

ST. CHARLES PARK & RECREATION BOARD  
Work Session Tentative Agenda  
April 3, 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. 2023 Parks & Recreation Department Annual Report
5. Discussion and Consideration of Purchase of computer equipment for Park Ranger vehicles from CDW-G in an amount not to exceed \$22,384\*
6. Discussion and Consideration of the Food Truck Vendor for Public Use Policy\*
7. Action Tracker Report
8. Adopt a Park (Board Member observations pertinent to facilities, programs and services within the System)
9. 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)
10. 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: \_\_\_\_\_

2023

# St. Charles Parks and Recreation Department Annual Report



St. Charles Parks and Recreation

Board Members

Mike Ryan, President

Denise Childress, Secretary

Mike Hannegan, Member

Brad Harmon, Member

Kathy Mudrovic, Member

Tuss Peluchette, Member

Merle Schneider, Member

Denise Mitchell,

City Council Liaison



## *Our Mission*

*The City of St. Charles Parks and Recreation Department provides parks, facilities and programs to enrich the quality of life for residents and visitors, while preserving green*



# Administration

## 2023 Accomplishments

- Added 3<sup>rd</sup> full time and a part-time front desk position to serve customers
- Provided extra hours early in the summer expanding opportunities to purchase Season Passes, Parks Passport Cards and register for Summer Fun Day Camp
- Initiated a new weekly feature “Employee Spotlight” on social media sights introducing individual team members throughout the season
- Two staff attended VSI symposium to initiate and realize “best practices” for RecTrac
- Initiated use of DocuSign for completing building contracts to make process easier for customers
- Hired and trained New Marketing & Communications Associate
- Introduced digital pool passes with goals of user friendliness and reduction card and ribbon usage/costs
- Updated and revised older outdated policies including bus usage, fees, golf cart usage and reservations of facilities

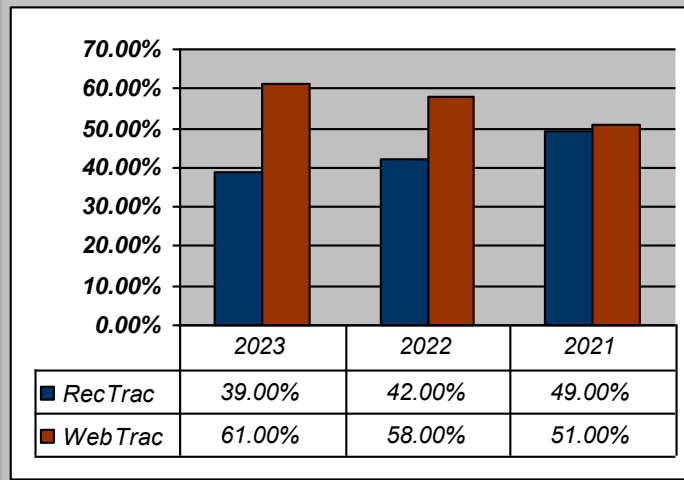




# Administration

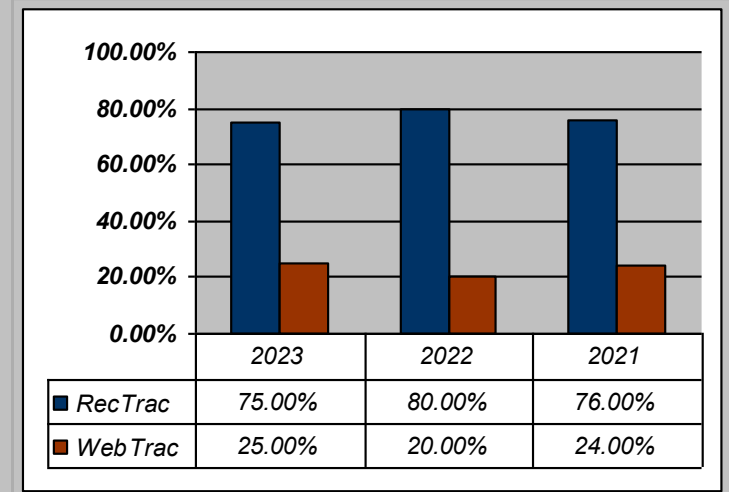
## Activity Enrollments %

### RecTrac vs WebTrac

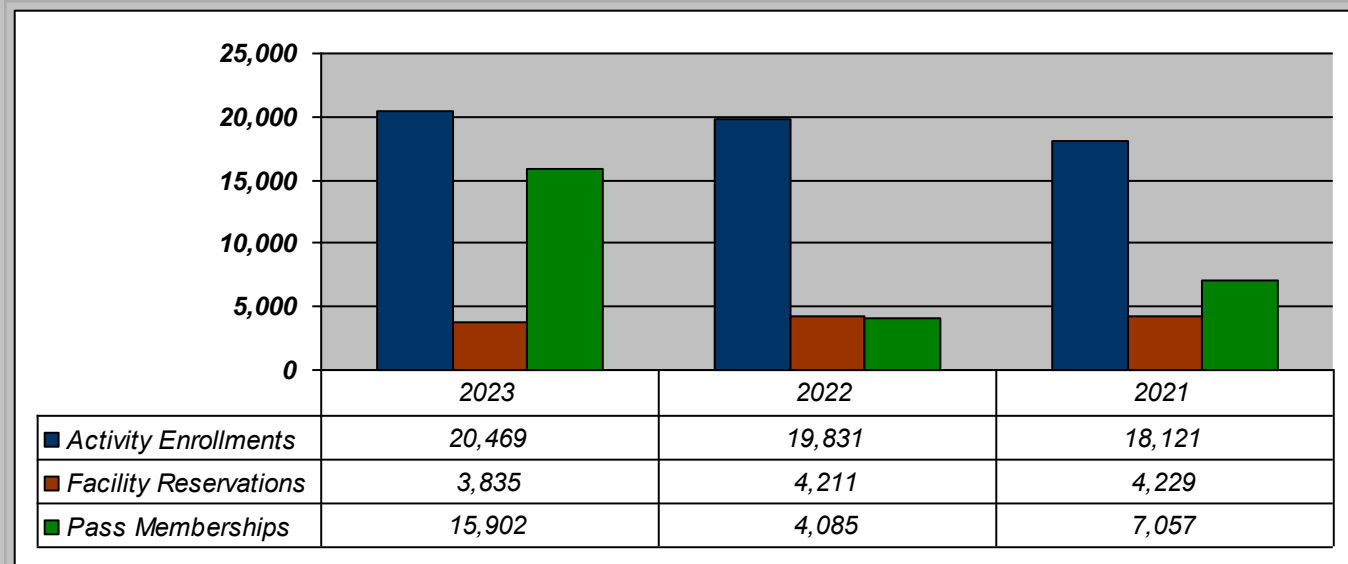


## Facility Reservations %

### RecTrac vs WebTrac



## Transactions





# Administration

## Looking Forward to 2024

- Work with Aquatics Coordinator to introduce VSI Mobile app, allowing easy registration and storage of digital Parks Passport Cards and Swim Passes.
- In addition to extended hours on some Thursdays and Saturdays, office hours will be from 7:30 am to 6:00 pm through June and July
- Creating a queue for incoming phone calls. Instead of a busy signal when all lines are busy, customers hear a message then placed in a queue with hold music
- Work with concessions to introduce extended food truck permits to enhance offerings in parks that do not have concession service (IE. Jaycee Park)
- In process of translating contracts to Spanish for customer convenience





# Aquatics

## 2023 Accomplishments

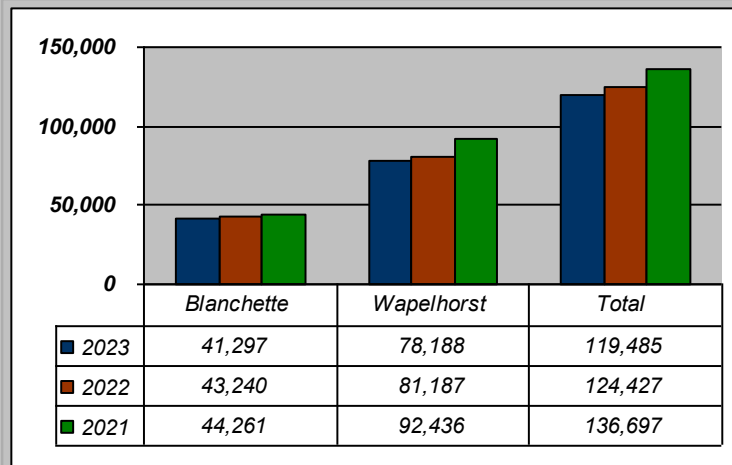
- Updated Aquatics Attendance Policy with emphasis on Resident vs. Non Resident Admissions
- Re-designed and implemented a new and improved user interface for WebTrac On-Line Registration system simplifying the process and more customer friendly
- Planned and coordinated two new community volunteer days in the Parks
- Aquatics Coordinator was selected to serve on the Women's in Leadership Advisory Board at Lindenwood University
- Aquatics Coordinator Presented at the 2023 MPRA Conference and Mini-Conference



