

St. Charles Parks and Recreation Board
Tentative Agenda
February 21, 2024 ~ 6:00PM
Memorial Hall, American Legion Room ~ Blanchette Park

Notes: *Indicates Item Needing Formal Action
 **Indicates a Closed Session Topic Known to be Scheduled
 *** Indicates Roll Call Vote
 Wording (hi-lited) Indicates Topic Added to Agenda

1. Call to Order
2. Roll Call: Denise Childress, Mike Hannegan, Brad Harmon, Kathy Mudrovic, Tuss Peluchette, Mike Ryan, Merle Schneider and Council Liaison Denise Mitchell.
3. Pledge of Allegiance
4. Verbal Petitions/Public Comments and Response to Parks & Recreation Related Items:
 - A.
5. Staff Reports/Presentations:
 - A. None
6. Items for Discussion and/or Action-
 - A. Contract with Gamma Tree Experts to complete the 2024 tree removal/pruning services in an amount not to exceed \$39,000*
 - B. Contract with Aquatic Control to complete the 2024 Pond Management Program in an amount not to exceed \$16,000*
 - C. Change Order #1 to contract with Linde Gas & Equipment Inc. adding \$15,000 to original contract amount of \$50,000 for a new contract amount \$65,000*
 - D. Contract with Gaylord Opryland Resort to provide over night lodging, meals and activities on November 29, 30 & December 1, 2024 for Christmas Trip in an amount not to exceed \$39,131.52*
 - E. Purchase Order with MBR Management Corp to provide Domino’s Pizza at the Wapelhorst Aquatic Facility for resale in 2024 in an amount not to exceed \$15,000*
 - F. Purchase Order with Old Time Servicing Company to provide Cool Beads Ice Cream for resale at concession stands in 2024 in an amount not to exceed \$28,000*
 - G. Change Order #1 to contract with Vandalia Bus Lines adding \$13,280 to the original contract amount of \$15,010.48 for a new contract amount \$28,290.48*
 - H. Contract with Hampton Inn & Suites – Seattle/Northgate to provide overnight lodging and breakfast for 7 nights during the “History & Beauty of Seattle” trip in May 2025 in an amount not to exceed \$43,798.72*
 - I. Second Renewal Contract with Capri Pools & Aquatics to perform opening and closing of aquatic facilities and maintenance support in 2024 in an amount not to exceed \$32,000*

- J. Contract with Mike Boschert to provide “Umpire In Chief” services for the 2024 Softball Leagues in an amount not to exceed \$11,370*
- K. Second Renewal Contract with Dedicated Turf & Landscaping LLC. to complete the 2024 contracted mowing services in an amount not to exceed \$22,000*
- L. Second Renewal Contract with Spectrum Lawn Care to complete the 2024 contracted mowing services in an amount not to exceed \$68,000*
- M. Transfers over \$10,000*
- N. Contract with St. Louis Ballfields & Turf, LLC to complete the Wapelhorst Field Project in an amount not to exceed \$16,380*
- O. Purchase Order with SiteOne Landscape Supply to purchase infield materials for Wapelhorst Ball Field Project in an amount not to exceed \$13,400*
- P. Contract with Rhodes Custom Finished Painting Co. to complete the Memorial Hall repainting project in an amount not to exceed \$20,609.09*
- Q. Contract with Cisco Heating & Air to provide new heating and cooling units for the Gould Building in an amount not to exceed \$26,496*
- R. Contract with Cisco Heating & Air to provide new heating and cooling units for Memorial Hall in an amount not to exceed \$38,164*
- S. Authorization to acquire right-of-way and easements required for the Fountain Lakes Trail Realignment project located at Fountain Lakes Blvd*

7. Minutes-

- A. Parks & Recreation Board Meeting Minutes January 17, 2024*
- B. Parks & Recreation Board Work Session Meeting Minutes February 7, 2024*

8. Consent Agenda (items to be received)

- A. Calendar
- B. Financial Worksheets
- C. Accounts Receivable Report
- D. Project Report
- E. Financial Transactions from \$7,500 to \$10,000 - None
- F. Oak Grove Cemetery Report
- G. Emergency Purchases

9. Items Removed from the Consent Agenda

- A.

10. President’s Announcements and Reminders

11. Director’s Report

- A. Thank You’s and Comments (As Available)
- B. General Department Update
- C. March 6, 2024 Meeting cancelled, MPRA Annual Conference
- D. March 19, 2024 Joint Meeting Postponed- Fieldhouse/Hub Feasibility Study Continues
- E. City Purchasing Ordinance Updates
- F. Action Tracker Report

12. Board Member Announcements and Reminders

13. Council Liaison Announcements and Reminders

14. Park Board Liaisons' Comments

- A. Foundation Report
- B. Legislative Report

15. Closed Session (As Needed or Indicated)

- A. Legal actions, causes of action, or litigation. (RSMo 610.021.1)
- B. Leasing, purchase or sale of real estate where public knowledge of the transaction might adversely affect the legal consideration thereof. (RSMo 610.021.2)
- C. Hiring, firing, disciplining or promoting of particular employees when information relating to the performance or merit of individual employees is discussed or recorded. (RSMo 610.021.3)
- D. Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment. (RSMo 610.021.13)

16. Adjournment

The City of St. Charles offers all interested citizens the opportunity to attend public meetings and comment on public matters. If you wish to attend this public meeting and require an accommodation due to a disability, please contact the Office of The City Clerk to coordinate an accommodation at least two (2) business days in advance of the scheduled meeting at 636-949-3282 or 636-949-3289 (TTY – for the hearing impaired).

The City of St. Charles, Missouri, fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, or to obtain a Title VI Complaint Form, please call the City Clerk's Office at (636)949-3282 or visit City Hall located at 200 North Second Street, St. Charles, Missouri, 63301.

Posted by: _____ Date: _____ Time: _____

St. Charles Parks and Recreation Board

MEMORANDUM

Date: January 26, 2024

From: Peter VanLinn, Parks Superintendent

RE: Contract with Gamma Tree Experts. for tree care, trimming, and removal within Parks & Oak Grove Cemetery for 2024

Summary:

In 2023 the Public Works Department advertised bid specifications (Bid#4649) for tree pruning and removal services on City Right Of Way and in response to storm damage.

This was a potential 3 year bid that would cover 2023, 2024 and 2025. They received four bids. They awarded the contract to Gamma Tree Experts (A contractor that we have used multiple times over the years for Park’s needs). They again awarded a similar contract in 2024.

Parks & Recreation staff would like to utilize the the bidding provided by Gamma Tree Experts to the Public Works Department for our needs in 2024.

Funds for the Parks & Recreation Departments contract would come from the following sources:

217 451 873 109	24PRK1	Landscaping	\$10,000
217 401 742 008		Maintenance Tree Removal	\$25,000
001 431 791 742 008		Cemetery Tree Removal	\$4,000

We also have the option to award a contract in 2025 utilizing the same bid pricing if we choose to do so.

Staff requests favorable consideration of the contract with Gamma Tree Experts in an amount not to exceed \$39,000.00.

BID FORM

Signature of bidder indicates that bidder understands and will comply with all terms and conditions and all other specifications made a part of this Invitation for Bid and any subsequent award or contract. All terms, conditions and representations made in this invitation will become an integral part of the contract.

In compliance with this Invitation for Bid Number 4649 and to all the conditions imposed herein, the undersigned offers and agrees to furnish all labor, material, equipment, supervision, delivery, removals, dumping, fuel surcharges, insurance, traffic control, safety items, and all other related items necessary for Tree Maintenance Services in accordance with the specifications attached herein at the following price(s):

Item	Description	Hourly Rate
1	Labor – Trim, Cut & Remove Debris	\$ 35.00
2	Climber – Climb, Trim & Cut	\$ 50.00
3	Bucket Truck & Driver	\$ 85.00
4	Stump Grinder & Driver	\$ 35.00
RENEWAL OPTIONS:		
5	2024 Calendar Year - Maximum Percentage Increase above 2023 Prices:	0 %
6	2025 Calendar Year - Maximum Percentage Increase above 2024 Prices:	0 %

Indicate form of proposer:

- Sole Proprietor
- Limited Liability Company (Attach a Copy of Annual Registration Report with Proposal)
- Partnership
- Corporation (Attach a Copy of Annual Registration Report with Proposal)
- Other: _____

Full Legal Name of Proposer: Gamma Tree Experts

Street Address: 1298 Fee Fee Rd

City/State/Zip Code: St. Louis Mo, 63146

City of St. Charles business license number: _____
(if located within city)

Last 4 Digits of FEIN or SSN: 7258

Telephone: 314-867-2363

Name: Thomas Gsma Title: Owner

Signature:  Date: 1-6-2023

Email Address: Tom@gammatree.com

BID FORM

ADDITIONAL EQUIPMENT/SERVICES LIST

EQUIPMENT/SERVICE DESCRIPTION	HOURLY RATE
Crane Truck	\$ 85.00
Bob Cat	\$ 55.00
Log Truck	\$ 45.00
Chipper Truck and Chipper	\$ 55.00
Spray Truck plus Chemicals	\$ 55.00
Mini Skid Loader and Operator	\$ 50.00
	\$
	\$
	\$
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	\$
	\$

With all of our equipment that we own and we employ approximately 60 people all year-round and approximately 80 people in the summer. We can handle any job in a timely matter.

St. Charles Parks and Recreation Board

MEMORANDUM

Date: January 25, 2024
From: Chris Atkinson, Assistant Director
RE: Contract with Aquatic Control Inc. for the Care and Maintenance of Lakes and Ponds within Parks and Oak Grove Cemetery in 2024

Summary:

2023 was the third year and final year of a contract with Aquatic Control Inc. for the care and maintenance of the lakes and ponds at the following parks: Wapelhorst, Vogt Brothers, Fox Hill, Heatherbrook and Oak Grove Cemetery.

This service involves aquatic vegetative control (control of algae with chemical treatments during bi-weekly visits).

On January 9th, 2024 bid specifications were emailed out to 3 vendors. The deadline to submit bids was January 24th, 2023. The vendors were Midwest Lake Management Inc., Solitude Lake Management Services and Aquatic Control Inc.

We received two bid proposals by the deadline. Only Aquatic Control Inc. submitted a bid. Attached for your reference is their bid with the pricing for 2021, 2022 and 2023 as requested.

Aquatic Control - \$14,415 per year (\$12,515 Parks, \$1,900 Cemetery)
Solitude Lake Solutions - \$18,566 per year (\$17,366 Parks, \$1,200 Cemetery)

Staff would like to add some extra funds in case there are extra needs/call outs.

Parks portion of the contract is \$14,000 and \$2,000 for the Cemetery.

Staff requests favorable consideration of the contract with Aquatic Control Inc. to complete the aquatic vegetative control program in 2024 in an amount not to exceed \$16,000.

RETURN WITH BID

SAINT CHARLES PARKS AND RECREATION DEPARTMENT
NUISANCE AQUATIC VEGETATIVE CONTROL
BID FORM

CY - 2024

Park Ponds

Aquatic Vegetative Control – Wapelhorst Pond. Per month: \$ 545.83 Total: \$ 3,275

Aquatic Vegetative Control – Fox Hill Ponds (2). Per month: \$ 703.33 Total: \$ 4,220

Aquatic Vegetative Control – Vogt Brothers Pond. Per month: \$ 280 Total: \$ 1,680

Aquatic Vegetative Control – Heatherbrook Pond. Per month: \$ 473.33 Total: \$ 2,840

Total - Park Ponds Vegetative Control Per month: \$ 2,002.5 Total: \$ 12,015


Add – Cattail Control - Vogt Brothers Ponds (2) Total: \$ 500

Cemetery Pond

Aquatic Vegetative Control - Cemetery Pond . Per month: \$ 316.67 Total: \$ 1,900

Name of Company: Aquatic Control

Name of Representative: Randy Kramer

Signature of Representative: 

Date: 1-17-24

The City of Saint Charles reserves the right to reject any or all bids.

RETURN WITH BID

**SAINT CHARLES PARKS AND RECREATION DEPARTMENT
NUISANCE AQUATIC VEGETATIVE CONTROL
BID FORM**

CY - 2024

Park Ponds

Aquatic Vegetative Control – Wapelhorst Pond. Per month: \$ 644.00 Total: \$ 3,864.00

Aquatic Vegetative Control – Fox Hill Ponds (2). Per month: \$ 974.00 Total: \$ 5,844.00

Aquatic Vegetative Control – Vogt Brothers Pond. Per month: \$ 370.00 Total: \$ 2,220.00

Aquatic Vegetative Control – Heatherbrook Pond. Per month: \$ 482.00 Total: \$ 2,892.00

Total - Park Ponds Vegetative Control Per month: \$ 2,470.00 Total: \$ 14,820.00

Add – Cattail Control - Vogt Brothers Ponds (2) Total: \$ 1,016.00
**Per Treatment

Cemetery Pond

Aquatic Vegetative Control - Cemetery Pond . Per month: \$ 194.00 Total: \$ 1,164.00

Name of Company: SOLitude Lake Management, LLC

Name of Representative: Trina Duncan, Business Manager

Signature of Representative: *Trina L Duncan*

Date: 01/19/2024

The City of Saint Charles reserves the right to reject any or all bids.

St. Charles Parks and Recreation Board

MEMORANDUM

Date: January 16, 2024

From: Chris Atkinson, Assistant Director

RE: Change Order #1 to the contract with Linde Gas & Equipment Inc. for the purchase of liquid CO2 pool chemicals for use at the Aquatic Facilities in 2020-2024.

Summary:

In 2020, the Parks & Recreation Department entered into a 5-year contract in the amount of \$50,000 with Praxair Distribution Inc. now known as Linde Gas & Equipment Inc. for liquid CO2 used at our aquatic facilities.

Before 2020, the average annual cost of supplying the liquid CO2 for each season was approx. \$10,000. Since the pandemic, the average annual cost each season has risen to approx. \$14,000, with \$17,000 being expended in 2023. That increase in cost has caused the \$50,000 over 5 years to be expended quicker than forecasted so we need to add new funds to the contract to cover the fifth and final year.

Staff would like to add \$15,000 to the original contract amount of \$50,000 making the new contract \$65,000.

Since this change order amount is over \$10,000 Park Board approval is required.

Favorable consideration for approval is requested for Change Order #1 adding \$15,000 to the contract with Linde Gas & Equipment Inc. to provide liquid CO2 for the aquatic facilities from 2020-2024 making the new contract amount an amount not to exceed \$65,000.

St. Charles Parks and Recreation Board

MEMORANDUM

Date: January 29, 2024
From: Chris Atkinson, Assistant Director
RE: Overnight lodging, breakfast and activities for three nights for trip participants during the "Christmas at Opryland" in 2024.

Summary:

John Pike has been working with the Gaylord Opryland Resort to provide overnight lodging, breakfast and a cruise for trip participants for 3 nights during the Christmas at Opryland Trip" in November/December 2024.

The contract is based upon 52 participants. That includes 16 single occupancy @ \$999.24 for all three nights with taxes and 36 double occupancy @ \$642.88 for all three nights with taxes.

This type of purchase is exempt from competitive bidding practices according to Section 145.180 (7) of the City Code due to the fact that the items being purchased are for resale to our trip participants.

Since the amount is over \$10,000 Park Board approval is required.

Staff requests favorable consideration for the approval to enter into a contract with Gaylord Opryland Resort to provide overnight lodging, meals and activities for 3 nights for trip participants during the trip in "Christmas at Opryland" trip in 2024 in an amount not to exceed \$39,131.52.



GAYLORD OPRYLAND®

RESORT & CONVENTION CENTER

Nashville

TRAVEL INDUSTRY SALES AGREEMENT

DESCRIPTION OF GROUP AND EVENT

The following represents an agreement between Gaylord Opryland Resort & Convention Center, 2800 Opryland Drive, Nashville, TN, 37214-1200, (615) 458-7637 and **St. Charles Park & Recreation**

CONTACT:

Name: John Pike
Address: 1900 W Randolph Street
Saint Charles, MO 63301-0842
Phone: 636-734-8840 Fax:
E-mail: jpike3836@gmail.com

NAME OF EVENT: TT/St. Charles Parks Department/ACC 2024 / In-House
REFERENCE #: M-SDYBQIU

DATE OF EVENT: 11/29/2024 – 12/02/2024

GUEST ROOM COMMITMENT/GROUP ROOM RATES

The Hotel agrees that it will provide, and **St. Charles Park & Recreation** agrees that it will be responsible for utilizing, 96 room nights in the pattern set forth below (such number and such pattern, the “Room Night Commitment”):

Attendees: 53

	11/29/2024	11/30/2024	12/1/2024
Traditional King	13	13	13
Traditional Double	19	19	19
Atrium King			
Atrium Double			
TOTAL	32	32	32

We will reserve the room block noted above until **1/31/2024**. Due to the very high demand anticipated over

these dates, the Hotel reserves the right to release your first option if we have not received the signed copies of the Agreement verifying confirmation by this time. In the event we have a definite request for these dates prior to your option date, we will contact you for a decision. You will have one (1) business day to either return the signed contract or release the option.

PACKAGE RATE (inclusive)

PACKAGE RATE (PER PERSON)	SINGLE	DOUBLE	TRIPLE	QUAD
TRADITIONAL	\$ 999.24	\$ 642.88	\$ 541.53	\$ 490.85

**Please note that group rates are quoted based on the use of volume inventory (10 or more rooms per night). Should your group block fall below 10 rooms at any time, higher rates may apply.

All prices are net, non-commissionable. All prices include round-trip baggage handling at the Hotel, resort fee and all applicable taxes (currently 9.25% sales tax, 7% occupancy tax, and \$2.50 city tax per room per night). Taxes subject to change.

COMMISSION – IF APPLICABLE:

The group room rates listed above are net non-commissionable.

COMP POLICY

One (1) complimentary single package is granted per twenty (20) or more rooms occupied per night on peak. This credit will be deducted from your final balance. Please do not deduct this credit from your initial payments, or your master account will result in a balance due.

METHOD OF RESERVATIONS

St. Charles Park & Recreation will forward rooming list 20 days prior to arrival.

GROUPMAX SYSTEM/PASSKEY - HOUSING OPTION

Gaylord Opryland Resort & Convention Center currently offers you the services of GroupMax/Passkey – an online group reservation management solution that allows meeting planners a 24-hour real-time visibility into room pickup, registration activity, and more. We can also create a custom web page for your group that allows attendees to book rooms, request special services and make last-minute changes, all maintained in a centralized database accessible only to the hotel and the meeting planner.

Passkey is currently available on a complimentary basis. Ask your Sales or Event Manager at Gaylord Opryland Resort & Convention Center for more information on this exciting technology.

NO ROOM TRANSFER BY GUEST

St. Charles Park & Recreation, agrees that neither St. Charles Park & Recreation or attendees of the Event nor any intermediary shall be permitted to assign any rights or obligations under this Group Sales Agreement, or to resell or otherwise transfer to persons not associated with St. Charles Park & Recreation, reservations for guestrooms, meeting rooms or any other facilities made pursuant to this Group Sales Agreement.

METHOD OF PAYMENT

The following billing arrangements apply: Room and tax charges to Master Account. **Individuals to pay remaining charges.**

MASTER ACCOUNT

Hotel must be notified in writing at least 10 days prior to arrival of the authorized signatories and the charges that are to be posted to the Master Account. Any cancellation or attrition fees will be billed to the

Master Account.

CREDIT CARD OR COMPANY CHECK PRE-PAYMENT

One Hundred Percent (100%) of the anticipated Group expenditures to be billed, including all food and beverage charges, is due thirty (30) days prior to arrival. Until this pre-payment is made, the Hotel reserves the right to withhold any or all the services hereunder agreed to.

If any pre-payments required by this contract are not made when due, we reserve the right to withhold any or all of the services to be provided or to, without prejudicing any other rights we may have, terminate this contract without incurring any liability on our part.

FUNCTION INFORMATION AGENDA/EVENT AGENDA

Based on the requirements outlined by St. Charles Park & Recreation, the Hotel has reserved the following tickets for you.

Date	Day	Post As/Signage	Start Time	Expected	Comments
11/30/2024	Sat	Breakfast at Gaylord Opryland®	8:00:00 AM	53	Package Event
11/30/2024	Sat	Christmas Dinner Show	5:30:00 PM	53	Package Event
12/1/2024	Sun	Breakfast at Gaylord Opryland®	8:00:00 AM	53	Package Event
12/1/2024	Sun	General Jackson® Showboat	11:30:00 AM	53	Package Event
12/2/2024	Mon	Breakfast at Gaylord Opryland®	8:00:00 AM	53	Package Event
		Luggage handling, taxes and resort fee			Package Event

NOTE: Please add the cost of "ADD-ONS" to the room rate.

- *All schedules, artists, attraction/event prices are subject to change without notice.*
- *Please note that the Restaurant Breakfast Voucher program has been discontinued. For groups that have pre-purchased our discounted Tour & Travel breakfast experience, breakfast will be offered at a resort location to be determined 20 days prior to arrival.*

PAYMENT/CANCELLATION POLICIES:

DEPOSIT

\$500 due with signed agreement. Rate, Rooms and tickets are not guaranteed without a signed contract and deposit.

PACKAGE CANCELLATION

- Deposit is fully refundable if group cancellation is received 60 days prior to group's arrival.
- Deposit is forfeit if group cancellation is received 45-59 days prior to group's arrival.
- If group cancellation occurs less than 45 days to group's arrival, **St. Charles Park & Recreation** will be liable to pay cancellation fees (total cost of contracted rooms and tickets). Deposit is non-refundable.

GUARANTEE/CUT OFF DATE

Due 45 days prior to arrival. Invoice will be based on guarantee (# of rooms and tickets). Guarantee is final. All unused rooms and tickets will be released. Additional reservations will be accepted based on availability. Any individual cancellations (rooms and tickets) received after 45 days prior to arrival will be billed to **St.**

St. Charles Parks and Recreation Board

MEMORANDUM

Date: January 29, 2024
From: Missy Hollander, Aquatics Coordinator
RE: Purchase Order for purchase of Domino's Pizza for resale at Wapelhorst Aquatic Facility Concession Stand in 2024

Summary:

The concession stand at Wapelhorst Aquatic Facility has been selling Domino's Pizza by the slice for the past 10 summers and staff would like to continue doing so for the summer of 2024.

