

C. St. Charles Parks and Recreation Board  
Tentative Agenda  
March 20, 2024 ~ 6:00PM  
~~Memorial Hall, American Legion Room ~ Blanchette Park~~  
**Parks and Recreation Administration Conference 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. Booneslick Park Stormwater Project Discussion and Concept Approval\*
6. Items for Discussion and/or Action-
  - A. Contract with Holiday Inn Express – Albuquerque to provide overnight lodging for trip participants on October 7 & 8, 2025 in an amount not to exceed \$16,983.68\*
  - B. Purchase Order with All Inclusive Rec to purchase 30 replacement umbrellas for picnic tables at the aquatic facilities in an amount not to exceed \$15,780.10\*
  - C. Intergovernmental Cooperation and Reimbursement Agreement for Boschert Greenway Phase I with Great Rivers Greenway\*
  - D. Budget Amendment #2, 2024\*
  - E. Revisions to the Parks & Recreation Purchasing Policy\*
  - F. Contract with First Student Inc. to provide transportation services during 2024 Summer Fun Day Camp and C.O.P.S. Camp in an amount not to exceed \$34,000\*
7. Minutes-
  - A. Parks & Recreation Board Meeting Minutes February 21, 2024\*
  - B. Parks & Recreation Board Executive Committee Meeting Minutes February 26, 2024\*
  - C. Parks and Recreation Board Executive Committee Meeting Closed Session Minutes February 26, 2024\*\*
8. Consent Agenda (items to be received)
  - A. Calendar

- B. Financial Worksheets and Projects Report
  - C. Accounts Receivable Report
  - D. Financial Transactions from \$7,500 to \$10,000 - None
  - E. Oak Grove Cemetery Report
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. Staffing Report
  - D. 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:** 3/13/2024

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

**RE:** Boone's Lick Park Storm Water Project

**Summary:**

Over the last 10+ years there have been multiple discussions between the Parks & Recreation Department and the Department of Engineering about a possible large-scale stormwater project in Boone's Lick Park.

Attachments to this memo show the watershed impacted by this project, the current park layout, the current ownership of the properties that could be impacted by this project and finally the current design for this project.

Over the years there have been various renderings and options that all included the placement of a large detention basin in Boone's Lick Park. That basin would store and slow the storm water down before allowing it into the existing storm water system that runs underneath and along Booneslick Road to the Missouri River. Ultimately due to a lack of funding the project was shelved.

Recently, the City submitted a request and received funding from the State of Missouri to complete the stormwater project that would reduce the amount of flooding that takes place downstream from the Park.

The last time this issue came before the Board was at the April 7, 2021 Work Session. Staff presented to the Board a design that showed a large detention basin in Boone's Lick Park around the area of the current creek and ball diamonds. Back then, Board concerns were the impact on the ballfields (the plan then involved moving/utilizing the area of the fields), how long the storm water would remain in the basin and the removal of all the trees and brush that is currently in the park.

Over the last few months, Parks staff have been involved in multiple discussions and revisions with the Engineering Department and their consultant and we feel that now is the time to bring this before the Board for an update.

This project will create a new loop trail around the basin that the park currently does not have, create updated and improved parking facilities with lighting and create a new updated Community Garden with raised planting beds. (See attachments). Concerns about the tree removal were addressed and staff have no objections to the removal of all the scrub trees and bush currently in the creek area. New tree plantings will be part of this project along with native plantings in the basin itself.

All of the questions and concerns of staff and the Board have been addressed and we feel the current design is a project that will improve the overall look, usage and functionality of Boone's Lick Park while at the same time assisting the City with the stormwater issue.







DRAINAGE AREA MAP			
DA #	AREA	BREAKDOWN	Q
1	1.53 AC	0.77 AC x 3.54 CFS/AC = 2.73 CFS 0.76 AC x 1.70 CFS/AC = 1.29 CFS	4.02 CFS
2	3.02 AC	1.51 AC x 3.54 CFS/AC = 5.35 CFS 1.51 AC x 1.70 CFS/AC = 2.57 CFS	7.91 CFS
3	4.74 AC	2.37 AC x 3.54 CFS/AC = 8.39 CFS 2.37 AC x 1.70 CFS/AC = 4.03 CFS	12.42 CFS
4	3.69 AC	1.85 AC x 3.54 CFS/AC = 6.55 CFS 1.84 AC x 1.70 CFS/AC = 3.13 CFS	9.68 CFS
5	17.26 AC	7.54 AC x 3.54 CFS/AC = 26.69 CFS 9.72 AC x 1.70 CFS/AC = 16.52 CFS	43.22 CFS
6	11.32 AC	4.79 AC x 3.54 CFS/AC = 16.96 CFS 6.35 AC x 1.70 CFS/AC = 10.80 CFS	27.75 CFS
7	24.59 AC	12.30 AC x 3.54 CFS/AC = 43.54 CFS 12.29 AC x 1.70 CFS/AC = 20.89 CFS	64.44 CFS
8	169.14 AC	95.13 AC x 3.54 CFS/AC = 336.76 CFS 74.01 AC x 1.70 CFS/AC = 125.82 CFS	462.58 CFS
9	10.16 AC	5.08 AC x 3.54 CFS/AC = 17.98 CFS 5.08 AC x 1.70 CFS/AC = 8.64 CFS	26.62 CFS
10	16.55 AC	10.90 AC x 3.54 CFS/AC = 38.59 CFS 5.75 AC x 1.70 CFS/AC = 9.78 CFS	48.36 CFS
11	0.58 AC	0.29 AC x 3.54 CFS/AC = 1.03 CFS 0.29 AC x 1.70 CFS/AC = 0.49 CFS	1.52 CFS
12	0.22 AC	0.22 AC x 3.54 CFS/AC = 0.78 CFS 0.00 AC x 1.70 CFS/AC = 0.00 CFS	0.78 CFS
13	8.58 AC	8.58 AC x 3.54 CFS/AC = 30.37 CFS 0.00 AC x 1.70 CFS/AC = 0.00 CFS	30.37 CFS
14	0.57 AC	0.30 AC x 3.54 CFS/AC = 1.06 CFS 0.27 AC x 1.70 CFS/AC = 0.46 CFS	1.52 CFS
15	0.64 AC	0.32 AC x 3.54 CFS/AC = 1.13 CFS 0.32 AC x 1.70 CFS/AC = 0.54 CFS	1.68 CFS
16	0.99 AC	0.49 AC x 3.54 CFS/AC = 1.73 CFS 0.50 AC x 1.70 CFS/AC = 0.85 CFS	2.58 CFS
17	0.37 AC	0.18 AC x 3.54 CFS/AC = 0.64 CFS 0.19 AC x 1.70 CFS/AC = 0.32 CFS	0.96 CFS
18	18.49 AC	18.49 AC x 3.54 CFS/AC = 65.45 CFS 0.00 AC x 1.70 CFS/AC = 0.00 CFS	65.45 CFS
19	15.26 AC	15.26 AC x 3.54 CFS/AC = 54.02 CFS 0.00 AC x 1.70 CFS/AC = 0.00 CFS	54.02 CFS
20	0.92 AC	0.23 AC x 3.54 CFS/AC = 0.81 CFS 0.69 AC x 1.70 CFS/AC = 1.17 CFS	1.99 CFS
21	6.37 AC	0.08 AC x 3.54 CFS/AC = 0.28 CFS 6.29 AC x 1.70 CFS/AC = 10.69 CFS	10.98 CFS
23	2.49 AC	0.00 AC x 3.54 CFS/AC = 0.00 CFS 2.49 AC x 1.70 CFS/AC = 4.23 CFS	4.23 CFS
24	239.24 AC	123.87 AC x 3.54 CFS/AC = 438.50 CFS 115.37 AC x 1.70 CFS/AC = 196.13 CFS	634.63 CFS
25	34.81 AC	17.41 AC x 3.54 CFS/AC = 61.63 CFS 17.40 AC x 1.70 CFS/AC = 29.58 CFS	91.21 CFS

