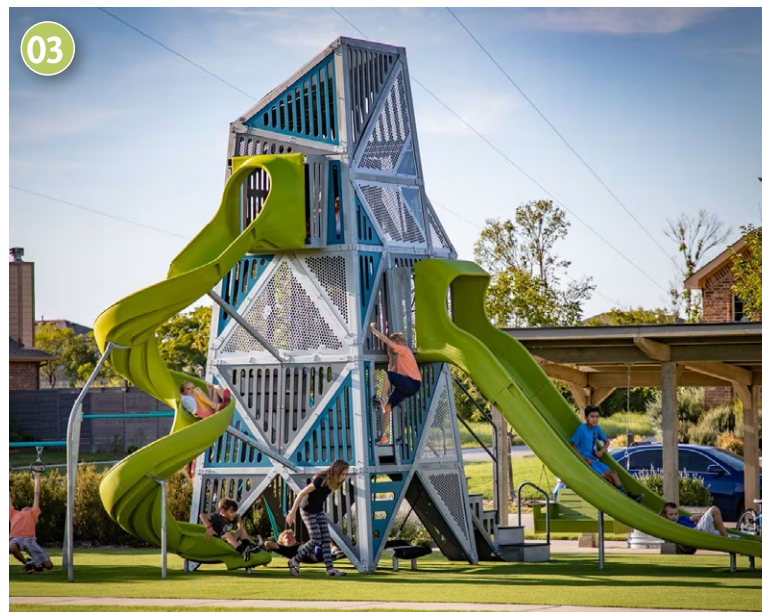
OCTOBER 15, 2025

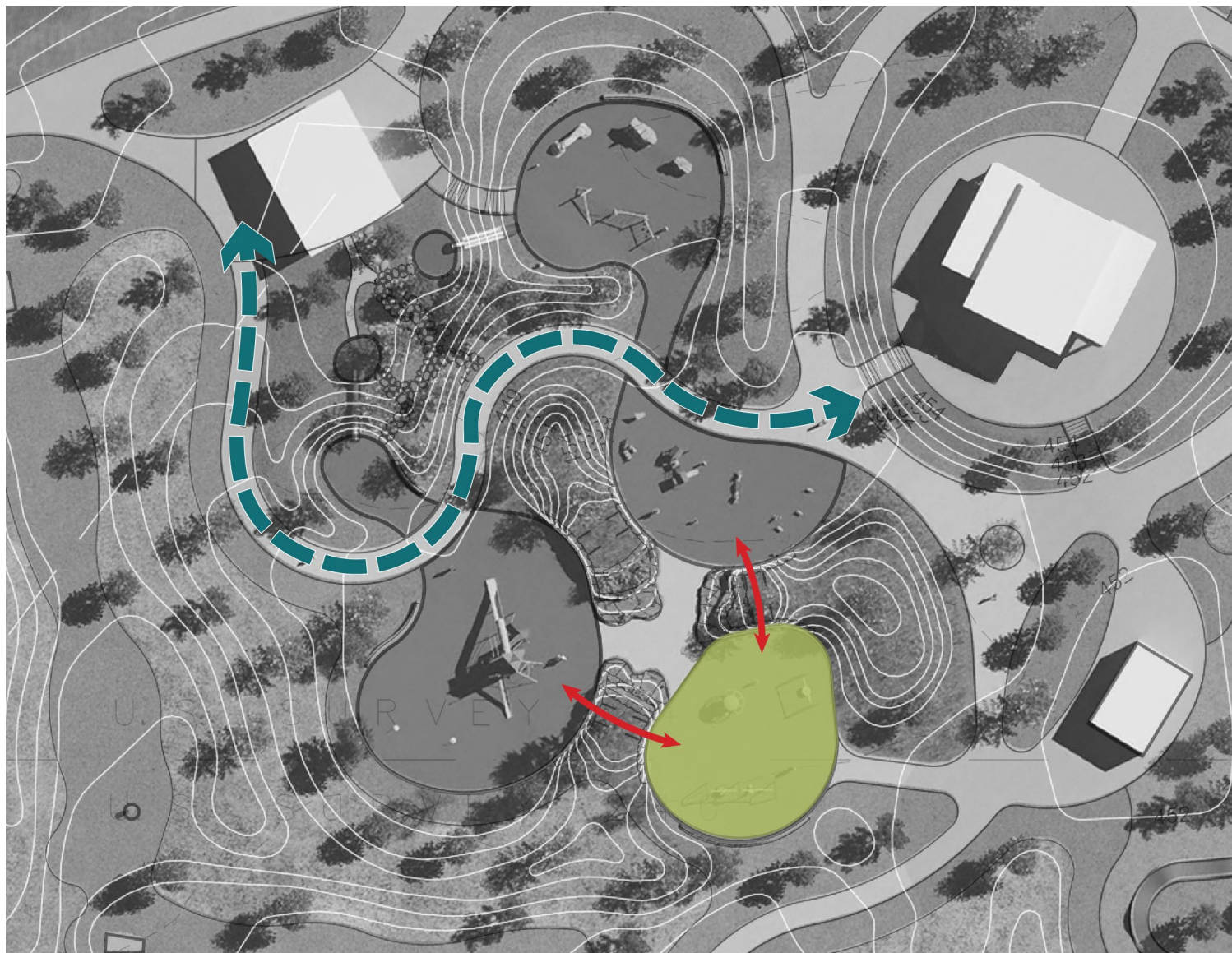




Play Area A – Play Towers / Structure

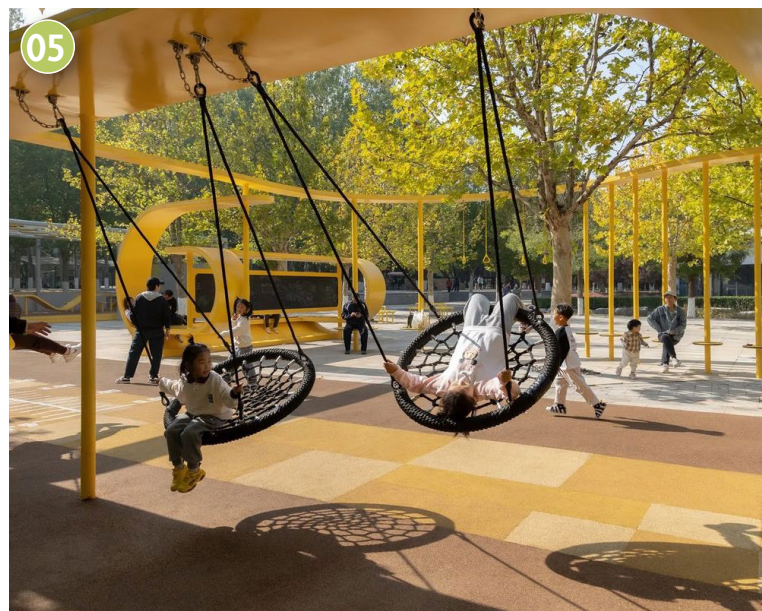
- Intended to be signature play zone incorporating play structure / tower elements.
- Tower(s) to provide interactive play experiences and allows for a variety of play and socialization experiences.
- Structures should have height and form that allow it to serve as a focal point for the playground.
- Provide a unique look and feel for this park space.