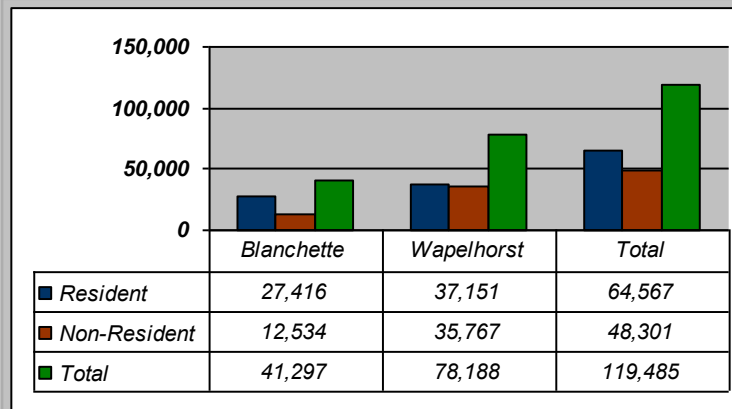


# Aquatics

## Attendance



## Resident vs. Non Resident

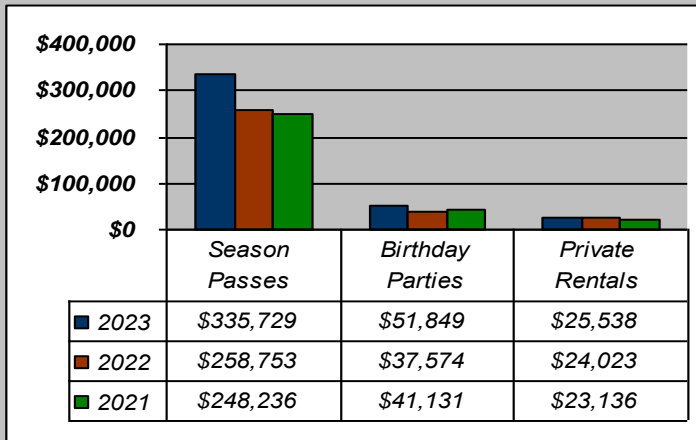




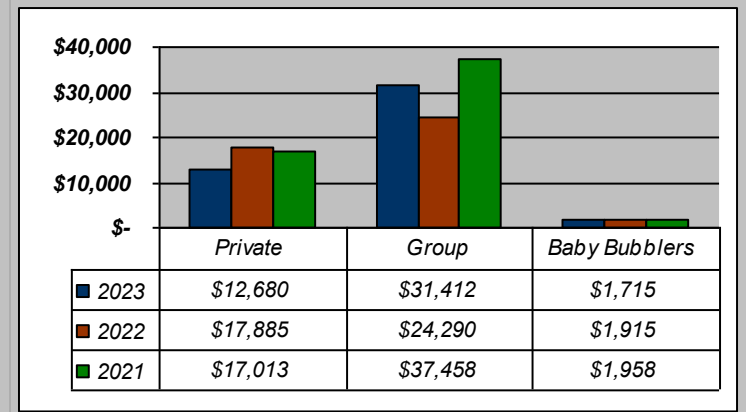
# Aquatics



## Season Passes/Rentals



## Lessons

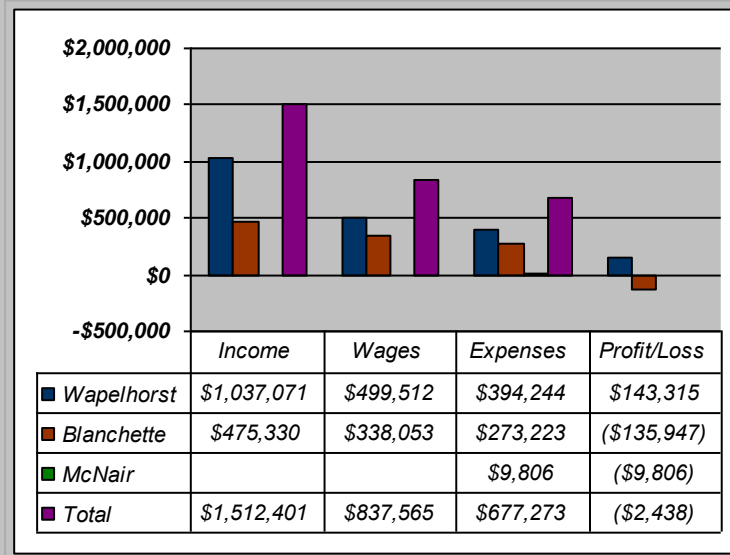




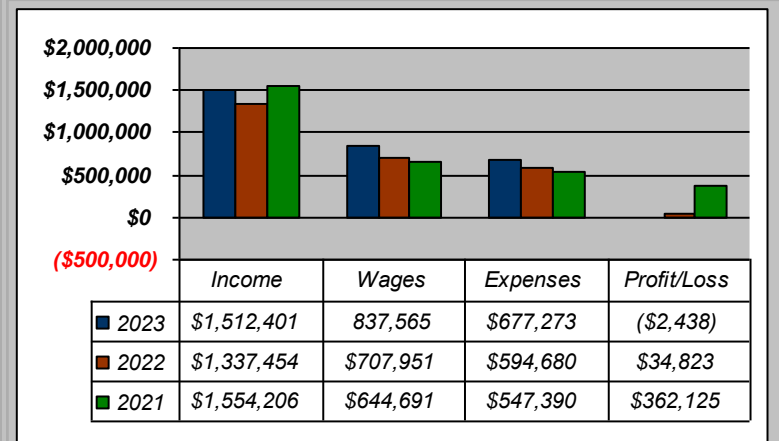


# Aquatics

## 2023 Year End Total



## 2021 to 2023 Year End Comparison



### Looking Forward to 2024

- Restructure Jr. Lifeguard Program in an effort to encourage more participation from individuals closer to working age and utilize the program as a means of recruitment
- Improve selection process for leadership positions
- Re-structure supervisor training emphasizing leadership skills to include understanding the role of a supervisor, decision-making and problem-solving
- Continue to gather feedback from Aquatic staff and users to determine if future changes are needed.



# Concessions

## 2023 Accomplishments

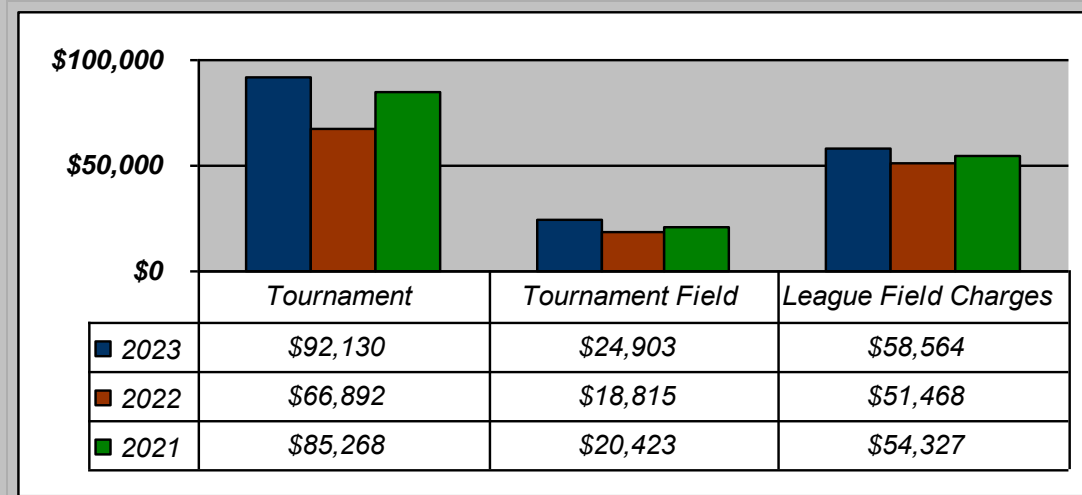
- Soccer Complex #1 and McNair Day Camp concession stands were remodeled with all stainless-steel surfaces, new flooring, painting and LED lighting
- Achieved 100% Health Inspection scores in all concession stands
- Transitioned to a new credit card system for all concession stands and pool admissions
- Attended Vermont Systems Symposium Conference in November
- Introduced some healthy food choices to the concession stands





# Concessions

## Tournament and League Report



Field Charges include Field Preparation, Per Game Fees, Lights, Drying Agents, Lights, Vendor Fees and Porta-Johns

### 2023 and 2024 Notables

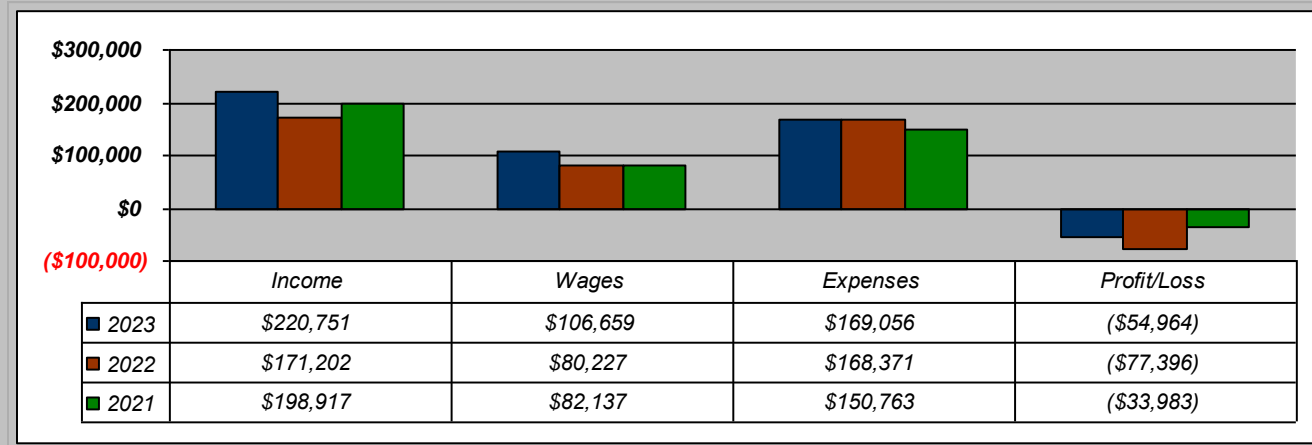
- New organizations hosted activities in 2023 including USA Senior Rugby Tournament, Goat Ropers Volleyball Tournament, and Legends Kickball League
- Generally, the weather was more cooperative in 2023 in regards to tournament and league play, which also increased concession and field prep revenue
- Long time user, St. Louis Play Sports, was sold to Play 9 Sports
- For 2024 and beyond, Staff continues to pursue new tournaments while also looking into long term partnerships