**PRELIMINARY**  
NOT FOR CONSTRUCTION

ENGINEER: **HORNER SHIFRIN**  
101 LAURA K DRIVE, STE. 101, OF FALLOON, MO 63366-3891  
636-329-6298 • FAX 636-329-2910 • WWW.HORNERSHIFRIN.COM  
DISCIPLINE: PROFESSIONAL ENGINEERING  
CERTIFICATE OF AUTHORITY: 0001359  
EXPIRATION DATE: DECEMBER 31, 2024

NAME: STYVE M. RANDALL  
LICENSE NO.: PE-2018062059  
EXPIRATION DATE: 12-31-2024

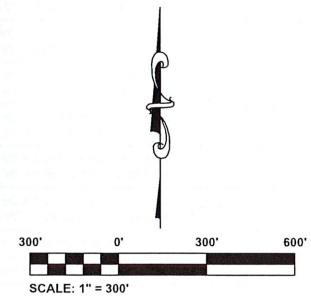
**CITY OF ST. CHARLES**  
BOONE'S LICK ROAD  
STORM SEWER IMPROVEMENTS  
(2025/26)  
SAINT CHARLES, MISSOURI 63301  
PROPOSED DRAINAGE AREA  
MAP



DATE: 01/16/2024  
DESIGNED: NAS/JMU  
DRAWN: LSR  
CHECKED: SMR/AMG

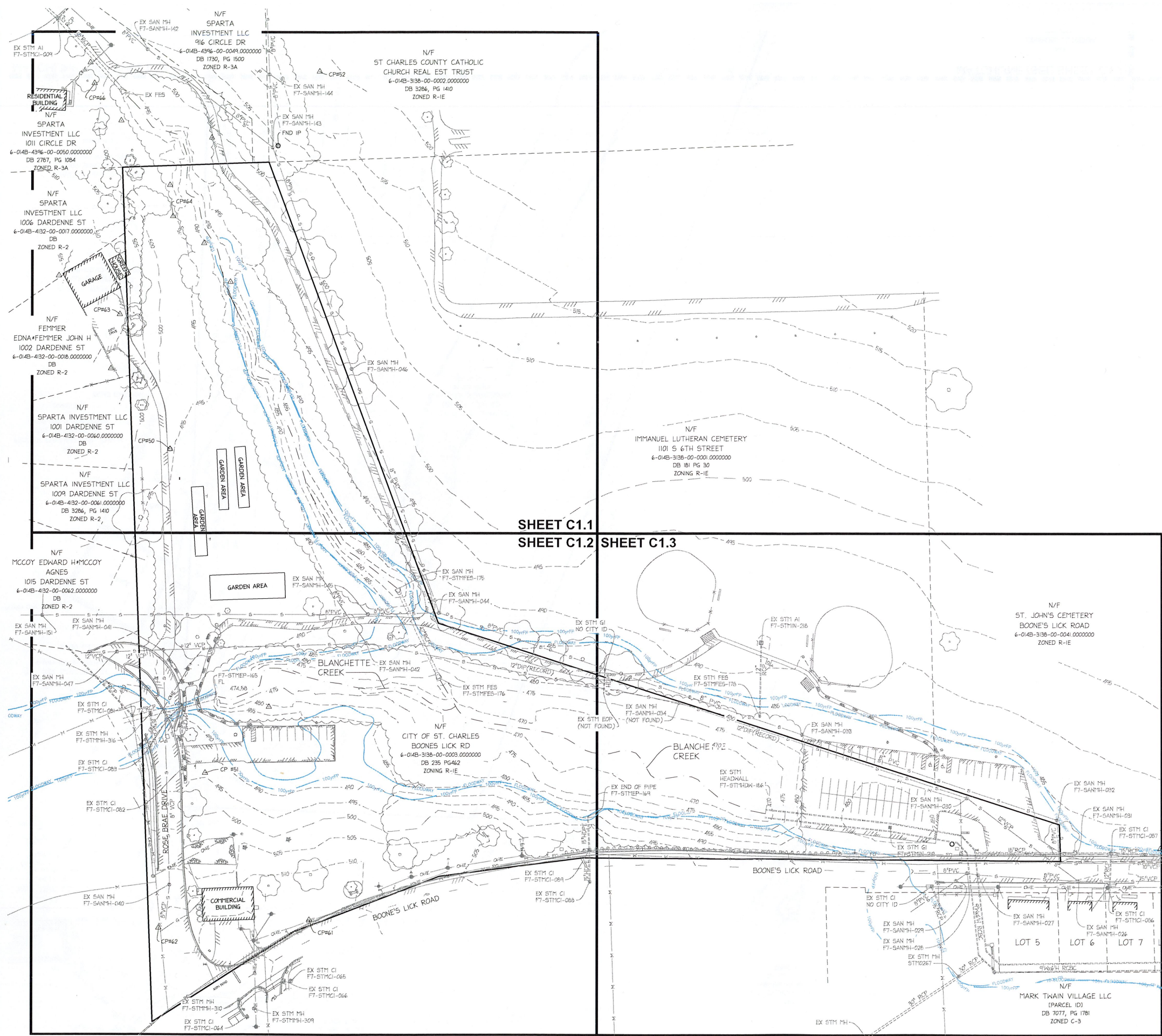
JOB NO. 2018600  
SHEET 38 OF 38

C7.1



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SAVE DATE: 1/16/2024 9:00:21 AM





**NOTES:**

- SEE SHEETS C0.0 AND C0.1 FOR GENERAL NOTES, LEGEND, AND ABBREVIATIONS.
- UNDERGROUND UTILITIES HAVE BEEN PLOTTED FROM AVAILABLE INFORMATION AND THEREFORE THEIR LOCATIONS MUST BE CONSIDERED APPROXIMATE ONLY. THE VERIFICATION OF THE LOCATION OF ALL UNDERGROUND UTILITIES, EITHER SHOWN OR NOT SHOWN ON THESE PLANS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR, AND SHALL BE LOCATED PRIOR TO GRADING OR CONSTRUCTION OF IMPROVEMENTS.