The purchase price in 2024 will be \$9.25 per large 6-slice pizza (tip included in that amount) and a delivery fee (\$3.99).

We will resell the pizzas for \$5.00 per slice. Based on previous year's sales, staff expects to expend over \$10,000 therefore Park Board approval is needed.

Favorable consideration for approval of a purchase order with MBR Management to supply pizza for resale at Wapelhorst Aquatic Facility concession stand in 2024 in an amount not to exceed \$15,000.

St. Charles Parks and Recreation Board

MEMORANDUM

Date: February 2, 2024
From: Chan Smoot, Concessions Coordinator
RE: Purchase Order for Cool Beads Premium Ice Cream for Resale at Concession Stands in 2024

Summary:

For 2024, the Concession Stands at Blanchette Aquatic Facility, Wapelhorst Aquatic Facility and the Wapelhorst Ball Field Complex would like to continue the partnership with Old Time Servicing Company. They are the vendor for Cool Beads Premium Ice Cream.

Agreed upon terms include provisions with specialty freezers at each Concession Stand (provided free of charge to keep the product at the necessary temperature), color promotional signage that can be placed at point of purchase and outside the stands, service to or replacement of equipment when needed and 1-2 times per week of on-site stocking of product based on business volume and need.

Staff used the sales of ice cream for 2023 to come up with the amount that the purchase order should be for 2024.

\$24,000.00 at the Aquatic Facilities and \$4,000.00 at the Ball Field Complex.

Since the overall quote price is above \$10,000.00, Park Board Approval is needed.

Favorable consideration for approval is requested for the purchase order for Cool Beads Premium Ice Cream from Old Time Servicing Company in an amount not to exceed \$28,000.00



2024 PRICING:

- Our Cost: \$2.29 per 2.5-ounce cup
- 24 Cups per case
- Our Sale Price: \$5.25 per 2.5-ounce cup

INITIAL SET UP PER STORE:

- NO Minimum case requirements for purchase
- NO Contract
- NO Charge for the Freezers
- FREE Custom Signage for each Stand

St. Charles Parks and Recreation Board

MEMORANDUM

Date: February 7, 2024
From: Chris Atkinson, Assistant Director
RE: Change Order #1 to contract with Vandalia Bus Lines to provide motor coach transportation for trip participants during overnight trips in 2024.

Summary:

At the end of 2023, the Board approved a contract with Vandalia Bus Lines to provide motor coach transportation for trip participants for the following trips:

June 1-8, "Hershey & Lancaster County" Trip - \$13,110.48
September 17-24, Airport Transfer for "The Classic New England in the Fall" Trip - \$13,110.48

John has been working on transportation pricing for the 2024 Mystery Trip. We now have that proposal from the vendor.

July 10-16, 2024 "Mystery Trip" - \$13,280

Due to the amount of the Change Order Board approval is required.

This type of purchase is exempt from competitive bidding practices according to Section 145.180 (7) of the City Code due to the fact that the items being purchased are for resale to our trip participants.

Since the overall quote price is above \$10,000.00, Park Board Approval is needed.

Staff requests favorable consideration for the approval of Change Order #1 to add \$13,280 to the original contract amount of \$15,010.48 for Vandalia Bus Lines to provide motor coach transportation for trip participants during overnight trips in 2024. The new contract amount will be in an amount not to exceed \$28,290.48.

St. Charles Parks and Recreation Board

MEMORANDUM

Date: February 9, 2024
From: Chris Atkinson, Assistant Director
RE: Overnight lodging and breakfast for seven nights for trip participants during the "History & Beauty of Seattle" trip in May 2025.

Summary:

John Pike has been working with the Hampton Inn & Suites - Seattle/Northgate to provide overnight lodging and breakfast for trip participants for 7 nights during a trip scheduled in May 2025.

See attached proposal. The contract is based upon 224 rooms nights @ \$195.53 per night with taxes.

This type of purchase is exempt from competitive bidding practices according to Section 145.180 (7) of the City Code due to the fact that the items being purchased are for resale to our trip participants.

Since the amount is over \$10,000 Park Board approval is required.

Staff requests favorable consideration for the approval to enter into a contract with the Hampton Inn & Suites Seattle/Northgate to provide overnight lodging and breakfast for trip participants during the trip in May 2025 in an amount not to exceed \$43,798.72.



Hampton Inn & Suites Seattle/Northgate
 Sales: 206-529-2872
 9550 1st Ave NE
 Seattle, WA 98115

REV 2/7/24

GROUP CONTRACT

Organization: St. Charles Parks Department **Arrival:** May 18, 2025
Contact: John Pike **Departure:** May 25, 2025

Address: ,
Phone: (636) 734-8840 **Group Code:**
Fax: **Type:** SMERF
Email: jpike3836@gmail.com/john.pike@stcharlesparks.com

Thank you for selecting Hampton Inn & Suites Seattle Northgate to host your upcoming event. The following outlines the arrangement for your event and will serve as an agreement between St. Charles Parks Department and Hampton Inn & Suites Seattle Northgate herein after referred to as 'Hotel' or 'we' and St. Charles Parks Department group hereinafter referred to as 'Client, 'you,' or 'your group.'

	Sun 05/18/2025		Mon 05/19/2025		Tue 05/20/2025		Wed 05/21/2025		Thu 05/22/2025	
	Rooms	Rate	Rooms	Rate	Rooms	Rate	Rooms	Rate	Rooms	Rate
Double Queen	25	\$169.00	25	\$169.00	25	\$169.00	25	\$169.00	25	\$169.00
King Bed	7	\$169.00	7	\$169.00	7	\$169.00	7	\$169.00	7	\$169.00
	Fri 05/23/2025		Sat 05/24/2025							
	Rooms	Rate	Rooms	Rate						
Double Queen	25	\$169.00	25	\$169.00						
King Bed	7	\$169.00	7	\$169.00						

*Guest Rooms quoted are exclusive of applicable sales taxes currently 15.7%.

CONCESSIONS:

- Motorcoach Parking will be complimentary; please review Parking Clause.
- Hote Breakfast Buffet and Internet will be offered complimentary,

METHOD OF RESERVATIONS: Rooming List

Your complete rooming list will be required by **04/18/2025**.

Check-in: 4 PM Check-Out: 12 PM. The hotel will do our best to accommodate early arrivals based on availability.

METHOD OF PAYMENT: It is our understanding that all guest rooms and taxes are to be master billed for this group. Individual guests will be personally responsible for any incidentals that they may incur. Credit Card Authorization will be used for full payment two weeks prior to arrival (5/4/25)

DEPOSIT: Deposit will be waived with receipt of credit card authorization returned with signed contract; credit card authorizations can be updated as necessary.

CUT OFF DATE: Each room in your room block must be *confirmed* in the manner described above, no later than **04/18/2025**. This date will be known as your "group block cut-off date". Rooms in your block that are not Confirmed on or before your "group block cut-off date" will be released for general sale. Confirmation of rooms after the release date will only be accepted based on availability and may be subject to a higher rate.

St. Charles Parks and Recreation Board

MEMORANDUM

Date: February 9, 2024

From: Chris Atkinson, Assistant Director

RE: Contract with Capri Pools and Aquatics for Spring Opening and Winterization and maintenance call outs/projects at Blanchette and Wapelhorst Aquatic Facilities in 2024

Summary:

2023 was the second year of a possible 3-year contract with Capri Pools for the spring opening and fall winterization of Blanchette and Wapelhorst Aquatic Facilities and also for any maintenance calls needed throughout the year.

In 2024, staff would like to retain Capri Pools to provide the same services again.

In addition to the opening and closing, staff would also like to add \$20,000.00 for call outs/projects for any mechanical issues that are beyond what staff can handle at the aquatic facilities during the 2024 swim season.

Staff requests favorable consideration of a contract with Capri Pools and Aquatics to provide spring opening and winterization and projects/call outs in 2023 in an amount not to exceed \$32,000.00.

PRICING SCHEDULE

Spring Opening (Spring 2022) -	Blanchette Aquatic Facility: _____	\$1,398.00
	Wapelhorst Aquatic Facility: _____	\$2,200.00
Pool Winterization (Fall 2022) -	Blanchette Aquatic Facility: _____	\$3,800.00
	Wapelhorst Aquatic Facility: _____	\$4,000.00
Spring Opening (Spring 2023) -	Blanchette Aquatic Facility: _____	\$1,433.00
	Wapelhorst Aquatic Facility: _____	\$2,255.00
Pool Winterization (Fall 2023) -	Blanchette Aquatic Facility: _____	\$3,895.00
	Wapelhorst Aquatic Facility: _____	\$4,100.00
Spring Opening (Spring 2024) -	Blanchette Aquatic Facility: _____	\$1,469.00
	Wapelhorst Aquatic Facility: _____	\$2,311.00
Pool Winterization (Fall 2024) -	Blanchette Aquatic Facility: _____	\$3,992.00
	Wapelhorst Aquatic Facility: _____	\$4,202.50

Signature: _____ Date: _____

Bids are to be returned to the Parks Administration Building, 1900 Randolph, St. Charles, MO 63301 prior to 2:00 p.m. City Time, Wednesday, November 10th, 2021.

Returned envelopes must be clearly marked on the outside: "PR21-2200. Pool Winterization and Spring Opening for Blanchette & Wapelhorst Aquatic Facilities".

The City reserves the right to reject any or all bids in part, entirely or waive any variations which are considered in the best interest of the City.

Bids are subject to the terms and conditions of this INVITATION FOR BID, PRICING SCHEDULE, and the attached BID SPECIFICATIONS for the purchase of supplies/services. Bids must be submitted with the invitation to bid (page 1) completed and all pricing included on the pricing schedule sheet (page 4). Also need to return additional documents on page 11 and page 13). Failure to do so will be considered basis for rejection.

Payment will be a net thirty (30) days after receipt/delivery of service. Successful bidders should be notified by November 23rd, 2021.

St. Charles Parks and Recreation Board

MEMORANDUM

Date: February 14, 2024
From: Chris Atkinson, Assistant Director
RE: Contract with Mike Boschert to be Umpire In Chief in 2024 for Department leagues.

Summary:

Every year, the St. Charles Parks & Recreation Department contracts out the Umpire In Chief position. This position schedules umpires from St. Charles County to work the games that are scheduled on our City operated fields and leagues.

The contract stipulates that the Umpire In Chief - Mike Boschert would be paid \$5.00 per game multiplied by 1,774 games for scheduling. (\$8,870.00)

The contract also allows Mr. Boschert to umpire games himself if needed. The rate would be \$20 per game for a double umpire and \$25 per game for a single umpire. (\$2,500.00)

The total contract amount is \$11,370.00.

Since the contract amount exceeds \$10,000 Park Board approval is needed.

Staff requests favorable consideration for approval of a contract with Mike Boschert to provide services as Umpire In Chief in 2024 in an amount not to exceed \$11,370.00

St. Charles Parks and Recreation Board

MEMORANDUM

Date: February 16, 2024
From: Peter VanLinn, Parks Superintendent
RE: Contracted Mowing Services in Parks in 2024

Summary:

In 2022, staff bid contractual mowing services to supplement Parks staff mowing in high priority areas. Two contractors were awarded contracts for 2022. The bid request from 2022 included pricing estimates for 2023 and 2024 as well.

Spectrum Lawn and Tree Care as well as Dedicated Turf & Landscape LLC., both agree to honor their previous pricing estimates with minor changes.

Spectrum Lawn and Tree Care agree to continue the mowing services across the same 17 mowing units from their 2023 schedule with only minor changes due to site changes and development within 2 mowing units (Jaycee Park and Boschert Greenway Phase II).

Dedicated Turf & Landscaping, LLC. agree to the continue the mowing services across the same 4 mowing units from their 2023 schedule with no changes needed.

The combination of these two companies helps to cover mowing needs in compliment with Parks Maintenance staff mowing crews and have provided an invaluable service to the department.

Staff request favorable consideration of a 2nd and final renewal contract with Spectrum Lawn and Tree Care in an amount not to exceed \$68,000.00 and with Dedicated Turf & LLC. in an amount not to exceed \$22,000.00 for contractual mowing and weed abatement services in Parks for 2024.

RETURN WITH BID

CITY OF SAINT CHARLES, MISSOURI

BIDS ARE TO BE RETURNED NO LATER THAN:

Time 3:30 p.m. Date: Thursday, December 9th, 2021

FOR INFORMATION CONTACT:

Peter VanLinn (Superintendent of Parks)
(Specification Questions)
(636) 949-3372
Peter.vanlinn@stcharlesparks.com

Chris Atkinson (Assistant Director of Parks)
(Contact with questions on paperwork requirements)
(636) 949-3372
chris.atkinson@stcharlesparks.com

The City of St. Charles, Missouri is seeking sealed bids for the following services/supplies.

PR22-400, CONTRACT MOWING AND WEED ABATEMENT SERVICES

This document constitutes a request for sealed bids from qualified individuals and organizations to furnish those services and/or items as described herein.

Each bidder must submit one (1) original and one (1) copy of this document, the pricing schedule and the proposal drawings, along with your bid bond to the St. Charles Parks & Recreation Department at 1900 W Randolph, St. Charles, MO 63301.

Signature of bidder indicates that he/she understands and will comply with all terms and conditions and all other specifications made a part of this invitation for bid and any subsequent award or contract. All terms, conditions and representations made in this invitation will become an integral part of the contract.

Indicate whether () Individual; () Partnership; (x) Corporation.

INCORPORATED IN THE STATE OF Missouri

FEDERAL ID NUMBER 43-1757707

THIS SECTION MUST BE COMPLETED FOR BID TO BE CONSIDERED VALID

COMPANY Spectrum Lawns Tree Care SIGNATURE Courtney Hord
ADDRESS 301 North Dr. NAME Courtney Hord
CITY St. Charles TITLE Office manager
STATE MO ZIP 63301 COUNTY St. Charles PHONE NO. 636-916-1881

BID - 2024 Pricing

<u>Unit Location/Description</u> Apr. 1 thru Oct 31 (30 Week Duration)	<u>Cut Freq.</u>	<u>Cost per Cut</u>	<u>Total Cost for Full Season</u>
Unit 1 - Boone's Lick Park: (1000 Rosebrea Dr to 900 Boone's Lick Rd)	Weekly (30 Cuts)	\$ 1394. ⁰⁰	\$ 41,820. ⁰⁰
Unit 2a - Boschert Greenway: Mel Wetter (N. 5th) to Fox Hill Park Entrance. (3309 Kister Drive) – Finish mowing from road to 10 feet behind trail	Bi-Weekly (15 cuts)	\$ 465. ⁰⁰	\$ 6975. ⁰⁰
Unit 2b - Boschert Greenway: Mel Wetter (N. 5th) to Fox Hill Park Entrance (3309 Kister Drive) – ROW Brush mowing from trail to 370 ROW fenceline	Semi-annual (2 cuts)	\$ 1314. ⁰⁰	\$ 2628. ⁰⁰
Unit 2c - Boschert Greenway: Boschertown Rd. to New Town. (3309 Kister Drive) – Mow from trail 6 ft. past trees on either side of trail.	Bi-Weekly (15 cuts)	\$ 468. ⁰⁰	\$ 7020. ⁰⁰
Unit 2d - Boschert Greenway: East of Intersection @ Mel Wetter Pkwy & Little Hills Expressway	Bi-Weekly (15 cuts)	\$ 44. ⁰⁰	\$ 660. ⁰⁰
Unit 2e - Boschert Greenway: Olive St. to Lawrence St - Mow 6 foot buffer along trail and additional lots along trail	Bi-Weekly (15 cuts)	\$ 204. ⁰⁰	\$ 3060. ⁰⁰
Unit 3a - Centennial Greenway: (2320 S. Old Hwy 94) - Mow from ROW to MODOT boundary fence to Christy Dr.	Weekly (30 Cuts)	\$ 66. ⁵⁰	\$ 1995. ⁰⁰
Unit 3b - Centennial Greenway: (2320 S. Old Hwy 94) - Trail edges, 10 feet on each side of trail	Bi-Weekly (15 cuts)	\$ 113. ⁰⁰	\$ 1695. ⁰⁰
Unit 4 - Circle Drive Park: (1000 Circle Drive)	Weekly (30 Cuts)	\$ 85. ⁰⁰	\$ 2550. ⁰⁰
Unit 5a - DuSable - Blanchette Boat Ramp (100 Olive St.)	Weekly (30 Cuts)	\$ 105. ⁰⁰	\$ 3150. ⁰⁰
Unit 5b - DuSable - Eco Trail and Regot (2006 N. Main St.)	Weekly (30 Cuts)	\$ 265. ⁰⁰	\$ 7950. ⁰⁰
Unit 5c - DuSable Motorcycle Range (2300 N. Main St.)	Weekly (30 Cuts)	\$ 198. ⁰⁰	\$ 5940. ⁰⁰
Unit 5d - Bales Park (800 N. River St.)	Weekly (30 Cuts)	\$ 1068. ⁰⁰	\$ 32,040. ⁰⁰

<u>Unit Location/Description</u> Apr. 1 thru Oct 31 (30 Week Duration)	<u>Cut Freq.</u>	<u>Cost per Cut</u>	<u>Total Cost for Full Season</u>
Unit 6 - Fox Hill Park (3400 Kister Drive)	Weekly (30 Cuts)	\$ 1052.00	\$ 31,560.00
Unit 7 - Frontier Park: (500 S. Riverside Dr.) Mow & trim strip between Katy Trail in park and Riverside Drive, from Boone's Lick Rd. to Monroe St. parking lot	Weekly (30 Cuts)	\$ 103.00	\$ 3090.00
Unit 8 - Graystone Park: (2232 Graystone Dr.)	Semi-annual (2 cuts)	\$ 78.00	\$ 156.00
Unit 9 - Heatherbrook Park: (130 Wildwood Court)	Bi-Weekly (15 cuts)	\$ 280.00	\$ 4200.00
Unit 10a - Jaycee Park: (2805 Elm St.) - Finish Mowing for front of park, firehouse and along walking trail	Weekly (30 Cuts)	\$ 269.00	\$ 8070.00
Unit 10b - Jaycee Park: (2805 Elm St.) - Finish mow back hill and behind firehouse	Bi-Weekly (15 cuts)	\$ 250.00	\$ 3750.00
Unit 11 - Schaefer Park: (1647 Wilshire Valley Blvd.)	Weekly (30 Cuts)	\$ 525.00	\$ 15,750.00
Unit 12 - St. Charles Soccer Complex (3801 Mueller Rd.) - Mow/trim drainage ditch/ROW at front of park	Bi-Weekly (15 cuts)	\$ 70.00	\$ 1050.00
Unit 13 - Vogt Brothers Park: (500 Fairgrounds Rd.)	Weekly (30 Cuts)	\$ 550.00	\$ 16,500.00
Unit 14 - Webster Park: (2201 S. River Rd.)	Weekly (30 Cuts)	\$ 214.00	\$ 6420.00
Unit 15 - Westwinds Park: (114 Paula Dr.)	Bi-Weekly (15 cuts)	\$ 42.00	\$ 630.00
Unit 16 - Woodlands Park: (1278 Harvest Ridge Dr.)	Bi-Weekly (15 cuts)	\$ 102.00	\$ 1530.00
GRAND TOTAL 2024			\$ 210,189.00

Addendum #1 Received: _____ Company Name: Spectrum Lawns & Tree Care
 Addendum #2 Received: _____ By: Courtney Ford
 Title: Office Manager
 Date: 12/9/2021

RETURN WITH BID

CITY OF SAINT CHARLES, MISSOURI

BIDS ARE TO BE RETURNED NO LATER THAN:

Time 3:30 p.m. Date: Thursday, December 9th, 2021

FOR INFORMATION CONTACT:

Peter VanLinn (Superintendent of Parks)
(Specification Questions)
(636) 949-3372
Peter.vanlinn@stcharlesparks.com

Chris Atkinson (Assistant Director of Parks)
(Contact with questions on paperwork requirements)
(636) 949-3372
chris.atkinson@stcharlesparks.com

The City of St. Charles, Missouri is seeking sealed bids for the following services/supplies.

PR22-400, CONTRACT MOWING AND WEED ABATEMENT SERVICES

This document constitutes a request for sealed bids from qualified individuals and organizations to furnish those services and/or items as described herein.

Each bidder must submit one (1) original and one (1) copy of this document, the pricing schedule and the proposal drawings, along with your bid bond to the St. Charles Parks & Recreation Department at 1900 W Randolph, St. Charles, MO 63301.

Signature of bidder indicates that he/she understands and will comply with all terms and conditions and all other specifications made a part of this invitation for bid and any subsequent award or contract. All terms, conditions and representations made in this invitation will become an integral part of the contract.

Indicate whether () Individual; () Partnership; (/) Corporation.