# Concessions

## 2021 to 2023 Year End Comparison





# Concessions



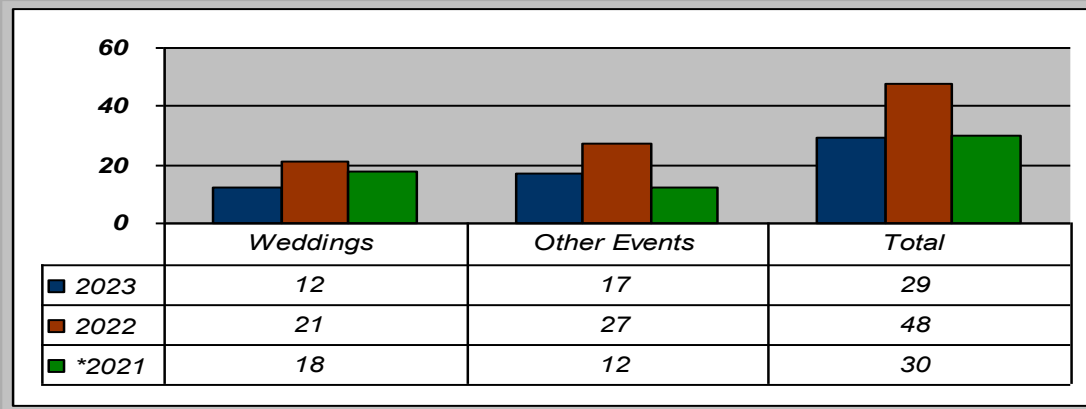
## Looking Forward to 2024

- McNair Main concession stand remodel project underway
- Establishing in-service training sessions for concessions staff and leadership staff including topics such as safety and awareness
- Develop a training program for newly promoted leadership staff to assist with the transition from Staff to Supervisor



# Memorial Hall

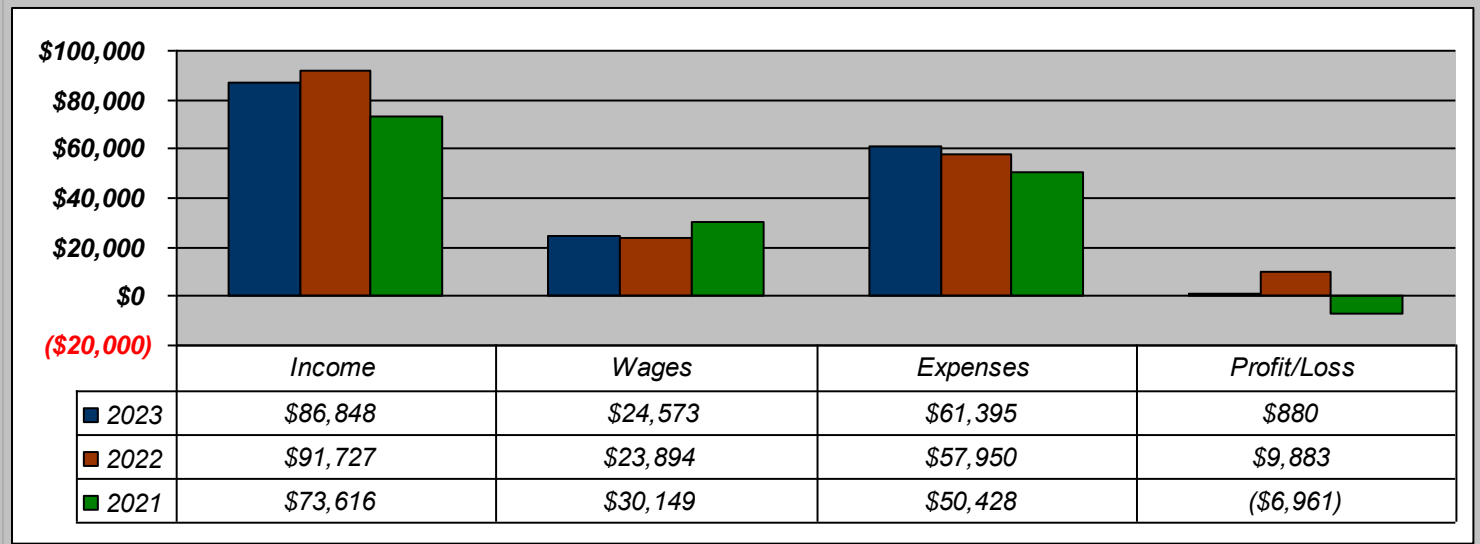
## Memorial Hall Outside Rentals





# Memorial Hall

## 2021 to 2023 Year End Comparison



### Looking Forward to 2024

- Hired and training Lucas Pinz for Memorial Hall Maintenance position
- With the number of rentals down in 2023, staff is exploring ways to advertise to increase bookings
- After the 2023 flooding, and needed renovations, all activities and events are on track to resume by end of March 2024



# Recreation

## 2023 Accomplishments

- Ava Logan assumed responsibility of planning day trips and increased the offerings
- Updated and created new participant surveys for all programs and special events. QR codes are available at each location to access surveys
- Added additional fitness programs: Beginning Weight Lifting and additional classes for Chair Yoga and MixedFit
- Added new youth programs including Valentine's Scavenger Hunt, Easter Egg Hunt, Little Explorers, Baseball League and additional Add-on Baseball & Soccer Camps for Day Camp
- Created Pickleball 101 programs for beginners that quickly filled and warranted additional sessions to be offered