**LEGEND**

NOT ALL SYMBOLS APPEAR ON PLANS

DESCRIPTION	EXISTING
SITE PROPERTY LINE	— P —
ADJACENT PROPERTY LINE	— R —
PARKING COUNT (MINOR)	31
PARKING COUNT (MAJOR)	31
TREE (SIZE SPECIFIED)	24"
SHRUB	24"
STREET SIGN	— S —
FLAGPOLE	— F —
MAILBOX	— M —
COMMUNICATIONS CONDUIT OR CABLE (ABOVE/BELOW GRADE)	— T —
ELECTRIC CONDUIT OR CABLE (ABOVE/BELOW GRADE)	— U —
FIBER OPTIC LINE	— FO —
FIRE WATER LINE	— FW —
SANITARY FORCE MAIN	— SF —
GAS LINE	— G —
WATER LINE	— W —
UTILITY POLE	— UP —
GUY WIRE	— GW —
UTILITY METER (TYPE SPECIFIED)	— M —
UTILITY VALVE (TYPE SPECIFIED)	— V —
UTILITY MANHOLE (TYPE SPECIFIED)	— U —
STREET LIGHT	— SL —
FIRE HYDRANT	— FH —
SANITARY SEWER (SIZE, TYPE, AND DIRECTION SPECIFIED)	8" PVC SAN
STORM SEWER DESIGNATION	1.1
SANITARY SEWER DESIGNATION	A.1
DOWNSPOUT	— DS —
STORM SEWER (SIZE, TYPE)	8" RCP STM
STREET OR AREA INLET	— SI —
MANHOLE	— M —
FLARED END SECTION	— F —
FENCE	46" CHAIN LINK
GUARDRAIL	— GR —
DRAINAGE V-DITCH	— V —
DRAINAGE FLAT BOTTOM DITCH	— FB —
LIMITS OF DISTURBANCE	— LD —
ASPHALT PAVEMENT	— A —
CONCRETE PAVEMENT	— C —
CRUSHED STONE	— CS —

**PRELIMINARY**  
NOT FOR CONSTRUCTION

**ENGINEER:**  
**HORNER SHIFRIN**  
101 LAURA K DRIVE, STE. 101, FALLON, MO 63366-3891  
636-228-2928 • FAX 636-336-2910 • WWW.HORNERSHIFRIN.COM  
DIPLOMA IN PROFESSIONAL ENGINEERING  
CERTIFICATE OF AUTHORITY: 000158  
EXPIRATION DATE: DECEMBER 31, 2024

**CITY OF ST. CHARLES**  
**BOONE'S LICK ROAD**  
**STORM SEWER IMPROVEMENTS**  
**(20S1M7)**  
SAINT CHARLES, MISSOURI 63301  
**OVERALL EXISTING CONDITIONS**



DATE:	01/16/2024
DESIGNED:	NAS/JMU
DRAWN:	LSR
CHECKED:	SMR/AMG
JOB NO.	2018600
SHEET	3 OF 38
<b>C1.0</b>	

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DWG C:\pwworkspace\horner-shifrin.com\cadd\2018600 - ExistingConditionsOverall.dwg  
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 PLOT DATE: 1/16/2024 8:56:35 AM



# Boone's Lick Storm Sewer Project

## C. Parcel Ownership Map

### Legend

- City Property
- Immanuel Lutheran Cemetery
- St. Charles County Catholic Church
- St. John's Cemetery





# D. Proposed Basin



- NOTES:**
- SEE SHEETS C0.0 AND C0.1 FOR GENERAL NOTES, LEGEND, AND ABBREVIATIONS.
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**GRADING PLAN LEGEND**  
NOT ALL SYMBOLS APPEAR ON PLANS

DESCRIPTION	SYMBOL
EXISTING CONTOURS	--- 430 --- 431 ---
PROPOSED CONTOURS	--- (430) --- (431) ---
SPOT ELEVATIONS	500.00
MATCH EXISTING (ME)	500.00ME
BOTTOM OF CURB (BC)	500.00BC
TOP OF CURB (TC)	500.00TC
TOP OF WALL (TW) BOTTOM OF WALL (BW)	498.00BW
TOP OF STAIR (TS) BOTTOM OF STAIR (BS)	500.00TS
SILT FENCE	▲ ▲ ▲
INLET PROTECTION - FABRIC DROP	⊗
ROCK OUTLET AREA	▨

**PRELIMINARY**  
NOT FOR CONSTRUCTION

**ENGINEER:**  
**HORNER SHIFRIN**  
101 LAURA KORNIE STE. 101 OFFICE MO 63096-5891  
636-252-8800 FAX 636-252-8801  
DISCIPLINE: PROFESSIONAL ENGINEERING  
CERTIFICATE OF AUTHORITY: 000189  
EXPIRATION DATE: DECEMBER 31, 2024

Name: APRIL M. GRESMANN  
License No.: CE 130010858  
Expiration Date: 12-31-2025

**CITY OF ST. CHARLES**  
BOONE'S LICK ROAD  
STORM SEWER IMPROVEMENTS  
(20STM7)  
SAINT CHARLES, MISSOURI 63301  
OVERALL GRADING PLAN

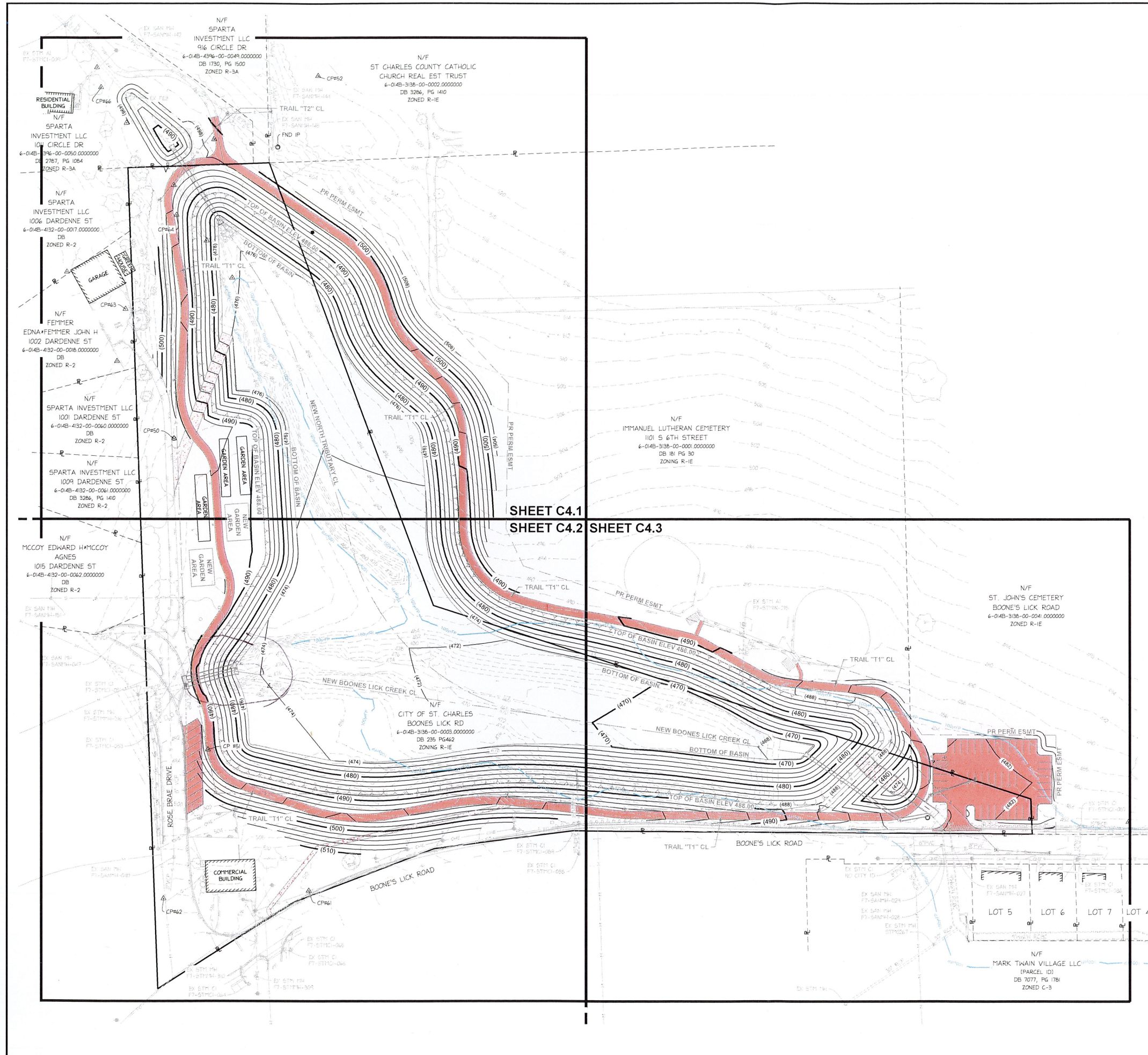
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DESIGNED: NAS/JMU  
DRAWN: MNL/LSR  
CHECKED: AMG/SMR