INCORPORATED IN THE STATE OF missouri

FEDERAL ID NUMBER 27-5234243

THIS SECTION MUST BE COMPLETED FOR BID TO BE CONSIDERED VALID

COMPANY Dedicated Turf Management LLC SIGNATURE Paul A. Dwyer

ADDRESS 3877 Vinewood Lane NAME Tom Langley

CITY Wilton TITLE President

STATE Mo ZIP 63069 COUNTY St. Louis PHONE NO. 314-651-5244

BID - 2024 Pricing

<u>Unit Location/Description</u> Apr. 1 thru Oct 31 (30 Week Duration)	<u>Cut Freq.</u>	<u>Cost per Cut</u>	<u>Total Cost for Full Season</u>
Unit 1 - Boone's Lick Park: (1000 Rosebrea Dr to 900 Boone's Lick Rd)	Weekly (30 Cuts)	\$945.00	\$28,350.00
Unit 2a - Boschert Greenway: Mel Wetter (N. 5th) to Fox Hill Park Entrance. (3309 Kister Drive) – Finish mowing from road to 10 feet behind trail	Bi-Weekly (15 cuts)	\$341.25	\$5,118.75
Unit 2b - Boschert Greenway: Mel Wetter (N. 5th) to Fox Hill Park Entrance (3309 Kister Drive) – ROW Brush mowing from trail to 370 ROW fenceline	Semi-annual (2 cuts)	\$1,312.50	\$2,625.00
Unit 2c - Boschert Greenway: Boschertown Rd. to New Town. (3309 Kister Drive) – Mow from trail 6 ft. past trees on either side of trail.	Bi-Weekly (15 cuts)	\$735.00	\$11,025.00
Unit 2d - Boschert Greenway: East of intersection @ Mel Wetter Pkwy & Little Hills Expressway	Bi-Weekly (15 cuts)	\$262.50	\$3,937.50
Unit 2e - Boschert Greenway: Olive St. to Lawrence St - Mow 6 foot buffer along trail and additional lots along trail	Bi-Weekly (15 cuts)	\$577.50	\$8,662.50
Unit 3a - Centennial Greenway: (2320 S. Old Hwy 94) - Mow from ROW to MODOT boundary fence to Christy Dr.	Weekly (30 Cuts)	\$183.75	\$5,512.50
Unit 3b - Centennial Greenway: (2320 S. Old Hwy 94) - Trail edges, 10 feet on each side of trail	Bi-Weekly (15 cuts)	\$183.75	\$2,756.25
Unit 4 - Circle Drive Park: (1000 Circle Drive)	Weekly (30 Cuts)	\$78.75	\$2,362.50
Unit 5a - DuSable - Blanchette Boat Ramp (100 Olive St.)	Weekly (30 Cuts)	\$183.75	\$5,512.50
Unit 5b - DuSable - Eco Trail and Regot (2006 N. Main St.)	Weekly (30 Cuts)	\$341.25	\$10,237.50
Unit 5c - DuSable Motorcycle Range (2300 N. Main St.)	Weekly (30 Cuts)	\$315.00	\$9,450.00
Unit 5d - Bales Park (800 N. River St.)	Weekly (30 Cuts)	\$1,312.50	\$39,375.00

<u>Unit Location/Description</u> Apr. 1 thru Oct 31 (30 Week Duration)	<u>Cut Freq.</u>	<u>Cost per Cut</u>	<u>Total Cost for Full Season</u>
Unit 6 - Fox Hill Park (3400 Kister Drive)	Weekly (30 Cuts)	\$ 892.00	\$ 26,775.00
Unit 7 - Frontier Park: (500 S. Riverside Dr.) Mow & trim strip between Katy Trail in park and Riverside Drive, from Boone's Lick Rd. to Monroe St. parking lot	Weekly (30 Cuts)	\$ 446.25	\$ 13,387.50
Unit 8 - Graystone Park: (2232 Graystone Dr.)	Semi-annual (2 cuts)	\$ 52.50	\$ 105.00
Unit 9 - Heatherbrook Park: (130 Wildwood Court)	Bi-Weekly (15 cuts)	\$ 288.75	\$ 4,331.25
Unit 10a - Jaycee Park: (2805 Elm St.) - Finish Mowing for front of park, firehouse and along walking trail	Weekly (30 Cuts)	\$ 341.25	\$ 10,237.50
Unit 10b - Jaycee Park: (2805 Elm St.) - Finish mow back hill and behind firehouse	Bi-Weekly (15 cuts)	\$ 157.50	\$ 2,362.50
Unit 11 - Schaefer Park: (1647 Wilshire Valley Blvd.)	Weekly (30 Cuts)	\$ 220.50	\$ 6,615.00
Unit 12 - St. Charles Soccer Complex (3801 Mueller Rd.) - Mow/trim drainage ditch/ROW at front of park	Bi-Weekly (15 cuts)	\$ 341.25	\$ 5,118.75
Unit 13 - Vogt Brothers Park: (500 Fairgrounds Rd.)	Weekly (30 Cuts)	\$ 341.25	\$ 10,237.50
Unit 14 - Webster Park: (2201 S. River Rd.)	Weekly (30 Cuts)	\$ 220.50	\$ 6,615.00
Unit 15 - Westwinds Park: (114 Paula Dr.)	Bi-Weekly (15 cuts)	\$ 52.50	\$ 787.50
Unit 16 - Woodlands Park: (1278 Harvest Ridge Dr.)	Bi-Weekly (15 cuts)	\$ 189.00	\$ 2,835.00
GRAND TOTAL 2024			\$ 224,332.50

Addendum #1 Received: _____ Company Name: _____

Addendum #2 Received: _____

By: _____

Title: _____

Date: _____

Parks & Recreation Department
Transfer Request

Name: Chris Atkinson
 Division: Parks and Recreation
 Date: February 15, 2024

Amount Transferred	To Project Code	To Project/Account	To Account #	From Project Code	From Project/Account	From Account #
\$22,000.00	24PRK3	HVAC	217-451-872-102	24PRK26	Picnic Table Replacement	217 451 874 103
\$15,000.00	24PRK3	HVAC	217-451-872-102	24PRK23	PC Replacement	217-451-874-106
\$5,000.00	24PRK10	Athletic Field Renovations	217-451-873-109	24PRK6	ADA Renovations	217-451-873-109
\$15,000.00	24PRK10	Athletic Field Renovations	217-451-873-109	24PRK32	Facility Improvements	217-451-873-109
\$57,000.00						

Reason for Transfer

HVAC Replacement- In reviewing the HVAC units at Memorial Hall, the units operating for the lower level will be replaced. Given recent events, this will aid in the overall well being of the building and will include monitoring capabilities. While replacing picnic tables would be nice, the HVAC systems takes priority.

Athletic Field Renovation- In addition to the \$20,000 within the budgeted project this year, the additional funds will allow laser grading of the fields improving playability and help attract more tournaments. ADA Renovations and Facility Improvements scheduled will still be completed within other projects.

St. Charles Parks and Recreation Board

MEMORANDUM

Date: February 14, 2024

From: Chris Atkinson, Assistant Director

RE: Contract with St. Louis Ballfields & Turf, LLC to complete the Wapelhorst Ball Field Infield Upgrade Project.

Summary:

In the 2024 CIP, funds are budgeted (\$20,000) for the update/renovation of the four infields at the Wapelhorst Complex. This includes laser grading each infield, spreading 25 tons of material (Separate purchase), edging and replacing sod where needed and doing a final roll of the infields.

Staff received 4 quotes from contractors who do this type of work

St. Louis Ballfields & Turf, LLC - \$15,600

Anderson Dirt & Turf - \$17,200

TruTurf Solutions - \$17,000

Core Turf Solutions - \$34,450

Staff would also like to add a 5% contingency (\$780) to the bid amount of \$15,600. The contingency will only be used if needed.

Favorable consideration for approval is requested for a contract with St. Louis Ballfields & Turf, LLC. to complete the Wapelhorst Ball Field Complex Infield Project in an amount not to exceed \$16,380.

St. Louis Ballfields & Turf, LLC
 3308 Domain St
 Saint Charles, MO 63301 US
 (636) 795-2177
 cystlbft@gmail.com

Estimate

ADDRESS
Chris Atkinson Parks Department 1900 W Randolph St St. Charles, Mo 63301

ESTIMATE #	DATE
1124	02/04/2024

ACTIVITY	QTY	RATE	AMOUNT
Laser Level Laser Level Wapelhorst Park Fields - Clean up edges, amend 1 load of Dura Edge Classic per field, laser grade and roll.	4	3,500.00	14,000.00
Sod Install Replace sod around irrigation heads that have been exposed off of the back arc on each field.	4	200.00	800.00
Top Dress 1 pallet of conditioner per field following rolling.	4	200.00	800.00

NOTE: Customer responsible for purchasing Dura Edge (\$3,100) per load and Conditioner (\$475) per pallet. Please mark all irrigation and base anchors. Customer may need to re set irrigation and anchors following grade work.

TOTAL **\$15,600.00**

Accepted By

Accepted Date

St. Charles Parks and Recreation Board

MEMORANDUM

Date: February 16, 2024
From: Chris Atkinson, Assistant Director
RE: Purchase Order with SiteOne Landscape Supply to supply infield materials to complete the Wapelhorst Ball Field Infield Upgrade Project.

Summary:

In the 2024 CIP, funds are budgeted (\$20,000) for the update/renovation of the four infields at the Wapelhorst Complex. This includes laser grading each infield, spreading 25 tons of material, edging and replacing sod where needed and doing a final roll of the infields.

Staff requested quotes from vendors who can supply the 100 tons of infield material needed to complete this project.

Additional funds were needed in Project 24PRK10 to be able to complete this project and were requested earlier in the 2/21/24 meeting

Staff received 3 quotes from vendors who supply this material.

SiteOne Landscape Supply- \$13,400
DuraEdge - \$13,600
Homefield - \$14,200

Since this purchase is over \$10,000 Park Board approval is required.

Favorable consideration for approval is requested for a Purchase Order with SiteOne Landscape Supply to supply the materials needed to complete the Wapelhorst Ball Field Complex Infield Project in an amount not to exceed \$13,400.



Maryland Heights MO #25
 2135 Schuetz Rd
 Saint Louis, MO 63146-3537
 W: (314)991-3535

Bid

Bill To:

City of St. Charles - Parks and Recreation Dept (#1477278)
 1900 W Randolph St
 Saint Charles, MO 63301-0842
 C: (636)448-7771

Ship To:

City of St. Charles - Parks and Recreation Dept (#1477278)
 1900 W Randolph St
 Saint Charles, MO 63301-0842
 C: (636)448-7771

Created	Quote#	Due Date	Expected Award Date	Expiration Date
02/15/2024	6782217	02/15/2024	03/15/2024	03/15/2024

Printed	Job Name	Job Description	Job Start Date
02/15/2024 09:16:23	Wappplehorst	Dura Edge	03/15/2024

Line #	Item #	Item Desc	Qty	UOM	Unit Price	Extended Price
1	10-110	DuraEdge Classic Infield Mix (Bulk)	100	TN	126.000	12,600.00
2	Delivery Services	Freight	1		800.000	800.00

Total Price: \$ 13,400.00

Quoted price is for material only. Applicable sales tax will be charged when invoiced. All product and pricing information is based on the latest information available and is subject to change without notice or obligation.

Local tax may differ based on locations and local codes.

St. Charles Parks and Recreation Board

MEMORANDUM

Date: February 16, 2024

From: Chris Atkinson, Assistant Director

RE: Contract with RCF Painting Co. to complete the Memorial Hall Repainting Project.

Summary:

In the 2024 CIP, there are funds budgeted for the replacement of furnishings (Wood floor resurface and replace tables) in Memorial Hall.

Since the Memorial Hall frozen water pipe incident, we have to remove and replace sections of drywall both upstairs and in the basement. The drywall has been removed and replaced and now needs painted.

Rather than just repainting the areas of drywall that were replaced (Those parts will be covered as part of the insurance claim) staff received quotes to repaint the entire building.

Staff received 3 quotes from local painting contractors to repaint the interior of the entire building.

RCF Painting Co. - \$19,627.70
SNL Painting Inc. - \$21,147.20
Allen's Painting LLC. - \$24,500

Staff would also like to add a 5% contingency (\$981.39) to the bid amount of \$19,627.70 for a total contract of \$20,609.09.

Favorable consideration for approval is requested for a contract with RCF Painting Co. to complete the Memorial Hall Re-painting Project in an amount not to exceed \$20,609.09.



Estimate

EST-08946

Rhodes Custom Finishes

1881 S Old Highway 94
St. Charles Missouri 63303

(636) 385-6655
info@rhodescustomfinishes.com

Customer Name

City of St Charles Parks Department
1900 Randolph St
St Charles, MO 63301

Estimate Date : Feb 10, 2024

Estimator : Rhodes Custom
Finishes

Description of Work to be Performed	Amount
Interior Painting Interior Painting Rhodes Custom Finishes will prepare and paint the items listed below. ** Price includes all paint and items required for completion ** PROJECT DETAILS: ** These are the Items RCF will be Painting ** Post 2866 Conference Room 1. Cover and protect floors, remove switch plate covers, and tape off baseboards 2. Spackle all minor imperfections 3. Power Sand all walls for smooth finish 4. Spot Prime all repairs 5. Paint walls 2 coats in Satin Finish Post 312 Conference Room 1. Cover and protect floors, remove switch plate covers, and tape off baseboards 2. Spackle all minor imperfections 3. Power Sand all walls for smooth finish 4. Spot Prime all repairs 5. Paint walls 2 coats in Satin Finish Rear Entry Foyer and Main Floor Hallway 1. Cover and protect floors, remove switch plate covers, and tape off baseboards 2. Spackle all minor imperfections 3. Power Sand all walls for smooth finish 4. Spot Prime all repairs 5. Paint walls 2 coats in Satin Finish Auditorium 1. Cover and protect floors, remove switch plate covers, and tape off baseboards 2. Spackle all minor imperfections - Includes taping of large cracks with mesh tape and 2 coats mud as needed 3. Power Sand all walls for smooth finish 4. Spot Prime all repairs - Prime new drywall as needed 5. Paint walls 2 coats in Satin Finish * Does not include inside of storage closets	18,422.40

Main Entry Foyer

1. Cover and protect floors, remove switch plate covers, and tape off baseboards
2. Spackle all minor imperfections - Includes taping of large cracks with mesh tape and 2 coats mud as needed
3. Power Sand all walls for smooth finish
4. Spot Prime all repairs - Prime new drywall as needed
5. Paint walls 2 coats in Satin Finish
 - * Does not include inside of storage closets or bathrooms

***** PER WALKTHROUGH - RCF IS TO NOT PAINT THE 2 PARTIALLY FINISHED OFFICES *****

Lower Level

Lower Level Room with Tile

1. Cover and protect floors, remove switch plate covers, and tape off baseboards
2. Spackle all minor imperfections - Includes taping of large cracks with mesh tape and 2 coats mud as needed
3. Power Sand all walls for smooth finish
4. Spot Prime all repairs
 - * Oil base prime any areas where water damage occurred and is showing
5. Finish ceiling in flat white paint
5. Paint walls 2 coats in Satin Finish
 - * Does not include inside of storage closets or bathrooms

Lower Level Hallways

1. Cover and protect floors, remove switch plate covers, and tape off baseboards
2. Spackle all minor imperfections -
 - * Includes taping of large cracks with mesh tape and 2 coats mud on ceiling near kitchen
3. Power Sand all walls for smooth finish
4. Spot Prime all repairs -
5. Paint walls 2 coats in Satin Finish
 - * Does not include inside of storage closets or bathrooms

Lower Level Room with Carpet

1. Cover and protect floors, remove switch plate covers, and tape off baseboards
2. Spackle all minor imperfections - Includes taping of large cracks with mesh tape and 2 coats mud as needed
3. Power Sand all walls for smooth finish
4. Spot Prime all repairs -
5. Paint walls 2 coats in Satin Finish
 - * Does not include inside of storage closets or bathrooms

Stairwell

1. Cover and protect floors, remove switch plate covers, and tape off baseboards
 2. Spackle all minor imperfections - Includes taping of large cracks with mesh tape and 2 coats mud as needed
 3. Power Sand all walls for smooth finish
 4. Spot Prime all repairs -
 5. Paint walls 2 coats in Satin Finish
 - * Does not include handrails or any stair parts
- Includes painting the ceiling the same color as the walls

** RCF will clean up at the end of each day and at the end of all projects.

** RCF cannot guarantee 100% dust free finish but will clean up and haul off all trash

** RCF will set up a small area or "Shop" to keep all items together and out of the way.

Description of Work to be Performed	Amount
Change Order Per Walkthrough the offices were not to be included - They were however included on typed out form This line is the price for those rooms only	1,205.30
2 Offices in Main Foyer - 1. Cover and protect floors, and baseboards 2. Spackle all minor imperfections - Includes taping of large cracks with mesh tape and 2 coats mud as needed ** Includes repairing of all failed plaster 3. Power Sand all walls for smooth finish 4. Spot Prime all repairs - Prime new drywall as needed 5. Paint walls 2 coats in Satin Finish Ceiling in the right office is included	
Total	\$19,627.70

We Want to Work With You!

How to get scheduled.....

If you agree to the details outlined in this estimate please respond to this email or call us right away at 636-385-6655.

* Have questions? Please don't hesitate to call your estimator or the office. We are happy to assist you.

Once we have confirmation you are ready to work with RCF, we will send you a project packet via Docusign.

* Docusign is where you will sign your proposal and all other project documents.

Once RCF has received the documents required, our staff will reach out to schedule your project.

EASY!

Please Note:

Estimates received from Rhodes Custom Finishes Painting Company include all materials needed for a complete project.

Customer Signature _____

St. Charles Parks and Recreation Board

MEMORANDUM

Date: February 16, 2024

From: Chris Atkinson, Assistant Director

RE: Contract with Cisco Heating & Air Conditioning to complete the Gould Building Heating & Cooling system replacement and new install.

Summary:

In the 2024 CIP, funds are budgeted for the construction of the new restroom addition at the Gould Building in Wapelhorst Park. This project will create a new set of restrooms that will only be accessible to park users. The current "shared" restrooms will then become only available to users of the Gould Building. See attached plans.

In addition to the new restroom, funds were also built into the project to update and replace the three current heating and cooling units that were installed between 2001-2002 that are currently running in the building.

Construction Foreman Chris Bunch received 3 quotes from HVAC contractors to install the new units in the building.

Cisco Heating & Cooling - \$25,234
Missouri Furnace & Air Conditioning - \$34,960
Vitt Heating & Cooling - \$30,457

Staff would also like to add a 5% contingency (\$1,262) to the bid amount of \$25,234 for a total contract of \$26,496.

Favorable consideration for approval is requested for a contract with Cisco Heating & Air Conditioning to complete the Gould Building Heating and Cooling Project in an amount not to exceed \$26,496.



Customized Proposal

St.Charles Parks
 Wapelhorst Park
 St.Charles MO 63303

Sales Consultant: **Dave Cissell**
 Proposal#: **901551**
 Date: **02/09/2024**

System I

We Hereby propose to furnish, install and service equipment for your home as specific below:

- (1) 1st Floor system
- (2) Bryant 912SE60100M21 90% Gas Furnaces
- (2) Bryant 114SAN6000N 14 SEER Condensers
- (2) Bryant CVPVA6021XMC Cased Evaporator Coils
- (1) Ecobee WiFi Thermostat for remote access
- (2) Supply Plenums
- (1) Extend existing line sets to new Condenser Location outside new Restrooms
- (1) New Drain Lines
- (2) Connect to Existing PVC Flues
- (1) New #8 Thermostat wire for 2 stage operation
- (1) Twinning Kit for furnaces
- (1) Gas Piping& electric changes
- (1) Labor to install System
- (1) 1Year Parts & Labor Warranty
- (1) 5 Year Compressor Warranty
- (1) 20 Year Heat Exchanger Warranty

System I Investment \$15,284

Down Payment \$0

Included in every installation:

*All Labor
 Air Filter
 Meet All Local Codes*

Labor warranty does not cover maintenance or lack of maintenance related problems, dirty filters,coils,drains ect.

*Removal Of Existing Equipment
 Complete System Checkout By Trained Technicians
 Evacuate Refrigeration System
 Clean Work Area When Completed*

All material listed above is guaranteed as specified. All work will be completed in a professional manner. Any deviation from above specifications involving extra costs will be executed only upon written change orders.

Authorized Signature _____

Sales Consultant: Dave Cissell

Note: This proposal may be withdrawn by us if not accepted within 30 Days

We hereby propose to furnish labor & material, complete in accordance with the above specifications, for the sum of: \$ _____
 Payment to be made as follows: _____

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment will be made as outlined above.

Signature: _____
 Signature: _____

Acceptance Date: _____



Cisco Heating & Air Conditioning
 3727 N. St.Peters Parkway - St.Peters , MO 63376
 636-477-0100 - ciscoheating@sbcglobal.net

Customized Proposal

St.Charles Parks
 Wapelhorst Park
 St.Charles MO 63303

Sales Consultant: **Dave Cissell**
 Proposal#: **901551**
 Date: **02/09/2024**

System II

We Hereby propose to furnish, install and service equipment for your home as specified below:

- (1) Basement system
- (1) Bryany 912SE48080M17 90% Gas furnace
- (1) Bryany 114SAN42000N 14SEER Condenser
- (1) Bryany CVPVA4217XMC Cased Evaporator Coil
- (1) Connect to existing PVC Flues
- (1) Ecobee WiFi Thermostat
- (1) Pad,Disconnect ,Whip
- (1) Flush Line set replace any worn insulation on tubing
- (1) Labor to install system
- (1) 1Year Parts & Labor Warranty
- (1) 5 Year Compressor Warranty
- (1) 20 Year Heat Exchanger Warranty

System II Investment \$6,750

Down Payment \$0

Included in every Installation:

*All Labor
 Air Filter
 Meet All Local Codes
 Labor warranty does not cover maintenance or lack of
 maintenance related problems, dirty filters,coils,drains ect.*

*Removal Of Existing Equipment
 Complete System Checkout By Trained Technicians
 Evacuate Refrigeration System
 Clean Work Area When Completed*

All material listed above is guaranteed as specified. All work will be completed in a professional manner. Any deviation from above specifications involving extra costs will be executed only upon written change orders.

Authorized Signature _____

Sales Consultant: Dave Cissell

Note: This proposal may be withdrawn by us if not accepted within 30 Days

We hereby propose to furnish labor & material, complete in accordance with the above specifications, for the sum of: \$ _____

Payment to be made as follows:

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment will be made as outlined above.