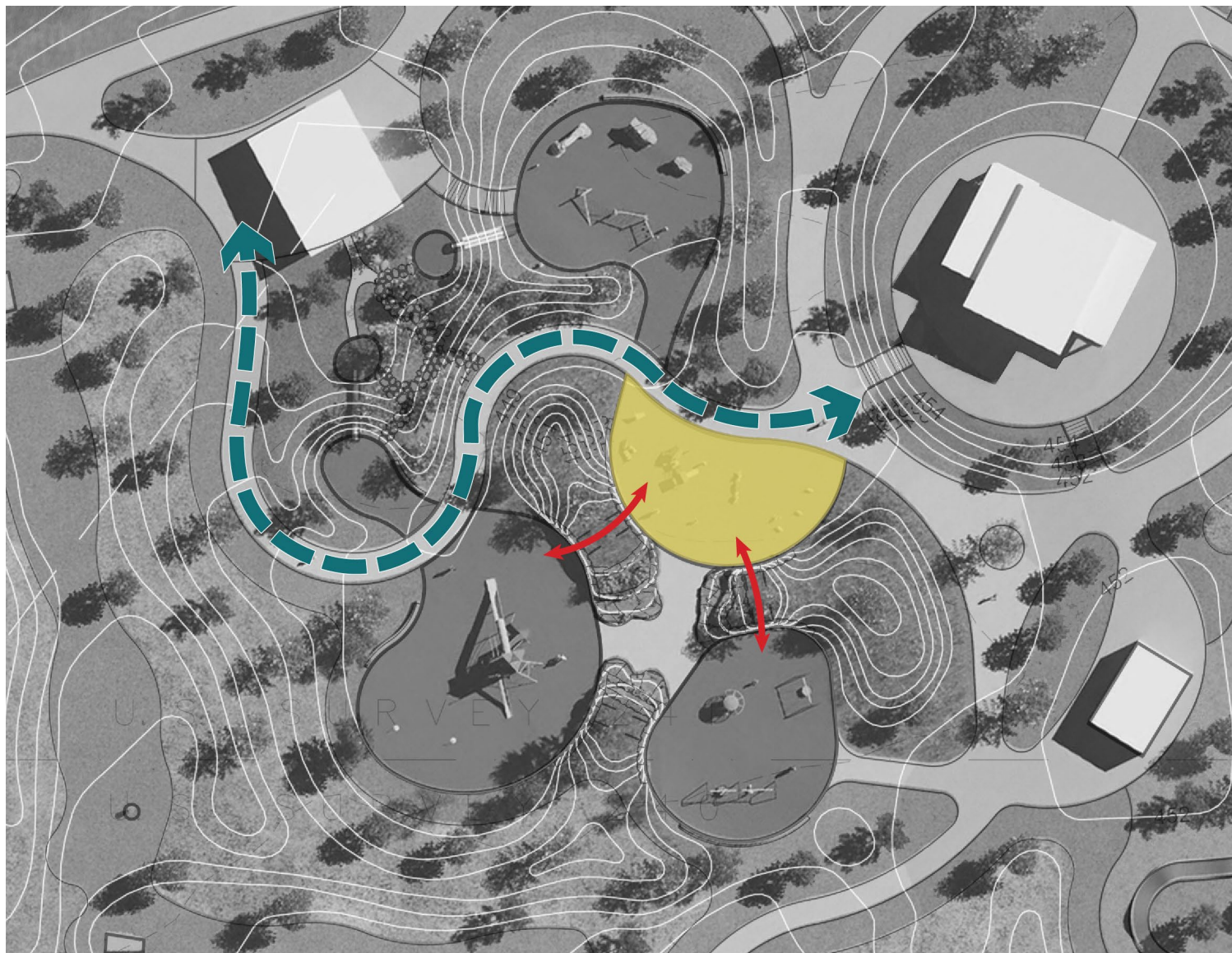




Play Area B - Swings/ Spinners

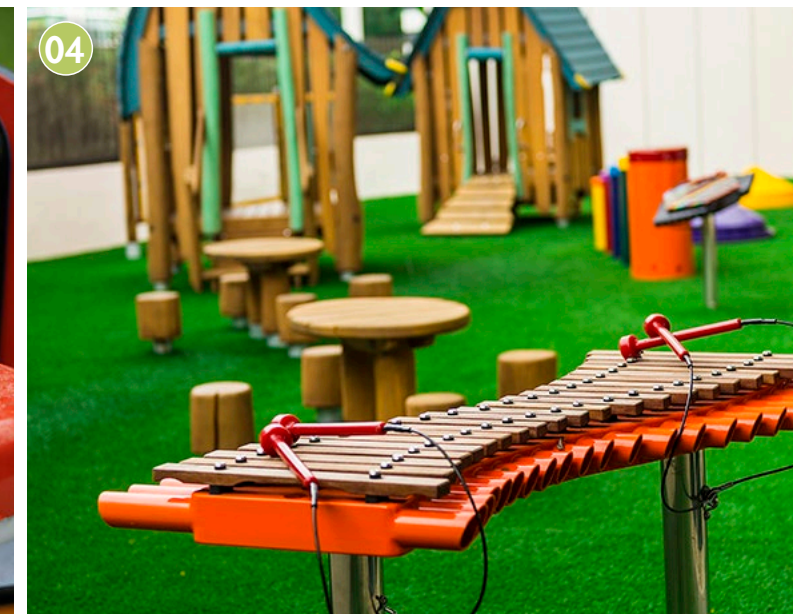
- Area intended to focus on freestanding play equipment that focuses on movement, motion play, and opportunities for teamwork.
- Play equipment should be features that focus on support core developmental skills (i.e. agility, balance, coordination, motor skills, etc.).
- Play elements should include features that are geared towards all ages and abilities.





Play Area C - Tot Play

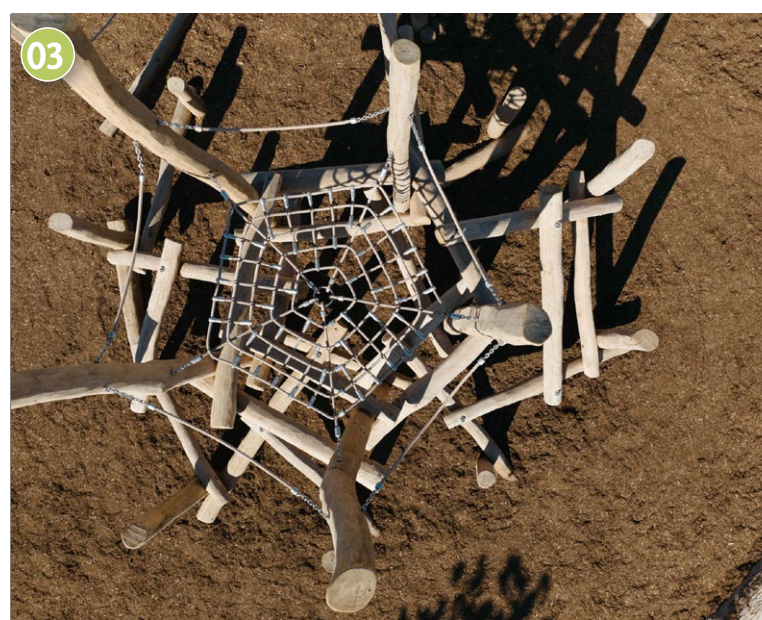
- Area intended to focus on freestanding play equipment that focuses on early childhood developmental skills (physical, social, cognitive, etc.).
- Play equipment should include interactive features that encourage for socialization experiences, creative and imaginative play, and exploration.
- Play elements should include features that are geared towards younger children aged 6 thru 36 months and up to 5 years of age.
- Tot play features design for the space should compliment elements included in the adjacent adventure play space.





Play Area D - Adventure Play

- Area to include freestanding play equipment or structures that provide adventure play experiences.
- Play elements should provide climbing elements, balancing elements, incorporate or be inspired by natural materials and elements.
- Play elements should provide a variety of challenges levels, incorporate inclusive play elements, and elements that allow for socialization and teamwork.





Play Area H - Hillside Play

- Area intended to focus on play equipment that utilizes topography to create play experiences.
- Hillside is currently design to provide 7-8 feet of grade change at a slope no greater than 3:1.
- This area is intended to include hill slides, but may also include rope, nets, and other climbing elements.
- Hillside play is intended to interface and connect to multiple play zones.
- Play equipment should be geared towards providing a variety of challenge levels and age groups / abilities.





KEY

- 1 Modular Pump Track
- 2 Secondary Pavilion (Alternate)
- 3 Pump Track Plaza
- 4 Seating Nodes
- 5 Chat Paving



PUMP TRACK ZONE CONCEPTS

LEGACY FARMS PARK PHASE ONE IMPLEMENTATION CITY OF ST CHARLES, MO

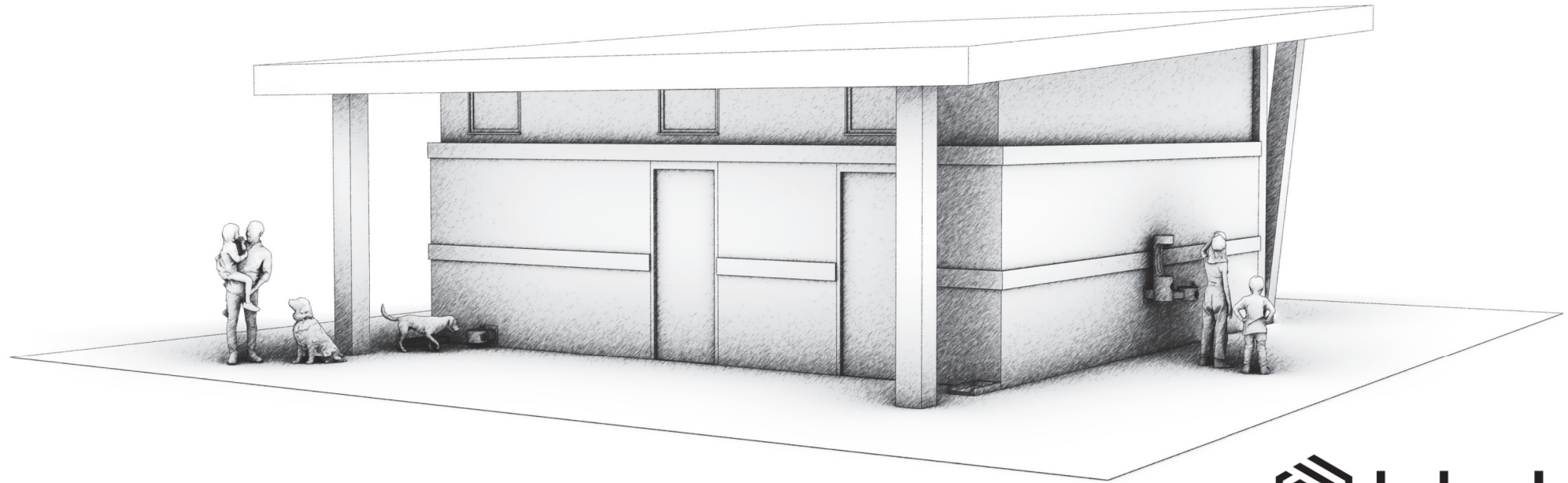
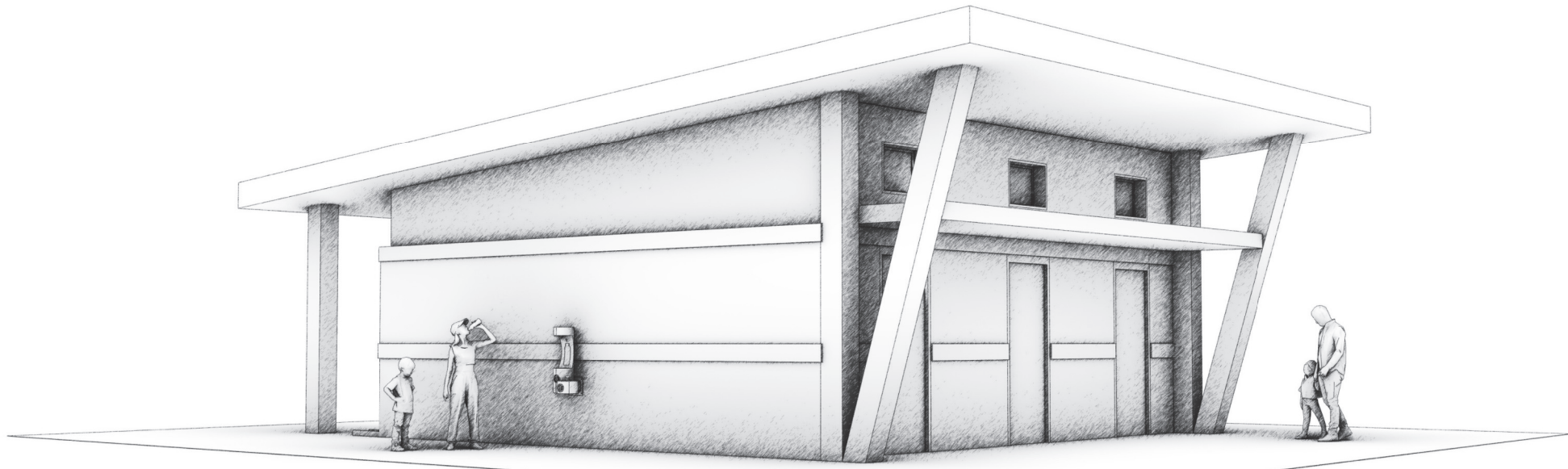
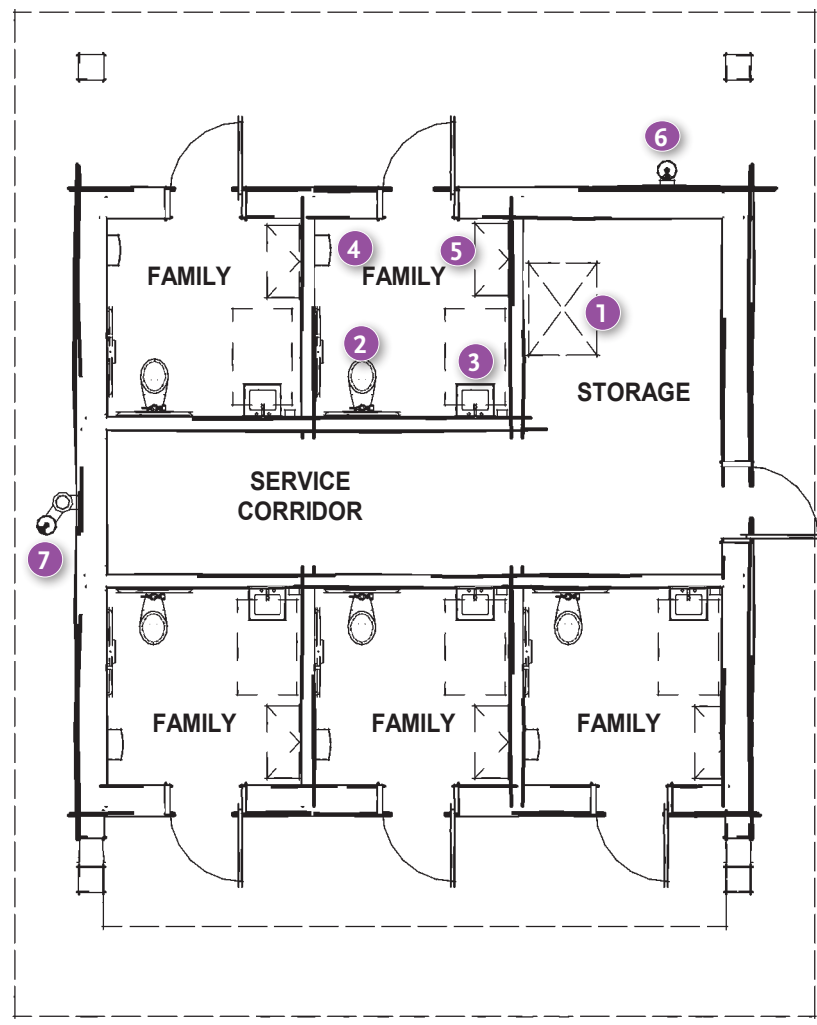
OCTOBER 15, 2025