JOB NO. 2018600

SHEET 15 OF 11

C4.0



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 OPERATOR: MUNTERRER


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# D. Proposed Layout



**NOTES:**

- SEE SHEETS C0.0 AND C0.1 FOR GENERAL NOTES, LEGEND, AND ABBREVIATIONS.
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ALIGNMENT "T1"					
LINE/CURVE	START STATION	END STATION	RADIUS	LENGTH	LINE/CHORD DIRECTION
C1	-0+00.00	0+21.78	50.00'	21.78'	S44°40'56.85"E
L2	0+21.78	1+81.49		159.71'	S32°12'08.31"E
C3	1+81.49	2+84.98	150.00'	103.49'	S12°26'12.68"E
L4	2+84.98	3+00.22		15.23'	S07°19'42.95"W
C5	3+00.22	3+51.58	120.00'	51.36'	S04°55'57.31"E
L6	3+51.58	4+22.03		70.45'	S17°11'37.57"E
C7	4+22.03	4+93.09	100.00'	71.06'	S03°09'43.31"W
L8	4+93.09	6+14.37		121.28'	S23°31'04.18"W
C9	6+14.37	7+39.50	100.00'	125.13'	S12°19'45.94"E
L10	7+39.50	7+41.71		2.21'	S48°10'36.05"E
C11	7+41.71	8+09.94	500.00'	68.23'	S52°05'10.43"E
L12	8+09.94	8+84.25		74.30'	S55°59'44.80"E
C13	8+84.25	9+17.19	500.00'	32.94'	S54°06'30.27"E
L14	9+17.19	9+68.50		51.32'	S52°13'15.73"E
C15	9+68.50	9+95.63	100.00'	27.12'	S44°27'03.71"E
L16	9+95.63	10+73.96		78.33'	S36°40'51.68"E
C17	10+73.96	11+16.26	100.00'	42.31'	S48°48'02.98"E
L18	11+16.26	12+24.33		108.07'	S60°55'14.27"E
C19	12+24.33	12+60.86	40.00'	36.53'	S34°45'40.83"E
L20	12+60.86	13+23.47		62.61'	S08°36'07.39"E
C21	13+23.47	13+51.90	50.00'	28.43'	S07°41'22.68"W
L22	13+51.90	13+68.91		17.01'	S23°58'52.75"W
C23	13+68.91	14+47.72	50.00'	78.80'	S69°07'51.98"W
L24	14+47.72	17+81.92		334.20'	N65°43'08.79"W
C25	17+81.92	18+03.85	200.00'	21.93'	N62°34'39.86"W
L26	18+03.85	19+37.55		133.71'	N59°26'10.93"W
C27	19+37.55	20+29.79	300.00'	92.23'	N68°14'38.05"W
L28	20+29.79	21+02.05		72.26'	N77°03'05.17"W
C29	21+02.05	22+08.12	200.00'	106.07'	N61°51'27.16"W
L30	22+08.12	22+94.84		86.72'	N46°39'49.15"W
C31	22+94.84	23+54.67	60.00'	59.83'	N18°05'52.88"W
L32	23+54.67	24+12.26		57.59'	N10°28'03.39"E
C33	24+12.26	24+35.66	100.00'	23.40'	N03°45'49.86"E
L34	24+35.66	25+09.38	70.00'	73.72'	N27°13'51.61"E
L35	25+09.38	26+10.94		101.56'	N57°24'06.89"E
C36	26+10.94	26+76.79	100.00'	65.85'	N38°32'14.10"E
L37	26+76.79	27+87.56		110.76'	N19°40'21.30"E
C38	27+87.56	28+40.69	50.00'	53.13'	N10°46'12.77"W
L39	28+40.69	28+79.39		38.70'	N41°12'46.84"W
C40	28+79.39	29+39.01	50.00'	59.62'	N07°03'07.73"W
L41	29+39.01	29+95.23		56.22'	N27°06'31.38"E
C42	29+95.23	30+41.81	200.00'	46.58'	N20°26'13.05"E
L43	30+41.81	31+45.96		104.15'	N13°45'54.72"E
C44	31+45.96	32+31.54	50.00'	85.58'	N62°47'52.96"E
L45	32+31.54	32+46.34		14.80'	S68°10'08.79"E

**PRELIMINARY**  
NOT FOR CONSTRUCTION

**ENGINEER:**  
**HORNER SHIFRIN**  
101 LAURA K DRIVE, STE. 101 OF FALLON, MO 63366-3391  
936-328-2898 • FAX 936-328-2910 • WWW.HORNERSHIFRIN.COM  
DISPATCH: 936-328-2899 • FAX 936-328-2910 • WWW.HORNERSHIFRIN.COM  
CERTIFICATE OF AUTHORITY: 081509  
EXPIRATION DATE: DECEMBER 31, 2024

STATE OF MISSOURI  
CIVIL ENGINEER  
PE: 201900009  
12-31-2024

**CITY OF ST. CHARLES**  
BOONE'S LICK ROAD  
STORM SEWER IMPROVEMENTS  
(2025MT)  
SAINT CHARLES, MISSOURI 63301  
OVERALL SITE PLAN

