

**SAINT CHARLES PARKS & RECREATION BOARD MINUTES**  
**MEETING HELD**  
**March 4, 2026**

The meeting was **Called to Order** by Sandy Bichel at 6:00pm in the American Legion Room in Memorial Hall. **Roll Call** noted the following present for the meeting:

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

Joshua Allen and Tim Glosier were absent.

**Staff** Maralee Britton – Director, Chris Atkinson- Assistant Director, Don Borgmeyer – Enterprise Superintendent, Mike Wilkins - Chief Park Ranger, Peter Van Linn – Maintenance Superintendent, Missy Hollander – Aquatics Coordinator, Adi Naumann – Recreation Coordinator, Chan Smoot – Concessions Coordinator, Oscar Rojas – Recreation Supervisor.

**Other** Mary Ann Ohms – Assistant City Attorney.

**3. Pledge of Allegiance**

**4. Discussion of Rau Garden**

Van Linn presented the information to the Board through a PowerPoint presentation. He updated the Board on the history of the Garden and on some of the issues (original design issues, flooding, freezing and thawing, age of plantings) that staff have been dealing with over the years.

In the 2026 CIP there is \$80,000 allocated for the upgrades to Rau Garden. In June 2026 the plan is to close the garden to the public and renovate and improve it. This will include adding drainage pipes that will connect to an enlarges retention basin that will be located close to Randolph Street. That basin will allow for additional storage of storm water. Will also include new concrete paths, plantings and a new gazebo/shelter that can be used by renters. The project is scheduled to be completed by the end of 2026. The Board were excited about the improvements.

**5. Presentation of the 2025 Parks & Recreation Department Annual Report**

Administration Coordinator, Tina Sieker began the presentation. Sieker highlighted 2025 accomplishments that included using DocuSign for hiring seasonal employees, continued promotion of the St. Charles Parks App and staff attending the VSI Symposium. Also highlighted statistics for online vs. in person registration. Finished by talking about Administration goals for 2026 that included the transition to the new MUNIS

timekeeping system for all staff, increased promotions of the rental of the community buildings, and rolling out of automated waiting lists.

Enterprise Superintendent, Don Borgmeyer began the Enterprise portion of the presentation.

Aquatics Coordinator Missy Hollander presented the Aquatics information. The 2025 swim season had a slightly higher attendance than in 2024 but showed a lower overall “profit” than 2024. Season passes, birthday parties showed a small decrease and private facility rentals showed a small increase over 2024. The annual increase in minimum wage and commodity prices is continuing to have a significant impact on expenses for the Aquatics Division.

Finished by talking about Aquatics goals for 2026 that included increased promotion of the Blanchette Aquatic Facility to try and increase attendance at the facility, analyzing pool open/closed hours for cost savings and creating a cross training program for aquatic supervisors.

Concession Coordinator, Chan Smoot presented the Concessions and Memorial Hall information. Smoot highlighted the updated Blanchette Concession stand and achieving 100% in Health Inspection scores from the County for all stands. Also highlighted and thanked the Board for allowing her to go to her first NRPA Conference in Orlando, FL where she learned a lot.

As expected Tournament Concession sales and tournament field charges decreased significantly in 2025 over 2024. This was due to less tournaments being hosted at the Wapelhorst Complex and moving the fall softball season from the Wapelhorst Park (due to the construction on the artificial turf field project) to Blanchette Park. Less field space meant lower registrations/revenue.

Memorial Hall had a similar number of rentals to 2024 and a similar financial loss. Enhanced marketing in 2026 will hopefully increase the public renting the spaces at the Hall.

Finished by talking about Concessions goals for 2026 that included improvements to the WAC concession stand and excitement about the increased number of tournaments that will be held at the WAC in partnership with GMB.

Recreation Coordinator, Adi Naumann and Recreation Supervisor Oscar Rojas presented the Recreation information. They highlighted the hiring of Judi Meredith to plan and operate the extended and day trips. Also highlighted new programs offered in 2025 and that Oscar Rojas achieved his CPRP Certification. 2025 Day Camp registrations decreased slightly over 2024. Most programs and activities registration were equal to or slightly above those programs in 2024 with the exception of Adult Softball which is

seeing a continued decrease in team registration (2024 can be partially attributed to the reduced softball season at Wapelhorst due to construction). This led to a loss for the Recreation division on 2025. The annual increase in minimum wage is continuing to have a significant impact on expenses for the Recreation Division.

Maintenance Superintendent Peter VanLinn presented the information for the Maintenance Division and Oak Grove Cemetery. He highlighted several projects completed by staff and contractors. This includes the new playground in Boones Lick Park and fencing at roller rink in McNair Park. VanLinn highlighted the total number of staff members and the number of parks, acreage, amenities, structures and features that his Division maintain every day. These numbers are pretty consistent year over year. In 2026 some main focuses are the development and opening of Pundmann Nature Park. The opening and operating of the WAC. The development and construction of Phase 1 of Legacy Farms Park, the Rau Garden Renovation Project and the removal and repurposing of the American Elm tree in Jaycee Park.

Oak Grove Cemetery saw a reduction in the number of grave sales and burials in 2025 compared to 2024. In 2026 the cemetery should have online a new management software system to digitize and streamline the process of finding and purchasing grave sites at the cemetery.

Chief Ranger Wilkins presented the information for 2025. Calls for service and ranger activity were very similar between 2024 and 2025. Wilkins highlighted staff training, staff awards and accomplishments, and that COPS Camp and Safety Town were successful in 2025 and would be returning in 2026. The Motorcycle Safety Program would be hosting classes in 2026. In 2026 the Park Ranger Division is looking to partner with the Police Department for more community outreach events. Coordinate ride along/work along session with partners and survey program participants to continue improving program and guest experiences,

Director Britton wrapped up the annual report highlighting other accomplishments and projects. It included the completion of the WAC, starting the design for Legacy Farms Park including the purchase of the playground equipment, planning and fundraising for Pundmann Nature Park, developing the "It's my pleasure to assist you" culture, implementation of the department app and the redesign of the PLAY brochure.

From a financial perspective the Department has a healthy reserve/cash balance and that comes from a conservative forecast for Property Taxes, staff continuing to control expenses and continuing to generate revenue from all of our possible fee opportunities.

Looking forward to 2026 excited for the ribbon cutting for the WAC, completing design, bidding out and starting construction of Legacy Farms Park, the construction and opening of Pundmann Nature Park, developing an advertising and sponsorship policy, and evaluating athletic field use areas at McNair Park.

The Board thanked staff for all they do for the Department.

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

Muench – Good.

Zerr – Good.

Mudrovic – Good. Asked about the low hanging Christmas lights in Frontier Park. Staff said that the lights were the responsibility of the Public Works Department.

Slattery – Good.

Bichel – Good.

Shy – Good.

Scheidegger -

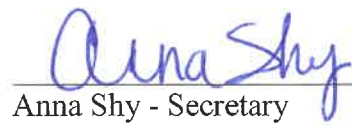
Council Liaison Mitchell – Good

As there was no further business to discuss Muench moved for **Adjournment** at 7.43 pm; Seconded by Mudrovic. Motion passed.

Meeting: March 4, 2026

Respectfully Submitted,

  
Sandy Bichel - President

  
Anna Shy - Secretary