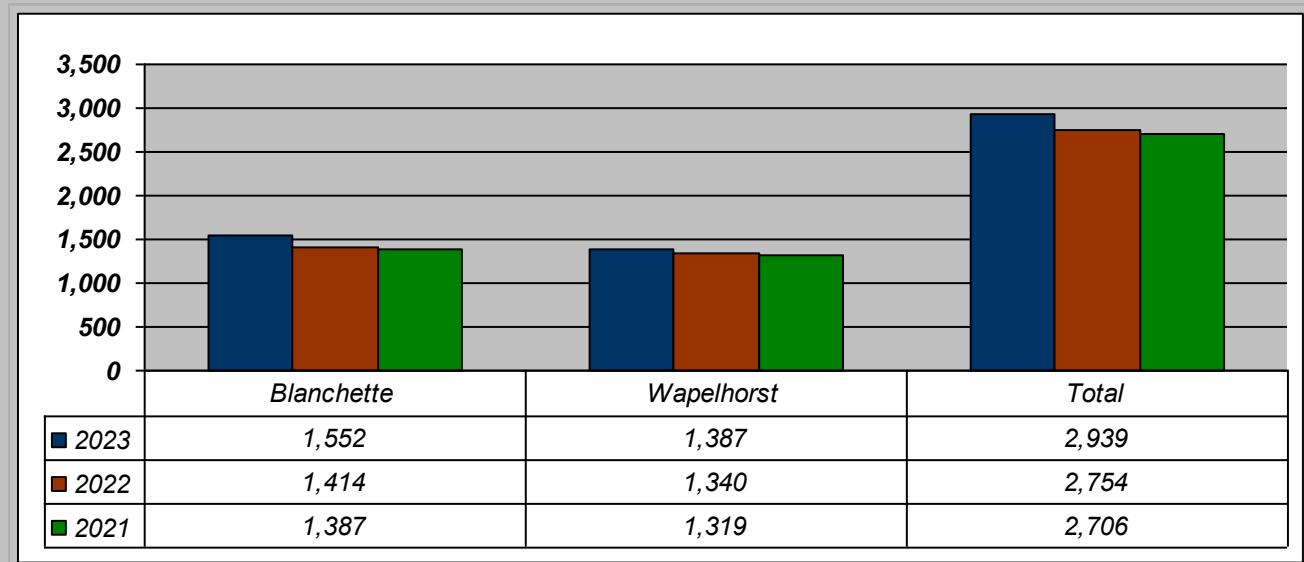




# Recreation



Day Camp Participation

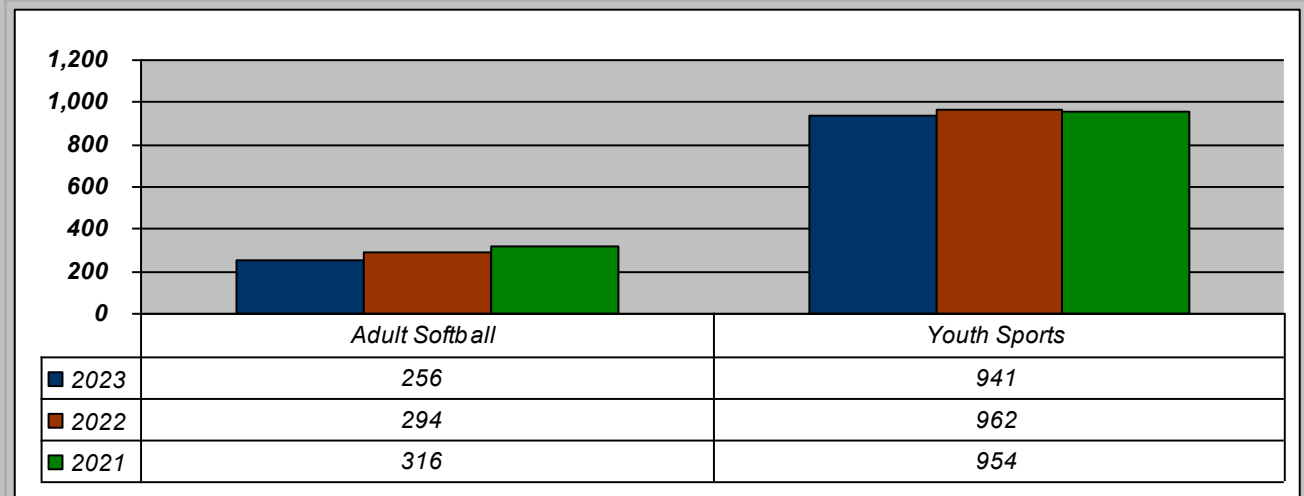




# Recreation



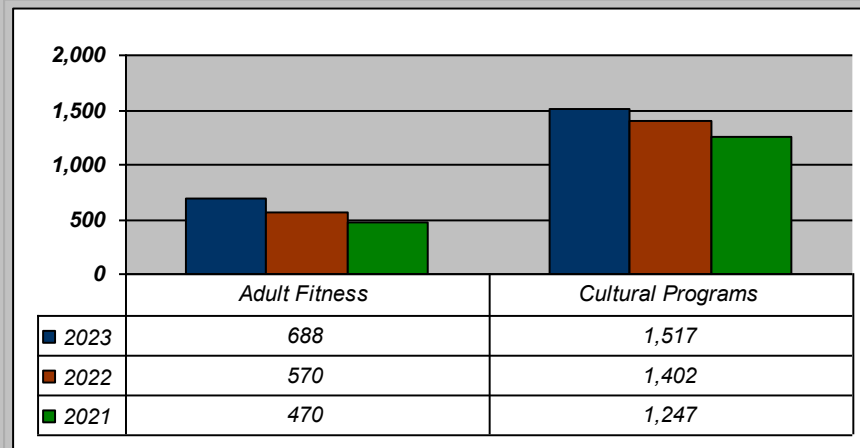
**Sports Programs Participation**



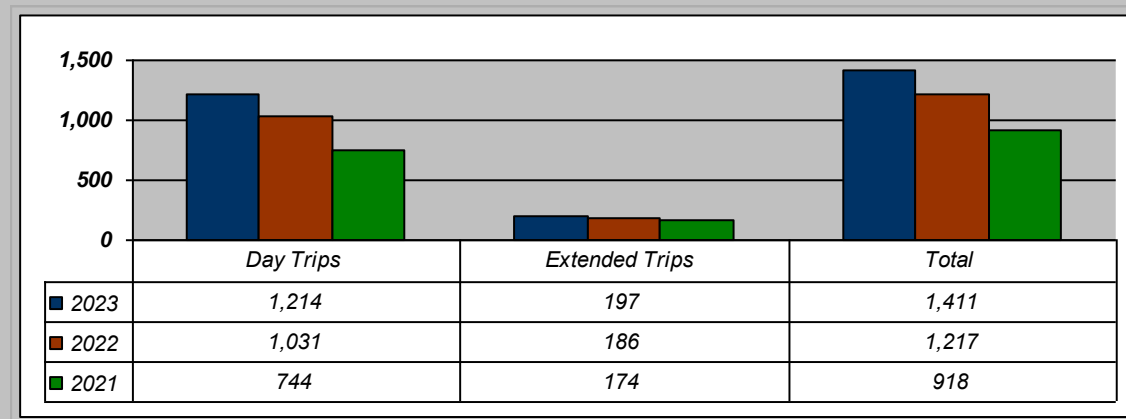


# Recreation

## Enrichment Program Participation



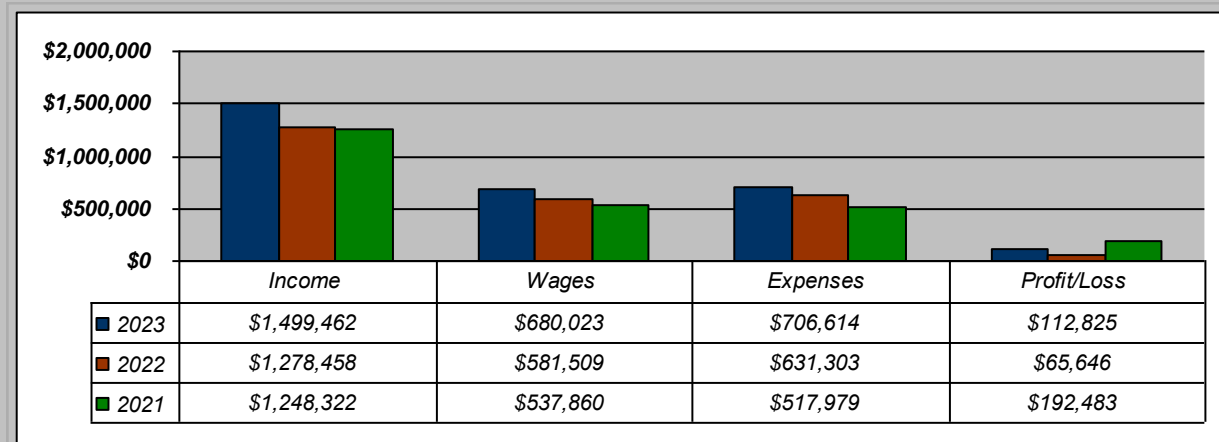
## Trip Program Participation





# Recreation

## 2021 to 2023 Year End Comparison



### Looking Forward to 2024

- Adding additional in-service trainings as well as official Mandated Reporter training through The Child Advocacy Center of Northeast Missouri
- Additional new programs to come in 2024 include yoga in the park, Pound Fitness classes, art camps, acting camp, adult painting and poetry workshops and a bowling program with Plaza Lanes
- Evaluate the possibility of incorporating Conscious Discipline program into Summer fun Day Camp Training and fundamentals



# Maintenance

## 2023 Accomplishments

- Established new Maintenance Supervisor position to help onboard, train, and mentor park maintenance team for succession planning and personal development
- 5 team members represented the City and received 2nd place at MPRA Parks Rodeo
- Developed and implemented new schedule for Maintenance I position to help meet weekend maintenance needs
- Improved Boone's Lick Park with new pickleball courts, grills, sidewalk, stairs, and lighting
- Partnered with Special Events Department to support additional community-wide concerts and events
- Renovated dugouts at Blanchette Park to enhance game-time experience for players





# Maintenance

## 2023 Accomplishments cont.

- Added new plaza space around Lewis and Clark statue for 4 additional busts to highlight other members of the Lewis and Clark expedition and enhance user experience
- Added dates for Pond Life and Wildflower programs due to increased user demand
- Repaired brick steps at Kister Park gazebo to improve visitor safety and experience
- Updated flooring, cabinets, and fixtures in concession stands at McNair Day Camp and St. Charles Soccer Complex
- Replaced roofs on shelters at McNair Day Camp, and restrooms at Fountain Lakes and Jaycee Parks
- Updated Blanchette Park maintenance yard to meet new stormwater standards
- Replaced entire film roof covering the Blanchette Park greenhouse





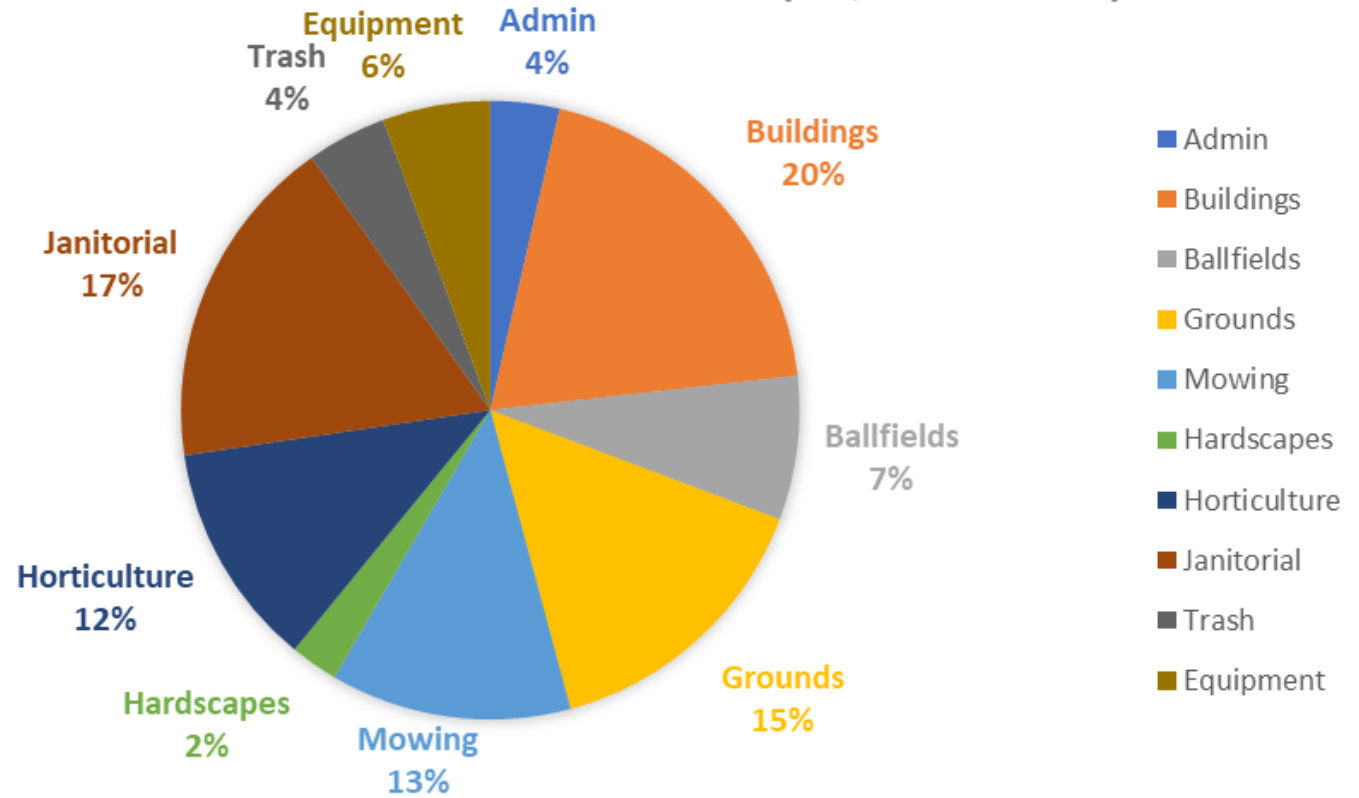
# Maintenance

Activities	2023	2022	2021	2020	2019
Admin/Events	2,015	1,840	1,848	1,778	1,783
Ballfields	4,200	4,462	4,266	4,451	4,339
Building Maintenance	10,945	11,108	11,302	12,146	11,095
Grounds Maintenance	8,416	7,654	7,784	8,605	8,330
Hardscape/ Trails	1,393	699	683	736	650
Horticulture	6,554	5,650	5,242	4,955	4,215
Janitorial Services	9,790	8,577	8,533	8,465	9,389
Trash Services	2,330	2,570	2,475	2,570	3,200
Mowing	7,034	5,506	4,399	5,716	7,588
Vehicle/Equip Maintenance	3,144	2,658	2,887	2,331	1,751
<b>TOTALS</b>	<b>55,821</b>	<b>50,724</b>	<b>49,419</b>	<b>51,780</b>	<b>52,340</b>