Signature: _____

Acceptance Date: _____

Signature: _____



Cisco Heating & Air Conditioning

3727 N. St.Peters Parkway - St.Peters , MO 63376

636-477-0100 - ciscoheating@sbcglobal.net

Customized Proposal

St.Charles Parks

Wapelhorst Park

St.Charles MO 63303

Sales Consultant: Dave Cissell

Proposal#: 901551

Date: 02/09/2024

System III

We Hereby propose to furnish, install and service equipment for your home as specified below:

- (1) Bathroom addition
- (1) Bryant FJ4DNXA18L00 Electric Air Handler
- (1) Bryant 10KW Heat Package
- (1) Draw Return Air from outside w/ return box
- (1) Insulated Supply Duct / 3 supplies
- (1) Ecobee WiFi Thermostat w/ remote sensor
- (1) Labor to install system
- (1) 1Year Parts & Labor Warranty

System III Investment \$3,200

Down Payment \$0

Included in every Installation:

All Labor

Air Filter

Meet All Local Codes

Labor warranty does not cover maintenance or lack of maintenance related problems, dirty filters,coils,draains ect.

Removal Of Existing Equipment

Complete System Checkout By Trained Technicians

Evacuate Refrigeration System

Clean Work Area When Completed

All material listed above is guaranteed as specified. All work will be completed in a professional manner. Any deviation from above specifications involving extra costs will be executed only upon written change orders.

Authorized
Signature _____

Sales Consultant: Dave Cissell

Note: This proposal may be withdrawn by us if not accepted within _____ 30 Days

We hereby propose to furnish labor & material, complete in accordance with the above specifications, for the sum of: \$ _____

Payment to be made as follows:

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment will be made as outlined above.

Signature: _____

Acceptance Date: _____

Signature: _____

St. Charles Parks and Recreation Board

MEMORANDUM

Date: February 16, 2024

From: Chris Atkinson, Assistant Director

RE: Contract with Cisco Heating & Air Conditioning to complete the Memorial Hall Heating & Cooling system replacement Project.

Summary:

In the 2024 CIP, there are funds budgeted for the replacement of 1 of the 5 units that heat and cool the basement level of Memorial Hall. As part of the investigation into the Memorial Hall frozen water pipe incident, it was discovered that all 5 of the residential style units in the basement of the hall were installed between 1996 and 2003 and need replacement.

Rather than scheduling the replacements over multiple years, staff would prefer to update all 5 units at once. This would allow staff to utilize newer technology to remotely monitor each unit and receive alerts if there are issues with the units/building temperatures. The new units would also be more energy efficient.

Construction Foreman Chris Bunch received 3 quotes from HVAC contractors to install the 5 new units in the building.

Cisco Heating & Cooling - \$36,346
Missouri Furnace & Air Conditioning - \$58,400
Vitt Heating & Cooling - \$43,587

Staff would also like to add a 5% contingency (\$1,818) to the bid amount of \$36,346 for a total contract of \$38,164.

Favorable consideration for approval is requested for a contract with Cisco Heating & Air Conditioning to complete the Memorial Hall Heating and Cooling Project in an amount not to exceed \$38,164.



Customized Proposal

St.Charles Parks
 McNair Park
 St.Charles MO 63303

Sales Consultant: **Dave Cissell**
 Proposal#: **901553**
 Date: **02/09/2024**

System I

We Hereby propose to furnish, install and service equipment for your home as specified below:

- (1) Kitchen /Dinning Area
- (1) Bryant 912SE48080M17 90% Gas Furnace
- (1) Bryant 114SAN36000N 14 SEER Condenser
- (1) Bryant CVPVA3617XMC Cased Evaporator Coil
- (1) Ecobee WiFi Thermostat
- (1) Recover old Referigerant
- (1) Locking Caps
- (1) Pad
- (1) Condensate Pump
- (1) Flush Lines
- (1) Disconnect/ Whip
- (1) 16.25.1 Filter
- (1) Reciptal/ Switch
- (1) 1 Year Parts & Labor Warranty
- (1) 5 Year Compressor Warranty
- (1) 20 Year Heat Exchanger Warranty

System I Investment \$6,577

Down Payment \$0

Included in every Installation:

All Labor

Air Filter

Meet All Local Codes

Labor warranty does not cover maintenance or lack of maintenance related problems, dirty filters,coils,drains ect.

Removal Of Existing Equipment

Complete System Checkout By Trained Technicians

Evacuate Refrigeration System

Clean Work Area When Completed

All material listed above is guaranteed as specified. All work will be completed in a professional manner. Any deviation from above specifications involving extra costs will be executed only upon written change orders.

Authorized
Signature _____

Sales Consultant: Dave Cissell

Note: This proposal may be withdrawn by us if not accepted within 30 Days

We hereby propose to furnish labor & material, complete in accordance with the above specifications, for the sum of: \$ _____

Payment to be made as follows:

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment will be made as outlined above.

Signature: _____

Acceptance Date: _____

Signature: _____



Customized Proposal

St.Charles Parks
 McNair Park
 St.Charles MO 63303

Sales Consultant: **Dave Cissell**
 Proposal#: **901553**
 Date: **02/09/2024**

System II

We Hereby propose to furnish, install and service equipment for your home as specified below:

- (1) McNair Park Basement #1
- (1) 912SE60100M21
- (1) CVPVA06021XMC
- (1) 24ABB360A005 3 Phase Condenser
- (1) Plenum
- (1) PVC Flues
- (1) Flush Lineset
- (1) Ecobee Stat
- (2) 16.25.1
- (1) Drains
- (1) Gas/Electric
- (1) 1 Year Parts & Labor Warranty
- (1) 5 Year Compressor Warranty
- (1) 20 Year Heat Exchanger Warranty

System II Investment \$8,943

Down Payment \$0

Included in every Installation:

*All Labor
 Air Filter
 Meet All Local Codes*

*Removal Of Existing Equipment
 Complete System Checkout By Trained Technicians
 Evacuate Refrigeration System
 Clean Work Area When Completed*

*Labor warranty does not cover maintenance or lack of
 maintenance related problems, dirty filters,coils,draains ect.*

All material listed above is guaranteed as specified. All work will be completed in a professional manner. Any deviation from above specifications involving extra costs will be executed only upon written change orders.

Authorized Signature _____

Sales Consultant: Dave Cissell

Note: This proposal may be withdrawn by us if not accepted within 30 Days

We hereby propose to furnish labor & material, complete in accordance with the above specifications, for the sum of: \$ _____

Payment to be made as follows:

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment will be made as outlined above.

Signature: _____

Acceptance Date: _____

Signature: _____



Customized Proposal

St.Charles Parks
 McNair Park
 St.Charles MO 63303

Sales Consultant: **Dave Cissell**
 Proposal#: **901553**
 Date: **02/09/2024**

System III

We Hereby propose to furnish, install and service equipment for your home as specified below:

- (1) McNair Lower Level Rec Room x3
- (1) 912SE48080M17
- (1) 24ABB342A005 3 Phase
- (1) CVPVA04217ZMZ Coil
- (1) Flush Lineset
- (1) Ecobee Tstat
- (1) 16,25,1 Filter Rack
- (1) PVC Flue
- (1) Pad
- (1) Drains
- (1) Condensate Pump 15' 115V with safety switch
- (1) Gas/ Electric
- (1) 1 Year Parts & Labor Warranty
- (1) 5 Year Compressor Warranty
- (1) 20 Year Heat Exchanger Warranty

System III Investment \$6,942

Down Payment \$0

*3 UNITS @ \$ 6,942 EACH
 = \$ 20,826*

Included in every Installation:

All Labor

Air Filter

Meet All Local Codes

Labor warranty does not cover maintenance or lack of maintenance related problems, dirty filters,coils,drains ect.

Removal Of Existing Equipment

Complete System Checkout By Trained Technicians

Evacuate Refrigeration System

Clean Work Area When Completed

All material listed above is guaranteed as specified. All work will be completed in a professional manner. Any deviation from above specifications involving extra costs will be executed only upon written change orders.

Authorized
Signature _____

Sales Consultant: Dave Cissell

Note: This proposal may be withdrawn by us if not accepted within 30 Days

We hereby propose to furnish labor & material, complete in accordance with the above specifications, for the sum of: \$ _____

Payment to be made as follows:

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment will be made as outlined above.

Signature: _____

Acceptance Date: _____

Signature: _____

St. Charles Parks and Recreation Board

MEMORANDUM

Date: February 16, 2024

From: Chris Atkinson, Assistant Director

RE: Authorization to acquire right-of-way and easements required for the Trail Project at 650-700 Fountain Lakes Blvd. by purchase, donation, or eminent domain.

Summary:

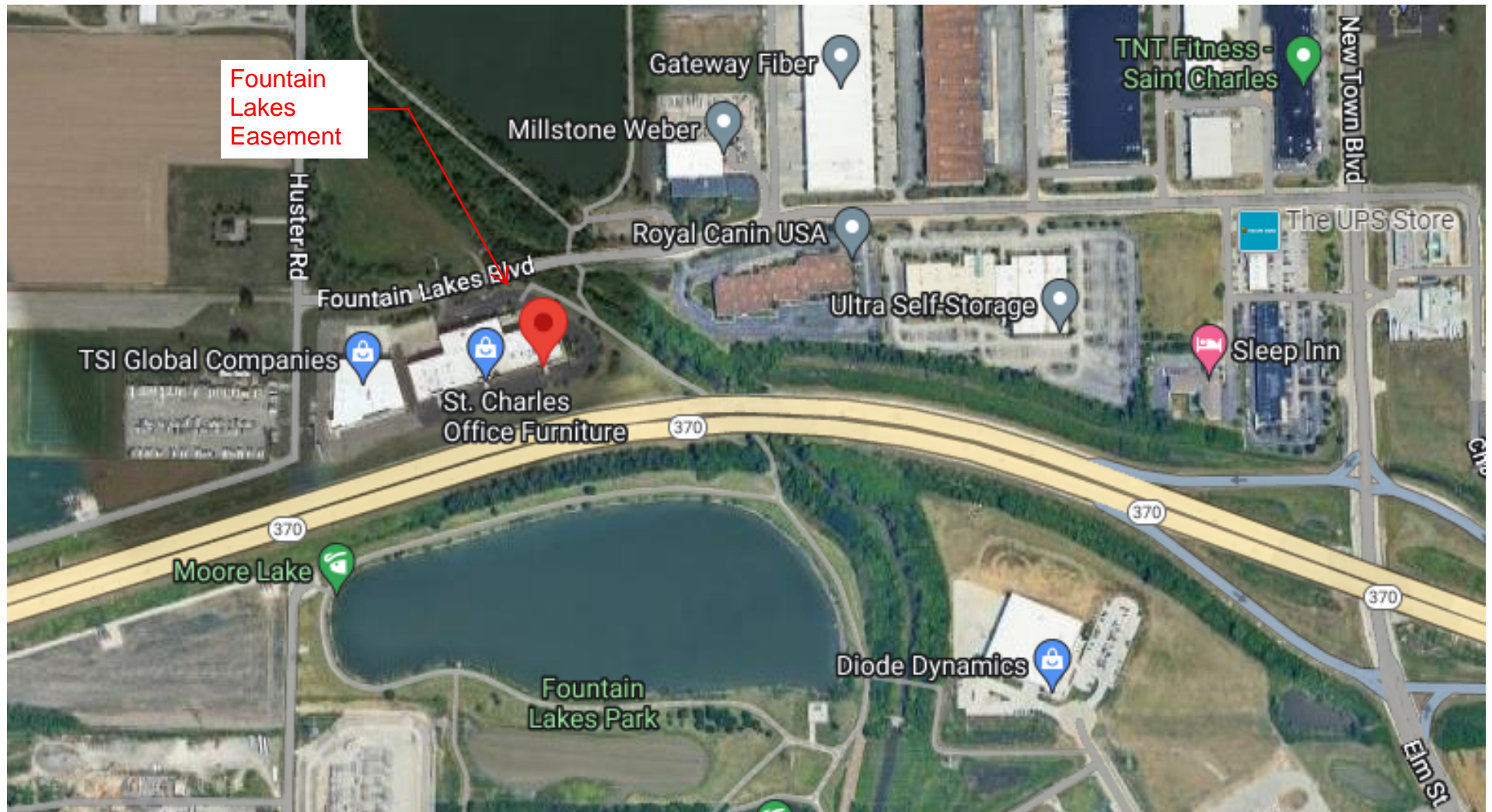
Request to the Board and City Council are occurring concurrently for the necessary acquisitions.

The current trail that connects Fountain Lakes Park North and Fountain Lakes Park South runs under Hwy 370 and under Fountain Lakes Blvd. The low water trail that crossed over the creek close to Fountain Lakes Blvd. has washed out over time.

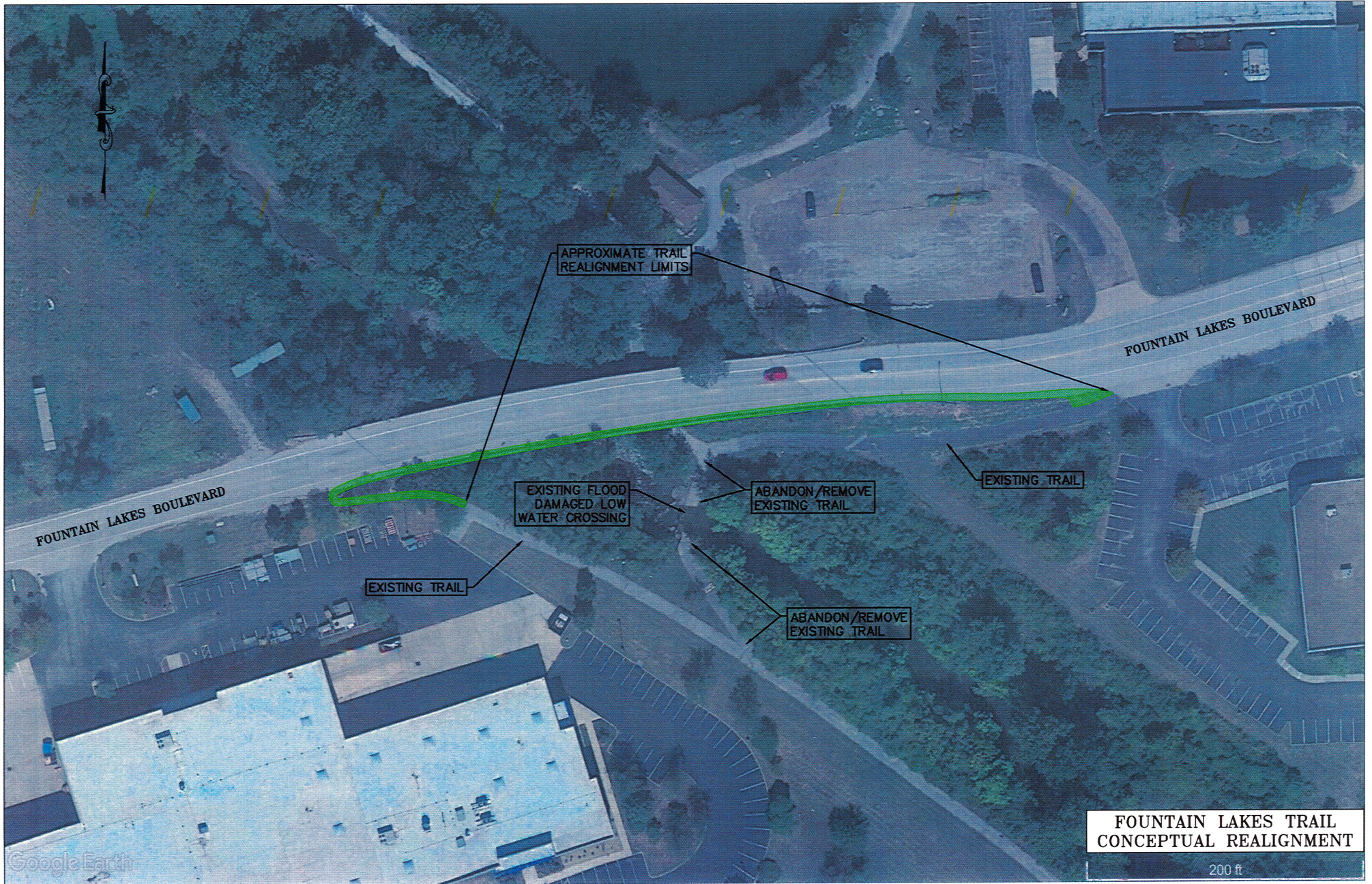
Rather than continuing to make continuous, expensive repairs to the low water crossing staff would like to eliminate the creek crossing and re-route the trail onto some private property then along the shoulder of Fountain Lakes Blvd. then back to the Parks trail system.

A new connection to the path is planned through corner portion of the 370 Tech Center located at 650-700 Fountain Lakes Blvd. This easement agreement will be a donation from the 370 Tech Center.

Favorable consideration for Staff to continue with the necessary of acquisitions is requested.



Fountain Lakes Easement Location Map



APPROXIMATE TRAIL REALIGNMENT LIMITS

FOUNTAIN LAKES BOULEVARD

FOUNTAIN LAKES BOULEVARD

EXISTING FLOOD DAMAGED LOW WATER CROSSING

ABANDON/REMOVE EXISTING TRAIL

EXISTING TRAIL

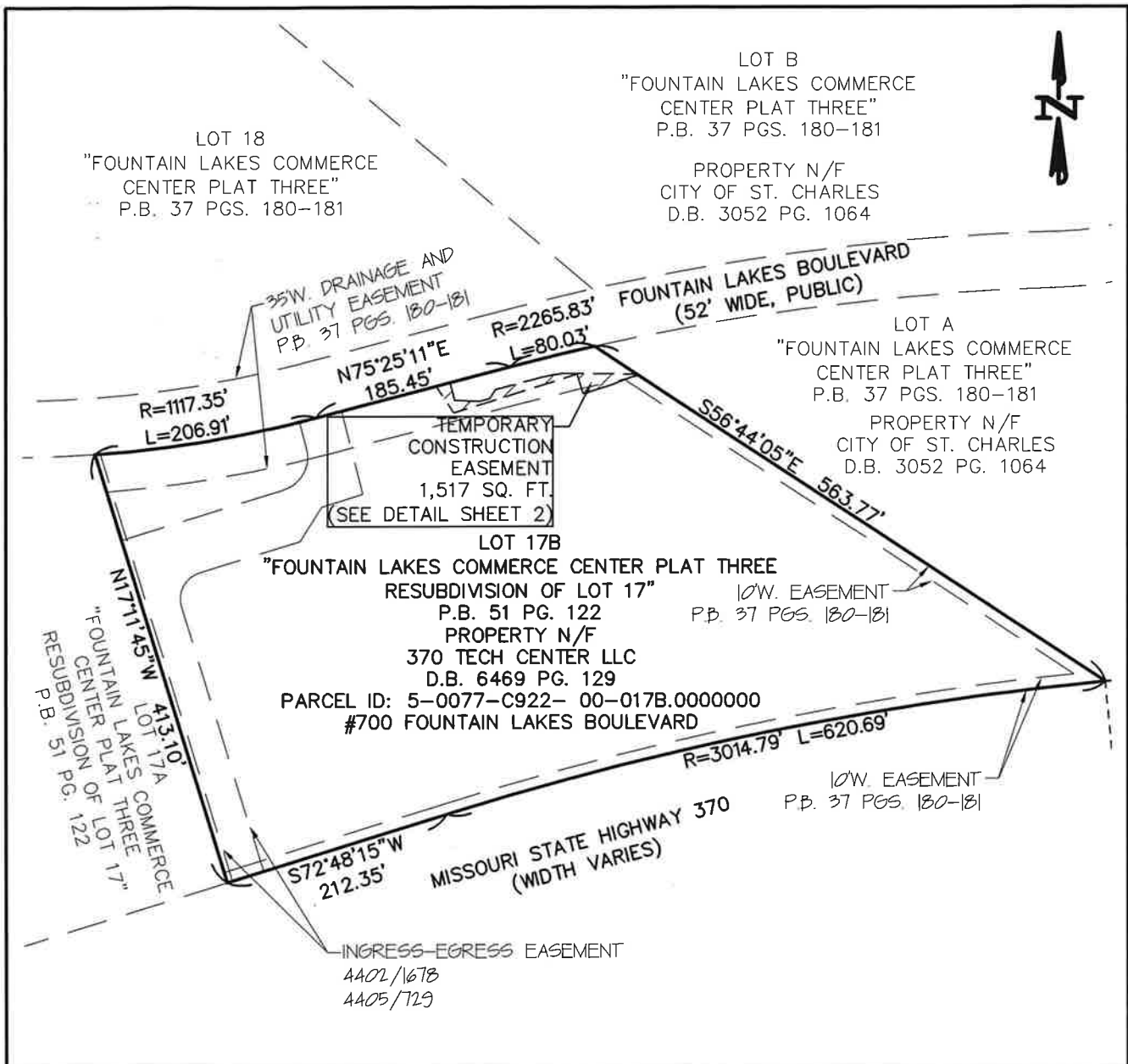
EXISTING TRAIL

ABANDON/REMOVE EXISTING TRAIL

FOUNTAIN LAKES TRAIL
CONCEPTUAL REALIGNMENT

200 ft

Google Earth



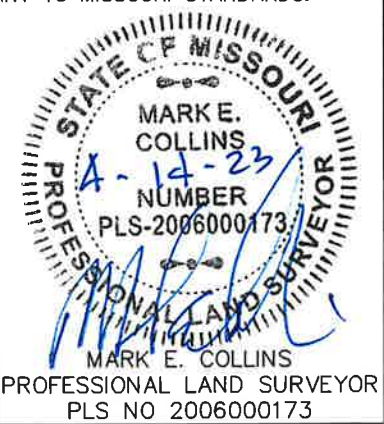
BAX ENGINEERING CO.
 221 POINT WEST BLVD.
 ST. CHARLES, MO 63301
 636-928-5552

GENERAL NOTES:
 1. BASIS OF BEARINGS IS THE MISSOURI COORDINATE SYSTEM OF 1983, EAST ZONE (GRID NORTH).
 2. THIS EXHIBIT DOES NOT CONSTITUTE A PROPERTY BOUNDARY SURVEY PURSUANT TO MISSOURI STANDARDS.