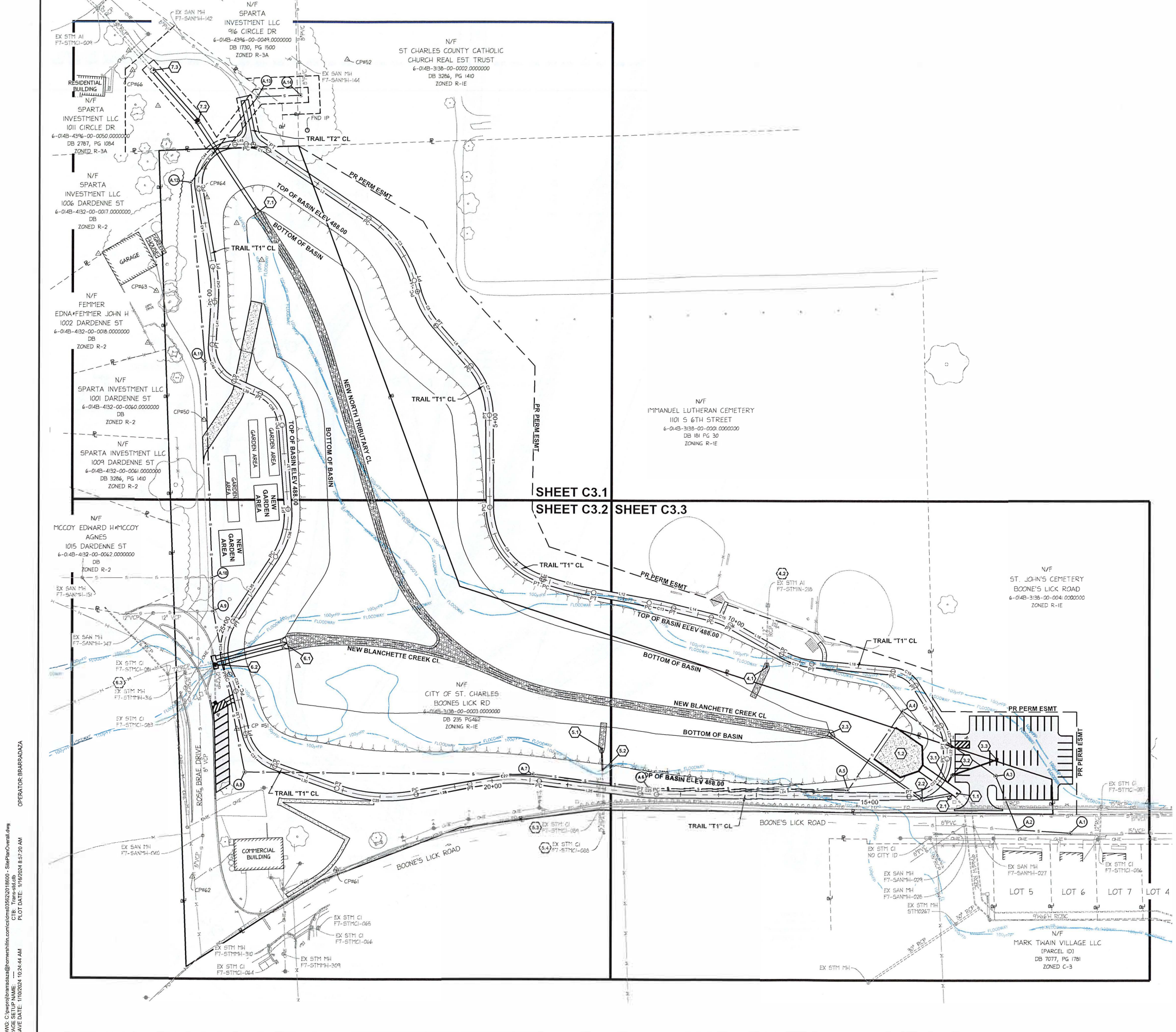


DATE: 01/16/2024  
DESIGNED: NAS/JMU  
DRAWN: LSR  
CHECKED: SMR/AMG

JOB NO. 2018600  
SHEET 11 OF 38

C3.0

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OPERATOR: BRBARADAZA  
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 PLOT DATE: 1/16/2024 6:57:20 AM  
 SAVE DATE: 1/16/2024 10:24:44 AM



**St. Charles Parks and Recreation Board**

**MEMORANDUM**

**Date:** 3/1/2024  
**From:** Chris Atkinson, Assistant Director of Parks & Recreation  
**RE:** Contract for overnight lodging for trip participants during the Albuquerque Trip in October 2025.

**Summary:**

John Pike has been working with the Holiday Inn Express - Albuquerque to provide overnight lodging and breakfast for trip participants for 2 nights during a trip scheduled October 2025.

See attached proposal. The contract is based upon 64 rooms nights @ \$265.37 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.

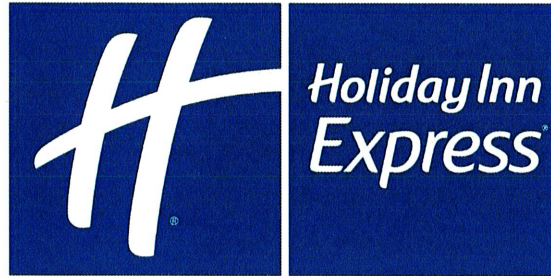
Since the amount is over \$10,000 Park Board approval is required.

**Staff requests favorable consideration for the approval to enter into a contract with the Holiday Inn Express – Albuquerque Midtown provide overnight lodging and breakfast for trip participants during the trip in October 2025 in an amount not to exceed \$16,938.68.**





Albuquerque Midtown  
 2500 Menaul Blvd., NE, Albuquerque, NM 87107  
 Ph: 505-881-0544, Fax: 505-881-0380  
[www.hiexpress.com/abqmidtown](http://www.hiexpress.com/abqmidtown)



AN IHG® HOTEL

Event Dates: 10/7-10/9, 2025  
 Sales Rep: Amber Houk

### Group Room Agreement

Group Name: Bus Tour

Contact: John Pike

Agency:

Company Name:

E-Mail: [jpika3836@gmail.com](mailto:jpika3836@gmail.com)

Contact:

Fax:

Phone: 636-734-8840

Fax:

Address:

Cell:

E-Mail:

**Arrival: 10/7/25 End Date:10/9/25 Date of Agreement: 2/27/24**

ROOM TYPE	RATE	Date	Date	Date	Date	Date	Date	Total Room Nights
		10/7	10/8	10/9				
Single Kings	\$229.00	7	7	Checkout				14
Double Queens	\$229.00	25	25	Checkout				50

**TOTAL ROOM NIGHTS: 64**

These arrangements are tentative until agreement is signed and dated and received no later than  
**March 29, 2024**

**\$229.00 SINGLE/DOUBLE**

**Guest Room Rates subject to tax %15.88**

*Complimentary Full Hot Breakfast Buffet included. Portage not included.*

\_\_\_ Commissionable: \_\_\_%

XX Non-Commissionable

**PAYMENT  
METHOD:**

\_\_\_ INDIVIDUALS PAY OWN Room & Tax and Incidentals – valid ID and credit must be presented at check-in.