# Maintenance

## 2023 MAINTENANCE HOURS (55,821 TOTAL)







# Maintenance

## Looking Forward to 2024

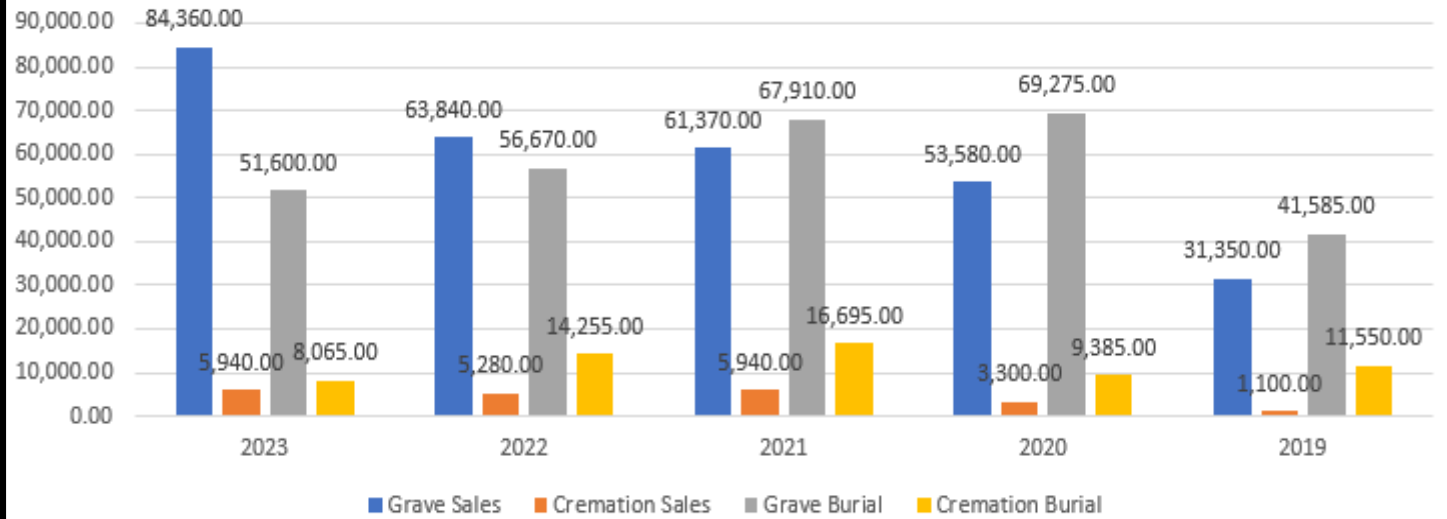
- Fill all full time staffing vacancies and recruit and focus seasonal
- Re-opening Boschert Greenway phase I and continue repairs through contractors
- Planning for potential addition of Hawks Nest property nature park
- New playground installation at Schaefer Park
- Renew focus on athletic field maintenance as a means of revenue generation
- Renovate Gould Building in Wapelhorst Park for public and private rental restrooms
- Restore Memorial Hall after frozen pipe leak
- Preparing for updates to storm water retention in Boone's Lick Park
- Re-connect Fountain Lakes Park north and south units via path easement partnership
- Re-establish and continue to improve impacted grounds throughout Frontier Park
- Update portions of Jaycee Stage in Frontier Park
- Exploring additional partnership opportunities with tree plantings, birds, trails, etc.
- Develop and implement stormwater pollution prevention plan updates
- Continue to support increased community-wide special events needs



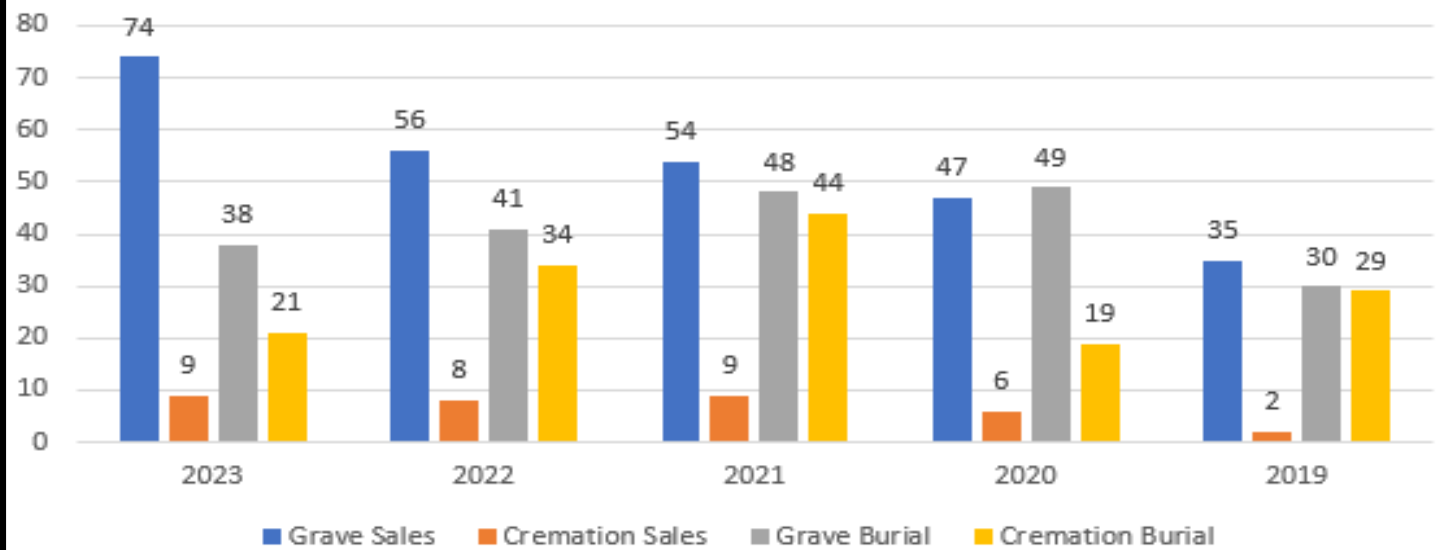


# Cemetery

### Revenue Trends



### Sale and Burial Trends





# Cemetery

## 2023 Accomplishments

- Continued partnership with Lindenwood University history department students to help GIS, inventory, and document history in sections of Oak Grove Cemetery.
- Efforts made to start backfilling and regrading road edges to support asphalt over time
- All asphalt roadways and parking areas were resealed throughout the Cemetery
- Begin bid and prep process for expansion of cremation garden plots
- Begin exploring potential for family dog and cat burials at Oak Grove Cemetery
- Work in partnership with St. Charles County Historical Society and others on Cemetery history including new info about the St. Charles Bridge memorial

2023 Year End Totals	Quantity	Revenue
Total Grave Sales	74	\$ 84,360.00
Total Cremation Grave Sales	9	\$ 5,940.00
Total Grave Burials	38	\$ 51,600.00
Total Cremation Burials	21	\$ 8,065.00
<b>Totals</b>	<b>142</b>	<b>\$ 149,965.00</b>

## Looking Forward to 2024

- Complete cremation garden expansion plots
- Develop recommendations for potential family dog and cat burials at the cemetery
- Develop recommendations for updated fee schedules for Oak Grove Cemetery
- Continue partnerships with Lindenwood University and other community entities to improve access, information, and user experiences at the cemetery



# Rangers

## 2023 Accomplishments

- Sgt. Braswell received training to become a Defensive Tactics Instructor
- All Rangers received Defensive Tactics Training
- Proposed changes to park closing times (Board approved)
- Firearms Ordinance was researched and updated with assistance from Legal
- Purchased 3 new Ranger Vehicles
- Created and implemented a universal traffic control plan for vendors at events
- Transitioned Rangers to 12 hour shifts to assist with staff shortages.
- Partnered with St. Charles Police Department in Holding the 1st annual Safety Town Program



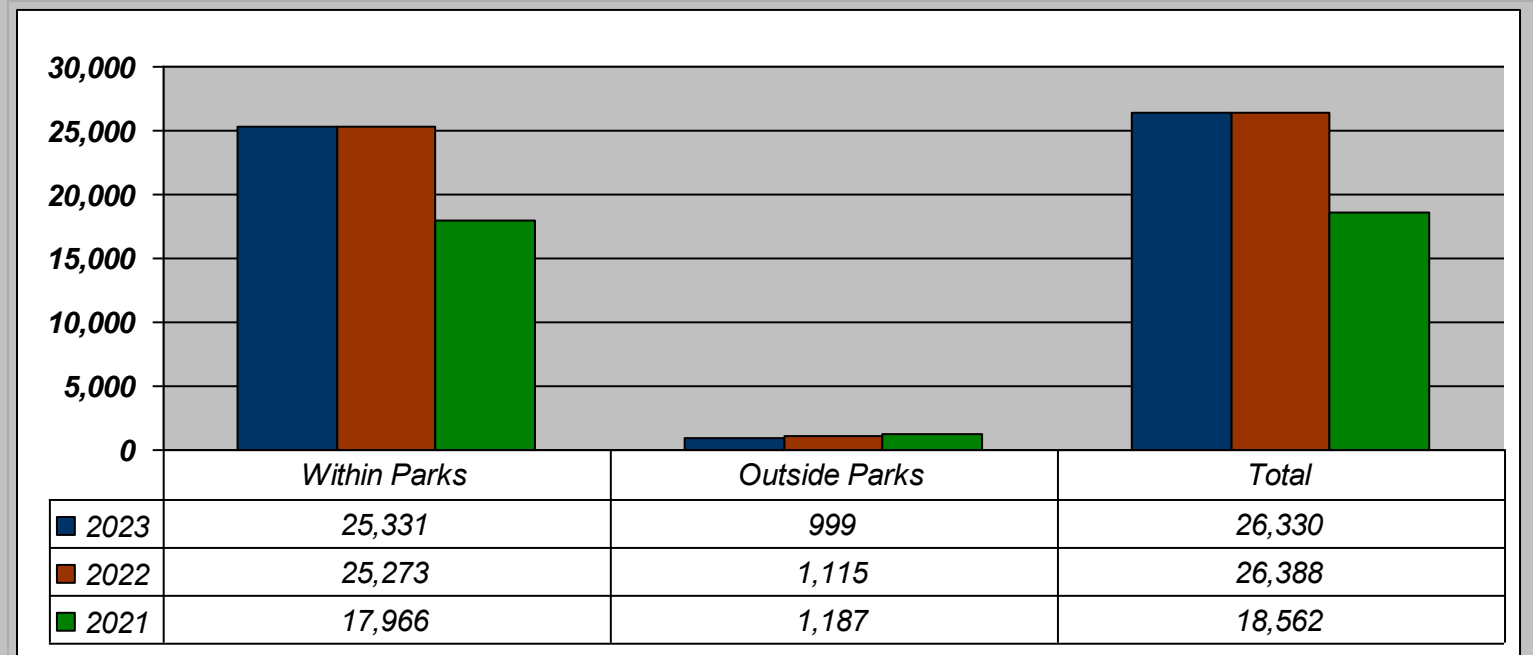


# Rangers

## Report Notes

Attached is the list of calls as they were dispatched and Ranger self initiated activity. Once a call is taken, dispatched enters that call in the CAD system “Computer Aided Dispatch” based on the information they obtain from the reporting party. When the Ranger/Officer clears the scene, the call stays logged how it was dispatched regardless of the outcome. The dispatched Ranger determines if a Police Report is necessary or not based on protocol.

