

SAINT CHARLES PARKS & RECREATION BOARD MINUTES
MEETING HELD
JANUARY 21, 2026

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, Brian Scheidegger, TJ Slattery, Anne Zerr and Council Liaison Denise Mitchell were present.

Staff Maralee Britton – Director, Chris Atkinson – Assistant Director
Don Borgmeyer – Enterprise Superintendent, Mike Wilkins - Chief Ranger,
Judi Meredith – Group Travel Specialist

Others Mary Ann Ohms – Assistant City Attorney

3. Pledge of Allegiance

4. Verbal Petitions/Public Comments and Response: None

5. Staff Reports/Presentations:

A. Introduction of Judi Meredith – Group Travel Specialist

Judi introduced herself to the Board and spoke about her work history and why she applied for the Group Travel Specialist position. The Board welcomed Judi and wished her well.

6. Items for Discussion and/or Action-

A. Consideration for approval Budget Amendment #1, 2026, Project Re-appropriations*

Britton explained the Re-appropriations process. In summary the process moves left over unencumbered funds, encumbered funds/contracts and purchases from the 2025 budget year to the 2026 budget year. The same request will also be working its way through City Council for approval as part of Re-appropriations for the entire City.

Muench made a motion to approve Budget Amendment #1, 2026; seconded by Zerr.
Motion Passed.

B. Resolution #1, 2026; Request to Declare Surplus Assets*

Atkinson presented the list that included old aquatic facility lifts, maintenance trailers, spectator bleachers and player benches. All of the items are either no longer needed as they are being replaced in 2026 or do not work/function.

Shy made a motion to approve Resolution #1, 2026; seconded by Zerr. Motion Passed.

C. Contract with 510 Printing LLC dba Minuteman Press to provide brochure printing in 2026 in an amount not to exceed \$38,000*

Atkinson presented the information. Brochure printing for the Department was bid out at the end of 2025 since the previous three-year agreement had expired. 510 Printing/Minuteman Press were the only bidder. They have printed the brochure for the last six years.

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

D. Purchase Order with Westport Pools to provide chemicals for the aquatic facilities in 2026 in an amount not to exceed \$41,000*

Atkinson presented the information. 2026 is the third and final year of a cooperative bid with other local municipalities who operate aquatic facilities.

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

E. Contract with Vandalia Bus Lines to provide transportation services for trip participants in 2026 in an amount not to exceed \$24,150*

Atkinson presented the information. Staff requested pricing from Vandalia Bus Lines to provide transportation services to our trip participants on the 2026 extended trips.

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

7. Meeting Minutes:

A. Parks & Recreation Board Meeting Minutes December 17, 2025*

Shy made a motion to approve the meeting minutes; 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

Slattery made a motion to approve the consent agenda; Seconded by Allen. 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

Britton reminded the Board that they should be receiving the Personal Financial Disclosure Statement from the State. The document needs to be completed annually by anyone serving on a City Board.

Marketing Coordinator Lauren Reagan will be reaching out to the Board members as part of the Departments new marketing campaign called "What's your why?" Britton asked that Board members respond so their comments can be included in marketing plans in 2026.

February 4, 2026 Work Session will be a tour of the newly upgraded and renovated Wapelhorst Athletic Complex.

February 18, 2026 Regular Meeting will include the contract for the purchase of the playground equipment for the Legacy Farms Park project.

March 4, 2026 Work Session will include an update on the Rau Garden Project and the annual report for the 2025 year will be presented.

March 12, 2026 there will be a ribbon cutting and a home run derby for kids and adults at

the Wapelhorst Athletic Complex.

March 18, 2026 Regular Meeting the Legacy Farms Design team will be presenting an update showing the progress made by them and staff on the design of Phase 1.

12. Board Member Announcements and Reminders:

Slattery – Wapelhorst Athletic Complex looks great.

Shy – Good

Mudrovic – Good

Glosier – Good

Allen – Good

Muench - Good

Bichel – Good

Scheidegger - Good

Zerr – Asked about signage at Jaycee Park for dog waste.

13. Council Liaison Announcements and Reminders:

Councilperson Mitchell said that Council are in the process of adopting the newest City Comprehensive Plan. Legacy Farms Park is included in the plan.

14. Park Board Liaisons Comments

A. Foundation Report:

Foundation has a new member. Scott Stratton-Henderson. Foundations new social media consultant has begun the process of promoting the Foundation.

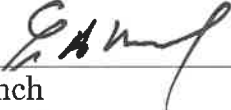
B. Legislative Report: None

As there was no further business to discuss Muench moved for **Adjournment** at 6:54 pm; Seconded by Mudrovic. The motion passed.

Meeting: January 21, 2026

Respectfully Submitted,


Sandy Bichel, President


Larry Muench
Vice President