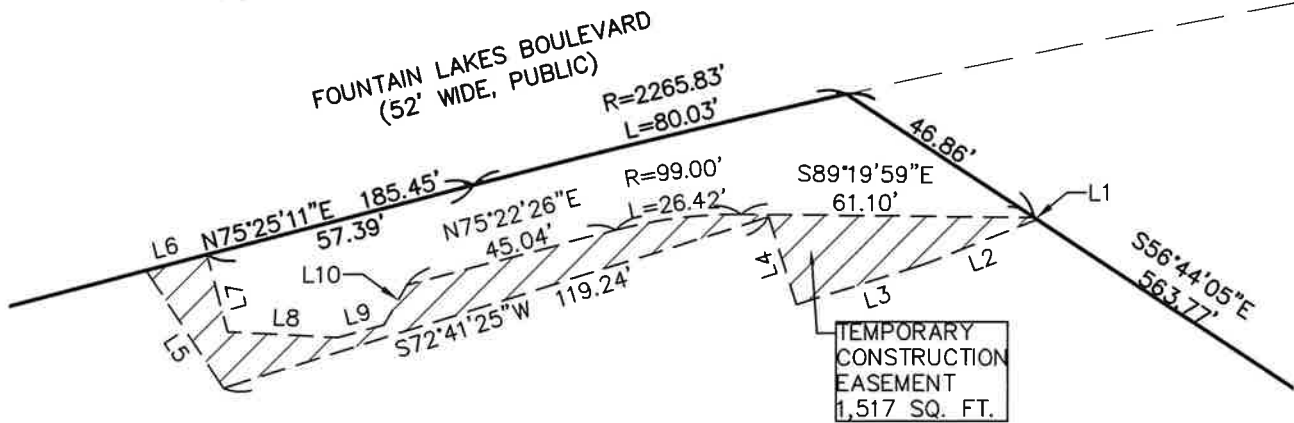
EXHIBIT A
DATE: 04/04/23
DRAWN: GAW
SCALE: 1"=150'
PROJECT: 22-18820
FILE: 18820TCE
SHEET: 1 OF 2
MISSOURI STATE CERTIFICATE OF AUTHORITY SURVEYING: #000144

TEMPORARY CONSTRUCTION EASEMENT

A TRACT OF LAND BEING PART OF LOT 17B OF "FOUNTAIN LAKES COMMERCE CENTER PLAT THREE RESUBDIVISION OF LOT 17", PLAT BOOK 51, PAGE 122 TOWNSHIP 47 NORTH, RANGE 4 EAST CITY OF ST. CHARLES, ST. CHARLES COUNTY, MISSOURI



Line Table			Line Table		
Line #	Length	Direction	Line #	Length	Direction
L1	0.73'	S56°44'05"E	L6	13.13'	N75°25'11"E
L2	25.58'	S68°26'30"W	L7	16.67'	S14°51'52"E
L3	27.58'	S72°33'17"W	L8	23.01'	S87°06'18"E
L4	19.12'	N17°32'20"W	L9	10.00'	N74°53'06"E
L5	29.32'	N33°21'58"W	L10	9.59'	N29°53'06"E



LOT 17B
 "FOUNTAIN LAKES COMMERCE CENTER PLAT THREE
 RESUBDIVISION OF LOT 17"
 P.B. 51 PG. 122

PROPERTY N/F
 370 TECH CENTER LLC
 D.B. 6469 PG. 129
 PARCEL ID: 5-0077-C922- 00-017B.0000000
 #700 FOUNTAIN LAKES BOULEVARD



BAX ENGINEERING CO.
 221 POINT WEST BLVD.
 ST. CHARLES, MO 63301
 636-928-5552

GENERAL NOTES:

1. BASIS OF BEARINGS IS THE MISSOURI COORDINATE SYSTEM OF 1983, EAST ZONE (GRID NORTH).
2. THIS EXHIBIT DOES NOT CONSTITUTE A PROPERTY BOUNDARY SURVEY PURSUANT TO MISSOURI STANDARDS.

EXHIBIT A
DATE: 04/04/23
DRAWN: GAW
SCALE: 1"=150'
PROJECT: 22-18820
FILE: 18820TCE
SHEET: 2 OF 2

TEMPORARY CONSTRUCTION EASEMENT

A TRACT OF LAND BEING PART OF
 LOT 17B OF "FOUNTAIN LAKES COMMERCE
 CENTER PLAT THREE RESUBDIVISION OF LOT 17",
 PLAT BOOK 51, PAGE 122
 TOWNSHIP 47 NORTH, RANGE 4 EAST
 CITY OF ST. CHARLES,
 ST. CHARLES COUNTY, MISSOURI

MISSOURI STATE
 CERTIFICATE OF
 AUTHORITY
 SURVEYING:
 #000144





LOT 18
 "FOUNTAIN LAKES COMMERCE
 CENTER PLAT THREE"
 P.B. 37 PGS. 180-181

LOT B
 "FOUNTAIN LAKES COMMERCE
 CENTER PLAT THREE"
 P.B. 37 PGS. 180-181

PROPERTY N/F
 CITY OF ST. CHARLES
 D.B. 3052 PG. 1064

LOT A
 "FOUNTAIN LAKES COMMERCE
 CENTER PLAT THREE"
 P.B. 37 PGS. 180-181

PROPERTY N/F
 CITY OF ST. CHARLES
 D.B. 3052 PG. 1064

35°W. DRAINAGE AND
 UTILITY EASEMENT
 P.B. 37 PGS. 180-181

R=1117.35'
 L=206.91'

N75°25'11"E
 185.45'

R=2265.83'
 L=80.03'

FOUNTAIN LAKES BOULEVARD
 (52' WIDE, PUBLIC)

PERMANENT TRAIL
 EASEMENT
 3,053 SQ. FT.
 (SEE DETAIL SHEET 2)

LOT 17B
 "FOUNTAIN LAKES COMMERCE CENTER PLAT THREE
 RESUBDIVISION OF LOT 17"
 P.B. 51 PG. 122

PROPERTY N/F
 370 TECH CENTER LLC
 D.B. 6469 PG. 129

PARCEL ID: 5-0077-C922- 00-017B.0000000
 #700 FOUNTAIN LAKES BOULEVARD

10'W. EASEMENT
 P.B. 37 PGS. 180-181

N117°11'45"W LOT 17A
 413.10'
 "FOUNTAIN LAKES COMMERCE
 CENTER PLAT THREE"
 RESUBDIVISION OF LOT 17"
 P.B. 51 PG. 122

R=3014.79' L=620.69'

10'W. EASEMENT
 P.B. 37 PGS. 180-181

S72°48'15"W
 212.35'

MISSOURI STATE HIGHWAY 370
 (WIDTH VARIES)

INGRESS-EGRESS EASEMENT
 4402/1678
 4405/729



BAX ENGINEERING CO.
 221 POINT WEST BLVD.
 ST. CHARLES, MO 63301
 636-928-5552

GENERAL NOTES:

1. BASIS OF BEARINGS IS THE MISSOURI COORDINATE SYSTEM OF 1983, EAST ZONE (GRID NORTH).
2. THIS EXHIBIT DOES NOT CONSTITUTE A PROPERTY BOUNDARY SURVEY PURSUANT TO MISSOURI STANDARDS.

EXHIBIT A
DATE: 04/04/23
DRAWN: GAW
SCALE: 1"=150'
PROJECT: 22-18820
FILE: 18820TRAIL
SHEET: 1 OF 2
MISSOURI STATE CERTIFICATE OF AUTHORITY SURVEYING: #000144

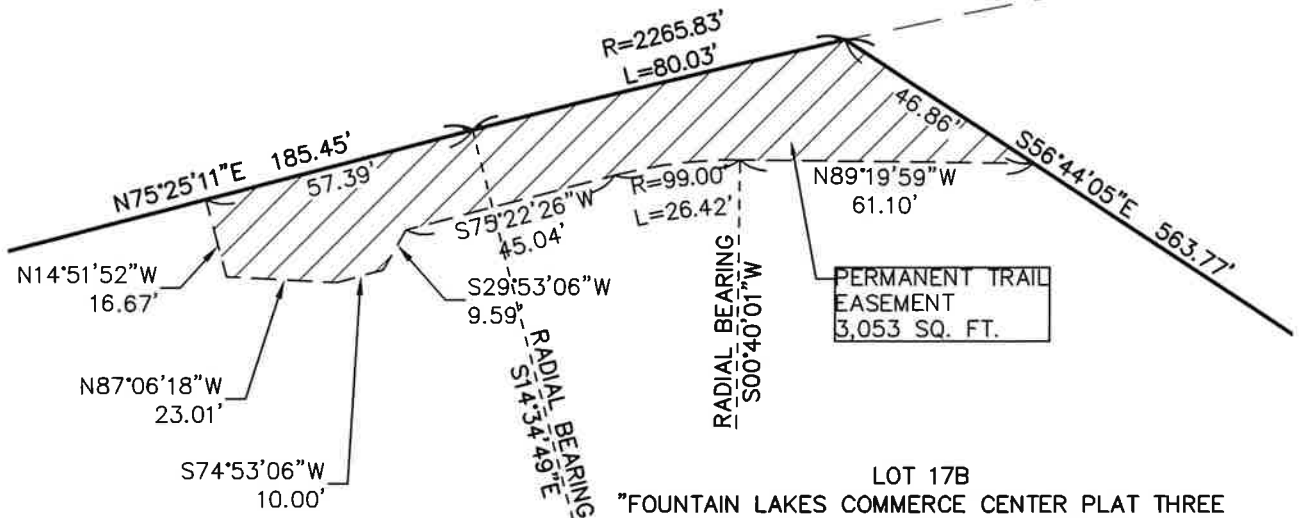
PERMANENT TRAIL EASEMENT

A TRACT OF LAND BEING PART OF
 LOT 17B OF "FOUNTAIN LAKES COMMERCE
 CENTER PLAT THREE RESUBDIVISION OF LOT 17",
 PLAT BOOK 51, PAGE 122
 TOWNSHIP 47 NORTH, RANGE 4 EAST
 CITY OF ST. CHARLES,
 ST. CHARLES COUNTY, MISSOURI





FOUNTAIN LAKES BOULEVARD
(52' WIDE, PUBLIC)



PERMANENT TRAIL
EASEMENT
3,053 SQ. FT.

LOT 17B
"FOUNTAIN LAKES COMMERCE CENTER PLAT THREE
RESUBDIVISION OF LOT 17"
P.B. 51 PG. 122

PROPERTY N/F
370 TECH CENTER LLC
D.B. 6469 PG. 129
PARCEL ID: 5-0077-C922- 00-017B.0000000
#700 FOUNTAIN LAKES BOULEVARD



BAX ENGINEERING CO.
221 POINT WEST BLVD.
ST. CHARLES, MO 63301
636-928-5552

GENERAL NOTES:

1. BASIS OF BEARINGS IS THE MISSOURI COORDINATE SYSTEM OF 1983, EAST ZONE (GRID NORTH).
2. THIS EXHIBIT DOES NOT CONSTITUTE A PROPERTY BOUNDARY SURVEY PURSUANT TO MISSOURI STANDARDS.

EXHIBIT A

DATE: 04/04/23
DRAWN: GAW
SCALE: 1"=150'
PROJECT: 22-18820
FILE: 18820TRAIL
SHEET: 2 OF 2

PERMANENT TRAIL EASEMENT

A TRACT OF LAND BEING PART OF
LOT 17B OF "FOUNTAIN LAKES COMMERCE
CENTER PLAT THREE RESUBDIVISION OF LOT 17",
PLAT BOOK 51, PAGE 122
TOWNSHIP 47 NORTH, RANGE 4 EAST
CITY OF ST. CHARLES,
ST. CHARLES COUNTY, MISSOURI

MISSOURI STATE
CERTIFICATE OF
AUTHORITY
SURVEYING:
#000144



MARK E. COLLINS
PROFESSIONAL LAND SURVEYOR
PLS NO 2006000173

EASEMENT DESCRIPTION
3,053 SQUARE FEET
APRIL 14, 2023
BAX PROJECT NO. 22-18820
GAW

PERMANENT TRAIL EASEMENT

A TRACT OF LAND BEING PART OF LOT 17B OF "FOUNTAIN LAKES COMMERCE CENTER PLAT THREE RESUBDIVISION OF LOT 17", A SUBDIVISION ACCORDING TO THE INSTRUMENT RECORDED IN PLAT BOOK 51 PAGE 122 OF THE ST. CHARLES COUNTY RECORDS, TOWNSHIP 47 NORTH, RANGE 4 EAST OF THE FIFTH PRINCIPAL MERIDIAN, CITY OF ST. CHARLES, ST. CHARLES COUNTY, MISSOURI AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF SAID LOT 17B, SAID POINT ALSO BEING IN THE SOUTH RIGHT-OF-WAY LINE OF FOUNTAIN LAKES BOULEVARD (52 FEET WIDE); THENCE ALONG THE EAST LINE OF SAID LOT 17B, SOUTH 56 DEGREES 44 MINUTES 05 SECONDS EAST 46.86 FEET TO A POINT; THENCE LEAVING THE SAID EAST LINE OF LOT 17B, NORTH 89 DEGREES 19 MINUTES 59 SECONDS WEST 61.10 FEET TO A POINT; THENCE ALONG A CURVE TO THE LEFT WHOSE RADIUS POINT BEARS SOUTH 00 DEGREES 40 MINUTES 01 SECONDS WEST 99.00 FEET FROM LAST MENTIONED POINT, AN ARC DISTANCE OF 26.42 FEET TO A POINT; THENCE THE FOLLOWING COURSES AND DISTANCES: SOUTH 75 DEGREES 22 MINUTES 26 SECONDS WEST 45.04 FEET; SOUTH 29 DEGREES 53 MINUTES 06 SECONDS WEST 9.59 FEET; SOUTH 74 DEGREES 53 MINUTES 06 SECONDS WEST 10.00 FEET; NORTH 87 DEGREES 06 MINUTES 18 SECONDS WEST 23.01 FEET; AND NORTH 14 DEGREES 51 MINUTES 52 SECONDS WEST 16.67 FEET TO A POINT IN THE AFORESAID SOUTH RIGHT-OF-WAY LINE OF FOUNTAIN LAKES BOULEVARD (52 FEET WIDE); THENCE ALONG SAID SOUTH RIGHT-OF-WAY LINE OF FOUNTAIN LAKES BOULEVARD (52 FEET WIDE), NORTH 75 DEGREES 25 MINUTES 11 SECONDS EAST 57.39 FEET TO A POINT; THENCE ALONG A CURVE TO THE RIGHT WHOSE RADIUS POINT BEARS SOUTH 14 DEGREES 34 MINUTES 49 SECONDS EAST 2265.83 FEET FROM LAST MENTIONED POINT, AN ARC DISTANCE OF 80.03 FEET TO THE POINT OF BEGINNING, CONTAINING 3,053 SQUARE FEET ACCORDING TO CALCULATIONS BY BAX ENGINEERING COMPANY DURING APRIL, 2023.



**SAINT CHARLES PARKS & RECREATION BOARD MINUTES
MEETING HELD
January 17, 2024**

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

Board Denise Childress, Brad Harmon, Kathy Mudrovic, Mike Ryan, Mike Hannegan, , Tuss Peluchette (Via Zoom) and Council Liaison Denise Mitchell were present. Merle Schneider was absent.

Staff Maralee Britton - Director, Chris Atkinson – Assistant Director, Don Borgmeyer – Enterprise Superintendent, Peter VanLinn – Maintenance Superintendent, Missy Hollander – Aquatics Coordinator, Adi Naumann – Recreation Coordinator.

Motion by Hannegan to allow Tuss Peluchette to participate remotely in conjunction with City Ordinance 115.405 Remote Participation; Seconded by Mudrovic. Roll Call Vote.

Roll Call: Denise Childress – Yes, Mike Hannegan - Yes, Brad Harmon – Yes, Kathy Mudrovic - Yes, Mike Ryan - Yes, Merle Schneider - Absent,

Remote Roll Call: Tuss Peluchette- Present.

3. Pledge of Allegiance

4. Verbal Petitions/Public Comments and Response:

5. Staff Reports/Presentations: None

6. Items for Discussion and/or Action-

A. Consideration for approval Budget Amendment #1, 2024, Re-appropriations*

Peluchette made a motion to approve the Budget Amendment; seconded by Mudrovic.

Roll Call: Denise Childress – Yes, Mike Hannegan - Yes, Brad Harmon – Yes, Kathy Mudrovic - Yes, Tuss Peluchette – Yes Mike Ryan - Yes, Merle Schneider - Absent,
Motion passed.

B. Consideration of revisions to the Aquatic Facility Policy*

Harmon made a motion to approve the Policy; seconded by Childress.

Roll Call: Denise Childress – Yes, Mike Hannegan - Yes, Brad Harmon – Yes, Kathy Mudrovic - Yes, Tuss Peluchette – Yes Mike Ryan - Yes, Merle Schneider - Absent, Motion passed.

C. Consideration of revisions to the Aquatic Facility Admission Policy*

Harmon made a motion to approve the Policy; seconded by .

Roll Call: Denise Childress – Yes, Mike Hannegan - Yes, Brad Harmon – Yes, Kathy Mudrovic - Yes, Tuss Peluchette – Yes Mike Ryan - Yes, Merle Schneider - Absent, Motion passed.

D. Consideration of revisions to the Aquatic Fee Schedule*

Childress asked that the pricing be changed to reflect a larger increase for non-residents. Asked also the future increases focus more on non-residents over residents.

Childress made a motion to approve the 2024 Fee Schedule as amended; seconded by Harmon.

Roll Call: Denise Childress – Yes, Mike Hannegan - Yes, Brad Harmon – Yes, Kathy Mudrovic - Yes, Tuss Peluchette – Yes Mike Ryan - Yes, Merle Schneider - Absent, Motion passed.

E. Consideration of revisions to the Summer Fun Day Camp Fee Schedule*

Childress asked that the pricing be changed to reflect a larger increase for non-residents. Asked also the future increases focus more on non-residents over residents.

Harmon made a motion to approve the Fee Schedule as amended; seconded by Mudrovic.

Roll Call: Denise Childress – Yes, Mike Hannegan - Yes, Brad Harmon – Yes, Kathy Mudrovic - Yes, Tuss Peluchette – Yes Mike Ryan - Yes, Merle Schneider - Absent, Motion passed.

F. Contract with Gateway Disc Sports to complete the McNair Park Disc Golf Course Design and Installation in an amount not to exceed \$40,000*

Childress made a motion to approve the Contract; seconded by Mudrovic.

Roll Call: Denise Childress – Yes, Mike Hannegan - Yes, Brad Harmon – Yes, Kathy Mudrovic - Yes, Tuss Peluchette – Yes Mike Ryan - Yes, Merle Schneider - Absent, Motion passed.

G. Contract with Allen’s Tree Service to complete the Boschert Greenway Tree Removal Project in an amount not to exceed \$43,890*

Childress asked if staff have received the agreement paperwork from GRG that states the financial responsibilities of each party (GRG – City). Britton said it is currently being reviewed by Legal. Childress wanted to confirm that GRG is responsible for 50% of this contract and any other contract required as part of the trail restoration project.

Childress made a motion to approve the Contract; seconded by Peluchette.

Roll Call: Denise Childress – Yes, Mike Hannegan - Yes, Brad Harmon – Yes, Kathy Mudrovic - Yes, Tuss Peluchette – Yes Mike Ryan - Yes, Merle Schneider - Absent, Motion passed.

7. Meeting Minutes:

A. Parks & Recreation Board Meeting Minutes December 20, 2023*

Childress made a motion to approve the meeting minutes; seconded by Mudrovic.

Roll Call: Denise Childress – Yes, Mike Hannegan - Yes, Brad Harmon – Yes, Kathy Mudrovic - Yes, Tuss Peluchette – Yes Mike Ryan - Yes, Merle Schneider - Absent, Motion passed.

8. Consent Agenda (Items to be received):

The Consent Agenda was then addressed, which included the following:

- A. Calendar
- B. Financial Worksheets
- C. Accounts Receivable Report
- D. Project Report
- E. Financial Transactions from \$7,500 to \$10,000- None
- F. Oak Grove Cemetery Report

Childress made a motion to approve the consent agenda; Seconded by Hannegan.

Roll Call: Denise Childress – Yes, Mike Hannegan - Yes, Brad Harmon – Yes, Kathy Mudrovic - Yes, Tuss Peluchette – Yes Mike Ryan - Yes, Merle Schneider - Absent, Motion passed.

9. **Items Removed from the Consent Agenda:** None

10. **Presidents Announcements and Reminders:**

Ryan reminded the Park Board about the upcoming MPRA Conference here in St. Charles Mach 5-8, 2024.

11. **Directors Report:**

A. Thank You's (As Available)

B. General Department Update

Britton informed the Board about a Joint Meeting between City Council and the Park Board on March 19th, 2024 at City Council Chambers. The 97 acre park and the Feasibility Study for the Field House on that property would be the topic of discussion

C. Verbal update of damage to parks and facilities January 2024 due to weather

Atkinson and Britton led the discussion on the damage that was caused at Memorial Hall by a broken water pipe on the main floor. Photographs of the initial damage were also shown.

A broken water pipe caused by the freezing of the pipe damaged the newly finished hard wood floor on the main floor. Water also went into the basement and flooded approx. 12' of the entire basement level. This included carpet, drywall, supplies, gymnastic equipment etc.

Staff had retained an emergency response contractor (ServiceMaster) to handle the initial cleanup and the drying out of the building.

The Board members had several questions about the cause and potential damage and financial liability. Since the flood event only happened less than 48 hours before the meeting staff were still working through the details.

A more detailed report would be ready for the February 7, 2024 Work Session.

12. **Board Member Announcements and Reminders:**

Hannegan- All good.

Schneider- Absent

Harmon- All good.

Mudrovic- All good.

Childress-All good. Childress asked again about the Park Board Agendas being posted and made available for viewing online. Staff said this would begin for the February 7th, 2024 Work Session.

Pelluchette – All good.

Ryan – All good.

13. Council Liaison Announcements and Reminders:

Mitchell said that the Ward 1 City Meeting will take place on Thursday January 18th at 6:00pm at the Foundry.

The new Orchard Farm High School opened in early January for usage.