## Calls for Service

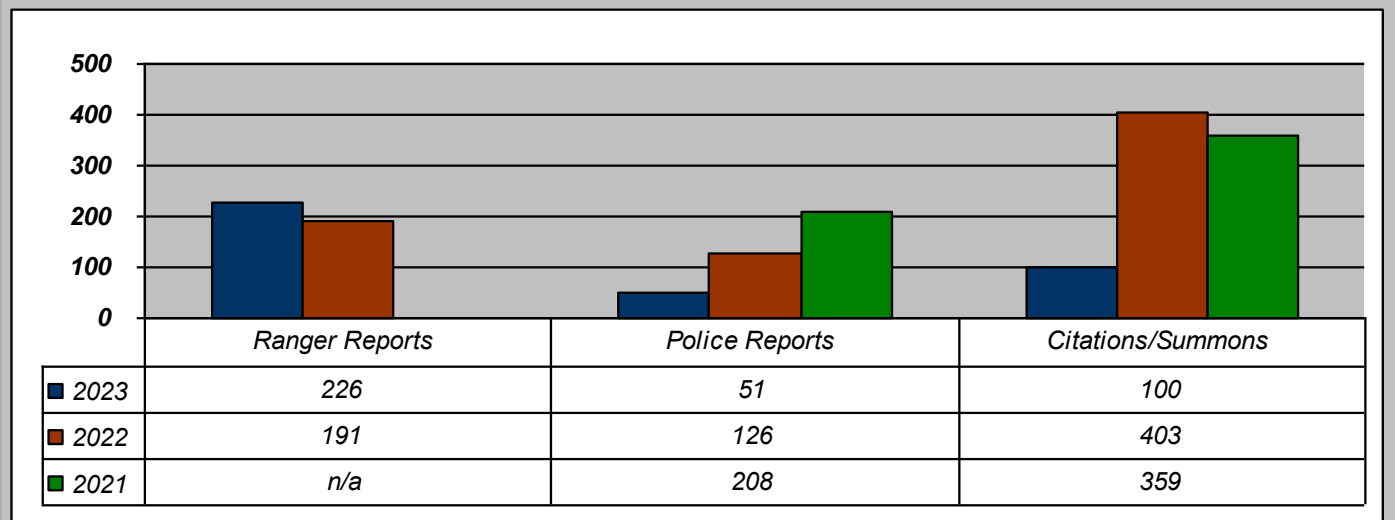




# Rangers



Reports, Citations and Summons





# Rangers

## Calls For Service by Park

Park	Count
BALES PARK	844
BERTHOLD SQUARE PARK	374
BISHOPS LANDING	690
BLANCHETTE PARK	1,591
BOAT RAMP/NEW BOAT RAMP	878
BOONESLICK PARK	1,105
CIRCLE PARK	421
DOG PARK DUSABLE	1,134
DUSABLE PARK(REGOT PARK)	892
ECO PARK	253
ECO PARK TRAILHEAD	552
FOUNTAIN LAKES PARK	717
FOX HILL PARK	922
FRENCHTOWN PARK	283
FRONTIER PARK	1,240
GRAYSTONE PARK	430
HEATHERBROOK PARK	932
JAYCEE PARK	1,106

Park	Count
KATY DEPOT	37
KISTER PARK GAZEBO	884
KIWANIS PARK	805
LEWIS AND CLARK BOATHOUSE	200
MCNAIR DAY CAMP	1,065
MCNAIR PARK	1,265
MEMORIAL HALL	163
MOTORCYCLE TRAINING PARK	277
OAK GROVE CEMETARY	281
SCHAEFER PARK	929
SKATE PARK	1,087
SOCCER COMPLEX	877
VOGT BROTHERS PARK	910
WAPELHORST PARK	1,519
WEBSTER PARK	1,085
WESTWINDS PARK	388
WOODLANDS PARK	244



# Rangers

## Top Year-to-Date Calls for Service

Nature	Count
AREA CHECK	18,866
FOOT PATROL	6,015
BUILDING CHECK	472
SUSPICIOUS VEHICLE	101
SPECIAL ASSIGNMENT	100
TRAFFIC	75
ASSIST FIRE EMS	56
SUSPICIOUS SUBJECT	52
PARKING PROBLEM	51
POLICE SERVICES	45
SUSPICIOUS CIRCUMSTANCES	39
EXTRA PATROL	35
CHECK WELL BEING	31
ANIMAL COMPLAINT	30
FOUND ITEM PROPERTY	28
JUVENILE PROBLEM	28
INFORMATION	26
DISTURBANCE	24
PEDESTRIAN CHECK	17
ARREST ATTEMPT	12
OFFICER IN NEED OF AID	12
FIREWORKS	11
FOLLOW UP	11
MISSING PERSON	10





# Rangers



## Looking forward to 2024

- Develop and implement a universal tracking system for City's special events
- Evaluate and identify parks with increased call volume and incidents to develop patrol plans for these areas
- Continue to support increased community-wide special event needs
- Through surveys and staff feedback, evaluate Ranger Camps and Programs to continually improve guest experience
- Continue to emphasize recruitment to fill remaining part time Ranger positions.





# Department

## 2023 Department Accomplishments

- Continued community presence presenting to a variety of clubs and organizations and attending various City meetings
- Increased Board awareness of upcoming projects, policies or events by creating the Action Tracker that would need Board approval
- Continued planning and preparation for the 2024 MPRA Annual Conference in St. Charles March 4—8, 2024
- Conversion to Purchasing Cards for staff members needing a credit card reducing the amount of checks to a variety of vendors and written checks for the trip program
- Participated in a variety of meetings held by City Administration for the new ERP (enterprise resource planning) discovery process for the City Financial systems
- Converted full-time and part-time staff to NovaTime time keeping system
- City Council adopted proposed fee schedule for Oak Grove Cemetery
- Board approval of the Compensation Policy with recommendations for Non-Standard Stand-by duty pay for maintenance staff and implementing the changes for the Class and Compensation Study
- RFP for the Fieldhouse/Hub Feasibility Study was completed with BRS selected. Public, stake holder and focus group meetings held, survey completed with study to wrap up in 2024.

## 2023 Department Budget Recap\*



# Department

<i>Revenue</i>	<i>Actual</i>	<i>Budget</i>
<i>Customer Revenue</i>	\$ 3,550,601	\$ 4,694,590
<i>Property Taxes</i>	\$ 4,331,802	\$ 4,224,585
<i>Rental Income</i>	\$ 91,212	\$ 86,420
<i>Capital Project Funding</i>	\$ 572,433	\$ 572,433
<i>Sale of Assets</i>	\$ 21,038	\$ -
<i>Grants</i>	\$ -	\$ 10,000
<i>Re-Payment Program (Boeing)</i>	\$ 600,000	\$ 600,000
	<b>\$ 9,167,086</b>	<b>\$ 10,188,028</b>

<i>Expenses</i>	<i>Actual</i>	<i>Budget</i>
<i>Personnel</i>	\$ (4,709,139)	\$ (4,799,701)
<i>Contractual</i>	\$ (1,009,974)	\$ (1,147,985)
<i>Materials and Supplies</i>	\$ (1,085,500)	\$ (1,235,684)
<i>Operational Capital Outlay</i>	\$ (31,080)	\$ (42,600)
<i>Equipment Replacement Fund</i>	\$ (339,332)	\$ (339,332)
<i>Capital Projects</i>	\$ (514,725)	\$ (795,187)
	<b>\$ (7,689,750)</b>	<b>\$ (8,360,489)</b>

<b><i>Profit/Loss</i></b>	<b>\$1,477,336</b>	<b>\$1,827,539</b>
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\* The 2023 budget audit is not completed by the Finance Department



# Department

## Looking forward to 2024

- Adding to the Action Tracker Board Report future project and annual operational contracts for awareness and the Adopt a Park Program
- Updating the inventory and quality review process check lists for park amenities
- Perform a review of our IT structure for best practices and additional resources that may enhance the system. IE. connectivity, contracted services, etc...
- Review employee manuals and training programs and add video training for the common city policies and functions
- Finalize the Fieldhouse & Hub Feasibility Study and review other park elements for updated pricing
- Survey residents and visitors bi-annually for general department feedback
- Begin a Council Buddy meeting program annually in which the Council Member, Board Member and Director and/or Assistant Director meet and introduce them to the Council Buddy program
- Schedule a strategic planning Work Session setting priorities for the next year to two year period that aligns with capital plan and operational budget reviewed and updated annually
- Begin reviewing elements to complete a department master plan in 2025

**St. Charles Parks and Recreation Board**

**MEMORANDUM**

**Date:** March 28<sup>th</sup>, 2024

**From:** Chris Atkinson, Assistant Director of Parks & Recreation

**RE:** Purchase of computers, printers, mounting equipment for Park Ranger vehicles.

**Summary:**

In the 2024 CIP, \$26,000 is budgeted in project 24PRK23 for the replacement of the 4 in-car computer systems for the Park Ranger vehicles.

Working with the City's I.T. Department we received pricing from CDW-G that utilized Sourcewell Cooperative Purchasing Pricing Contract # 081419-CDW.

The quotes are attached and include the computer, printer, adapters, mounts and extended support.

Staff recommends favorable consideration of the purchase from CDW-G. of 4, Panasonic Toughbook's with attachments and support agreements in an amount not to exceed \$22,384



Thank you for choosing CDW. We have received your quote.