\_\_\_ ORGANIZATION PAYS Room & Tax ONLY. Individuals must present valid ID and credit card upon check in for incidentals.  
\_\_\_ Valid credit card authorization form

\_\_\_ ORGANIZATION PAYS ALL ROOM & TAX PLUS INCIDENTALS

X Valid credit card to hold room block X Pre-Payment

**45 days prior to arrival the full deposit for the room block will be charged.**

**XX Rooming List: Due By: At least 1 week prior to arrival**

**TERMS AND CONDITIONS**

1. **ACCOMMODATIONS:** Your cut-off date is **August 23, 2025**. Your rooms will be released on this date at 5:00 pm (MST) and any reservations received after your cut-off date will be taken on a **SPACE AVAILABLE BASIS ONLY**.  
**Initials:** \_\_\_\_\_
2. **GROUP CANCELLATION AND PERFORMANCE: 45 DAYS** notice of cancellation is required for all Groups room blocks. Cancellations within 45 days will be billed 1st night of total revenues of Group Room Block and any applicable taxes.  
**Initials:** \_\_\_\_\_
3. **DEADLINE DATE:** The rates and conditions will only be valid for up to 30 days from the receipt of the agreement date. The date that this agreement will no longer be valid unless signed and returned prior to this date, is March 29, 2024.
4. **ATTRITION/FULFILLMENT:** This agreement is based on the group's use of the total room nights as agreed upon in the group room block. The discounted room rate is being offered in consideration of the promised minimum room night production. The hotel reserves the right to cancel or renegotiate this agreement in the event room night production falls below 80% of the negotiated room nights as indicated. In the event the room night production is reduced below the fulfillment standards within **45 days, (can change depending on cutoff date)** of the first day of the event, the group room rate will change to the "best available rate" being offered during the same time period, based on availability. **Initials:** \_\_\_\_\_
5. **FOOD & BEVERAGE/CATERING:** The Holiday Inn Express Alb Midtown does not have on-site restaurant and/or catering facilities, therefore, you are welcome to contract with an outside vendor for your catering needs. The Holiday Inn Express Alb Midtown waives any liability whatsoever and shall remain harmless from any damages resulting from the transport, refrigeration, and/or preparation of food and/or beverage provided by any outside vendors.  
**Initials:** \_\_\_\_\_
6. **CHECK-IN/CHECK OUT:** Check-in is at 3:00pm and Check-out is at 11:00am. Guests arriving before 3:00pm will be assigned rooms as they become available. Rooms occupied beyond 1:00pm are subject to one-half the daily rate until 6:00pm, after which full rate will apply. Late check-outs or extended stays must be approved by the Reservations Department or Front Desk. **Initials:** \_\_\_\_\_

7. **YOUR PROPERTY:** We are not responsible for any loss or damage to your property and do not maintain insurance covering it. **Initials:** \_\_\_\_\_
8. **INDEMNIFICATION:** To the extent permitted by law, you agree to protect, indemnify, defend and hold harmless the hotel, and the owner of the hotel, and their respective employees and agents against all claims, losses or damages to persons or property, governmental charges or fines, and costs (including reasonable attorney's fees), arising out of or connected with your function, except those claims arising out of the sole negligence or willful misconduct of the hotel. **Initials:** \_\_\_\_\_
9. **AUXILIARY AIDS:** The hotel represents and you acknowledge that the hotels facilities being rented for you including guest rooms, common areas and transportation services will be in compliance with our public accommodation requirements under the Americans with Disabilities Act. You agree that one week in advance you will furnish to us a list of any auxiliary aids needed by your attendees in meeting or function space. You agree to pay all charges associated with the provision of such aids by the hotel. When your attendees make room reservations, please ask them to notify us of their auxiliary aid needs so that we may notify you as to the names of businesses which you may contract to obtain those aids. **Initials:** \_\_\_\_\_
10. **DELIVERIES:** Arrangements for delivery of packages should be made through the Sales Department or contact at Hotel. You must prepay all packages sent to the hotel. **Initials:** \_\_\_\_\_
11. **PROMOTIONAL CONSIDERATIONS:** We have the right to review and approve any advertisements or promotional materials in connection with your function, which specifically reference the Holiday Inn Express Alb Midtown name and logo.
12. **AMENDMENTS/CHANGES:** Any amendments or changes to the arrangements described in this contract must be made in writing, agreed to and signed by both parties. **Initials:** \_\_\_\_\_
12. **CONFIDENTIALITY & TERMINATION:**  
This is a confidential contract between the Hotel and your Company. Any breach in confidentiality will negate this contract. The Hotel also understands it will be promoted as the preferred hotel of choice for this group room block. **Initials:** \_\_\_\_\_

The undersigned is authorized to sign and enter into this contract.

**ACCEPTED AND AGREED TO:**

**BY:**

\_\_\_\_\_  
(Please print and sign, name and title)

Date: \_\_\_\_\_

**BY: Holiday Inn Express Alb Midtown**

\_\_\_\_\_  
**Amber Houk** Director of Sales

Date: \_\_\_\_\_



**St. Charles Parks and Recreation Board**

**MEMORANDUM**

**Date:** 3/1/2024

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

**RE:** Purchase of replacement umbrellas for Aquatic Facilities

**Summary:**

In the 2024 Capital Improvements Plan, Project 24PRK13 – Aquatics Facilities and Signage - \$125,000, funds are budgeted to replace the 9 foot umbrellas that are in in the picnic tables spread throughout the facilities.

Staff have received a quote from the original supplier of the umbrellas back in 2018.

The quote is attached and is for 30 umbrellas of varying colors.

The purchase would utilize Sourcewell Contract #010521-LTS and is therefore exempt from following City purchasing guidelines.

**Staff requests favorable consideration of a purchase order with All Inclusive Rec, LLC. in an amount not to exceed \$15,780.10**



**Proposal/Order Form  
All Inclusive Rec, LLC.**

P.O. Box 72, Farmington, Missouri 63640  
Telephone: (573) 366 5050 / (573) 701 9787 Fax: (573) 701 9312  
E-mail: stewart@allinclusiverec.com

**Proposal submitted to:**  
**St Charles Park & Rec**

**Date: 2/27/2024**

**St Charles, MO 63301**

**Job Name: Umbrellas**

**Quotation #:** 01242024-LG-02

**Job Location:**

**Client P.O #:** \_\_\_\_\_

**Email: chris.atkinson@stcharlesparks.com**

Ref. No.	Description	Quantity	Unit Price	Total Price
UM112B	Market Umbrellas - 2 Piece Pole	30	\$ 515.00	\$ 15,450.00
	Pole Color: Champagne Bronze Lift: Pulley/Pin		\$ -	\$ -
	Pole Height: 9' Sunbrella		\$ -	\$ -
	10 China Red = Model #: UM112N-8634-E		\$ -	\$ -
	10 Dandelion = Model #: UM112N-8634-E		\$ -	\$ -
	10 Pacific Blue = Model #: UM112N-8634-E		\$ -	\$ -
	Sourcewell_Contract#010521-LTS		\$ -	\$ -
			\$ -	\$ -
			<b>Subtotal:</b>	\$ 15,450.00
			<b>Optional Installation:</b>	\$ -
			<b>Freight:</b>	\$ 330.10
			<b>Tax:</b>	
			<b>Total With(out) Tax:</b>	\$ 15,780.10



<b>Prices:</b>	Quotation good for <b>thirty (30) days.</b>
<b>Taxes:</b>	Not included (Tax Exemption Certificate Required)
<b>Ship:</b>	Minimum FOUR week(s) from date of order.
<b>Deposit:</b>	0%
<b>Terms:</b>	30 Days Net
<b>*Installation:</b>	Installation is Optional and additional fees would apply.