14. Park Board Liaisons Comments

A. Foundation Report: Mudrovic updated the Board that the Foundation voted to increase the costs of some of the donation items due to increased staff costs and purchasing costs. Trees would now be \$250 and \$500 and benches would now be \$1,250 and \$2,500.

B. Legislative Report: None.

As there was no further business to discuss Mudrovic moved for **Adjournment** at 8:10 pm;
Seconded by Harmon.

Roll Call: Denise Childress – Yes, Mike Hannegan - Yes, Brad Harmon – Yes, Kathy Mudrovic - Yes, Tuss Peluchette – Yes Mike Ryan - Yes, Merle Schneider - Absent,
Motion passed.

Meeting: January 17, 2024

Respectfully Submitted,

Mike Ryan - President

Denise Childress - Secretary

SAINT CHARLES PARKS & RECREATION BOARD MINUTES
MEETING HELD
February 7th, 2024

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

Board Denise Childress, Mike Ryan, Kathy Mudrovic, Mike Hannegan Merle Schneider and Council Liaison Denise Mitchell were present. Brad Harmon and Tuss Peluchette were absent.

Staff Maralee Britton – Director, Chris Atkinson- Assistant Director, Don Borgmeyer – Enterprise Superintendent, Peter VanLinn – Maintenance Superintendent.

Other City Council Person Mary West, Brian Ferris and Aina Ferris.

3. Pledge of Allegiance

4. Presentation of Potential New Park on Hawk’s Nest Road

Britton introduced Brian and Aina Ferris and Councilperson Mary West. They have been working with Britton and VanLinn on this project.

The approx. 1.6 acre property in question is located at Hawks Nest Drive and Lynbrook Street is in Ward 4 which is Councilperson West’s Ward.

The property could/would be purchased from the current owner and then donated to the City to be used as parkland only.

They made a presentation to the park Board about the possibility of turning the vacant land into a natural, educational park. The goal is to get children and families outside into nature to explore and have fun. The park could have an outdoor education component where people can learn about trees, plants, animals etc.

The property could also include parking, gazebo, learning classrooms, benches, planted areas and natural paths.

The Park Board was excited about the possibility of a park in this Ward in the City and of the concept.

Childress made a motion to approve the concept of the park and for staff to continue working with the City and the Ferris’s on the development of the park. Seconded by Mudrovic. Motion passed.

5. **Memorial Hall Update**

Atkinson discussed the information presented in the memo. Since the last Board meeting staff have been working tirelessly to get the building repaired and back open to the public.

The Parks & Recreation Departments maximum financial liability is \$50,000 since this is now been covered by the City's insurance. Insurance will also cover lost revenue and staff time spent working on the project.

The building is now dried out and staff and contractors are working on repairing the damaged walls, plumbing fixtures etc.

The hard wood floor on the main level will be sanded and refinished beginning 2/5//24.

Current goal is to get the building back open to the public on 2/29/24.

The Board thanked staff for their work on getting the building back open.

6. **Action Tracker Report**

Britton talked about the possible partnership with City Engineering/Public Works to add an extra entrance point into Frontier Park at Madison Street (Street that connects to Forget Me Not Park). This would provide direct access from Main Street to the park restrooms.

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

Schneider, Hannegan, and Ryan – Good

Childress – Good. Thanked staff for getting the agenda posted online.

Mudrovic – Frontier Park is busy.

Councilperson Mitchell – Good.

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

Meeting: February 7th, 2024

Respectfully Submitted,

Mike Ryan - President

Denise Childress - Secretary

Upcoming Events

• **Board Meetings:**

- March 6 Work Session
 - March 27 Board Meeting
-

- First Fridays – Mar 1, 2024, Apr 5, 2024
 - Foundry Art Centre
- St. Charles Parks and Recreation Summer Fun Day Camp Registration Opens – Mar 8th, 2024
 - On-Line, Phone, Admin Office in Blanchette Park – Opens at 8am
- Second Saturdays –Mar 9, 2024
 - Foundry Art Centre 1:00p – 3:00p
 - An opportunity for families to participate in self-guided art-making, gallery exploration and interaction with working artists
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- Tricks and Flicks Trivia Night – March 9, 2024
 - Foundry Art Centre 6pm
- Senior Fashion Show – March 13, 2024
 - J. Scheidegger Center for the Arts, Lindenwood University, 1:00pm
- St. Charles Parks and Recreation C.O.P.S Camp Registration Opens – Mar 15, 2024
 - On-Line, Phone, Admin Office in Blanchette Park – Opens at 8am
- St. Patrick’s Day Parade on Main – Mar 17, 2024
 - Main Street – 4:00p
- C.O.P.S. Camp Trivia Night – Mar 30, 2024
 - Memorial Hall – 6:15p
- Optimist Club Spaghetti Dinner – Apr 4, 2024
 - Memorial Hall in Blanchette Park
- Jog for Jobs – Apr 6, 2024
 - Frontier Park
- Senior Activity Fair – April 11, 2024
 - Foundry Art Centre 9:00a – 12:00p
- Spring Volunteer Day – Apr 27, 2024
 - Wapelhorst Park 9:00a – 12:00p

February 2024 Finances Parks and Recreation Financials Worksheet-Operating Funds



Estimated Financial Worksheet	2024 Actual	2024 Budget
Total Expenses	\$ (1,070,309)	\$ (8,681,239)
Total Customer Revenue	\$ 127,202	\$ 4,097,335
Total Property Tax	\$ -	\$ 4,085,270
Total Delinquent Tax	\$ -	\$ 91,550
Total Tax Surtax	\$ -	\$ 157,636
Recovered Exp. - Sale of Assets		\$ -
Interest		
Total Cell Tower	\$ -	\$ 62,420
Capital Reappropriations		
Other Revenue Contributions	\$ -	\$ 21,910
Grants	\$ -	\$ 10,000
Other Revenue Misc		
Transfer from CIP Sales Tax Fund (Boeing Payment)	\$ -	\$ 600,000
Replacement Fund Project Allocation	\$ 642,000	\$ 642,000
	\$ (301,107)	\$ 1,086,882

Beginning Fund Balance	\$ 3,032,797	Unofficial
Expenses	\$ (1,070,309)	
Revenue	\$ 769,202	
Ending Cash Balance	\$ 2,731,690	

Petty Cash	\$ 8,950
Estimated Equipment Replacement Fund Total	\$ 2,839,149

Fund Balance	\$ (98,509)
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Interfund loan liability for purchase of land	
2024 Loan Balance	600,000
	2024 Payment Funds
	Boeing Pymt 600,000
2024 Payment	
Loan Balance	<u>600,000</u>

Aquatics	2024 Actual	2024 Budget
Personnel Expenditures	\$ (15,431)	\$ (1,006,405)
Contractual Expenditures	\$ (22,390)	\$ (173,904)
Materials & Supplies Expenditures	\$ (1,977)	\$ (363,950)
Capital Outlay	\$ (41,617)	\$ (35,000)
Equipment Replacement Fund	\$ (119,836)	\$ (119,836)
Total Expenses	\$ (201,251)	\$ (1,699,095)

Total Revenue	\$ 4,034	\$ 1,703,500
Recovered Expenses	\$ -	\$ -
Total Income	\$ 4,034	\$ 1,703,500

Aquatics Net Revenue	\$ (197,217)	\$ 4,405
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Concessions	2024 Actual	2024 Budget
Personnel Expenditures	\$ (7,212)	\$ (135,643)
Contractual Expenditures	\$ (3,085)	\$ (50,477)
Materials & Supplies Expenditures	\$ (1,643)	\$ (123,000)
Capital Outlay	\$ -	\$ (5,000)
Equipment Replacement Fund	\$ (11,028)	\$ (11,028)
Total Expenses	\$ (22,967)	\$ (325,148)

Total Revenue	\$ -	\$ 325,500
Recovered Expenses	\$ -	\$ -
Total Income	\$ -	\$ 325,500

Concession Net Revenue	\$ (22,967)	\$ 352
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Memorial Hall	2024 Actual	2024 Budget
Personnel Expenditures	\$ (3,569)	\$ (50,609)
Contractual Expenditures	\$ (1,445)	\$ (11,037)
Materials & Supplies Expenditures	\$ (969)	\$ (29,273)
Capital Outlay	\$ -	\$ (5,000)
Equipment Replacement Fund	\$ (21,528)	\$ (21,528)
Total Expenses	\$ (27,511)	\$ (117,447)

Total Revenue	\$ (612)	\$ 110,015
Total Tax Revenue (.2%)	\$ -	\$ 8,354
Recovered Expenses	\$ -	\$ -
Total Income	\$ (612)	\$ 118,369

Memorial Hall Net Revenue	\$ (28,123)	\$ 922
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February 2024 Finances

Parks and Recreation Financials Worksheet-Operating Funds

Recreation	2024 Actual	2024 Budget
Personnel Expenditures	\$ (41,392)	\$ (852,899)
Contractual Expenditures	\$ (5,062)	\$ (145,651)
Materials & Supplies Expenditures	\$ (12,974)	\$ (450,000)
Capital Outlay	\$ -	\$ (3,000)
Equipment Replacement Fund	\$ (14,857)	\$ (14,857)
Total Expenses	\$ (74,285)	\$ (1,466,407)
Total Revenue	\$ 88,490	\$ 1,280,295
Total Tax Revenue (5%)	\$ -	\$ 208,841
Recovered Expenses	\$ -	\$ -
Total Income	\$ 88,490	\$ 1,489,136
Recreation Net Revenue	\$ 14,205	\$ 22,729
Maintenance	2024 Actual	2024 Budget
Personnel Expenditures	\$ (169,540)	\$ (1,709,979)
Contractual Expenditures	\$ (21,011)	\$ (444,401)
Materials & Supplies Expenditures	\$ (11,527)	\$ (195,540)
Capital Outlay	\$ -	\$ -
Equipment Replacement Fund	\$ (156,671)	\$ (156,671)
Total Expenses	\$ (358,749)	\$ (2,506,591)
Total Revenue	\$ 5,155	\$ 231,600
Total Tax Revenue (57.33%)	\$ -	\$ 2,394,571
Total Surtax (83%)	\$ -	\$ 130,838
Recovered Expenses	\$ -	\$ -
MO Conservation Grant	\$ -	\$ 10,000.00
Total Income	\$ 5,155	\$ 2,767,009
Maintenance Net Revenue	\$ (353,594)	\$ 260,418
Administration	2024 Actual	2024 Budget
Personnel Expenditures	\$ (91,550)	\$ (815,924)
Contractual Expenditures	\$ (23,973)	\$ (132,164)
Materials & Supplies Expenditures	\$ (7,607)	\$ (67,451)
Capital Outlay	\$ -	\$ -
Equipment Replacement Fund	\$ (13,604)	\$ (13,604)
Total Expenses	\$ (136,733)	\$ (1,029,143)
Total Revenue	\$ 29,976	\$ 259,425
Total Tax Revenue (21%)	\$ -	\$ 877,132
Recovered Expenses	\$ -	\$ -
Total Income	\$ 29,976	\$ 1,136,557
Administration Net Revenue	\$ (106,757)	\$ 107,414
Rangers	2024 Actual	2024 Budget
Personnel Expenditures	\$ (52,328)	\$ (483,949)
Contractual Expenditures	\$ (9,909)	\$ (98,042)
Materials & Supplies Expenditures	\$ (399)	\$ (28,655)
Capital Outlay	\$ -	\$ -
Equipment Replacement Fund	\$ (50,115)	\$ (50,115)
Total Expenses	\$ (112,751)	\$ (660,761)
Total Revenue	\$ 160	\$ 187,000
Total Tax Revenue (12%)	\$ -	\$ 501,218
Total Surtax (17%)	\$ -	\$ 26,798
Recovered Expenses	\$ -	\$ -
Total Income	\$ 160	\$ 715,017
Rangers Net Revenue	\$ (112,591)	\$ 54,256
Parks Capital	2024 Actual	2024 Budget
Total Expenses	\$ (136,062)	\$ (876,647)
Total Revenue/ Replacement Fund	\$ 642,000	\$ 642,000
Total Tax Revenue (4.47%)	\$ -	\$ 186,704
Reappropriations	\$ -	\$ -
Recovered Expenses	\$ -	\$ -
Total Income	\$ 642,000	\$ 828,704
Capital Net Revenue	\$ 505,938	\$ (47,943)
Cemetery	2024 Actual	2024 Budget
Personnel Expenditures	\$ (16,910)	\$ (177,254)
Contractual Expenditures	\$ (1,397)	\$ (27,520)
Materials & Supplies Expenditures	\$ (544)	\$ (14,350)
Capital Outlay	\$ -	\$ -
Total Expenses	\$ (18,851)	\$ (219,124)
Total Revenue	\$ 2,800	\$ 80,325
Cemetery Net Revenue	\$ (16,051)	\$ (138,799)

December 2023 Finances (EOY as of 2/15/24)
Parks and Recreation Financials Worksheet-Operating Funds



Estimated Financial Worksheet	2023 Actual	2023 Budget
Total Expenses	\$ (7,671,139)	\$ (8,360,489)
Total Customer Revenue	\$ 3,550,601	\$ 4,694,590
Total Property Tax	\$ 4,180,827	\$ 4,027,255
Total Delinquent Tax	\$ 4,332	\$ 48,694
Total Tax Surtax	\$ 146,643	\$ 148,636
Recovered Exp. - Sale of Assets	\$ 26,494	\$ -
Interest		
Total Cell Tower	\$ 67,420	\$ 62,420
Capital Reappropriations	\$ 396,733	\$ 396,733
Other Revenue Contributions	\$ 23,792	\$ 24,000
Grants	\$ -	\$ 10,000
Other Revenue Misc	\$ -	\$ -
Transfer from CIP Sales Tax Fund (Boeing Payment)	\$ 600,000	\$ 600,000
Replacement Fund Project Allocation	\$ 175,700	\$ 175,700
	\$ 1,501,404	\$ 1,827,539

Beginning Fund Balance	\$ 1,779,060
Expenses	\$ (7,671,139)
Revenue	\$ 9,172,543
Ending Cash Balance	\$ 3,280,464

Petty Cash	\$ 8,950
Estimated Equipment Replacement Fund Total	\$ 2,905,072

Fund Balance	\$ 384,342
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Aquatics	2023 Actual	2023 Budget
Personnel Expenditures	\$ (937,080)	\$ (880,828)
Contractual Expenditures	\$ (165,208)	\$ (189,348)
Materials & Supplies Expenditures	\$ (281,989)	\$ (356,500)
Capital Outlay	\$ (30,570)	\$ (35,000)
Equipment Replacement Fund	\$ (99,993)	\$ (99,993)
Total Expenses	\$ (1,514,839)	\$ (1,561,669)

Total Revenue	\$ 1,512,401	\$ 1,563,000
Recovered Expenses	\$ -	\$ -
Total Income	\$ 1,512,401	\$ 1,563,000

Aquatics Net Revenue	\$ (2,438)	\$ 1,331
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Concessions	2023 Actual	2023 Budget
Personnel Expenditures	\$ (127,897)	\$ (139,159)
Contractual Expenditures	\$ (39,327)	\$ (44,991)
Materials & Supplies Expenditures	\$ (97,208)	\$ (122,150)
Capital Outlay	\$ (99)	\$ (4,000)
Equipment Replacement Fund	\$ (11,185)	\$ (11,185)
Total Expenses	\$ (275,715)	\$ (321,485)

Total Revenue	\$ 220,751	\$ 323,000
Recovered Expenses	\$ -	\$ -
Total Income	\$ 220,751	\$ 323,000

Concession Net Revenue	\$ (54,964)	\$ 1,515
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Memorial Hall	2023 Actual	2023 Budget
Personnel Expenditures	\$ (31,698)	\$ (46,903)
Contractual Expenditures	\$ (10,568)	\$ (11,764)
Materials & Supplies Expenditures	\$ (24,355)	\$ (27,791)
Capital Outlay	\$ (411)	\$ (3,600)
Equipment Replacement Fund	\$ (18,935)	\$ (18,935)
Total Expenses	\$ (85,968)	\$ (108,993)

Total Revenue	\$ 78,478	\$ 108,175
Total Tax Revenue (.2%)	\$ 8,370	\$ 8,152
Recovered Expenses	\$ -	\$ -
Total Income	\$ 86,848	\$ 116,327

Memorial Hall Net Revenue	\$ 880	\$ 7,334
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Interfund loan liability for purchase of land	
2023 Loan Balance	1,425,000
	2023 Payment Funds
	Metro Funds 125,000
	P. Tax 100,000
2023 Payment	825,000 Boeing Pymt 600,000
Loan Balance	600,000

December 2023 Finances (EOY as of 2/15/24)
Parks and Recreation Financials Worksheet-Operating Funds

Recreation	2023 Actual	2023 Budget
Personnel Expenditures	\$ (819,130)	\$ (827,492)
Contractual Expenditures	\$ (126,361)	\$ (146,513)
Materials & Supplies Expenditures	\$ (426,029)	\$ (442,620)
Capital Outlay	\$ -	\$ -
Equipment Replacement Fund	\$ (15,117)	\$ (15,117)
Total Expenses	\$ (1,386,637)	\$ (1,431,742)

Total Revenue	\$ 1,290,204	\$ 1,250,000
Total Tax Revenue (5%)	\$ 209,258	\$ 203,797
Recovered Expenses	\$ -	\$ -
Total Income	\$ 1,499,462	\$ 1,453,797

Recreation Net Revenue **\$ 112,825** **\$ 22,055**

Maintenance	2023 Actual	2023 Budget
Personnel Expenditures	\$ (1,568,442)	\$ (1,639,722)
Contractual Expenditures	\$ (469,213)	\$ (507,383)
Materials & Supplies Expenditures	\$ (176,517)	\$ (194,322)
Capital Outlay	\$ -	\$ -
Equipment Replacement Fund	\$ (144,585)	\$ (144,585)
Total Expenses	\$ (2,358,756)	\$ (2,486,012)

Total Revenue	\$ 144,215	\$ 185,600
Total Tax Revenue (58.8%)	\$ 2,460,874	\$ 2,396,658
Total Surtax (83.33%)	\$ 122,198	\$ 123,858
Recovered Expenses	\$ -	\$ -
MO Conservation Grant	\$ -	\$ 10,000.00
Total Income	\$ 2,727,286	\$ 2,716,116

Maintenance Net Revenue **\$ 368,530** **\$ 230,104**

Administration	2023 Actual	2023 Budget
Personnel Expenditures	\$ (762,679)	\$ (807,289)
Contractual Expenditures	\$ (121,389)	\$ (135,678)
Materials & Supplies Expenditures	\$ (51,084)	\$ (61,501)
Capital Outlay	\$ -	\$ -
Equipment Replacement Fund	\$ (10,797)	\$ (10,797)
Total Expenses	\$ (945,948)	\$ (1,015,265)

Total Revenue	\$ 216,814	\$ 239,905
Total Tax Revenue (21%)	\$ 878,883	\$ 855,949
Recovered Expenses	\$ -	\$ -

Total Income **\$ 1,095,698** **\$ 1,095,854**

Administration Net Revenue **\$ 149,749** **\$ 80,589**

Rangers	2023 Actual	2023 Budget
Personnel Expenditures	\$ (449,835)	\$ (458,308)
Contractual Expenditures	\$ (76,447)	\$ (112,308)
Materials & Supplies Expenditures	\$ (23,548)	\$ (30,800)
Capital Outlay	\$ -	\$ -
Equipment Replacement Fund	\$ (38,720)	\$ (38,720)
Total Expenses	\$ (588,551)	\$ (640,136)

Total Revenue	\$ 87,738	\$ 253,163
Total Tax Revenue (10.11%)	\$ 423,120	\$ 412,078
Total Surtax (16.67%)	\$ 24,445	\$ 24,778
Recovered Expenses	\$ -	\$ -
Total Income	\$ 535,303	\$ 690,019

Rangers Net Revenue **\$ (53,248)** **\$ 49,883**

Parks Capital	2023 Actual	2023 Budget
Total Expenses	\$ (514,725)	\$ (795,187)

Total Revenue/RF	\$ 175,700	\$ 175,700
Total Tax Revenue (4.89%)	\$ 204,654	\$ 199,314
Reappropriations	\$ 396,733	\$ 396,733
Recovered Expenses	\$ -	\$ -
Total Income	\$ 777,087	\$ 771,747

Capital Net Revenue **\$ 262,362** **\$ (23,440)**

Cemetery	2023 Actual	2023 Budget
Personnel Expenditures	\$ 146,484	\$ (169,109)
Contractual Expenditures	\$ 26,729	\$ (29,704)
Materials & Supplies Expenditures	\$ 11,581	\$ (13,938)
Capital Outlay	\$ -	\$ -
Total Expenses	\$ 184,794	\$ (212,751)

Total Revenue **\$ 71,825** **\$ 88,950**

Cemetery Net Revenue **\$ (112,969)** **\$ (123,801)**

FEBRUARY 2024
Accounts Receivable Report

2023 Individual			Status
Programs			
Daycamp		\$ 205.00	Certified letters sent
Facility			
2023 TOTAL		\$ 205.00	
2023 Organizations			
Organizations with multiple uses paying monthly, quarterly or by season			
Juventus	March/April	\$ 330.00	Payment plan being followed with one payment left.
Warhawks		\$ 136.00	
Play 9 Sports		\$ 511.00	
2023 TOTAL		\$ 977.00	
	Total Due	\$ 1,182.00	
2024 Organizations			
Organizations with multiple uses paying monthly, quarterly or by season			
2024 TOTAL		\$ -	
	Total Due	\$ -	
For balances that are due in RecTrac, there are notes within those households that they have to pay off the balance due before registering for any Park programs, facilities, pool passes, etc. Each household has been locked out of their WebTrac accounts so they			