Parkitecture Concepts



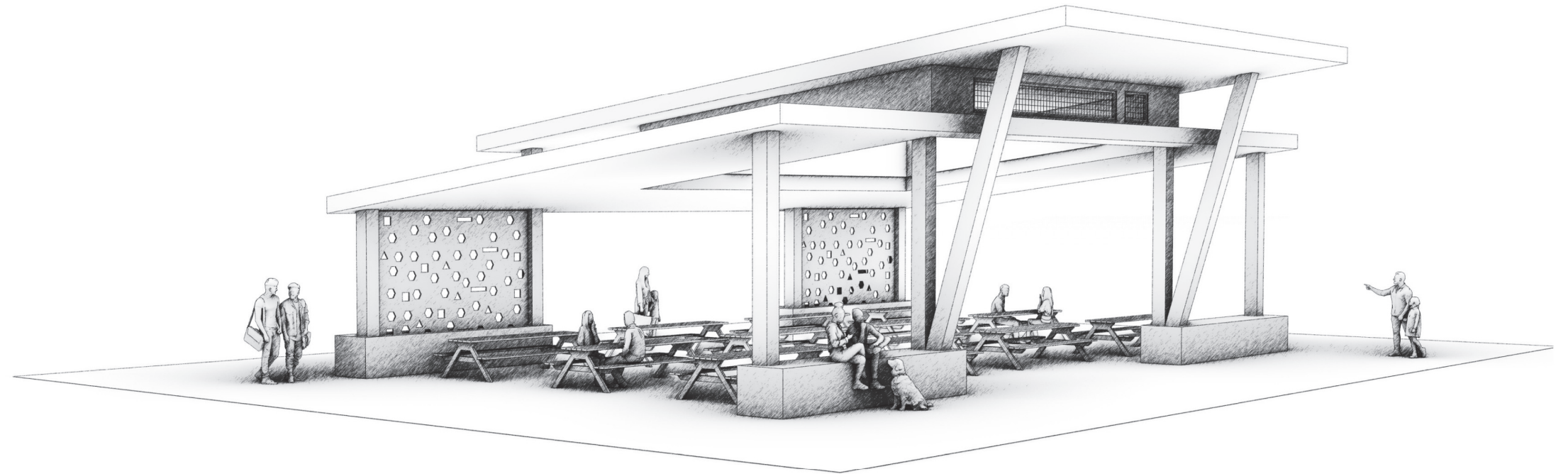
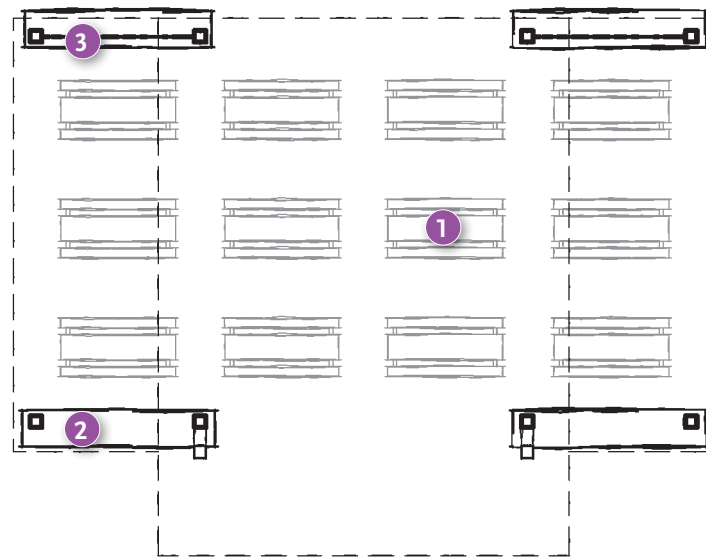
- KEY
- 1 Mechanical Equipment
 - 2 Toilet
 - 3 Sink
 - 4 Trash Receptacle
 - 5 Baby Changing Station
 - 6 Dog Bowl
 - 7 Water Fountain / Bottle Fill Station



1 FLOOR PLAN
 1/8" = 1'-0" 4 0 4 8 12 16 20
 SCALE FEET

KEY

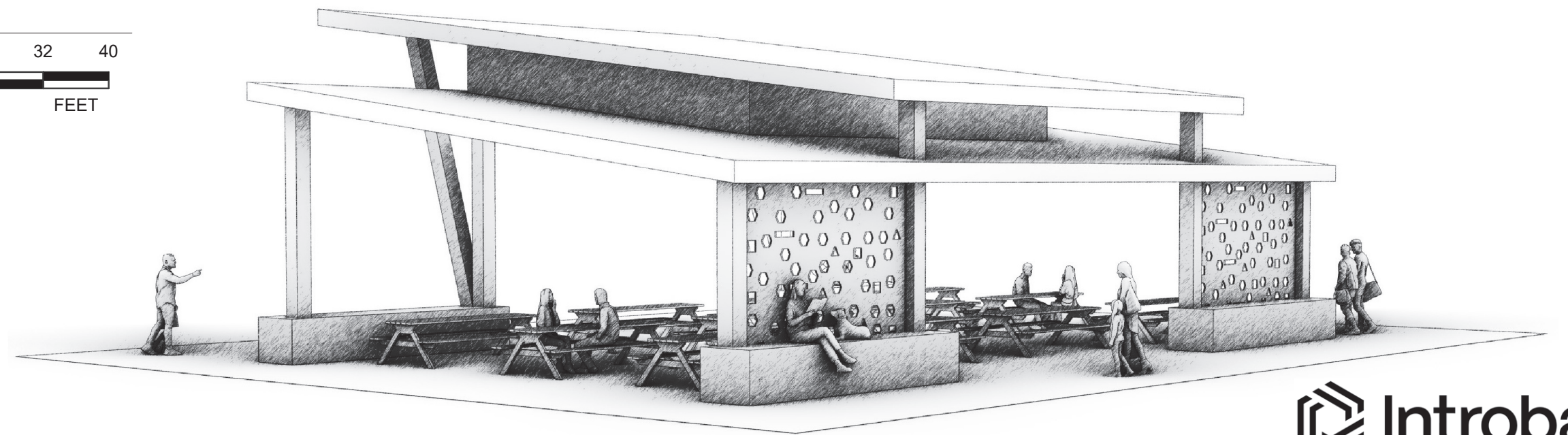
- 1 Picnic Table
- 2 Knee Wall
- 3 Decorative Wall