**Paperwork (PO's, Deposit Checks, Etc.) Should Be Made Out to  
All Inclusive Rec, P.O. Box 72, Farmington, Missouri 63640.**

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date of Acceptance:** \_\_\_\_\_

**Terms:**

1. ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted. Any alterations or deviations from the above will be executed only upon written orders and will become an extra charge over and above the estimate.
2. "I/We understand that all accounts are payable to All Inclusive Rec LLC (Company) according to the terms shown on each invoice, and if not paid on or before said date, are then delinquent. I/We agree to pay any and all service charges added each month to past due invoices. Terms are Net 30 days upon delivery with approved credit. All charges are due and payable in full at - **All Inclusive Rec, P.O. Box 72, Farmington, MO 63640**, unless notified in writing to the contrary. To the extent the terms and conditions of any purchase order/contract and/or any purchase order/contract confirmations are inconsistent with the terms and conditions of this signed quote, the terms and conditions of this signed quote shall prevail
3. The above pricing (if more than one item) is based upon a package purchase. Any adjustments may be subject to a price revision.
4. Customer is responsible for the off-loading of the equipment unless otherwise agreed to and an accurate inventory should be taken at the time and any missing or damaged parts should be noted to the Driver. You have 60 days to report any missing or damaged parts to your sales representative. **Truck Driver will not unload**
5. I/We understand that all cancellations or return of any order(s) will result in restocking fees, related freight charges and or administration fees and are clients responsibility and I/We agree to pay any and all of the charges and fees. **NO RETURNS ON GORIC PRODUCT WILL BE ACCEPTED**
6. Installation quoted is based on normal soil conditions. **Any abnormal underground obstructions or conditions will result in additional costs and/ or fees .**
7. Lien Releases: Upon request by Owner, Company will issue appropriate partial lien releases as corresponding payments are received from Purchaser, but prior to receiving final payment from Purchaser or Owner. Company will provide a full release of liens upon receipt of final payment. In accordance with state laws, Company reserves the right to place a lien on the property if final payment has not been received 10 days prior to the filing deadline for liens.
8. Site-plan approval, permits, permit fees, plans, engineering drawings and surveying are specifically excluded from this agreement and the Services unless specified under the "General Scope of Work". The Company does not in any way warrant or represent that a permit or site plan approval for construction will be obtained. Sealed engineered drawings that are required but not included in the "General Scope of Work" will result in an additional cost to Purchaser



**St. Charles Parks and Recreation Board**

**MEMORANDUM**

Date: March 14, 2024

From: Maralee M. Britton, Director

RE: Intergovernmental Cooperation and Reimbursement Agreement for Boschert Greenway Phase I with Great Rivers Greenway\*

Summary:

Presented is an intergovernmental agreement with Great Rivers Greenway to complete necessary work on Boschert Greenway Phase I from Boschertown Road to New Town Boulevard. GRG originally designed and constructed the trail in 2008 with the City/Parks responsible for on-going maintenance. Because the issues with the trail are beyond ordinary maintenance, GRG has agreed with split the total cost to fix the trail which is estimated at \$564,000, or \$282,000 to each party.

The type of trees and subsurface being the main issues created the asphalt to fail cracking and splitting apart as reported in the findings from the SCI Engineering report. The scope of work includes tree removal, pulverization and compaction, full depth reclamation (FDR) with cement and lastly trail paving. After the entire 10,580 square yards of the trail is pulverized and compacted, there will be a 1,000 square yard test area of full depth reclamation for a period of time to ensure the results are a positive fix for the entire trail. We estimate the test site being in place for a minimum of 3 months prior to any additional work. Until it is decided the FDR has succeeded, the trail will remain a compacted rock surface.

As this is an intergovernmental agreement, City Council approval is also necessary. Work to the trail is expected to begin in April and opened back up to the public within 2 weeks or less.

Favorable consideration of the cooperation and reimbursement agreement with Great Rivers Greenway is requested.





**INTERGOVERNMENTAL COOPERATION  
AND REIMBURSEMENT AGREEMENT  
(Boschert Greenway: Trail Stabilization & Paving)**

**THIS INTERGOVERNMENTAL COOPERATION AND REIMBURSEMENT AGREEMENT (“COOPERATION AGREEMENT”)** is made and entered into as of the date last signed below by and among the **METROPOLITAN PARK AND RECREATION DISTRICT d/b/a THE GREAT RIVERS GREENWAY DISTRICT (“DISTRICT”)** and the **CITY OF ST. CHARLES, MISSOURI** (the “**CITY**”) (collectively referred to as the “**PARTIES**”).

**WHEREAS**, the **DISTRICT** is engaged in developing and constructing a series of parks, trails and greenways in the City of St. Louis, St. Louis County and St. Charles County, Missouri;

**WHEREAS**, Sections 70.210 and 70.220 RSMo., as amended, authorize municipalities and political subdivisions to contract and cooperate with other municipalities and political subdivisions for the planning, development, construction, acquisition or operation of any public improvement or facility;

**WHEREAS**, Section 67.1742(2) RSMo. provides that a metropolitan park and recreation district shall have the power to “Contract with public and private entities or individuals both within and without the state ... in furtherance of any of the purposes of the district;”

**WHEREAS**, subject to the terms of this **COOPERATION AGREEMENT**, **CITY** has agreed to conduct rehabilitation efforts, including trail stabilization and paving, at the greenway segment located between Boschert Town Road and New Town Boulevard (the “**PROJECT**”) depicted as the “Project Area” on Exhibit A, attached hereto and incorporated herein;

**WHEREAS**, subject to the terms of this **COOPERATION AGREEMENT**, **DISTRICT**

has agreed to reimburse fifty percent (50%) of the cost of the **PROJECT**, subject to appropriation by the **DISTRICT'S** Board of Directors, up to an amount not to exceed Two Hundred Eighty-Two Thousand and 00/100 U.S. Dollars (\$282,000.00) towards the construction and completion of the **PROJECT** (the "**DISTRICT CONTRIBUTION**");

**WHEREAS**, Ordinance Number \_\_\_\_\_ authorizes the **CITY** to enter into this **COOPERATION AGREEMENT** with the **DISTRICT**; and

**NOW, THEREFORE**, in consideration of the foregoing and the following mutual covenants, terms and conditions, the **PARTIES** agree as follows:

1. **Representations of the DISTRICT.** The **DISTRICT** represents, warrants and covenants to the **CITY** as follows:

- a. The **DISTRICT** is a political subdivision duly created and existing under and pursuant to the laws of the State of Missouri.
- b. The **DISTRICT** has full power and authority to enter into this **COOPERATION AGREEMENT** and to carry out its obligations hereunder, and by proper action has duly authorized the execution and delivery of this **COOPERATION AGREEMENT** by its duly authorized officers.
- c. Neither the execution and delivery of this **COOPERATION AGREEMENT**, nor the fulfillment of or compliance with the terms and conditions hereof, conflicts with or results in a breach of the terms, conditions or provisions of any restriction or any agreement or instrument to which the **DISTRICT** is now a party or by which the **DISTRICT** is bound.

