

**SAINT CHARLES PARKS & RECREATION BOARD MINUTES
MEETING HELD
DECEMBER 17, 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 Joshua Allen, Sandy Bichel, Tim Glosier, Kathy Mudrovic, Larry Muench, Anna Shy, and Council Liaison Denise Mitchell were present.

Brian Scheidegger, TJ Slattery and Anne Zerr were absent.

Staff Maralee Britton – Director, Chris Atkinson – Assistant Director
Don Borgmeyer – Enterprise Superintendent, Missy Hollander – Aquatics Coordinator

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. Consideration for approval of the purchase of ADA lifts for aquatic facilities from Hage Financial Pool Lift Division in an amount not to exceed \$21,736.00*

Replacement lifts are needed due to the original lifts no longer functioning.

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

B. Consideration for approval of a contract with Belkoh II d/b/a Behlmann Chrysler Dodge Jeep Ram for purchase of 1 Chrysler Minivan and 1 Dodge Police SUV in an amount not to exceed \$82,880.00*

Administration vehicle and Park Ranger vehicles have met the replacement thresholds outlined in the City Replacement Policy.

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

C. Consideration for approval of a contract with ProTronics Technologies Inc. to provide wireless connectivity, internet, WAN/LAN, Firewall, Web Solutions and Monthly Server Maintenance in 2026 in an amount not to exceed \$65,000.00*

Parks & Recreation Department has been working with Protronics Technologies since 2005. 2025 was the end of the current 6-year agreement. Bids were solicited. Only one vendor submitted a proposal. 1-year contract with five possible renewals if desired.

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

D. Consideration of Revisions to Aquatic Fees 2026*

Staff recommended a \$.50 cent increase in daily resident and non resident entry fees as well as a 5% increase in costs for facility rentals and pool party packages. All other fees would remain the same as in 2025.

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

E. Consideration for approval of the 2026 Compensation Policy*

Follows suit with the policy for other City employees. Includes a 2% cost of living salary grid increase.

Mudrovic made a motion to approve the policy; seconded by Allen. Motion Passed.

F. Consideration for approval the Organizations Hosting Ticketed Events in Public Parks Policy effective January 1, 2026*

This is a new policy that has been discussed by the Board at previous meetings. Would allow an organization hosting an event or tournament to assess a ticket requirement for general entry to the event on park grounds if they wanted to and followed all the guidelines and requirements. 90% of ticket fee would be retained by the event host organization and 10% would be donated to the Parks & Recreation Department for capital improvements within parks.

Shy made a motion to approve the policy; seconded by Allen. Motion Passed.

G. Consideration for approval amending the Special Event Use Policy Manual effective January 1, 2026*

This amendment would remove the prohibition of fees for entering parks for events.

Allen made a motion to approve the amended policy; seconded by Mudrovic. Motion Passed.

H. Consideration for approval amending the Business Use Policy effective January 1, 2026*

This amendment would remove the prohibition of fees for entering parks for events, leagues or tournaments.

Mudrovic made a motion to approve the amended policy; seconded by Allen. Motion Passed.

I. 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*

Shy made a motion to revoke the old policy and approving the new policy; seconded by Glosier. Motion Passed.

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

7. Meeting Minutes:

- A. Parks & Recreation Board Meeting Minutes November 19, 2025*
- B. Parks & Recreation Board Work Session Meeting Minutes December 3, 2025*

Mudrovic made a motion to approve the meeting minutes from November 19, 2025 and December 3, 2025; seconded by Allen. 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

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

9. Items Removed from the Consent Agenda: None

10. Presidents Announcements and Reminders:

Bichel provided the Board with an update on the current standing of the lawsuit between tax payers Mary West and Bridget Ohmes and the City of St. Charles. She stated that all the information is public knowledge and can be found on Casenet.

Bichel provided a timeline of the different actions/motions taken by all sides since the initial filing on 12/23/2024. This included several changes to the judge assigned to the case. The current judge is Dwayne Allen Johnson. There was also a judgement that tax payers Bichel, Mudrovic, Ryan, Slattery and Zerr are allowed to intervene in this matter.

Bichel stated that a Sunshine Request asking the amount of tax payer dollars currently spent by the City of St. Charles on this case is \$65,000. Both West and Ohmes are paying any of their fees out of pocket.

11. Directors Report:

A. Thank You's (As Available)

B. General Department Update

Britton reminded the Board that the Parks & Recreation Office as part of the overall City closure would be closed from December 23, 2025 through January 1, 2026. The office would reopen on Friday January 2, 2026 and that is also the date that shelter reservation open for 2026.

Informed the Board that staff would be hosting a remembrance event for the passing of long time Trip Planner John Pike. Would be attended by staff, John's family and some frequent travelers who went on his trips.

Updated the Board that Mr. Reineke the organizer of "Help St. Charles City Parks" would be going before the City Council at an upcoming meeting where Council would review the petition per City Charter requirements when a voter initiative is filed and ruled upon with the St. Charles County Election Authority. It appears as though the petition was short 589 of the necessary signatures.

12. Board Member Announcements and Reminders:

Muench - Good

Shy – Good

Mudrovic – Good

Glosier – Good

Allen – Will check assigned parks when that happens.

Bichel - Good

13. Council Liaison Announcements and Reminders:

Councilperson Mitchell requested that staff look into a concern that was sent to her about the functionality of the flashing beacon lights that are located on Old Highway 94 on the Centennial Greenway. A resident stated that the button does not activate the flashing lights when pressed. Atkinson stated that staff would investigate and make repairs if needed.

Mitchell also thanked the Board for their service to the City by serving on this Board.

14. Park Board Liaisons Comments

A. Foundation Report: None


B. Legislative Report: None

As there was no further business to discuss Glosier moved for **Adjournment** at 7:01 pm; Seconded by Mudrovic. The motion passed.

Meeting: December 17, 2025

Respectfully Submitted,


Sandy Bichel, President


Anna Shy, Secretary