Hardware    Software    Services    IT Solutions    Brands    Research Hub

# QUOTE CONFIRMATION

**JASON ELLARD,**

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

**Convert Quote to Order**

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NTXB564	3/14/2024	PD MDTS	4109271	<b>\$18,052.00</b>

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">Panasonic Public Sector Service Package - extended service agreement - 1 ye</a> Mfg. Part#: CF-SVCPSY4 UNSPSC: 81112307 Electronic distribution - NO MEDIA Contract: Sourcewell 081419-CDW Tech Catalog (081419#CDW)	4	4225632	\$310.00	\$1,240.00
<a href="#">Panasonic Field Engineering Support Based On Needs Analysis - technical sup</a> Mfg. Part#: CF-SVCFES200 UNSPSC: 81112307 Electronic distribution - NO MEDIA Contract: Sourcewell 081419-CDW Tech Catalog (081419#CDW)	4	4956504	\$210.00	\$840.00
<a href="#">PANASONIC 3YR SMART BATTERY WTY</a> Mfg. Part#: CF-SVCBATSW3Y Electronic distribution - NO MEDIA Contract: Sourcewell 081419-CDW Tech Catalog (081419#CDW)	4	5576424	\$110.00	\$440.00
<a href="#">Havis power supply bracket</a> Mfg. Part#: LPS-211 UNSPSC: 31162313 Contract: Sourcewell 081419-CDW Tech Catalog (081419#CDW)	4	4927959	\$23.00	\$92.00
<a href="#">Havis DS-PAN-432 - docking station - VGA, HDMI</a> Mfg. Part#: DS-PAN-432 Contract: Sourcewell 081419-CDW Tech Catalog (081419#CDW)	4	5841834	\$760.00	\$3,040.00
<a href="#">Panasonic Toughbook 55 - 14" - Intel Core i5 - 1145G7 - vPro - 16 GB RAM -</a> Mfg. Part#: FZ-55FZ-JDAM Contract: Sourcewell 081419-CDW Tech Catalog (081419#CDW)	4	7610389	\$3,100.00	\$12,400.00

<b>SUBTOTAL</b>	\$18,052.00
<b>SHIPPING</b>	\$0.00
<b>SALES TAX</b>	\$0.00
<b>GRAND TOTAL</b>	<b>\$18,052.00</b>

PURCHASER BILLING INFO	DELIVER TO
<b>Billing Address:</b> CITY OF ST. CHARLES FINANCE DEPARTM 200 N 2ND ST STE 200 SAINT CHARLES, MO 63301-2851 <b>Phone:</b> (636) 949-3000 <b>Payment Terms:</b> NET 30-VERBAL	<b>Shipping Address:</b> CITY OF SAINT CHARLES PANASONIC GEAR IT 1781 ZUMBEHL ROAD SAINT CHARLES, MO 63303 <b>Shipping Method:</b>
	<b>Please remit payments to:</b>  CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



### Sales Contact Info

**Tom Doherty** | (866) 626-8514 | [tomdohe@cdwg.com](mailto:tomdohe@cdwg.com)

LEASE OPTIONS			
FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
<b>\$18,052.00</b>	<b>\$523.69/Month</b>	<b>\$18,052.00</b>	<b>\$597.16/Month</b>

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

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- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

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This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

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# QUOTE CONFIRMATION

**JASON ELLARD,**

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

**Convert Quote to Order**

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NTXB634	3/14/2024	BROTHER PRICING UPDATED	4109271	<b>\$4,332.00</b>

### QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">Brother RuggedJet RJ-4230BL - receipt printer - B W - direct thermal</a> Mfg. Part#: RJ4230BL UNSPSC: 43212108 Contract: Sourcwell 081419-CDW Tech Catalog (081419#CDW)	4	5105680	\$698.00	\$2,792.00
<a href="#">Brother Assure Premier PLUS Service - 3 years - additional</a> Mfg. Part#: 207903-001 Contract: MARKET	4	4533485	\$150.00	\$600.00
<a href="#">Brother LB3692 Car Adapter</a> Mfg. Part#: LB3692 UNSPSC: 39121006 Contract: Sourcwell 081419-CDW Tech Catalog (081419#CDW)	4	1912881	\$22.00	\$88.00
<a href="#">GOLDENRAM RAM MOUNT SYSTEM W PLATE</a> Mfg. Part#: RAM-101U-225-XAT1 UNSPSC: 31162313 Contract: MARKET	4	3829914	\$48.00	\$192.00
<a href="#">Brother Active Docking Mounting Station with Power &amp; USB Connectivity</a> Mfg. Part#: PA-CR-002A Contract: Sourcwell 081419-CDW Tech Catalog (081419#CDW)	4	5901502	\$165.00	\$660.00

<b>SUBTOTAL</b>	\$4,332.00
<b>SHIPPING</b>	\$0.00
<b>SALES TAX</b>	\$0.00
<b>GRAND TOTAL</b>	<b>\$4,332.00</b>

<b>PURCHASER BILLING INFO</b>	<b>DELIVER TO</b>
-------------------------------	-------------------

**Billing Address:**  
CITY OF ST. CHARLES  
FINANCE DEPARTM  
200 N 2ND ST STE 200  
SAINT CHARLES, MO 63301-2851  
**Phone:** (636) 949-3000  
**Payment Terms:** NET 30-VERBAL

**Shipping Address:**  
CITY OF ST. CHARLEST  
JOSH COOK  
200 N 2ND ST STE 200  
SAINT CHARLES, MO 63301-2851  
**Shipping Method:** FEDEX Ground

**Please remit payments to:**

CDW Government  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515



**Sales Contact Info**

**Tom Doherty** | (866) 626-8514 | [tomdohe@cdwg.com](mailto:tomdohe@cdwg.com)

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**St. Charles Parks and Recreation Board**

**MEMORANDUM**

**Date:** February 28, 2024

**From:** Don Borgmeyer, Enterprise Superintendent

**RE:** Consideration for the Food Truck Vendor for Public Use Policy

**Summary:**

Attached is a proposed “Food Truck Vendor Policy for Public Use”

Staff has been discussing this possibility over the last year with the goal of creating an added convenience for park patrons and to generate revenue.

This policy is intended to set standards along with available locations, time periods and associated fees, for food truck operators to sell food and drinks to the general public within City Parks.

Any requests for Food Trucks to be available for special events or private rentals will continue to be covered under the Vendor Policy.

The City Legal Department has reviewed and approved this requested policy.

Staff recommends favorable consideration for the Food Truck Vendor for Public Use Policy.



## ST. CHARLES PARKS AND RECREATION BOARD FOOD TRUCK VENDOR FOR “PUBLIC USE” POLICY

The St. Charles Parks and Recreation Department (the “**Department**”) of the City of St. Charles, Missouri (the “**City**”), operates and maintains public park facilities at various locations throughout the City. Food Truck Vendors are welcomed to operate in the City’s Parks in accordance with this Food Truck Vendor For “Public Use” Policy.

The purpose of this policy is to regulate and control the locations, days and available times for Food Truck Vendors to operate in the City’s Parks for the general public’s benefit and enjoyment. Furthermore, this policy sets forth standards expected of Food Truck Vendors which are consistent with the level of service expected from the City’s Parks system as a whole, while offering beneficial amenities for the citizens of the City and park users. A Food Truck Vendor is defined as a person or company offering for sale prepared meals or ready-to-eat food that is prepared and contained within a Mobile Food Vehicle, sometimes referred to as a “food truck” and/or a “mobile food service facility”. The person/group reserving the space and time to provide food truck service is hereinafter a “**Vendor**”.

### 1. Modifications

The Department’s Director, or such Director’s designee, is granted the right to modify or waive any policy provision or fee as it deems necessary and in the best interest of the City, subject to all applicable laws.

### 2. Availability

Vendor must possess a permit to operate a food truck in the City’s Parks, issued upon completion of the Food Truck Vendor Application procedures, below. Vendor shall operate only within a park area on the dates and times specified in a permit, unless prior written authorization is given. Department may impose additional reasonable limits on operation times. All available times for operation of a food truck will be between April 15<sup>th</sup> and October 31<sup>st</sup> of each year.

### 3. Application/Permit Procedures

- a. Vendor must submit to the Department a completed application, a photo of the food truck, and proof of a current and valid Mobile Food Unit License from the St. Charles County Health Department. Vendor must be in compliance with the Fire Code and any business license requirements, and current with its City Tourism Tax obligations. An administration fee will also be due at the time of submission. Incomplete applications could result in the denial of the permit request. Upon the approval of an application, Vendor is eligible to sign up for individual permits for the season.
- b. Vendor must submit to the Department a Certificate of Insurance as required by the City and the Parks and Recreation Board, naming the City as additional insured and with appropriate coverage and language as outlined below. The Certificate must be submitted at least 30 days prior to the first scheduled day and time of operation within a City park.

- c. Permits for scheduled selling periods and spaces in any City Park (or “**time slots**”) will be made available for sign up on the Department’s website or may be obtained by calling the Department’s Administration Office. Vendors are limited to six (6) pre-reserved time slots per calendar month. In the event of open time slots, the same will be made available to a Vendor on a first come first served basis a week prior regardless if Vendor has reached the maximum time slots for the month.
- d. Department will use website and social media platforms to advertise weekly schedules for food truck services under this policy. All other advertising is the responsibility of Vendor.

4. **Inclement Weather/Cancellations/Refunds**

Department reserves the right to postpone, cancel or delay Vendor scheduled service. If inclement weather is pending and Vendor desires to cancel a scheduled service, Vendor must contact Department to cancel one (1) day prior to the scheduled date/time. If the scheduled date/time is for a Single Permit, a full refund is available. For Monthly and Yearly Permits, refunds may be available if dates cannot be rescheduled at the discretion of the Department’s designee. If Vendor needs to cancel for other reasons, refunds are not guaranteed and will be given at the discretion of the Department’s designee. If Vendor service has been started, it is the responsibility of Vendor to cancel or delay the same for the safety of the participants and to maintain acceptable conditions of the space.