1

FLOOR PLAN

1/16" = 1'-0" 8 0 8 16 24 32 40



KEY

- 1 Standing Seam Metal Roof
- 2 Metal Panel Siding
- 3 Metal Panel Siding (Wood Finish)
- 4 Ground Face CMU Base
- 5 Wire Mesh

ROOF



WALL



BASE



COMPLETE ASSEMBLY



WIRE MESH



Nature Education / Disc Golf Area Concepts





DISC GOLF COURSE - CONCEPT PLAN
 LEGACY FARMS PARK PHASE ONE IMPLEMENTATION CITY OF ST CHARLES, MO



OCTOBER 15, 2025





DISC GOLF & NATIVE AREA: CONCEPT IMAGERY

LEGACY FARMS PARK PHASE ONE IMPLEMENTATION CITY OF ST CHARLES, MO

OCTOBER 15, 2025



- KEY**
- 01 Trail Connections
 - 02 Boardwalk
 - 03 Wetland Crossings
 - 04 Wetland Drainage Routes
 - 05 Educational Signage
 - 06 Wet Meadow Area
 - 07 Tree Plantings
 - 08 Ledgerrock Walls
 - 09 Landforms/ Berms

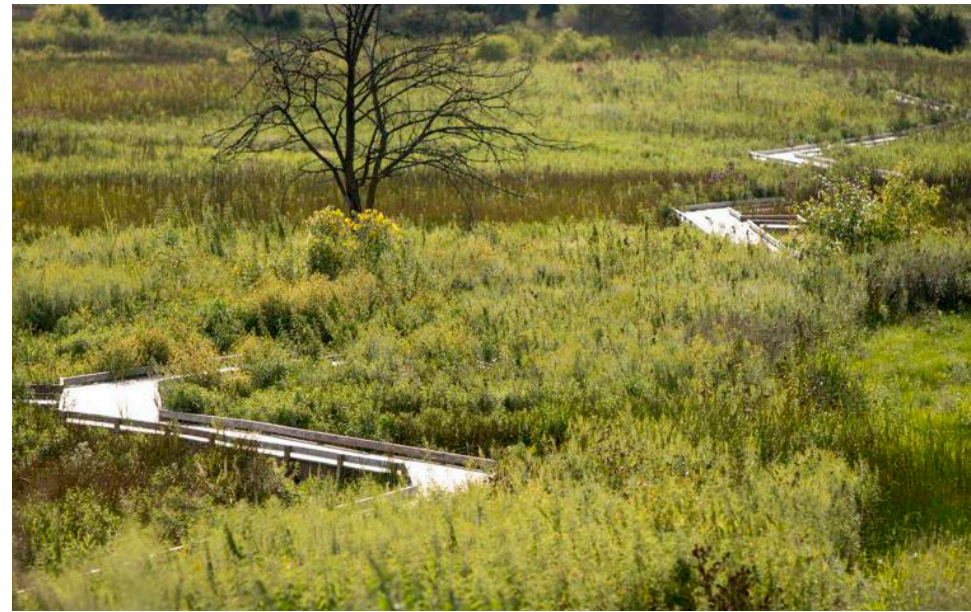


NATURE EDUCATION AREA - CONCEPT PLAN
 LEGACY FARMS PARK PHASE ONE IMPLEMENTATION CITY OF ST CHARLES, MO



OCTOBER 15, 2025





NATIVE EDUCATION AREA: CONCEPT IMAGERY

LEGACY FARMS PARK PHASE ONE IMPLEMENTATION CITY OF ST CHARLES, MO

OCTOBER 15, 2025





DISC GOLF AREA - RENDERING

LEGACY FARMS PARK PHASE ONE IMPLEMENTATION CITY OF ST CHARLES, MO

OCTOBER 15, 2025





NATURE EDUCATION AREA - RENDERING
LEGACY FARMS PARK PHASE ONE IMPLEMENTATION CITY OF ST CHARLES, MO

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Project Schedule / Next Steps



NEXT STEPS

- **Playground Equipment RFP Mid Oct. - Mid Nov. 25'**
- **Development Design Documents to 50% December 25'**
- **Board Approval of Design (75%)..... January - February 26'**
- **Constr. Documents / Permitting (100%) March 26'**
- **Bidding / Construction Contracting..... March - Mid April 26'**
- **Board Approval of Construction Contract..... April 26'**
- **Project Construction Mid April - December 26'**





OVERALL SITE - RENDERING

LEGACY FARMS PARK PHASE ONE IMPLEMENTATION CITY OF ST CHARLES, MO

OCTOBER 15, 2025



St. Charles Parks and Recreation Board

MEMORANDUM

Date: October 8, 2025

From: Chris Atkinson, Assistant Director of Parks & Recreation

RE: Purchase of a net system for the Wapelhorst Ball Field Complex.

Summary:

As part of the Wapelhorst Ball Field Complex Renovation Project staff would like to install some new safety netting along the current 6-foot-tall outfield fence on the fields that face the residential houses along Kettering Drive. (See aerial image attached showing the complex and the area that the netting system would be installed). Several of these houses have sustained damages over the years from balls hitting their back-yard fences, decks, pools and houses. With the increased usage of the complex and the addition of baseball using the fields staff feel that now is the right time to add the net system to the complex.

As part of the overall project staff would like to add a 20' tall netting system (See image attached of the system) just outside of approximately 600 feet of the current outfield fence that is closest to the private residences. The netting would be attached to poles that are mounted in the ground 25 feet apart.

Funds are available in project "25PARKS029 – Wapelhorst Athletic Complex" to cover the cost of the purchase and install of the net system.

Park Board approval for this approval/contract is required since the cost is over \$15,000.

Staff requests favorable consideration of a purchase of a Cable Suspended Net System from Future Pro Inc. in an amount not to exceed \$26,950.



BASEBALL / SOFTBALL SYSTEMS

Future Pro, Inc
 Box 486, 200 N Main Street
 Inman, KS 67546 US
 +18003284625
 kevin@futureproinc.com
 www.futureproinc.com



Quote

ADDRESS
Chris Atkinson Saint Charles, MO 63301

SHIP TO
Chris Atkinson Saint Charles, MO 63301 636-288-3762

QUOTE #	DATE	EXPIRATION DATE
25442	10/06/2025	11/06/2025

SHIP VIA
ABF freight

E-MAIL ADDRESS
chrisatkinson99@yahoo.com

QUOTE REQUEST NUMBER
4397

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
Hardware	Bison BBSB2025SFEXT Cable Suspended Net System, 25' Extension Adder.	22	1,100.00	24,200.00
Hardware	Bison BBSB2025SFS Cable Suspended Net System, 25' Starter Kit ***YOU WILL NEED A FORK LIFT OR LOADING DOCK TO UNLOAD*** ***Free Shipping to ONE Location***	2	1,375.00	2,750.00

This quote is subject to Future Pro's Standard Terms and Conditions and is valid for the quantities and items listed. Reduction in quantities or removal of items will require a revised quote with possible increase in some or all pricing, and freight costs. Prices and freight quote are based on acceptance on/before thirty days from date of this quote.

Unless specifically included in writing, additional delivery services such as, but not limited to Inside (\$120 minimum), Date Request (\$75), Residential (\$50), Limited Access (\$50), Lift Gate (\$125), and Call Ahead (\$50) are an additional charge.

SUBTOTAL	26,950.00
TAX (7.25%)	0.00
TOTAL	\$26,950.00

Accepted By

Accepted Date

Please remit payment through our Link:
<https://tinyurl.com/4vcf87ev>
 Or mail to:
 Future Pro Inc
 PO Box 83261
 Lincoln, NE 68501
 www.futureproinc.com

**SAINT CHARLES PARKS & RECREATION BOARD MINUTES
MEETING HELD
JULY 16, 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, Larry Muench, Kathy Mudrovic, Brian Scheidegger, Tim Glosier, Anna Shy, Anne Zerr and Council Liaison Denise Mitchell were present.
TJ Slattery was absent.

Staff Maralee Britton – Director, Chris Atkinson – Assistant Director
Don Borgmeyer – Enterprise Superintendent, Mike Wilkins – Chief Park Ranger
Holly Magdziarz - City Attorney

Others D. Todd Reineke, Eric Hooper (GMB)

3. Pledge of Allegiance

4. Verbal Petitions/Public Comments and Response:

Mr. Reineke referred to the documents that he had provided to the Park Board in their packet. He referenced several arguments against the installation of artificial turf fields. These included health concerns, environmental impact, injuries, cost to install and replace.

The Board thanked Mr. Reineke for his comments.

5. Staff Reports/Presentations: None

6. Items for Discussion and/or Action-

A. License Agreement with Greater Midwest Sports Marketing LLC (GMB) for the use of the Wapelhorst Ball Field Complex for tournaments 2026 - 2030*

Atkinson presented the agreement for a 5-year partnership with GMB for the weekend use of the newly renovated Wapelhorst Ball Field Complex for youth tournaments from 2026-2030. This decision was made through a competitive process where 3 companies submitted proposals to operate the complex. Three staff members reviewed and evaluated the proposals and agreed that the most favorable proposal for the City was with Greater Midwest Sports Marketing LLC. (GMB).

Eric Hooper from GMB introduced himself and talked about GMB. This included their history in the sport, involvement in the region and also their plans for the complex beginning in the spring of 2026. GMB are excited about this partnership and the ability to host tournaments on artificial turf infields in the City of St. Charles.

Council Liaison Mitchell talked about her personal positive experiences with GMB with her son playing in GMB Tournaments over the years.

Muench made a motion to approve the License Agreement; seconded by Mudrovic. Motion Passed.

B. Contract with John Rufkahr Jr. Concrete Company to install the batting cages at Wapelhorst Athletic Complex in an amount not to exceed \$24,077.00*

Atkinson presented the contract for installing the new batting cage and pouring the concrete pad at the Wapelhorst Ball Field Complex.