Project Report -FEBRUARY 2024

Project Name	Project Code	Budget	Expenses	Encumbrances	Remaining Funds	Funding Source	Project Status
LANDSCAPING - ALL PARKS	Project Code: 24PRK1	\$ 9,500.00	\$ -	\$ -	\$ 9,500.00	Property Tax	
SEAL ASPHALT ALL PARKS	Project Code: 24PRK2	\$ 22,500.00	\$ -	\$ -	\$ 22,500.00	Property Tax	
HVAC REPLACEMENTS - ALL PARK FACILITIES	Project Code: 24PRK3	\$ 12,000.00	\$ -	\$ -	\$ 12,000.00	Property Tax	
RESTROOM REHABS - ALL PARKS	Project Code: 24PRK4	\$ 12,000.00	\$ -	\$ 6,000.00	\$ 6,000.00	Property Tax	
PLAYGROUND SAFETY SURFACING	Project Code: 24PRK5	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	Property Tax	
ADA RENOVATIONS	Project Code: 24PRK6	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	Property Tax	
PARKS STORM WATER	Project Code: 24PRK7	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	Property Tax	
CONCESSION STAND RENOVATIONS	Project Code: 24PRK8	\$ 15,000.00	\$ 717.08	\$ 5,587.74	\$ 8,695.18	Property Tax	
MCNAIR PARK IMPROVEMENTS	Project Code: 24PRK9						
	217-451-873-109	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	Property Tax	
	417-451-873-109	\$ 125,000.00	\$ -	\$ -	\$ 125,000.00	Parks Capital	
ATHLETIC FIELD RENOVATIONS	Project Code: 24PRK10	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00	Property Tax	
FRISBEE DISC COURSE	Project Code: 24PRK11	\$ 40,000.00	\$ -	\$ 40,000.00	\$ -	Parks Capital	
AQUATICS - FACILITY SAFETY EQUIPMENT	Project Code: 24PRK12	\$ 26,000.00	\$ -	\$ -	\$ 26,000.00	Replacement Fund	
AQUATICS - FEATURES & SIGNAGE	Project Code: 24PRK13	\$ 125,000.00	\$ 7,135.00	\$ -	\$ 117,865.00	Replacement Fund	
RANGER VEHICLES & SUPPORT ITEMS	Project Code: 24PRK15	\$ 140,000.00	\$ 124,480.03	\$ 12,529.08	\$ 2,990.89	Replacement Fund	
FURNISHING REPLACEMENTS	Project Code: 24PRK16	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	Replacement Fund	
CONCESSION EQUIPMENT REPLACEMENT	Project Code: 24PRK17	\$ 5,500.00	\$ 738.00	\$ -	\$ 4,762.00	Replacement Fund	
MAINTENANCE - VEHICLES & ATTACHMENT	Project Code: 24PRK18	\$ 107,500.00	\$ -	\$ 107,415.00	\$ 85.00	Replacement Fund	
MAINTENANCE - MOWING EQUIPMENT	Project Code: 24PRK19	\$ 144,000.00	\$ -	\$ 140,128.20	\$ 3,871.80	Replacement Fund	
SOFTWARE UPGRADES	Project Code: 24PRK20	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	Replacement Fund	
PRINTER REPLACEMENT	Project Code: 24PRK21	\$ 6,100.00	\$ -	\$ -	\$ 6,100.00	Replacement Fund	
RECREATION EQUIPMENT	Project Code: 24PRK22	\$ 10,200.00	\$ -	\$ -	\$ 10,200.00	Replacement Fund	
PC REPLACEMENT	Project Code: 24PRK23	\$ 47,000.00	\$ -	\$ -	\$ 47,000.00	Replacement Fund	
MEMORIAL HALL FURNISHINGS	Project Code: 24PRK24	\$ 28,200.00	\$ 278.00	\$ -	\$ 27,922.00	Replacement Fund	
ROOFING PROJECTS	Project Code: 24PRK25	\$ 50,000.00	\$ -	\$ 50,000.00	\$ -	Metro	
PICNIC TABLE REPLACEMENT	Project Code: 24PRK26	\$ 25,000.00	\$ 2,713.00	\$ -	\$ 22,287.00	Property Tax	
MAINTENANCE FACILITIES IMPROVEMENT	Project Code: 24PRK27	\$ 29,000.00	\$ -	\$ 23,462.71	\$ 5,537.29	Property Tax	
TRAILS AND PARKING LOT REHAB	Project Code: 24PRK28	\$ 105,000.00	\$ -	\$ 43,890.00	\$ 61,110.00	Metro	
RECREATIONAL SITE DEVELOPMENT	Project Code: 24PRK29	\$ 280,000.00	\$ -	\$ -	\$ 280,000.00	Prop P	
PLAYGROUND REPLACEMENT	Project Code: 24PRK30						
	217-451-873-109	\$ 7,500.00	\$ -	\$ 3,125.00	\$ 4,375.00	Property Tax	
	417-451-873-109	\$ 200,000.00	\$ -	\$ 200,000.00	\$ -	Parks Capital	

2024 Oak Grove Cemetery Report

01/01/24 - 2/15/2024

Grave Fees

Grave Type	Fee	Quantity	Total
Infants (1.5 feet by 3 feet)	Included in interment fee		
Regular (4 feet by 10 feet)	\$ 1,400.00	2	\$ 2,800.00
Cremation (3 feet by 3 feet)	\$ 800.00	0	\$ -
Total:		2	\$ 2,800.00

Burial Fees**Infant's Grave Including Grave Site**

Burial Day (Completed before Closing)	Fee	Quantity	Total
Monday - Friday	\$ 680.00	0	\$ -
Saturday	\$ 940.00	0	\$ -
Sunday	\$ 1,200.00	0	\$ -
City Holidays	\$ 1,200.00	0	\$ -
Burial Day (Completed after closing - 3:00P.M.)	Fee	Quantity	Total
Monday - Friday	\$ 940.00	0	\$ -
Total:		0	\$ -

Infant's Grave on Pre-Owned Grave Site

Burial Day (Completed before Closing)	Fee	Quantity	Total
Monday - Friday	\$ 300.00	0	\$ -
Saturday	\$ 560.00	0	\$ -
Sunday	\$ 830.00	0	\$ -
City Holidays	\$ 830.00	0	\$ -
Burial Day (Completed after closing - 3:00P.M.)	Fee	Quantity	Total
Monday - Friday	\$ 560.00	0	\$ -
Total:		0	\$ -

Infant's Grave Disinterment

Disinterment (Completed before Closing)	Fee	Quantity	Total
Monday - Friday	\$ 470.00	0	\$ -
Total:		0	\$ -

Single Depth Grave

Burial Day (Completed before Closing)	Fee	Quantity	Total
Monday - Friday	\$ 1,600.00	2	\$ 3,200.00
Saturday	\$ 1,800.00	0	\$ -
Sunday	\$ 2,100.00	0	\$ -
City Holidays	\$ 2,100.00	0	\$ -
Burial Day (Completed after closing - 3:00P.M.)	Fee	Quantity	Total
Monday - Friday	\$ 1,800.00	0	\$ -
Total:		2	\$ 3,200.00

Single Depth Grave Disinterment

Disinterment (Completed before Closing)	Fee	Quantity	Total
Monday - Friday	\$ 1,800.00	0	\$ -
Total:		0	0

Double Depth Grave

Burial Day (Completed before Closing)	Fee	Quantity	Total
Monday - Friday	\$ 2,000.00	0	\$ -
Saturday	\$ 2,200.00	0	\$ -
Sunday	\$ 2,500.00	0	\$ -
City Holidays	\$ 2,500.00	0	\$ -
Burial Day (Completed after closing - 3:00P.M.)	Fee	Quantity	Total
Monday - Friday	\$ 2,200.00	0	\$ -
Total:		0	\$ -

Double Depth Grave Disinterment

Disinterment (Completed before Closing)	Fee	Quantity	Total
Monday - Friday	\$ 2,200.00	0	\$ -
Total:		0	\$ -

Cremations without a Service

Burial Day (Completed before Closing)	Fee	Quantity	Total
Monday - Friday	\$ 500.00	0	\$ -
Saturday	\$ 850.00	1	\$ 780.00
Sunday	\$ 1,100.00	0	\$ -
City Holidays	\$ 1,100.00	0	\$ -
Burial Day (Completed after closing - 3:00P.M.)	Fee	Quantity	Total
Monday - Friday	\$ 850.00	0	\$ -
Total:		1	\$ 780.00

Cremations with a Service

Burial Day (Completed before Closing)	Fee	Quantity	Total
Monday - Friday	\$ 850.00	0	\$ -
Saturday	\$ 1,100.00	0	\$ -
Sunday	\$ 1,650.00	0	\$ -
City Holidays	\$ 1,650.00	0	\$ -
Burial Day (Completed after closing - 3:00P.M.)	Fee	Quantity	Total
Monday - Friday	\$ 1,100.00	0	\$ -
Total:		0	\$ -

Cremations Disinterment

Disinterment (Completed before Closing)	Fee	Quantity	Total
Monday - Friday	\$ 580.00	0	\$ -
Total:		0	\$ 0

Memorial Trees

Type	Fee	Quantity	Total
Tree	\$ 125.00	0	\$ -
Total:		0	\$ -

Charitable Burials

Type	Fee	Quantity	Total
Regular Grave Space	\$ 1,400.00	0	\$ -
Single Depth Burial	\$ 1,600.00	0	\$ -
Infant Burial	\$ 680.00	0	\$ -
Total:		0	\$ -

Year End Totals	Quantity	Revenue
Total Grave Sales	2	\$ 2,800.00
Total Cremation Grave Sales	0	\$ -
Total Grave Burials	2	\$ 3,200.00
Total Cremation Burials	1	\$ 780.00

Total Income \$ 6,780.00

St. Charles Parks and Recreation Board

INFORMATIONAL MEMORANDUM

Date: February 15, 2024

From: Maralee M. Britton, Director

RE: Emergency Purchase of Flooring Contractor for Memorial Hall

Summary:

With the damage to Memorial Hall after the burst pipes and flooding, evaluation of the auditorium floor by Flooring Rehab Company determined the floor would need re-sanded and sealed due to the curling of the individual wood planks. If the floor would have warped causing a wave effect across the floor, the entire floor would have need to be replaced. Damage sustained could be fixed with the same work the contractor had just completed in December/January. Due to scheduling to open the facility as quickly as possible to resume activities, Director Britton contacted Board President Ryan who agreed to move forward with the emergency purchase of \$22,506.65 and following the City's Emergency Purchase procedure. These project funds are part of the insurance claim to be paid.

Work began February 5 with the building expected to re-open February 26. Because the same project had just been completed in December/January, we were able to use the same bid pricing to move forward.

As stated per the Board's Rules of Order, the emergency purchase is being forwarded to the next regular meeting agenda after the purchase was completed for awareness.

RCA FORM (OFFICE USE ONLY)

Bill # 13777

MEETING/DATE: 1/16/2024

Regular Special Work Session

ATTACHMENT: YES NO

Report Resolution Ordinance

Request for Council Action

Ward(s): N/A

Sponsor(s): Bridget Ohmes

Description:

AMENDMENTS TO CHAPTER 145 OF THE CITY'S CODE OF ORDINANCES TO INCREASE BID/QUOTE THRESHOLDS (SECTIONS 145.090 A-C, 145.240 C, AND 145.250 B-D).

Contract Extension/Renewal: Yes No

Information Paper Attached: Yes No

Staff Recommendation: Approve Disapprove

Board/Committee/Commission Recommendation: Approve Disapprove

Summary:

The City's bid/quote thresholds were last updated in 2008. To catch up and keep in line with Consumer Price Index increases over this time, requesting increases to purchasing thresholds, from \$3,000/\$30,000 to \$5,000/\$50,000.

Attached spreadsheet with CPI for each year from 2008 to present.

Budget Impact: (revenue generated, estimated cost, CIP item, etc.)

Fiscal Impact: N/A

Account #: N/A

Project #: N/A

RCA prepared by: wsh Dept. Dir. gaw Finance Dir. gaw Dir. of Admin. g

	3 Written Quotes	Formal Bid	Annual CPI* (Dec to Dec)
2008	\$3,000.00	\$30,000.00	0.1
2009	\$3,003.00	\$30,030.00	2.7
2010	\$3,084.08	\$30,840.81	1.5
2011	\$3,130.34	\$31,303.42	3
2012	\$3,224.25	\$32,242.52	1.7
2013	\$3,279.06	\$32,790.65	1.5
2014	\$3,328.25	\$33,282.51	0.8
2015	\$3,354.88	\$33,548.77	0.7
2016	\$3,378.36	\$33,783.61	2.1
2017	\$3,449.31	\$34,493.06	2.1
2018	\$3,521.74	\$35,217.42	1.9
2019	\$3,588.65	\$35,886.55	2.3
2020	\$3,671.19	\$36,711.94	1.4
2021	\$3,722.59	\$37,225.91	7
2022	\$3,983.17	\$39,831.72	6.5
2023 (Est)	\$4,242.08	\$42,420.78	6.5
2024	\$4,517.81	\$45,178.13	

***Consumer Price Index for All Urban Consumers (CPI-U)**

The City has not increased bidding thresholds since 2008.

To catch up, propose increasing thresholds as follows:

\$5,000.00	3 Written Quotes
\$50,000.00	Formal Bid w/Advertisement

Finance/Purchasing will continue to monitor CPI and recommend future increases, as necessary.

Section 145.090. Purchasing Expenditures — Compliance With Competitive Bidding Requirements.

A. Purchases Under ~~\$3,000.00~~**\$5,000.00**. For purchases involving expenditures of less than ~~three~~**five** thousand dollars (~~\$3,000.00~~**\$5,000.00**), the appropriation for which has been approved as part of the annual budget, shall be made without formal bidding, subject to the rules and regulations prescribed by the Mayor.

B. Purchases Between ~~\$3,000.00~~**\$5,000.00** And ~~\$30,000.00~~**\$50,000.00**. For purchases of at least ~~three~~**five** thousand dollars (~~\$3,000.00~~**\$5,000.00**) but less than ~~thirty~~**fifty** thousand dollars (~~\$30,000.00~~**\$50,000.00**), the Purchasing Agent shall solicit at least three (3) written bids which may be submitted via U.S. mail, electronic mail or facsimile.

C. Purchases Of ~~\$30,000.00~~**\$50,000.00** And Above. For purchases in excess of ~~thirty~~**fifty** thousand dollars (~~\$30,000.00~~**\$50,000.00**), the Purchasing Agent shall comply with the following competitive bidding requirements:

1. Notice. A notice inviting bids shall be published at least once in a newspaper of general circulation in the City. The notice shall be published at least ten (10) days prior to the date set for the receipt of the bids. The notice shall include a general description of the items to be purchased or services performed and the time and place for opening bids. A notice inviting bids may also be posted in the City Clerk's office and may also be mailed to all responsible prospective bidders. If notices can be mailed to all prospective bidders who are qualified to bid, the Purchasing Agent may waive publication and send the letters in lieu of publication.
2. Bid Forms. Each bid shall be in writing on the form provided by the Purchasing Agent. Each bid shall be signed by the bidder and shall contain the full name of the person or company submitting the bid. The bid form shall state that the City reserves the right to reject any and all bids.
3. Opening Of Bids. At the time and place prescribed in the notice for opening bids, the Purchasing Agent shall open all bids and publicly read each bid. All bids submitted after the time specified in the notice shall be void and shall be returned to the bidder.
4. Certification Of Bids. The Purchasing Agent shall tabulate all bids properly submitted and certify them to the department director, to the Mayor, to the City Council or to the board or commission, as may be appropriate.

Section 145.240. Selection Process.

- A. Architectural, Engineering And Land Surveying Services. If the services to be performed are architectural, engineering or land surveying services, then the following procedure shall be followed:
1. Prequalification And Prequalified Roster. Each firm that desires to perform services shall submit a prequalification packet to the Department of Engineering or Purchasing Division that identifies the disciplines for which prequalification is requested, demonstrates the areas of professional expertise, and includes all of the information listed in Subsection (A)(2) below. Each firm shall update its prequalification packet at least once every three (3) years or any time the firm desires to update its qualifications or request consideration for prequalification in a new discipline. Firms that prequalify shall be placed on a prequalified roster.
 2. Each firm shall submit the following documentation with its prequalification packet:
 - a. Proof the firm is duly authorized to conduct business in the State of Missouri in the applicable profession;
 - b. Proof that at least one (1) member of the firm possesses professional registration issued by the State of Missouri in the applicable profession;
 - c. Proof of current business license with the City of Saint Charles;
 - d. Provide a statement of intent to assign at least one (1) staff professional to each project awarded; and
 - e. Supporting qualification information demonstrating expertise in each discipline of desired prequalification through:
 - 1) The specialized experience and technical competence of the firm and its employees with respect to various disciplines;
 - 2) Quality of work previously performed by the firm for the City;
 - 3) Record of the firm accomplishing work on other projects in the required time;
 - 4) Recent experience showing accuracy of construction project cost estimates;
 - 5) The firm's approach to project management to assure on-time, onbudget, and properly scoped projects;
 - 6) The firm's approach to quality assurance and quality control of projects;

- 7) Community relations approach, including evidence of sensitivity to citizen concerns; and
 - 8) Headquarters and main office location of the firm.
3. Expression Of Interest (EOI). Thereafter, when a project requires architectural, engineering or land surveying services, all firms on the prequalified roster shall be contacted and requested to submit a written expression of interest (EOI) in the project. A firm submitting an EOI is subject to selection based on the firm's prequalification packet and an EOI response letter, consisting of no more than two (2) pages, to describe why the firm is interested in the project, and why the firm is qualified to complete the project.
4. Request For Qualifications Based Proposal (RFP). The Department of Engineering or Purchasing Division requiring the service shall select the three (3) most qualified firms that submitted an EOI based on the firm's prequalification packet and shall issue a request for proposal (RFP) to each firm. Each firm's proposal shall include a technical project approach, community relations approach including evidence of sensitivity to citizen concerns, a work breakdown structure with estimated hours, and a firm workload report that demonstrates capability and capacity to perform the requested services. If the firm has an office in the City, then provide the office address and list of all full-time employees currently staffed in the office.
5. Local Office Requirements.
 - a. To qualify as a local office, the following criteria shall be met:
 - 1) Office shall be located within the City of Saint Charles municipal boundaries.
 - 2) Firm shall have a current business license from the City with the local office listed on the license.
 - 3) Office shall be staffed with a minimum of one (1) full-time employee during all operating business hours. The City may visit local office at any time to verify office staffing.
 - 4) No home offices are permitted. A home office shall be defined as a space designated in a person's residence.
 - b. Falsification of the number of full-time employees assigned to a local office shall be cause for disbarment of the firm.
6. RFP Evaluation And Selection. Each firm's RFP submitted by the requested deadline will be evaluated by a review panel of at least three (3) City employees. The evaluation will be based on the criteria listed in the RFP request. The scoring of the local office category will depend on the information submitted by the short-listed firms. If more

than one (1) firm submitting an RFP has a local office, then the firm with the most employees staffed at the local office will receive the most points in the local office scoring category. After all the RFPs have been evaluated, the RFP scores are combined with the previous scores during the prequalification/EOI selection. The firm receiving the highest total score from the review panel will be the most qualified firm and selected to begin scope and fee negotiations.

7. Negotiations.

- a. The Department of Engineering or Purchasing Division and the highest ranked and preferred firm shall negotiate a professional services contract that includes a detailed scope of services to be provided and the compensation for those services.
- b. If, after reasonable efforts, the City determines that it is unable to negotiate a satisfactory professional services contract with the highest ranked and preferred firm, then negotiations with that firm shall be terminated. The City shall then undertake negotiations with another of the qualified firms selected. If there is a failing of accord with the Federal firm, then negotiations with such firm shall be terminated. The City shall then undertake negotiations with the third firm.
- c. If the City is unable to negotiate a contract with any of the selected firms, the City shall re-evaluate the necessary architectural, engineering or land surveying services, including the scope and reasonable fee requirements, again compile a list of qualified firms and proceed in accordance with the provisions of this Code Section.
- d. Upon completion of negotiation of the contract, it shall be submitted to the Mayor, Council, or board for review and award of the contract.

B. For all other professional services, the following steps will be taken:

1. The Purchasing Division shall solicit responses to the request for proposals in whatever manner is deemed most likely to obtain the greatest number of responses from qualified providers of the required services.
2. Review — Selection Of Offeror. After receiving all responses to the request for proposals, the Purchasing Division and the head or director of the department, board or commission requiring the service shall review each response and select the offeror best qualified to provide or perform the service required. Selection of the best qualified offeror shall be based upon the relative importance of the qualifications for the project as stated in the request for proposals.
3. Negotiations With Offeror, Compensation And The Like. The Purchasing Division or the department director, board or commission requiring the services shall engage in discussions and negotiations shall be conducted so as to determine the sufficiency of the offeror's qualifications and to establish an amount of compensation which is fair

and reasonable. If the sufficiency of the offeror's qualifications cannot be determined or the amount of compensation cannot be agreed upon, then discussions and negotiations will be formally terminated with the selected offeror. Discussions and negotiations shall then be conducted with the other offerors in the same manner and for the same purposes as heretofore described in the order of their respective qualification rankings until an agreement is reached with the then best qualified offeror for a compensation determined to be fair and reasonable.

- C. For Architectural, Engineering and Land Surveying Services, if the cost of the services is estimated to be less than one hundred thousand dollars (\$100,000.00) then the initial selection process, review process and selection process shall not apply. For all other professional services that are not architectural, engineering or land surveying services, if the cost of the services is estimated to be less than ~~thirty~~**fifty** thousand dollars (~~\$30,000.00~~**\$50,000.00**), then the initial selection process, review process and selection process shall not apply. The Purchasing Division or the head or director of the department, board or commission requiring the service may negotiate with a qualified provider to establish an amount that is fair and reasonable.
- D. Award Of Contract. The final decision to award a contract for purchase of professional services shall be made by the Mayor for amounts one hundred thousand dollars (\$100,000.00) or less and by the Council for amounts greater than one hundred thousand dollars (\$100,000.00). Contracts for greater than one hundred thousand dollars (\$100,000.00) shall be listed on the consent agenda and if the contract is approved by the Council through approval of the consent agenda, then the Mayor may award the contract. If the contract is removed from the consent agenda, then it shall be approved or disapproved as directed by the City Council. The Mayor may delegate the authority to award contracts for purchase of professional services for amounts one hundred thousand dollars (\$100,000.00) or less. The Park Board and any other board or commission which is authorized to make purchases and contracts shall make the final decision to award its contracts over ten thousand dollars (\$10,000.00) and it may appoint someone to award contracts for amounts ten thousand dollars (\$10,000.00) or less or may retain that power for itself.

