

**SAINT CHARLES PARKS & RECREATION BOARD MINUTES
MEETING HELD
NOVEMBER 19, 2025**

The meeting was **Called to Order** by President Bichel at 6:03pm in the American Legion Room in Memorial Hall. **Roll Call** noted the following present for the meeting:

Board Sandy Bichel, Larry Muench, Kathy Mudrovic, Anna Shy, Anne Zerr, and Council Liaison Denise Mitchell were present.

TJ Slattery, Brian Scheidegger, Tim Glosier were absent.

Staff Maralee Britton – Director, Chris Atkinson – Assistant Director
Don Borgmeyer – Enterprise Superintendent, Peter Van Linn – Maintenance Superintendent, Mary Ann Ohms – Assistant City Attorney

Others Holly Magdziarz –City Attorney

3. **Pledge of Allegiance**

4. **Verbal Petitions/Public Comments and Response:** None

5. **Staff Reports/Presentations:**

6. **Items for Discussion and/or Action-**

A. **Master Agreement between the City of St. Charles and the St. Charles City-County Library District for existing and future programs/partnerships***

Atkinson explained that this agreement was requested by the Library District. It would memorialize the current programs the City already partners with the district on and also allow future programs to be added as needed by staff. Also requires City Council approval since it is an intergovernmental agreement.

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

B. Change Order #1 with McConnell & Associates to complete the McNair Roller Rink resurfacing project. Adding \$21,360.00 making the new contract amount \$45,138.00*

Atkinson explained that this would add the McNair Roller Rink resurfacing project to be completed in 2026. The contractor recently completed the McNair Basketball Court resurfacing project.

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

C. First Renewal Contract with Capri Pools & Aquatics to perform opening and closing of aquatic facilities and maintenance support in 2026 in an amount not to exceed \$35,000*

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

D. Contract with Aquatic Control to complete the 2026 Pond Management Program in an amount not to exceed \$17,300*

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

E. Purchase Order with ATT Mobility/FirstNet to provide cellular phone service and equipment in 2026 in an amount not to exceed \$30,800.00*

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

F. Purchase Order with WEX Bank to provide fleet fuel cards for use in 2026 in an amount not to exceed \$98,500.00*

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

G. Purchase Order with NAPA Auto Parts to supply vehicle and equipment parts in 2026 in an amount not to exceed \$17,300.00*

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

H. Purchase Order with Imperial Dade to provide janitorial supplies in 2026 in an amount not to exceed \$30,000.00*

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

- I. First Renewal of contract with STL Shirt Co. to provide all screen-printed shirts and apparel for staff and program participants in 2026 in an amount not to exceed \$39,550.00***

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

- J. Purchase Order with Krey Distributing to provide alcoholic beverages for resale at Concession Stands in 2026 in an amount not to exceed \$28,000.00***

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

- K. Purchase Order with Concentra Medical Services for related medical and testing for employees in the Parks & Recreation Department in 2026 in an amount not to exceed \$21,620.00***

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

- L. Contract with Jeff Ellis & Associates Inc. to provide aquatics risk management and safety certifications in 2026 in an amount not to exceed \$20,540.00***

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

- M. Purchase Order with Vermont Systems Inc. to provide annual service and support in 2026 in an amount not to exceed \$27,933.18***

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

- N. Purchase Order with MBR Management Corp to provide Domino's Pizza at the Wapelhorst Aquatic Facility for resale in 2026 in an amount not to exceed \$24,000***

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

- O. Purchase Order with Old Time Servicing Company to provide Cool Beads Ice Cream for resale at concession stands in 2026 in an amount not to exceed \$55,000***

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

7. Meeting Minutes:

- A. Parks & Recreation Board Meeting Minutes October 15, 2025***

Muench made a motion to approve the meeting minutes; seconded by Scheidegger. 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

Muench 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:**

Reminded the Board about the upcoming Board Holiday Social being held on Thursday December 11th from 6:00 – 9:00pm at Memorial Hall.

11. **Directors Report:**

A. Thank You's (As Available)

B. General Department Update

C. Legacy Farms Update

Britton updated the Board that we had nine submissions from playground vendors for the playground at the new park. Staff and the consultant are currently going through the submissions. An update and recommendation for a purchase contract will come before the Board at a future meeting.

Britton also updated the Board on the delay that the project is experiencing right now while waiting for MoDot to decide on where access will be allowed from State Highway B in to the park property. The delay was caused by having to complete a second Traffic Study at their request and then also a 6-8 week wait time for them to make a recommendation. This delay will likely cause a delay in the bidding of the overall project as Parks staff directed the consultant group to hold moving forward on their work on the roadway portion of the project so that final direction could be provided by MoDot.

Delayed bidding would also likely lead to delayed construction start date and completion date. Currently the goal is to include the spring 2026 planting season as part of the construction so the park will likely be delayed to opening in the spring/summer of 2027 rather than the original December 2026 timeline which ultimately is not the best time to be finishing up construction of the park and opening it to the public.

12. Board Member Announcements and Reminders:

Muench - Good

Shy – Good

Zerr – Good

Mudrovic – Good

13. Council Liaison Announcements and Reminders:

Councilperson Mitchell informed the Board that there will a new Park Board member named Joshua Allen coming onto the Board. He was appointed at the 11/18/25 City Council meeting. Reminded the Board about the Ward 7 meeting being held at Coverdale Elementary on Thursday November 20th.

14. Park Board Liaisons Comments

A. Foundation Report: Mudrovic stated the the Foundation Board are finalizing how they will distribute \$30,000 per year for park projects from their endowment income.


B. Legislative Report: None

As there was no further business to discuss Mudrovic moved for **Adjournment** at 6.46 pm; Seconded by Zerr. The motion passed.

Meeting: November 19, 2025

Respectfully Submitted,


Sandy Bichel, President


Anna Shy, Secretary