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

C. Purchase of portable pitching mounds from Victory Mounds, LLC for use at the Wapelhorst Athletic Complex in an amount not to exceed \$28,217.00*

Atkinson presented the purchase of 8 different sized portable pitching mounds for use at the Wapelhorst Ball Field Complex.

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

D. Purchase of a shelter for Pundmann Nature Park from Backyard Showcase in an amount not to exceed \$25,252.10*

Atkinson presented the purchase of the wooden shelter that will be installed in Pundmann Nature Park.

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

E. Consideration of Budget Amendment #2, 2025*

Britton presented the budget amendment. The amendment included a request to move \$2,300,000 from the undesignated fund balance to be placed into the Legacy Farms Park Project and \$175,000 to be placed in the Wapelhorst Athletic Complex project to pay for an irrigation system upgrade as part of the overall project.

Muench made a motion to approve the Budget Amendment; seconded by Glosier.
Motion Passed.

F. Contract with SWT Design Inc. to provide professional design services for Legacy Farms Park in an amount not to exceed \$586,730.00*

Due to a request from the Legal Department this Action Item was tabled to the next meeting,

7. Meeting Minutes:

A. Parks & Recreation Board Meeting Minutes June 18, 2025*

Glosier made a motion to approve the meeting minutes; seconded by Mudrovic. 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

Shy made a motion to approve the consent agenda; Seconded by Mudrovic. The motion passed.

9. Items Removed from the Consent Agenda: None

10. Presidents Announcements and Reminders: None

11. Directors Report:

- A. Thank You's (As Available)**
- B. General Department Update**
- C. 2025 2nd Quarter Report**

Britton discussed the new partnership between the Department, St. Charles Soccer Club and Mayor League Soccer for the MLSGO Program that will be hosted at the Sport 360

Soccer Complex.

Britton also highlighted some activities that came from a recommendation from the Mayor's Youth Advisory Task Force for a place to hang out late in the evenings. Staff have worked out with the group that shelter #1 and the tennis/pickleball courts in Blanchette Park can be used as a hangout spot.

Britton also stated that the Sunshine Law update/training from the Legal Department will take place at the August 6th, 2025 Work Session Meeting.

12. Board Member Announcements and Reminders:

Muench stated how frequently he uses the Braille Trail to walk his dog in McNair Park. Likes the shade trees in the area.

Mudrovic appreciates the ease of use of the Rainoutline for activity/facility closings.

13. Council Liaison Announcements and Reminders:

Councilperson Mitchell said Booneslick and Circle Drive Parks looked good. She encouraged the Parks Board members to stay connected to their "Council Buddies" and provide them updates on Board actions.

14. Park Board Liaisons Comments

A. Foundation Report:

Bichel and Mudrovic explained to the Board that the Foundation is in the process of updating and improving their online and marketing processes. Their focus is on educating the public on what the Foundation has done in the past while also focusing on what they are currently working on and the future projects that may need the public's assistance/participation.

B. Legislative Report: None

At 7:11 pm Zerr 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 Mudrovic.

After discussion between the Board Members and City Attorney Holly Magdziarz it was decided that there was no need to go into Closed Session.

As there was no further business to discuss Mudrovic moved for **Adjournment** at 7:25 pm; Seconded by Shy. The motion passed.

Meeting: July 16, 2025

Respectfully Submitted,

Sandy Bichel, President

Anna Shy, Secretary

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

Anna Shy - Secretary

**Saint Charles Parks and Recreation Board
Finance Committee Meeting
Minutes of Meeting Held
August 27th, 2025 @ 5:00pm**

The Finance Committee meeting was called to order by Chairperson Zerr at 5:02pm in the Conference Room in the Administration Building in Blanchette Park. Roll Call noted the following present:

Finance Committee: Present: Anne Zerr, TJ Slattery and Sandy Bichel.
Absent: Tim Glosier

Others: Maralee Britton, Director, Chris Atkinson, Assistant Director
Don Borgmeyer, Enterprise Superintendent, Mike Wilkins, Chief Ranger,
Peter VanLinn, Maintenance Superintendent.
Mary Ann Ohms – Assistant City Attorney

3. Discussion of the 2026 Parks and Recreation Department Budget
4. Discussion of the 2026 Oak Grove Cemetery Budget
5. Discussion of the Compensation Policy
6. Discussion of the Seasonal/Part-Time Wage Grid

Britton presented the budgets, policy and wage grid. The overview included explaining the funding mechanisms (taxes/revenues). Outlined 2026 Budget Goals and explained the updated compensation policy that matches the increase being done for the rest of the City employees and finally the new seasonal/part time grid that will now take minimum wage up to \$15.00 per hour.

Slattery made a motion to recommend and present the 2026 Parks & Recreation Department budget, 2026 Oak Grove Cemetery budget, updated Compensation Policy and Seasonal/Part-Time Wage Grid to the full Park Board for their consideration and approval; seconded by Zerr which passed.

As there was no further business for discussion, Slattery made a motion to adjourn the meeting at 5:56pm; Seconded by Bichel which then passed.

Finance Committee Meeting: August 27th, 2025

Respectfully Submitted,

Sandy Bichel - President

Anna Shy – Vice President

**SAINT CHARLES PARKS & RECREATION BOARD MINUTES
MEETING HELD
September 10, 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, TJ Slattery, Anne Zerr and Council Liaison Denise Mitchell were present.

Anna Shy and Brian Scheidegger were absent.

Staff Maralee Britton – Director, Chris Atkinson- Assistant Director, Don Borgmeyer – Enterprise Superintendent

Other Holly Magdziarz – City Attorney

3. Pledge of Allegiance

4. Consideration for approval of Change Order #1 to contract with Byrne & Jones Construction adding \$142,890.00 for a new irrigation system at the Wapelhorst Athletic Field Complex for a new contract amount of \$1,907,890.00*

Atkinson presented the Change Order. Needed due to staff wanting to replace the irrigation in the outfields of all 4 fields at the complex. Since the complex is currently closed for construction now is the time to replace the irrigation.

Slattery made the motion to approve the Change Order; seconded by Mudrovic. Motion Passed.

5. Consideration for approval of a Purchase Order with Southwest Airlines to provide flights for 52 trip participants on May 3 and May 10, 2026 during the San Antonio Trip in an amount not to exceed \$24,545.59*

Atkinson presented the purchase. The flights are for a trip in 2026 but reservations need to be made asap to guarantee the tickets.

Mudrovic made the motion to award the bid and to approve the Purchase Order; seconded by Muench. Motion Passed.

6. Consideration for Approval the 2026 Parks and Recreation Department Budget*

7. Consideration for Approval of the 2026 Compensation Policy*

8. Consideration for Approval of the 2026 Seasonal/Part-Time Wage Grid*

9. Consideration for Recommendation the 2026 Oak Grove Cemetery Budget*

Britton did a PowerPoint presentation that reviewed agenda items 6, 7, 8 & 9. The presentation included the different funding mechanisms for the department, how the operational budget is set and balanced and different full time and part time employee increases that were used while setting the 2026 budget.

Britton asked that agenda item 7 (Compensation Policy) be held until a later meeting as discussions were still taking place at City Hall about the size of the potential grid increase. She wanted to make sure that the Parks & Recreation budget matched the other City budgets.

Glosier made a motion to approve Item #6 (Parks & Recreation Budget); seconded by Mudrovic. Motion Passed.

Zerr made a motion to table Item #7 (Compensation Policy); seconded by Muench. Motion Passed.

Zerr made a motion to approve Item #8 (Seasonal/Part Time Wage Grid); seconded by Mudrovic. Motion Passed.

Zerr made a motion to recommend to City Council Item # 9 (Oak Grove Cemetery Budget); seconded by Mudrovic. Motion Passed.

10. Discussion of Legacy Farm Park Access Options

Britton explained to the Board that since the Orchard Farm School District is no longer interested in doing a shared access road into both properties (as was shown on the original master plan of the park) that staff have been working with our consultant team to look at alternate access points into Legacy Farms Park. There are 3 possible options being reviewed.

Option 1 – West property line. Is not favorable to the City or MODOT as it does not align with an existing connecting street.

Option 2 – Copperfield Court Entrance. It does align with an existing street (Copperfield Ct.) The road would be shorter/less expensive to build. Negatives are that the entry divides the park property, reduces space for disc golf and planting area and would conflict with trail crossing.

Option 3 – Boschertown Road Entrance. It does align with an existing street (Boschertown

Road). Would be shorter/less expensive to build. Keeps road on outside of park. Possible negatives are that it would require the park master plan to be changed/flipped. Entrance at Boschertown may be too close to Highway 94 and the future traffic signal at Highway 94 and Highway B for MODOT.

Staff is working with consultant on updated Traffic Study for the area at MODOT's request.

Further discussion will be needed once traffic study completed and feedback provided by MODOT.

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

Muench – Good. Asked about the condition of the Elm tree in Jaycee Park. Informed that staff are aware and concerned. Will see how the tree looks in the spring.

Glosier – Good.

Zerr – Good.

Mudrovic – Good.

Bichel – Good.

Slattery – Good. Asked about the timeline to replace the faulty light at the Booneslick Courts. Atkinson stated that the light was meant to be shipped 9/19/25 and would be installed as soon as it arrived.

Council Liaison Mitchell – Asked about who is responsible for the black fencing along Old Highway 94 on the Centennial Greenway. There are some weeds growing through the fence from MODOT property. Atkinson stated that he believed it was MODOT but he would confirm.

As there was no further business to discuss Slattery moved for **Adjournment** at 7:43 pm; Seconded by Muench. Motion passed.

Meeting: September 10, 2025

Respectfully Submitted,

Sandy Bichel - President

Anna Shy - Secretary

**SAINT CHARLES PARKS & RECREATION BOARD MINUTES
MEETING HELD
October 1, 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 Kathy Mudrovic, Larry Muench, Brian Scheidegger Anna Shy, TJ Slattery, and Council Liaison Denise Mitchell were present.