Section 145.250. Requests For Bids.

- A. Whenever any department, board or commission requires professional services to perform work on a project or series of related or similar projects and the exact type and amount of work to be performed to complete such project or projects is capable of ready determination, the head or director of such department, board or commission shall, in cooperation with the City Purchasing Agent, draft specifications for bids for the project or projects. Specifications shall be drafted so as to ensure that the qualifications of the offeror of the required service shall be sufficient to satisfactorily perform the required service and to facilitate the making of bids therefrom.
- B. Purchases involving expenditures of less than ~~fifteen~~**twenty-five** thousand dollars (~~\$15,000.00~~**\$25,000.00**), the appropriation for which has been approved as part of the annual budget, shall be made without formal bidding, subject to the rules and regulations prescribed by the Mayor.
- C. For purchases of at least ~~fifteen~~**twenty-five** thousand dollars (~~\$15,000.00~~**\$25,000.00**) but less than ~~thirty~~**fifty** thousand dollars (~~\$30,000.00~~**\$50,000.00**), the Purchasing Agent in cooperation with the appropriate department director shall solicit at least five (5) written bids.
- D. For purchases of ~~thirty~~**fifty** thousand dollars (~~\$30,000.00~~**\$50,000.00**) or more, the Purchasing Agent in cooperation with the appropriate department director shall comply with the following competitive bidding requirements:
1. Notice. A notice inviting bids shall be published at least once in a newspaper of general circulation in the City. The notice shall be published at least ten (10) days prior to the date set for the receipt of the bids. The notice shall include a general description of the services to be performed and the time and place for opening bids. A notice inviting bids may also be posted in the City Clerk's office and may also be mailed to all responsible prospective bidders. If notices can be mailed to all prospective bidders who are qualified to bid, the Purchasing Agent may waive publication and send the letters in lieu of publication.
 2. Bid Forms. Each bid shall be in writing on the form provided by the Purchasing Agent. Each bid shall be signed by the bidder and shall contain the full name of the person or company submitting the bid.
 3. Opening Of Bids. At the time and place prescribed in the notice for opening bids, the Purchasing Agent shall open all bids and publicly read each bid. All bids submitted after the time specified in the notice shall be void and shall be returned to the bidder.
 4. Certification Of Bids. The Purchasing Agent shall tabulate all bids properly submitted and certify them to the department directors, to the Mayor, to the City Council or to the board or commission, as may be appropriate. All engineering service bids that are received shall be placed on a spreadsheet by the Public Works Department.

- E. The contract shall be awarded to the bidder who submits the lowest and best bid. The lowest and best bid shall be determined by considering the amount of the bid, the experience, qualifications and reputation of the bidder and any previous dealing which the bidder has had with the City. With respect to bids for engineering services, the proper committee authorized to obtain said services shall review and award the engineering contract. However, the award of all other contracts shall be made by the Mayor for amounts one hundred thousand dollars (\$100,000.00) or less and by the City Council for amounts of greater than one hundred thousand dollars (\$100,000.00). Contracts for greater than one hundred thousand dollars (\$100,000.00) shall be listed on the consent agenda and if the contract is approved by the Council through approval of the consent agenda, then the Mayor may award the contract. If the contract is removed from the consent agenda, then it shall be approved or disapproved as directed by the City Council. The Mayor may delegate the authority to award contracts for purchase of professional services for amounts one hundred thousand dollars (\$100,000.00) or less. The Park Board or any other board or commission which is authorized to make purchases and contracts shall award contracts over ten thousand dollars (\$10,000.00) in amount and it may appoint someone to award contracts for amounts ten thousand dollars (\$10,000.00)

Sponsor: Bridget Ohmes

AN ORDINANCE AMENDING CHAPTER 145 OF THE CODE OF ORDINANCES TO INCREASE THE BID/QUOTE THRESHOLDS IN SECTIONS 145.090, 145.240 AND 145.250.

Be It Ordained by the Council of the City of St. Charles, Missouri, as Follows:

SECTION 1. Section 145.090 of the Code of Ordinances of the City of Saint Charles, Missouri, is hereby amended to read as follows:

Section 145.090. Purchasing Expenditures — Compliance With Competitive Bidding Requirements.

- A. Purchases Under ~~\$3,000.00~~\$5,000.00. For purchases involving expenditures of less than ~~three~~five thousand dollars (~~\$3,000.00~~\$5,000.00), the appropriation for which has been approved as part of the annual budget, shall be made without formal bidding, subject to the rules and regulations prescribed by the Mayor.
- B. Purchases Between ~~\$3,000.00~~\$5,000.00 And ~~\$30,000.00~~\$50,000.00. For purchases of at least ~~three~~five thousand dollars (~~\$3,000.00~~\$5,000.00) but less than ~~thirty~~fifty thousand dollars (~~\$30,000.00~~\$50,000.00), the Purchasing Agent shall solicit at least three (3) written bids which may be submitted via U.S. mail, electronic mail or facsimile.
- C. Purchases Of ~~\$30,000.00~~\$50,000.00 And Above. For purchases in excess of ~~thirty~~fifty thousand dollars (~~\$30,000.00~~\$50,000.00), the Purchasing Agent shall comply with the following competitive bidding requirements:
 - 1. Notice. A notice inviting bids shall be published at least once in a newspaper of general circulation in the City. The notice shall be published at least ten (10) days prior to the date set for the receipt of the bids. The notice shall include a general description of the items to be purchased or services performed and the time and place for opening bids. A notice inviting bids may also be posted in the City Clerk's office and may also be mailed to all responsible prospective bidders. If notices can be mailed to all prospective bidders who are qualified to bid, the Purchasing Agent may waive publication and send the letters in lieu of publication.
 - 2. Bid Forms. Each bid shall be in writing on the form provided by the Purchasing Agent. Each bid shall be signed by the bidder and shall contain the full name of the person or company submitting the bid.

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The bid form shall state that the City reserves the right to reject any and all bids.

3. Opening Of Bids. At the time and place prescribed in the notice for opening bids, the Purchasing Agent shall open all bids and publicly read each bid. All bids submitted after the time specified in the notice shall be void and shall be returned to the bidder.
4. Certification Of Bids. The Purchasing Agent shall tabulate all bids properly submitted and certify them to the department director, to the Mayor, to the City Council or to the board or commission, as may be appropriate.

SECTION 2. Section 145.240 of the Code of Ordinances of the City of Saint Charles, Missouri, is hereby amended to read as follows:

Section 145.240. Selection Process.

- A. Architectural, Engineering And Land Surveying Services. If the services to be performed are architectural, engineering or land surveying services, then the following procedure shall be followed:
 1. Prequalification And Prequalified Roster. Each firm that desires to perform services shall submit a prequalification packet to the Department of Engineering or Purchasing Division that identifies the disciplines for which prequalification is requested, demonstrates the areas of professional expertise, and includes all of the information listed in Subsection (A)(2) below. Each firm shall update its prequalification packet at least once every three (3) years or any time the firm desires to update its qualifications or request consideration for prequalification in a new discipline. Firms that prequalify shall be placed on a prequalified roster.
 2. Each firm shall submit the following documentation with its prequalification packet:
 - a. Proof the firm is duly authorized to conduct business in the State of Missouri in the applicable profession;
 - b. Proof that at least one (1) member of the firm possesses professional registration issued by the State of Missouri in the applicable profession;
 - c. Proof of current business license with the City of Saint Charles;

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- d. Provide a statement of intent to assign at least one (1) staff professional to each project awarded; and
 - e. Supporting qualification information demonstrating expertise in each discipline of desired prequalification through:
 - 1) The specialized experience and technical competence of the firm and its employees with respect to various disciplines;
 - 2) Quality of work previously performed by the firm for the City;
 - 3) Record of the firm accomplishing work on other projects in the required time;
 - 4) Recent experience showing accuracy of construction project cost estimates;
 - 5) The firm's approach to project management to assure on-time, onbudget, and properly scoped projects;
 - 6) The firm's approach to quality assurance and quality control of projects;
 - 7) Community relations approach, including evidence of sensitivity to citizen concerns; and
 - 8) Headquarters and main office location of the firm.
3. Expression Of Interest (EOI). Thereafter, when a project requires architectural, engineering or land surveying services, all firms on the prequalified roster shall be contacted and requested to submit a written expression of interest (EOI) in the project. A firm submitting an EOI is subject to selection based on the firm's prequalification packet and an EOI response letter, consisting of no more than two (2) pages, to describe why the firm is interested in the project, and why the firm is qualified to complete the project.
4. Request For Qualifications Based Proposal (RFP). The Department of Engineering or Purchasing Division requiring the service shall select the three (3) most qualified firms that submitted an EOI based on the firm's prequalification packet and shall issue a request for proposal (RFP) to each firm. Each firm's proposal shall include a technical project approach, community relations approach including

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evidence of sensitivity to citizen concerns, a work breakdown structure with estimated hours, and a firm workload report that demonstrates capability and capacity to perform the requested services. If the firm has an office in the City, then provide the office address and list of all full-time employees currently staffed in the office.

5. Local Office Requirements.

a. To qualify as a local office, the following criteria shall be met:

- 1) Office shall be located within the City of Saint Charles municipal boundaries.
- 2) Firm shall have a current business license from the City with the local office listed on the license.
- 3) Office shall be staffed with a minimum of one (1) full-time employee during all operating business hours. The City may visit local office at any time to verify office staffing.
- 4) No home offices are permitted. A home office shall be defined as a space designated in a person's residence.

b. Falsification of the number of full-time employees assigned to a local office shall be cause for disbarment of the firm.

6. RFP Evaluation And Selection. Each firm's RFP submitted by the requested deadline will be evaluated by a review panel of at least three (3) City employees. The evaluation will be based on the criteria listed in the RFP request. The scoring of the local office category will depend on the information submitted by the short-listed firms. If more than one (1) firm submitting an RFP has a local office, then the firm with the most employees staffed at the local office will receive the most points in the local office scoring category. After all the RFPs have been evaluated, the RFP scores are combined with the previous scores during the prequalification/EOI selection. The firm receiving the highest total score from the review panel will be the most qualified firm and selected to begin scope and fee negotiations.

7. Negotiations.

- a. The Department of Engineering or Purchasing Division and the highest ranked and preferred firm shall negotiate a professional services contract that includes a detailed scope of services to be provided and the compensation for those services.
- b. If, after reasonable efforts, the City determines that it is unable to negotiate a satisfactory professional services contract with the highest ranked and preferred firm, then negotiations with that firm shall be terminated. The City shall then undertake negotiations with another of the qualified firms selected. If there is a failing of accord with the Federal firm, then negotiations with such firm shall be terminated. The City shall then undertake negotiations with the third firm.
- c. If the City is unable to negotiate a contract with any of the selected firms, the City shall re-evaluate the necessary architectural, engineering or land surveying services, including the scope and reasonable fee requirements, again compile a list of qualified firms and proceed in accordance with the provisions of this Code Section.
- d. Upon completion of negotiation of the contract, it shall be submitted to the Mayor, Council, or board for review and award of the contract.

B. For all other professional services, the following steps will be taken:

1. The Purchasing Division shall solicit responses to the request for proposals in whatever manner is deemed most likely to obtain the greatest number of responses from qualified providers of the required services.
2. Review — Selection Of Offeror. After receiving all responses to the request for proposals, the Purchasing Division and the head or director of the department, board or commission requiring the service shall review each response and select the offeror best qualified to provide or perform the service required. Selection of the best qualified offeror shall be based upon the relative importance of the qualifications for the project as stated in the request for proposals.

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3. Negotiations With Offeror, Compensation And The Like. The Purchasing Division or the department director, board or commission requiring the services shall engage in discussions and negotiations shall be conducted so as to determine the sufficiency of the offeror's qualifications and to establish an amount of compensation which is fair and reasonable. If the sufficiency of the offeror's qualifications cannot be determined or the amount of compensation cannot be agreed upon, then discussions and negotiations will be formally terminated with the selected offeror. Discussions and negotiations shall then be conducted with the other offerors in the same manner and for the same purposes as heretofore described in the order of their respective qualification rankings until an agreement is reached with the then best qualified offeror for a compensation determined to be fair and reasonable.
- C. For Architectural, Engineering and Land Surveying Services, if the cost of the services is estimated to be less than one hundred thousand dollars (\$100,000.00) then the initial selection process, review process and selection process shall not apply. For all other professional services that are not architectural, engineering or land surveying services, if the cost of the services is estimated to be less than ~~thirty~~fifty thousand dollars (~~\$30,000.00~~\$50,000.00), then the initial selection process, review process and selection process shall not apply. The Purchasing Division or the head or director of the department, board or commission requiring the service may negotiate with a qualified provider to establish an amount that is fair and reasonable.
- D. Award Of Contract. The final decision to award a contract for purchase of professional services shall be made by the Mayor for amounts one hundred thousand dollars (\$100,000.00) or less and by the Council for amounts greater than one hundred thousand dollars (\$100,000.00). Contracts for greater than one hundred thousand dollars (\$100,000.00) shall be listed on the consent agenda and if the contract is approved by the Council through approval of the consent agenda, then the Mayor may award the contract. If the contract is removed from the consent agenda, then it shall be approved or disapproved as directed by the City Council. The Mayor may delegate the authority to award contracts for purchase of professional services for amounts one hundred thousand dollars (\$100,000.00) or less. The Park Board and any other board or commission which is authorized to make purchases and contracts shall make the final decision to award its contracts over ten thousand dollars (\$10,000.00) and it may appoint someone to award contracts for amounts ten thousand dollars (\$10,000.00) or less or may retain that power for itself.

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SECTION 3. Section 145.250 of the Code of Ordinances of the City of Saint Charles, Missouri, is hereby amended to read as follows:

Section 145.250. Requests For Bids.

- A. Whenever any department, board or commission requires professional services to perform work on a project or series of related or similar projects and the exact type and amount of work to be performed to complete such project or projects is capable of ready determination, the head or director of such department, board or commission shall, in cooperation with the City Purchasing Agent, draft specifications for bids for the project or projects. Specifications shall be drafted so as to ensure that the qualifications of the offeror of the required service shall be sufficient to satisfactorily perform the required service and to facilitate the making of bids therefrom.
- B. Purchases involving expenditures of less than ~~fifteen~~twenty-five thousand dollars (~~\$15,000.00~~\$25,000.00), the appropriation for which has been approved as part of the annual budget, shall be made without formal bidding, subject to the rules and regulations prescribed by the Mayor.
- C. For purchases of at least ~~fifteen~~twenty-five thousand dollars (~~\$15,000.00~~\$25,000.00) but less than ~~thirty~~fifty thousand dollars (~~\$30,000.00~~\$50,000.00), the Purchasing Agent in cooperation with the appropriate department director shall solicit at least five (5) written bids.
- D. For purchases of ~~thirty~~fifty thousand dollars (~~\$30,000.00~~\$50,000.00) or more, the Purchasing Agent in cooperation with the appropriate department director shall comply with the following competitive bidding requirements:
 - 1. Notice. A notice inviting bids shall be published at least once in a newspaper of general circulation in the City. The notice shall be published at least ten (10) days prior to the date set for the receipt of the bids. The notice shall include a general description of the services to be performed and the time and place for opening bids. A notice inviting bids may also be posted in the City Clerk's office and may also be mailed to all responsible prospective bidders. If notices can be mailed to all prospective bidders who are qualified to bid, the Purchasing Agent may waive publication and send the letters in lieu of publication.
 - 2. Bid Forms. Each bid shall be in writing on the form provided by the Purchasing Agent. Each bid shall be signed by the bidder and shall contain the full name of the person or company submitting the bid.
 - 3. Opening Of Bids. At the time and place prescribed in the notice for opening bids, the Purchasing Agent shall open all bids and publicly

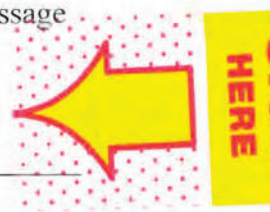
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read each bid. All bids submitted after the time specified in the notice shall be void and shall be returned to the bidder.

4. Certification Of Bids. The Purchasing Agent shall tabulate all bids properly submitted and certify them to the department directors, to the Mayor, to the City Council or to the board or commission, as may be appropriate. All engineering service bids that are received shall be placed on a spreadsheet by the Public Works Department.

E. The contract shall be awarded to the bidder who submits the lowest and best bid. The lowest and best bid shall be determined by considering the amount of the bid, the experience, qualifications and reputation of the bidder and any previous dealing which the bidder has had with the City. With respect to bids for engineering services, the proper committee authorized to obtain said services shall review and award the engineering contract. However, the award of all other contracts shall be made by the Mayor for amounts one hundred thousand dollars (\$100,000.00) or less and by the City Council for amounts of greater than one hundred thousand dollars (\$100,000.00). Contracts for greater than one hundred thousand dollars (\$100,000.00) shall be listed on the consent agenda and if the contract is approved by the Council through approval of the consent agenda, then the Mayor may award the contract. If the contract is removed from the consent agenda, then it shall be approved or disapproved as directed by the City Council. The Mayor may delegate the authority to award contracts for purchase of professional services for amounts one hundred thousand dollars (\$100,000.00) or less. The Park Board or any other board or commission which is authorized to make purchases and contracts shall award contracts over ten thousand dollars (\$10,000.00) in amount and it may appoint someone to award contracts for amounts ten thousand dollars (\$10,000.00)

SECTION 4. This Ordinance shall be in full force and effect from and after the date of passage and approval.



Date Passed

Vince Ratchford, Presiding Officer

Date Approved by Mayor

Daniel J. Borgmeyer, Mayor

Approved as to Form:

Attest:

Michael P. Cullen 01.04.24
Michael P. Cullen, City Attorney Date

City Clerk

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Action Tracker

February 16, 2024

Item	Description	Estimated Associated Costs	Projected Upcoming Agenda
Low Water Crossing at Fountain Lakes Park (FEMA Project)	Low water crossing was washed out during the flood event in June 2022. BAX Engineering have completed the design and cost estimate to relocate the trail from the creek bed to nearby private property and onto a City street. FEMA/SEMA have denied funding project. Working with the City to acquire easements and to bid out project.	\$135,000	March/April 2024
Archiving Board Packets	Board packets for the last five years will be uploaded to our web-site as a reference tool for Board Members. Marketing Associate has begun this work and new packets are being uploaded.	\$0	Ongoing
New McNair Park Amenity	Discussion of new amenity for the replacement of McNair Aquatic Facility	?	Currently on-going
McNair Park Frisbee Golf Course	Staff meeting with interested group and potential designers for layout. Preparing for 2024 installation of 18 hole course. RFP going out 12/4/23. Deadline 1/9/24.	\$40,000	Under contract. Construction will be completed in 2024
Hawk's Nest Land for Park	Council Member West, Mitchell and Maralee have discussed the 1.74 acres at Hawk's Nest and Lynnbrook Drive as a potential park. While this has been discussed in the past, the potential park now has donors and volunteers to adopt the park. A full presentation will be presented to the Board in early 2024.	Currently Unknown	February 7 Work Session presentation to Board
Gould Building Outside Restroom Addition	In the 2024 CIP, there are funds allocated for the addition of new restrooms (that would only be accessible from the outside for park users) added to the Gould Building. The current restrooms will be blocked off for use only by Gould Building users. Three individual use restroom facilities are being designed.	\$95,000	As necessary, materials to be purchased above \$10,000 will be placed on agendas
Boschert Greenway - New Town Blvd to Boschertown Rd (Trail Issues)	This trail has been overlaid in some areas due to cracking in the trail caused by the defective subbase and the close proximity of the trail to trees. Parks has expended funds on patches and crack repairs but issues still occur. Agreement with GRG for cost sharing repairs is being reviewed.	\$0 - \$500,000	Tree removal and trail grinding and compacting/FDR contract approved.
Fees Policy	Combining all individual policies related to fees into one policy and updating as needed.	0	TBD- Under Legal Review
Facilities Policy	Combining all individual policies related to facility rentals into one policy and updating as needed.	0	TBD- Under Legal Review
Erosion Issues at Red Cedar Court/Woodlands Park	Several homes on Red Cedar Court have contacted Parks/City about their backyards being impacted by erosion caused by stormwater. Area is in a wooded area of Woodlands Park	?	Unknown
Water Damage to Memorial Hall	On 1/16/24 a 2" water pipe in the ceiling broke above the auditorium. Water damaged the hard wood floor and flooded the basement. Restoration contractor hired to clean up and dry out the building. Investigate further damage.	?	Unknown
Joint Work Session	Council and Board joint work session for a presentation of the Park and the Fieldhouse/Hub feasibility study at City Hall.		June/July
Frontier Park/Katy Trail Access	New access gate to be added at Madison Street from Forget-Me-Not Park is being discussed with Engineering and Public Works. Possibly added to a larger project in the area to enhance the Katy Trail from Frontier Park to the Riverpointe Development and Frenchtown.	?	Under review
Berthold Square Adopt A Park	Main Street Foundation has expressed interest in adopting Berthold Square Park. The adoption would include care and maintenance similar to Bob Kirkwood's involvement when he owned Lewis and Clark Restaurant. Lawn care, irrigation, some landscaping and general care for the park specifically during special events held within the park.		N/A- Informational as discussion continues and plans can be formed.
Food Truck Policy	Developing a food truck policy to allow trucks to be within certain parks with specified hours by permit to sell to patrons.	Revenue TBD	20-Mar-24
Boone's Lick Park Maintenance Shed	The maintenance shed at Boone's Lick Park, located by the community garden is in disrepair. Mostly used for storage of a few items, continuing repairs is not cost effective with other locations items can be stored. Staff is planning demolition of the building this year with the construction crew.		Awareness Only