

ST. CHARLES PARK & RECREATION BOARD  
Work Session Tentative Agenda  
February 7, 2024 - 6:00PM  
American Legion Room in Memorial Hall, Blanchette Park

Notes: \* Indicates Item Needing Formal Action  
\*\* Indicates a Closed Session Topic Known to be Scheduled  
\*\*\* Indicates Roll Call Vote  
**Wording** (hi-lighted) 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. Presentation of Potential New Park on Hawk's Nest Road
5. Memorial Hall Update
6. Action Tracker Report
7. Adopt a Park (Board Member observations pertinent to facilities, programs and services within the System)
8. Closed Session (As 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)
9. Adjournment

*The City of St. Charles offers all interested citizens the opportunity to attend public meetings. 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**

**INFORMATIONAL MEMORANDUM**

**Date:** February 1, 2024

**From:** Maralee M. Britton, Director

**RE:** Presentation of Potential New Park on Hawk's Nest Drive

**Summary:**

Residents Aina and Brian Ferris, along with Council Member West, will present the desire to convert the 1.6-acre vacant lot on Hawk's Nest Drive into a nature park through the Parks and Recreation Department. Along with Peter VanLinn, we have spoken to the Ferris' about design, maintenance, and the outdoor education potential. The land and the majority of construction would be donated as well as the park being Adopted through our program.

This Spring, the City will be renovating Hawk's Nest Drive from Zumbuhl to West Clay. This includes new, wider sidewalks which would enhance the area as a park.

Hawk's Nest Drive and Lynbrook Street



MEMORANDUM

TO: PARKS & RECREATION BOARD  
FROM: Chris Atkinson, Assistant Director  
DATE: January 31, 2024  
SUBJECT: Update on Memorial Hall Burst Water Pipe

At the Parks & Recreation Board meeting on January 17th staff notified the Board Members about a broken water pipe that was discovered in Memorial Hall on Tuesday January 16th. The broken pipe had damaged the hard wood floor on the main level and had flooded the entire basement level with approx. 12” of water. Since that meeting staff have done several things:

- 1). Called in several contractors to assist with the emergency response (Emergency restoration, plumber and HVAC).
- 2). With the City's Finance Department, started an insurance claim for the damages/repairs and met with the insurance adjustor. The Parks & Recreation Department is responsible for a maximum of \$50,000 of the overall cost of the incident. All other costs above \$50,000 will be covered by the insurance company. We were also informed that any staff time and lost revenue could be covered under the claim. Attached to this memo is the breakdown of known and estimated costs to date and also the lost revenue due to cancelled programs and outside rentals.
- 3). Parks & Recreation staff continued the drying out process by removing drywall, insulation and other items/equipment damaged by the water. Staff are continuing to make repairs on the main level. That includes repairing the drywall, ceiling tiles, electrical repairs and plumbing repairs.
- 4). Scheduled the wood floor contractor to return on 2/5/2024 to re-sand and refinish the hard wood floors on the main level. That is expected to take 1 week for the sanding and 3 coats of varnish to be applied and 1 week for the floor to sit and cure.

Staff are implementing procedures for Maintenance, Enterprise and Ranger staff during unusual cold weather events such as more routine building walk throughs.

Staff are also currently working on updating the multiple units in the building for temperature tracking and alerts that would be sent out to multiple staff when the building temperature goes above or below minimum or maximum temperatures.

The goal today is to have the main level back open for use by parks programs and the public by 2/29/2024. Work will continue in the basement after that time since we do not have any immediate rentals or needs on that level.

### Memorial Hall Water Damage- Programs Cancelled

Type Of Program	Participants Registered	Cost Per Participant	Revenue
Hot Shots Basketball	26	\$ 75.00	\$ 1,950.00
Indoor Soccer	19	\$ 75.00	\$ 1,425.00
Gymnastics	20	\$ 75.00	\$ 1,500.00
Dance	20	\$ 75.00	\$ 1,500.00
Little Scientist	6	\$ 55.00	\$ 330.00
Little Chefs	6	\$ 55.00	\$ 330.00
Volleyball	16	\$ 75.00	\$ 1,200.00
Tae Kwon Do	14	\$ 50.00	\$ 700.00
Valentines Bingo	64	\$ 25.00	\$ 1,600.00
Hockey	7	\$ 75.00	\$ 525.00
<b>Total</b>			<b>\$ 11,060.00</b>