Sandy Bichel, Tim Glosier and Anne Zerr were absent.

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

Other Holly Magdziarz – City Attorney, Councilperson Bill Otto

3. **Pledge of Allegiance**
4. **Discussion and Consideration for approval the Organizations Hosting Ticketed Events in Public Parks Policy effective January 1, 2026***
5. **Discussion and Consideration for approval amending the Special Event Use Policy Manual effective January 1, 2026***
6. **Discussion and Consideration for approval amending the Business Use Policy effective January 1, 2026***
7. **Discussion and Consideration of revoking the Athletic Facility League and Tournament Policy and the Permits for Use of the Ball Fields and adopting the Athletic Field Use Policy effective January 1, 2026***

Britton led the discussion of the ticketed events policy. This change or new policy was created following a request by the Oktoberfest Committee who would like to have the ability to charge for access to future events in Frontier Park. There was a lot of discussion about beer gardens or areas of the parks that can currently be blocked off for a “private” event. Also, a lot of discussion about how the park could be fenced/gated to restrict access to the park/event and how that would work with the KATY Trail being in such close proximity to Frontier Park.

The Board felt that they needed more input from the large event organizers who would be the ones running these ticketed events. Britton said that staff would reach out to the large event hosts and share the draft policy to get some feedback. The plan is to further discuss the Ticket Event Policy and by default the other policies and manuals that would be impacted and/or changed by that policy at the next Work Session on November 5th, 2025.

Slattery made a motion to table Items #4, 5, 6 & 7; seconded by Mudrovic. Motion Passed.

8. Discussion and Consideration of revoking the Soccer Complex Practice Permit Policy effective at passage*

Britton explained that since this policy only relates to the Soccer Complex that the City no longer owns and operates that this policy should be revoked.

Slattery made the motion to revoke the Soccer Complex Practice Permit Policy; seconded by Scheidegger. Motion Passed.

9. Discussion and Consideration for approval of a contract with Lochmueller Group Inc. to complete the Legacy Farms Park Updated Traffic Study in an amount not to exceed \$23,000.00*

Atkinson explained the contract and the need for the work. Required by MODOT due to the amount of time and development that has taken place in the area of Legacy Farms Park since original study was completed.

Slattery made the motion to approve the Purchase; seconded by Scheidegger. Motion Passed.

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

Muench – Good.

Scheidegger – Good.

Zerr – Good.

Mudrovic – Good.

Slattery – Good.

Council Liaison Mitchell – Thanked staff for clearing the black fencing along Old Highway 94 on the Centennial Greenway.

As there was no further business to discuss Scheidegger moved for **Adjournment** at 6:40 pm; Seconded by Mudrovic. Motion passed.

Meeting: October 1, 2025

Respectfully Submitted,

Sandy Bichel - President

Anna Shy - Secretary

Upcoming Events

Meetings:

- o November 5, 2025
- o November 19, 2025

- Legends and Lanterns – Sat/Sun Oct 18-19; Fri/Sat/Sun Oct 24-26
 - o Historic Main Street – Fri 5-8pm; Sat 11am-6pm; Sun 12-5pm
- Bird Watching Tour – Friday, October 17th
 - o McNair Park – Braille Trail – 9:00-10:00am; Free but registration required
- Trick or Treat on Main– Friday, October 31st
 - o Main Street Historic District – 3:00-5:00Pm
- Fall Tree Walk – Friday, November 7th
 - o Blanchette Park – Rau Garden – 10:00-11:00am; Free but registration required
- Turkey Bowl Event (St. Charles Parks and Recreation Scholarship Fundraiser), Saturday, November 8th
 - o Plaza Lanes – 12:30-5:00pm; \$4 per person, per game; no registration required
- St. Charles Salutes Veterans Day Celebration – Saturday, November 8th
 - o Parade on Main St. 11:00am; Celebration 12:00-5:00pm Boathouse Parking Lot
- The Saint Charles Market – Each Saturday thru November 2025
 - o Main Street between Clark and Monroe, 7:30A – 1P
- First Fridays– Every First Friday of the Month
 - o Foundry Art Centre, 5:00 – 8:00P
- Christmas Traditions Opening Day – Friday, November 28th
 - o Frontier Park and Main Street – 12:00 - 8:30P
- Christmas Traditions – each Friday, Saturday, Sunday through December 24, 2025
 - o Main Historic Main Street, Fri 6:00P – 8:30P; Sat 12:00P – 8:30P; Sun 12:00P – 5:00P

St. Charles Parks and Recreation Photo Contest – Ends January 23, 2026



Estimated Financial Worksheet	2025 Actual	2025 Budget
Total Expenses	\$ (9,557,296)	\$ (13,927,969)
Total Customer Revenue	\$ 3,111,905	\$ 3,646,230
Total Property Tax	\$ 1,820,864	\$ 4,141,624
Total Delinquent Tax	\$ 55,573	\$ 48,694
Total Tax Surtax	\$ 148,097	\$ 162,763
Recovered Exp. - Sale of Assets	\$ 24,372	\$ 24,372
Interest	\$ 41,199	\$ -
Total Cell Tower	\$ 57,928	\$ 21,910
Capital Reappropriations	\$ 5,288,503	\$ 1,924,403
Other Revenue Contributions	\$ 14,986	\$ -
Grants	\$ -	\$ 10,000
Replacement Fund	\$ 518,100	\$ 518,100
Cash Balance	\$ -	\$ 3,675,000
	\$ 1,524,231	\$ 245,127

Beginning Fund Balance	2,741,326	Audited Fund Balance Minus BA for Wap & LFP
Expenses	\$ (9,557,296)	
Revenue	\$ 11,081,527	
Ending Cash Balance	\$ 4,265,557	

Petty Cash	\$ 8,950
Asset Disposition of Soccer Park	\$ 3,000,000
Estimated Equipment Replacement Fund Total	\$ 2,839,149

Fund Balance	\$ (1,564,642)
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Aquatics	2025 Actual	2025 Budget
Personnel Expenditures	\$ (926,407)	\$ (1,059,851)
Contractual Expenditures	\$ (169,743)	\$ (226,186)
Materials & Supplies Expenditures	\$ (264,350)	\$ (332,346)
Capital Outlay	\$ (34,781)	\$ (35,000)
Equipment Replacement Fund	\$ (100,118)	\$ (100,118)
Total Expenses	\$ (1,495,400)	\$ (1,753,501)

Total Revenue	\$ 1,575,043	\$ 1,753,500
Recovered Expenses	\$ -	\$ -
Total Income	\$ 1,575,043	\$ 1,753,500

Aquatics Net Revenue	\$ 79,643	\$ (1)
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Concessions	2025 Actual	2025 Budget
Personnel Expenditures	\$ (84,230)	\$ (125,397)
Contractual Expenditures	\$ (60,405)	\$ (94,483)
Materials & Supplies Expenditures	\$ (47,214)	\$ (97,900)
Capital Outlay	\$ (656)	\$ (5,000)
Equipment Replacement Fund	\$ (17,721)	\$ (17,721)
Total Expenses	\$ (210,226)	\$ (340,501)

Total Revenue	\$ 83,512	\$ (340,500)
Recovered Expenses	\$ -	\$ -
Total Income	\$ 83,512	\$ (340,500)

Concession Net Revenue	\$ (126,715)	\$ (1)
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Memorial Hall	2025 Actual	2025 Budget
Personnel Expenditures	\$ (34,337)	\$ (57,896)
Contractual Expenditures	\$ (8,489)	\$ (13,275)
Materials & Supplies Expenditures	\$ (22,035)	\$ (29,927)
Capital Outlay	\$ -	\$ (4,000)
Equipment Replacement Fund	\$ (16,258)	\$ (16,258)
Total Expenses	\$ (81,119)	\$ (121,356)

Total Revenue	\$ 43,559	\$ 112,975
Total Tax Revenue (.002)	\$ 3,753	\$ 8,381
Recovered Expenses	\$ -	\$ -
Total Income	\$ 47,312	\$ 121,356

Memorial Hall Net Revenue	\$ (33,807)	\$ (0)
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	2025 Actual	2025 Budget
Recreation		
Personnel Expenditures	\$ (791,042)	\$ (961,287)
Contractual Expenditures	\$ (140,817)	\$ (200,535)
Materials & Supplies Expenditures	\$ (488,350)	\$ (490,500)
Capital Outlay	\$ -	\$ (3,000)
Equipment Replacement Fund	\$ (16,695)	\$ (16,695)
Total Expenses	\$ (1,436,905)	\$ (1,672,017)

Total Revenue	\$ 1,168,326	\$ 1,462,500
Total Tax Revenue (5%)	\$ 93,822	\$ 209,516
Recovered Expenses	\$ -	\$ -
Total Income	\$ 1,262,148	\$ 1,672,016

Recreation Net Revenue	\$ (174,757)	\$ (1)
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	2025 Actual	2025 Budget
Maintenance		
Personnel Expenditures	\$ (1,506,812)	\$ (1,972,350)
Contractual Expenditures	\$ (409,205)	\$ (500,173)
Materials & Supplies Expenditures	\$ (145,913)	\$ (195,375)
Capital Outlay	\$ -	\$ -
Equipment Replacement Fund	\$ (139,782)	\$ (139,782)
Total Expenses	\$ (2,201,713)	\$ (2,807,680)

Total Revenue	\$ 47,184	\$ 232,200
Total Tax Revenue (57.33%)	\$ 1,075,762	\$ 2,402,309
Total Surtax (83%)	\$ 122,920	\$ 135,093
Recovered Expenses	\$ -	\$ -
MO Conservation Grant	\$ -	\$ 10,000.00
Total Income	\$ 1,245,866	\$ 2,779,603

