

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.

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Respectfully Submitted,


Sandy Bichel - President


Larry Muench
Vice President