### Memorial Hall Water Damage- Rentals Cancelled

Type Of Rental	Facility Rental Revenue	Concession Revenue	Total Lost Revenue
SCH Trivia Night 1/20/24	1650	\$ 1,057.00	\$ 2,707.00
Warriors Football Trivia Night 1/27/24	1680	\$ 926.00	\$ 2,606.00
Ambassadors of Harmony (AOH) 1/18/24	175	\$ -	\$ 175.00
Ambassadors of Harmony (AOH) 1/25/24	175	\$ -	\$ 175.00
Ambassadors of Harmony (AOH) 2/1/24	175	\$ -	\$ 175.00
Ambassadors of Harmony (AOH) 2/8/24	175	\$ -	\$ 175.00
Ambassadors of Harmony (AOH) 2/15/24	175	\$ -	\$ 175.00
Ambassadors of Harmony (AOH) 2/22/24	175	\$ -	\$ 175.00
Ambassadors of Harmony (AOH) 2/29/24	175	\$ -	\$ 175.00
Kiwanis Pancake Breakfast 2/13/24	450		\$ 450.00
<b>Total</b>			<b>\$ 6,988.00</b>

<b>Total Revenue Lost By Cancellations</b>			<b>\$ 18,048.00</b>
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Memorial Hall Water Damage- Known Expenses So Far			
Name of Contractor/Vendor	Type of Work	Notes	Cost
ServiceMaster	Emergency Response	For period 1/16-1/19	\$ 39,683.75
Flooring Rehab Company	Wood Floor Restoration	Will begin 2/5/24	\$ 22,506.65
CISCO Heating & Cooling	Emergency HVAC Basement	Completed	\$ 1,156.76
O'Fallon Sewer Service	Emergency Plumbing Repairs	Completed	\$ 2,892.00
Protronics Technologies	Damaged IT Equipment	Completed	\$ 5,005.00
Ceiling Center	Replacement of Ceiling Tiles	Ordered	\$ 4,830.00
Midwest Gym Supply	Replace Gymnastics Equipment	Ordered	\$ 4,273.00
Wholesale Plumbing Supply	Plumbing Parts	Completed	\$ 1,995.64
O"Fallon Decorating	Paint Supplies	Ongoing	\$ 191.80
Total			\$ 82,534.60

Memorial Hall Water Damage- Unknown Expenses So Far (Have not received quotes or invoice)			
Name of Project/Contractor/Vendor	Type of Work	Notes	Estimate/Cost
ServiceMaster	Emergency Response	For period 1/20-1/22	\$ 20,000.00
Weigmann HVAC	HVAC System on Main Floor	Do not have invoice	\$ 5,000.00
Misc.	Drywall Supplies	Do not have invoice	\$ 1,000.00
Misc.	Electrical Supplies	Do not have invoice	\$ 1,000.00
Unknown	Portable Speaker System	Do not have invoice	\$ 1,000.00
Total			\$ 28,000.00

**Memorial Hall Water Damage- Staff Hours So Far**

Name of Project/Contractor/Vendor	Type of Work	#Hours	Cost
Wapelhorst Crew 1/16/24 - 2/2/24	Demolition and Repair	337 @ \$40 HR	\$ 13,480.00
McNair Crew 1/16/24 - 2/2/24	Demolition and Repair	134 @ \$40 HR	\$ 5,360.00
Total			\$ 18,840.00

Total Estimated Cost			\$ 147,422.60
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**Action Tracker**

January 31, 2024

Item	Description	Estimated Associated Costs	Projected Upcoming Agenda
AT&T Cell Tower Contract Extension	Relayed to AT&T lease contractor the recent proposals were unacceptable.	Revenue TBD	Unknown
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	February 21 Board meeting
Facilities Policy	Combining all individual policies related to facility rentals into one policy and updating as needed.	0	February 21 Board meeting
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 Fieldhouse hub feasibility study at City Hall.		March 19 @6pm Council Chambers
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