Maintenance Net Revenue	\$ (955,847)	\$ (28,077)
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	2025 Actual	2025 Budget
Administration		
Personnel Expenditures	\$ (728,387)	\$ (963,222)
Contractual Expenditures	\$ (119,649)	\$ (158,949)
Materials & Supplies Expenditures	\$ (36,331)	\$ (64,586)
Capital Outlay	\$ -	\$ -
Equipment Replacement Fund	\$ (28,766)	\$ (28,766)
Total Expenses	\$ (913,133)	\$ (1,215,523)

Total Revenue	\$ 121,643	\$ 269,555
Total Tax Revenue (21%)	\$ 394,052	\$ 879,967
Recovered Expenses	\$ -	\$ -

Total Income	\$ 515,695	\$ 1,149,522
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Administration Net Revenue	\$ (397,438)	\$ (66,001)
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	2025 Actual	2025 Budget
Rangers		
Personnel Expenditures	\$ (416,519)	\$ (546,234)
Contractual Expenditures	\$ (88,458)	\$ (110,323)
Materials & Supplies Expenditures	\$ (17,833)	\$ (22,216)
Capital Outlay	\$ -	\$ -
Equipment Replacement Fund	\$ (50,115)	\$ (50,115)
Total Expenses	\$ (572,924)	\$ (728,888)

Total Revenue	\$ 72,638	\$ 156,000
Total Tax Revenue (12%)	\$ 225,173	\$ 502,838
Total Surtax (17%)	\$ 25,176	\$ 27,670
Recovered Expenses	\$ -	\$ -
Total Income	\$ 322,986	\$ 686,508

Rangers Net Revenue	\$ (249,938)	\$ (42,380)
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	2025 Actual	2025 Budget
Parks Capital		
Total Expenses	\$ (2,645,875)	\$ (5,288,503)

Total Revenue/ Replacement Fund	\$ 518,100	\$ 518,100
Total Tax Revenue (4.47%)	\$ 83,877	\$ 187,307
Re-Appropriations	\$ 5,288,503	\$ 5,288,503
Other Revenue Contributions	\$ 97,286	\$ 220,149
Budget Amendments	\$ -	\$ -
Total Income	\$ 5,987,766	\$ 6,214,059

Capital Net Revenue	\$ 3,341,890	\$ 925,556
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	2025 Actual	2025 Budget
Cemetery		
Personnel Expenditures	\$ (132,510)	\$ (192,044)
Contractual Expenditures	\$ (22,341)	\$ (31,288)
Materials & Supplies Expenditures	\$ (10,409)	\$ (14,350)
Capital Outlay	\$ -	\$ (20,000)
Total Expenses	\$ (165,260)	\$ (257,682)

Total Revenue	\$ 17,715	\$ 87,500
Cemetery Net Revenue	\$ (147,545)	\$ (170,182)

Project Report -October 2025

Project Name	Project Code	Project Name	Budget	Expenses	Encumbrances	Remaining Funds	Fund	%
RIDING MOWER REPLACEMENT	Project Code: 25CMTRY001		\$ 20,000.00	\$ -	\$ 19,653.42	\$ 346.58	Capital Sales Tax	
MCNAIR PARK IMPROVEMENTS	Project Code: 24PRK9	217-217-131-873109	\$ 50,000.00	\$ 38,502.05	\$ 9,013.00	\$ 2,484.95	Property Tax	95.03
FURNISHING REPLACEMENTS	Project Code: 24PRK16	217-217-131-874103	\$ 12,699.62	\$ 1,230.62	\$ -	\$ 11,469.00	Replacement Fund	9.69
BOSCHERT TRAIL PROJECT	Project Code: 24PRK33	217-217-131-873109	\$ 234,225.00	\$ 202,538.00	\$ 31,687.00	\$ -	Property Tax	100
FRONTIER PARK STORM SEWER REPAIRS	Project Code: 24PRK35	217-217-131-873109	\$ 1,978.45	\$ 1,978.45	\$ -		Property Tax	100
		420-502-502-873103	\$ 11,410.51	\$ 11,410.51	\$ -	\$ -	Streets Funds	100
		517-500-581-873110	\$ 38,188.79	\$ 38,188.79	\$ -	\$ -	Streets Funds	100
		517-502-502-873110	\$ 3,525.70	\$ 3,525.70	\$ -	\$ -	PW Storm Water Funds	100
LANDSCAPING - ALL PARKS	Project Code: 25PARKS001	217-217-131-873109	\$ 11,500.00	\$ 3,640.00	\$ 5,000.00	\$ 2,860.00	Property Tax	75.13
HVAC REPLACEMENTS - ALL PARKS FACILITIES	Project Code: 25PARKS003	217-217-131-872102	\$ 14,100.00	\$ 14,100.00	\$ -	\$ -	Property Tax	100
RESTROOM REHABS - ALL PARKS	Project Code: 25PARKS004	217-217-131-872102	\$ 12,000.00	\$ 2,542.81	\$ -	\$ 9,457.19	Property Tax	21.19
PLAYGROUND SAFETY SURFACING	Project Code: 25PARKS005	217-217-131-873109	\$ 3,381.59	\$ 3,381.59	\$ -	\$ -	Property Tax	100
ADA RENOVATIONS	Project Code: 25PARKS006	217-217-131-873109	\$ 1,827.46	\$ 1,827.46	\$ -	\$ -	Property Tax	100
PARKS STORM WATER	Project Code: 25PARKS007	217-217-131-873109	\$ 10,000.00	\$ 5,990.69	\$ -	\$ 4,009.31	Property Tax	59.91
MAINTENANCE - GROUNDS EQUIPMENT	Project Code: 25PARKS009	217-217-131-874199	\$ 33,379.53	\$ 33,379.53	\$ -	\$ -	Replacement Fund	100
CONCESSION EQUIPMENT REPLACEMENT	Project Code: 25PARKS010	217-217-131-874105	\$ 13,804.00	\$ 492.24	\$ 1,708.58	\$ 11,603.18	Replacement Fund	15.94
MEMORIAL HALL FURNISHINGS	Project Code: 25PARKS011	217-217-131-874103	\$ 18,833.00	\$ 1,370.52	\$ 10,231.96	\$ 7,230.52	Replacement Fund	61.61
ATHLETIC FIELD RENOVATIONS	Project Code: 25PARKS012	217-217-131-873109	\$ 20,000.00	\$ 9,954.68	\$ -	\$ 10,045.32	Property Tax	49.77
RECREATIONAL SITE DEVELOPMENT	Project Code: 25PARKS013	216-217-131-873109	\$ 179,536.19	\$ -	\$ -	\$ 179,536.19	Metro	0
		217-217-131-873109	\$ 2,332,250.00	\$ 23,000.00	\$ 658.10	\$ 2,308,591.90	Parks Capital	1.01
		417-217-131-873109	\$ 2,969,729.97	\$ 733,058.25	\$ 155,056.25	\$ 2,081,615.47	Parks Capital	29.91
FACILITY REPAIRS	Project Code: 25PARKS014	417-217-131-873109	\$ 30,338.00	\$ 30,338.00	\$ -	\$ -	Parks Capital	100
MAINTENANCE - VEHICLES & ATTACHMENTS	Project Code: 25PARKS015	217-217-131-874102	\$ 192,204.45	\$ 192,204.45	\$ -	\$ -	Replacement Fund	100
RANGER VEHICLES & SUPPORT ITEMS	Project Code: 25PARKS016	217-217-131-874102	\$ 41,500.00	\$ -	\$ -	\$ 41,500.00	Replacement Fund	0
CONCESSION STAND RENOVATIONS	Project Code: 25PARKS017	217-217-131-873109	\$ 15,000.00	\$ 7,032.06	\$ 6,487.79	\$ 1,480.15	Property Tax	90.13
MAINTENANCE FACILITIES IMPROVEMENTS	Project Code: 25PARKS018	217-217-131-873109	\$ 33,221.42	\$ 26,194.33	\$ -	\$ 7,027.09	Property Tax	78.85
PC REPLACEMENT	Project Code: 25PARKS019	217-217-131-874106	\$ 36,587.21	\$ 9,886.50	\$ 24,366.50	\$ 2,334.21	Replacement Fund	93.66
MAINTENANCE - MOWING EQUIPMENT	Project Code: 25PARKS020	217-217-131-874199	\$ 67,530.55	\$ 55,932.37		\$ 11,598.18	Replacement Fund	82.83
PLAYGROUND REPLACEMENTS	Project Code: 25PARKS022	417-217-131-873109	\$ 211,662.00	\$ 211,662.00	\$ -	\$ -	Parks Capital	100
COPIER REPLACEMENT	Project Code: 25PARKS023	217-217-131-874106	\$ 12,844.79	\$ 12,844.79	\$ -	\$ -	Replacement Fund	100
SOFTWARE UPGRADES	Project Code: 25PARKS024	217-217-131-874106	\$ 5,000.00	\$ 875.00	\$ 1,625.00	\$ 2,500.00	Replacement Fund	50
PRINTER REPLACEMENT	Project Code: 25PARKS025	217-217-131-874106	\$ 6,073.00	\$ 1,708.26	\$ -	\$ 4,364.74	Replacement Fund	28.13
AQUATICS - FEATURES & SIGNAGE	Project Code: 25PARKS026	217-217-131-873109	\$ 102,250.00	\$ 102,250.00	\$ -	\$ -	Replacement Fund	100
PARKS & RECREATION DEPARTMENT MASTER PLAN	Project Code: 25PARKS027	217-217-131-733099	\$ 200,000.00	\$ -	\$ -	\$ 200,000.00	Property Tax	0
PARK AT HAWKS NEST DRIVE	Project Code: 25PARKS028	417-217-131-873109	\$ 60,000.00	\$ 25,644.74	\$ -	\$ 34,355.26	Parks Capital	42.74
WAPELHORST ATHLETIC COMPLEX	Project Code: 25PARKS029	216-217-131-873109	\$ 100,911.00	10228.92		\$ 90,682.08	Metro	10.14
		217-217-131-873109	\$ 1,850,514.00	\$ 782,274.79	\$ 1,036,041.24	\$ 32,197.97	Property Tax	98.26
		417-217-131-873109	\$ 204,000.00	\$ 61,186.29	\$ 117,570.63	\$ 25,243.08	Property Tax	87.63
			\$ 9,088,881.23	\$ 2,607,249.39	\$ 1,399,446.05	\$ 5,082,185.79		