5. **Permit Use Regulations**

- a. Vendor shall take all steps necessary to ensure sanitation of its equipment, neat appearance of its service unit and equipment, and the safety of food offered by Vendor in accordance with St. Charles County Health Department guidelines. Vendor shall not leave the mobile food service facility unattended. When the mobile food service facility is in motion, Vendor shall be mindful of vehicular and pedestrian traffic at the service location.
- b. Vendor may offer for sale food and non-alcoholic beverages only. Vendors are not authorized to sell services, merchandise, alcohol, tobacco or souvenirs.
- c. Vendor shall be responsible for the collection, reporting and payment of all local, state and federal taxes related to product sold.
- d. Vendor shall dispense all beverages and liquids in cans or paper/plastic cups. No glass bottles or containers shall be served to customers in the park.
- e. Trash receptacles are provided for park patrons; they are not to be used by Vendor for its clean-up activities. Department may charge, and Vendor shall pay, a reasonable fee for costs incurred by Department as a result of Vendor’s failure to clean up its reserved space as specified herein.
- f. Vendor is responsible for Vendor’s own set-up and complete clean-up after each service. Apparatus or equipment may not be located or stored at a park facility unless prior written approval has been given by Department for the use and location of such equipment.
- g. Vendor shall arrive no earlier than one (1) hour before scheduled service time and must vacate no later than one (1) hour after the scheduled end of service.
- h. Department may revoke any permit granted if it is determined that the application for the permit contained any misrepresentation or false statement, that the park space is being used for an activity other than as permitted, that any condition set forth in this policy or any other applicable City Parks policy is not being complied with, or that the safety of the participants in the activities of Vendor or other patrons/visitors is endangered by the continuation of Vendor’s service or related activity.
- i. Vendor and its employees shall not discriminate against any employee, patron, visitor, attendee or customer because of race, color, religion, sex, gender identity or expression, national origin, age, disability, familial status, marital status, sexual orientation, or other protected status.
- j. Vendor will not sublet the assigned space or allow the rights granted to it under a permit to be used by others.
- k. Vendor’s food truck or other vehicles may not be driven or parked on grass surfaces, sidewalks, service drives or emergency zones. Only parking lots may be used for loading and unloading.

- l. Food truck generators must comply with local noise level regulations ensuring minimal disturbance to residents and visitors. See, City Code of Ordinances, Chapter 230.
- m. Vendor will cooperate with all requests made by staff members of the City and/or Department.
- n. Vendor shall operate in such a manner as to conform to all applicable federal, state, county and municipal laws, ordinances and codes.

6. **Insurance**

**Waiver of Liability:** Vendor retains sole responsibility for its food products and service throughout any and all permitted time slots. Vendor shall release, indemnify, defend and hold harmless City, its elected and appointed officials, successors, assigns, legal representatives, officers, employees and agents, and the Parks and Recreation Board (collectively, “indemnities”) for, from and against any and all claims, liabilities, cost damages, losses, causes of action, suits, demands, judgments and expenses (including, without limitation, court costs, attorneys’ fees and costs of investigation or otherwise) (collectively “liabilities”) of any nature, kind or description of any person or entity directly or indirectly arising out of, resulting from or related to (in whole or in part) personal injury, merchandise loss or property damage of any kind whatsoever resulting from or connected to the operation of Vendor’s food truck.

**Liability Insurance Requirements:** Vendor shall maintain insurance coverage at all times Vendor provides food truck services in the City’s Parks in the amounts as follows: Category II, Medium Risk Activities or Events: Commercial General Liability policy limit of at least \$2,000,000 per occurrence and \$450,000 for any one person in a single accident of occurrence is required.

**Certificate of Insurance and Endorsement Requirements:** Vendor shall provide a Certificate of Insurance and Additional Insured Endorsement to the Department’s Administration Office in the form and required amount stated herein at least thirty (30) days before the date of Vendor’s first reserved time slot or Vendor will not be allowed to provide its food truck service in the City’s Parks. A Certificate of Insurance and Additional Insured Endorsement can be obtained from your insurance broker.

The Certificate of Insurance must name the City of St. Charles, Missouri as:

1. the **certificate holder** with the correct address of the City as: “City of Saint Charles, 200 North Second Street, St. Charles, Missouri, 63301;”

**AND**

2. an **additional primary insured**, and include substantially the following words on the Certificate in the description line with name of the activity/event and date: “This insurance is primary to the insurance coverage of the City of St. Charles, Missouri which shall be non-contributory.”

Such insurance must also provide that the policy shall not terminate or be canceled prior to the expiration date without thirty (30) days’ advance written notice to the City. In addition, nothing herein shall be construed to be a waiver of the City’s sovereign immunity.



# Food Truck Vendor Application

To be permitted to operate in St. Charles City Parks, you must complete this form and meet all requirements.

## APPLICANT INFORMATION

Legal Company/Vendor Name: \_\_\_\_\_ (“Vendor”)

Doing Business As: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Type of Service Vehicle: \_\_\_\_\_

Do you have proper permits through the St. Charles County Health Department? \_\_\_\_\_

Are you up to date on your City of St. Charles Tourism Tax? \_\_\_\_\_

Have you complied with Fire Code and business license requirements? \_\_\_\_\_

**By signing this application form, Vendor acknowledges it has received, read and understands the Food Truck Vendor For “Public Use” Policy and, further, agrees to all fees applicable to the use of St. Charles Parks and Recreation Department Property. Falsification of information submitted in this application or misuse of Park Property may result in rejection or termination of this application or future applications.**

**By signing this application form, Vendor certifies the accuracy of the information contained herein and further agrees to all terms and conditions of the St. Charles Parks and Recreation Board Food Truck Vendor For “Public Use” Policy which are incorporated herein as if fully set forth.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### Fee Schedule

Fee	Amount	Due
Yearly Administration Fee	\$30	Upon Application Processing
Monthly Permit Fee	\$100	At Time of Registration
Yearly Permit Fee	\$500	At Time of Registration
Single Permit Fee	\$50	At Time of Registration

### \*Available Reservation Locations with Dates and Times

Park	Dates Available	Time
Jaycee Park	April 15 to October 31 Saturdays and Sundays only	11:00 am to 3:00 pm
Blanchette Park	May 28 to August 30 Monday through Friday	12:00 pm to 4:00 pm
Wapelhorst Park	May 28 to August 30 Monday through Friday	12:00 pm to 4:00 pm
McNair Park	May 28 to August 30 Monday through Friday	12:00 pm to 4:00 pm

\*Other locations, dates and times may be available upon request

\*Subject to Change



## Action Tracker

March 28, 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	May/June 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
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	TBD by Land Purchase
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
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 the Riverwalk Trail Project listed next.	?	To be compined with Riverwalk Trail Project
Riverwalk Trail Project	City Engineering is working on improvements to the Katy Trail from the Art Foundry to I-70 and through Riverpointe. This will contnue to include a mixed use path and potentially a varity of hard surfaces. More details to come on this project.		City/Grant Funding
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.
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
In-Line Hockey @ McNair	The in-line hockey rink is being evaluated to determine necessary repairs and renovations that need to be made.	In discovery	TBD
Enterprise Employee Manual	Currently reviwing with Legal and Human Resources the employee manual for any necessary changes.	N/A	April 17, 2024

## **Purchasing Information Over \$15,000**

### **Project Purchases 2024**

<b>Project</b>	<b>Description</b>	<b>Budget Allocation</b>	<b>Funding Mechanism</b>	<b>Timeline for Action</b>
Boschert Greenway	Pulverizing and compacting the trail	\$80,000	Transfers	12/6/2023
Athletic Field Updates	Laser grading and field conditioner	\$40,000	CIP and Transfers in CIP	2/21/2024
Frisbee Disc Golf Course	Design, product and installation	\$40,000	CIP	1/17/2024
Roofing Projects	Roofing projects	\$90,000	CIP	12/20/2023
Tree Removal	Removal of trees on Boschert Greenway	\$43,890	Transfer in CIP	1/17/2024
HVAC	Memorial Hall and Gould Building	\$65,000	CIP and Transfers in CIP	2/21/2024
Low Water Crossing	Fountain Lakes Trail routing	\$135,000	CIP	May
Asphalt Projects	Various asphalt patching and sealing	\$84,000	CIP	TBD
Ranger In-Car Computers	Ranger In-Car Computers	\$25,000	CIP/Replacement Fund	4/3/2024

### **Annual Contracts/Purchases from the Operating Budget**

<b>Product/Service</b>	<b>Description</b>	<b>Budget Allocation</b>	<b>Multiple Year Contract</b>
AT&T Mobility	Cell phones and WIFI Cards	\$32,300	
WEX Bank	Fuel	\$100,000	
NAPA Auto Parts	Various part for equipment	\$18,000	
LRL Cleaning	Administration and rental buildings	\$18,000	2 of 3 year
Minuteman Press	PLAY Brochure printing	\$34,000	1 of 3 year
ProTronics Technologies	WAN/LAN, computer services	\$73,000	5 of 6 year
Imperial Dade	Janitorial supplies	\$31,000	
Jeff Ellis & Associates	Lifeguard licensing, risk management	\$20,000	
Vermont Systems Inc.	Annual service and support for RecTrac	\$21,000	
STL Shirt Co.	Participant apparel	\$32,000	1 of 3 year
Krey Distributing	Alcoholic beverages for resale	\$20,000	
Aquatic Control	Pond management	\$16,000	1 of 3 year
Linde Gas & Equipment	Liquid CO2 for pools	\$19,000	4 of 5 year
Old Time Servicing Co.	Cool Beads ice cream for resale	\$28,000	
Capri Pools	Opening, closing and mtc support of aquatic facilities	\$32,000	3 of 3 year
Dedicated Turf, LLC	Mowing services	\$22,000	3 of 3 year
Spectrum Lawn Care	Mowing services	\$68,000	3 of 3 year
Kohl Wholesale	Food products for resale	\$96,100	5 of 5 year
Coca Cola	Beverages for resale	\$43,000	5 of 5 year
Westport Pools	Chemicals for pools	\$35,000	
Gamma Tree Experts	Various tree removal and pruning in parks	\$39,000	2 of 3 year

## Adopt A Park

<b>Park or Park Amenity</b>	<b>Adopted by</b>	<b>Adoption Date</b>
Kister Park	Aaron's Cave Springs Shoe Repair	4/5/2022
Rose Garden in Blanchette Park	Goetges Family Benchwarmers	8/1/2022
Fox Hill Park	Just Me	10/12/2022
Wapelhorst Park	Boone's Center, Inc.	12/23/2022
Blanchette Park	Ameristar Casino	7/22/2023