Project Report -October 2025

Project Name	Project Code	Budget	Expenses	Encumbrances	Remaining Funds	Fund	%
Project Funding Source Totals							
		Budget	Expenses	Encumbrances	Remaining Amount		
Equipment Replacement Fund	TOTAL	\$ 542,706.15	\$ 412,174.28	\$ 37,932.04	\$ 92,599.83	Replacement Fund	
Taxes	TOTAL	\$ 4,993,997.92	\$ 1,184,143.20	\$ 1,206,457.76	\$ 294,805.06	Property Taxes	
Metro Parks & Recreation Fund	TOTAL	\$ 280,447.19	\$ 10,228.92	\$ -	\$ 270,218.27	Metro	
Prop P Parks Capital	TOTAL	\$ 3,271,729.97	\$ 1,000,702.99	\$ 155,056.25	\$ 4,424,562.63	Prop P - Parks Capital	
Gaming Funds	TOTAL	\$ -				Gaming	
Cash Balance	TOTAL		\$ -			Cash	
TOTAL PROJECTS		\$ 9,088,881.23	\$ 2,607,249.39	\$ 1,399,446.05	\$ 5,082,185.79		
Capital Sales Tax (Cemetery only)	TOTAL	\$ 20,000.00	\$ -	\$ 19,653.42	\$ 346.58	Capital Sales Tax	
Legacy Farms Park	Development Balance	\$ 5,481,516.16	\$ 756,058.25	\$ 155,714.35	\$ 4,569,743.56		
Wapelhorst Athletic Complex	Development Balance	\$ 2,155,425.00	\$ 853,690.00	\$ 1,153,611.87	\$ 148,123.13		

OCTOBER Accounts Receivable Report

2025 Individual			Status
Programs			
Trip		\$ 170.00	Confirming if attended or cancelled
Daycamp			
Facility			
2025 TOTAL		\$ 170.00	
2025 Organizations			
Organizations with multiple uses paying monthly, quarterly or by season			
St. Charles School District		\$ 2,200.00	Lap Swim
Andrew's Academy		\$ 4,814.00	Group Swim
Ambassadors of Harmony		\$ 3,800.00	Q2 (\$2200) billed 7/8/25 Q3 (1600) billed 10/8
Duchesne High School		\$ 374.00	July tournament - billed 10/7
StL Baseball Forever		\$ 623.00	Billed 9/26-
SCCMSL		\$ 1,144.00	July tournament - billed 10/7
2025 TOTAL		\$ 12,955.00	
	Total Due	13,125.00	
<p>For balances that are due in RecTrac, there are notes within those households that they have to pay off the balance due before registering for any Park programs, facilities, pool passes, etc. Each household has been locked out of their WebTrac accounts so they have to call the office.</p>			

2025 Oak Grove Cemetery Report

01/01/25 - 10/02/25

Grave Fees

Grave Type	Fee	Quantity	Total
Infants (1.5 feet by 3 feet)	Included in interment fee		
Regular (4 feet by 10 feet)	\$ 1,400.00	14	\$ 19,600.00
Cremation (3 feet by 3 feet)	\$ 800.00	5	\$ 4,000.00
Total:		19	\$ 23,600.00

Burial Fees

Infant's Grave Including Grave Site

Burial Day (Completed before Closing)	Fee	Quantity	Total
Monday - Friday	\$ 680.00	0	\$ -
Saturday	\$ 940.00	0	\$ -
Sunday	\$ 1,200.00	0	\$ -
City Holidays	\$ 1,200.00	0	\$ -
Burial Day (Completed after closing - 3:00P.M.)	Fee	Quantity	Total
Monday - Friday	\$ 940.00	0	\$ -
Total:		0	\$ -

Infant's Grave on Pre-Owned Grave Site

Burial Day (Completed before Closing)	Fee	Quantity	Total
Monday - Friday	\$ 300.00	0	\$ -
Saturday	\$ 560.00	0	\$ -
Sunday	\$ 830.00	0	\$ -
City Holidays	\$ 830.00	0	\$ -
Burial Day (Completed after closing - 3:00P.M.)	Fee	Quantity	Total
Monday - Friday	\$ 560.00	0	\$ -
Total:		0	\$ -

Infant's Grave Disinterment

Disinterment (Completed before Closing)	Fee	Quantity	Total
Monday - Friday	\$ 470.00	0	\$ -
Total:		0	\$ -

Single Depth Grave

Burial Day (Completed before Closing)	Fee	Quantity	Total
Monday - Friday	\$ 1,600.00	16	\$ 25,600.00
Saturday	\$ 1,800.00	5	\$ 9,000.00
Sunday	\$ 2,100.00	0	\$ -
City Holidays	\$ 2,100.00	0	\$ -
Burial Day (Completed after closing - 3:00P.M.)	Fee	Quantity	Total
Monday - Friday	\$ 1,800.00	0	\$ -
Total:		21	\$ 34,600.00

Single Depth Grave Disinterment

Disinterment (Completed before Closing)	Fee	Quantity	Total
Monday - Friday	\$ 1,800.00	0	\$ -
Total:		0	0

Double Depth Grave

Burial Day (Completed before Closing)	Fee	Quantity	Total
Monday - Friday	\$ 2,000.00	2	\$ 4,000.00
Saturday	\$ 2,200.00	0	\$ -
Sunday	\$ 2,500.00	0	\$ -
City Holidays	\$ 2,500.00	0	\$ -
Burial Day (Completed after closing - 3:00P.M.)	Fee	Quantity	Total
Monday - Friday	\$ 2,200.00	0	\$ -
Total:		2	\$ 4,000.00

Double Depth Grave Disinterment

Disinterment (Completed before Closing)	Fee	Quantity	Total
Monday - Friday	\$ 2,200.00	0	\$ -
Total:		0	\$ -

Cremations without a Service

Burial Day (Completed before Closing)	Fee	Quantity	Total
Monday - Friday	\$ 500.00	8	\$ 4,000.00
Saturday	\$ 850.00	2	\$ 1,700.00
Sunday	\$ 1,100.00	0	\$ -
City Holidays	\$ 1,100.00	0	\$ -
Burial Day (Completed after closing - 3:00P.M.)	Fee	Quantity	Total
Monday - Friday	\$ 850.00	0	\$ -
Total:		10	\$ 5,700.00

Cremations with a Service

Burial Day (Completed before Closing)	Fee	Quantity	Total
Monday - Friday	\$ 850.00	0	\$ -
Saturday	\$ 1,100.00	0	\$ -
Sunday	\$ 1,650.00	0	\$ -
City Holidays	\$ 1,650.00	0	\$ -
Burial Day (Completed after closing - 3:00P.M.)	Fee	Quantity	Total
Monday - Friday	\$ 1,100.00	0	\$ -
Total:		0	\$ -

Cremations Disinterment

Disinterment (Completed before Closing)	Fee	Quantity	Total
Monday - Friday	\$ 580.00	0	\$ -
Total:		0	0

Memorial Trees/Other Donations

Type	Fee	Quantity	Total
Donation for installing a Veteran marker	\$ 200.00	1	\$ 200.00
Total:		1	\$ 200.00

Charitable Burials

Type	Fee	Quantity	Total
Regular Grave Space	\$ 1,400.00	0	\$ -
Single Depth Burial	\$ 1,600.00	0	\$ -
Infant Burial	\$ 680.00	0	\$ -
Total:		0	\$ -

Year End Totals	Quantity	Revenue
Total Grave Sales	14	\$ 19,600.00
Total Cremation Grave Sales	5	\$ 4,000.00
Total Grave Burials	23	\$ 38,600.00
Total Cremation Burials	10	\$ 5,700.00
Total Income		\$ 67,900.00

Dear Park and Recreation Board, Foundation
and Park Staff,

Thank you so much for the
flowers for my mom, MaryAnn Delklaus.
If you knew her, she loved the
parks and St. Charles and enjoyed
her time on the Boards. She will be
dearly missed by our family. Thank
you again. Julie Donovan and Family

Maralee Britton

From: St. Charles Parks and Recreation <info@stcharlesparks.com>
Sent: Wednesday, September 3, 2025 10:18 PM
To: Maralee Britton
Subject: Email for Maralee from website

Name Cathy Mantia

Email Cjoyemantia@gmail.com

Message Marlee,

I wanted to make you aware of Missy & your aquatics staff. They were excellent this summer. My husband had some issues while Riverwalking and needed assistance (twice). The lifeguard & manager were right on it and very helpful to my husband and me. We needed assistance leaving the complex. The manager was Gavin & sadly I never got the lifeguards name. Anyhow, Thank You to all who hirer and train these young people. Please let Missy know.

Cathy Mantia

Chris Atkinson

From: info
Sent: Thursday, August 28, 2025 11:17 AM
To: Maralee Britton; Chris Atkinson; Peter VanLinn
Subject: FW: Contact Us Form submitted on St. Charles Parks and Recreation

From info – A very nice comment from the info email

From: St. Charles Parks and Recreation <info@stcharlesparks.com>
Sent: Thursday, August 28, 2025 11:03 AM
To: info <info@stcharlesparks.com>
Subject: Contact Us Form submitted on St. Charles Parks and Recreation

Name	Susan Bathe
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Email	sbathe66@gmail.com
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Questions or comments	Just wanted to thank you for taking such great care of our parks. My husband and I play pickleball and comment often how well maintained the courts are. We noticed new nets at Blanchette which are fantastic. We also play at Booneslick and those courts are also pristine. When we first started playing we'd often go to Lindenwood Courts but they've had issues with cracking and then their patching is rough. We are so appreciative of having great parks that are consistently taken care of. THANK YOU! We appreciate you all!
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