2. **Representations of the CITY.** The **CITY** represents, warrants and covenants to the **DISTRICT** as follows:

- a. The **CITY** is a constitutionally created City of the State of Missouri.

- b. The **CITY** has power to enter into this **COOPERATION AGREEMENT** and by proper action has duly authorized the execution and delivery of this **COOPERATION AGREEMENT** by its duly authorized officers.
  - c. The execution and delivery of this **COOPERATION AGREEMENT** will not conflict with or constitute a breach of or default under the laws applicable to the **CITY**, its ordinances or any bond, debenture, note or other evidence of indebtedness of the **CITY** or any contract, agreement or lease to which the **CITY** is a party or by which it is bound.
3. **CITY Responsibilities.**
- a. **CITY** hereby agrees to complete or cause the completion of the **PROJECT** in accordance with the scope of work attached hereto as Exhibit B, at the **CITY'S** cost and expense subject to reimbursement by the **DISTRICT** as set forth in Section 4 herein.
  - b. The **CITY** will maintain Workers' Compensation and appropriate employer's liability insurance covering any of its own employees engaged in activities relating to the **PROJECT**.
  - c. The **CITY** will require that any outside contractor, equipment provider or other third party with which it enters into any agreements under this **COOPERATION AGREEMENT**, provide it with a certificate of insurance demonstrating insurance coverage in connection with the activities to be performed by such contractor in connection with the **PROJECT**, for personal and property liability, medical benefits, as well as general liability insurance, all of which shall name the **CITY** and the **DISTRICT** as additional insureds.
  - d. After the **PROJECT'S** construction is substantially completed, the **CITY** shall issue a Certificate of Substantial Completion, in the form attached hereto as

Exhibit C and incorporated herein, to the **DISTRICT**. The Certificate of Substantial Completion shall represent all signing parties' determination that the **PROJECT** substantially conforms to the terms of this **COOPERATION AGREEMENT**.

4. **District Responsibilities**.

a. **DISTRICT** shall reimburse the **CITY** for fifty percent (50%) of the cost of the **PROJECT**, in a total amount not to exceed the **DISTRICT CONTRIBUTION**, subject to appropriation by **DISTRICT'S** Board of Directors, and in accordance with the following terms and conditions:

i. **DISTRICT** shall reimburse and pay the **CITY** the amount of actual costs incurred or paid by or on behalf of the **CITY** for work in furtherance of construction of the **PROJECT**, provided that all costs and expenses incurred or paid by or on behalf of the **CITY** for which the **CITY** seeks payment from **DISTRICT** must be directly applicable to the construction of the **PROJECT** (the "**REIMBURSABLE COSTS**").

ii. The **CITY** shall present written invoices, construction pay applications, and other reasonable written supporting materials to **DISTRICT** of all costs incurred or paid by the **CITY**. The request shall include a certification from the **CITY'S** construction manager that costs submitted: (1) have not previously been submitted to **DISTRICT**, (2) have actually been incurred or paid by or on behalf of the **CITY**, and (3) are related to the construction of the **GRG PROJECT** and are otherwise eligible for payment as described herein.

iii. Upon receipt of the certification and accompanying invoices and/or other supporting materials, **DISTRICT** shall review the certification and

materials and determine within thirty (30) days of receipt of said certification if the submitted costs are eligible **REIMBURSABLE COSTS**. If **DISTRICT** determines that any costs identified as **REIMBURSABLE COSTS** by the **CITY** are not **REIMBURSABLE COSTS** as contemplated hereunder, **DISTRICT** shall notify the **CITY** in writing within five (5) days after reviewing the certification and invoice, identifying the ineligible costs and the basis for determining the costs to be ineligible, whereupon the **CITY** shall have the right to provide additional or supplemental information regarding the submitted **REIMBURSABLE COSTS** along with a supplemental certificate for payment. If **DISTRICT** fails to approve or disapprove of any submitted certificate for payment within thirty (30) days after receipt thereof, the certificate for payment shall be deemed approved; provided, however, in no event shall the **CITY** submit a request for payment to **DISTRICT** more frequently than once per thirty (30) day period. Once the **REIMBURSABLE COSTS** have been approved by **DISTRICT**, **DISTRICT** shall pay the **CITY** within thirty (30) days after such costs have been approved.

- iv. Notwithstanding anything contained in this **COOPERATION AGREEMENT** to the contrary, it is expressly understood and agreed by the **PARTIES** that under no circumstances, and in no event, shall **DISTRICT** be required to reimburse more than the **DISTRICT CONTRIBUTION**. The **CITY** shall be responsible for all costs paid or incurred in connection with construction of the **PROJECT** in excess of the **DISTRICT CONTRIBUTION**.

5. **Amendments, Changes and Modifications.** This **COOPERATION AGREEMENT** may be amended, changed, modified or altered only by written agreement of the **DISTRICT** and the **CITY**.

6. **Notices.** All notices or other communications required or desired to be given hereunder shall be in writing and shall be deemed duly given when mailed by first class, registered or certified mail, postage prepaid, addressed as follows:

**DISTRICT:** Metropolitan Park and Recreation District  
3745 Foundry Way, Suite 253  
St. Louis, MO 63110  
Attention: CEO

**CITY:** St. Charles Parks & Recreation  
1900 W. Randolph Street  
St. Charles, MO 63301  
Attention: Director

7. **Breach of Cooperation Agreement; Default.** Either **PARTY'S** failure to perform any duties, or obligations that either **DISTRICT** or **CITY** is required to perform under this **COOPERATION AGREEMENT** is a breach of this **COOPERATION AGREEMENT**. Upon learning of a breach of this **COOPERATION AGREEMENT**, the non-breaching **PARTY** shall notify the breaching **PARTY**, in writing, of such breach. In the event a breach of this **COOPERATION AGREEMENT** is not remedied within thirty (30) calendar days after delivery of written notice of such breach to the breaching **PARTY**, the non-breaching **PARTY** will be in default. If a **PARTY** is in default under this **COOPERATION AGREEMENT**, the non-breaching **PARTY** may terminate this **COOPERATION AGREEMENT** by written notice to the breaching **PARTY**, such termination to be effective upon the date of the breaching **PARTY'S** receipt of such notice, and may pursue any and all remedies, at law or in equity, against the breaching **PARTY** for such default.

8. **Assignment.** No party may assign its right under this **COOPERATION AGREEMENT** without the written consent of the other.

9. **Waiver.** The failure of a party to require performance of any provision of this **COOPERATION AGREEMENT** shall not affect that party's right to require performance at any time thereafter, nor shall a waiver of any breach or default of this **COOPERATION AGREEMENT** constitute a waiver of any subsequent breach or default or a waiver of the provision itself.

10. **Controlling Law/Venue.** This **COOPERATION AGREEMENT** shall be interpreted in accordance with the laws of the State of Missouri. Any action brought hereunder shall be brought in the Circuit Court of St. Charles County, Missouri or in the event of Federal jurisdiction, in the United States District Court, Eastern District of Missouri.

11. **Integration.** This **COOPERATION AGREEMENT** represents the entire integrated agreement between the **DISTRICT** and the **CITY**, and supersedes all prior negotiations, representations or agreements, either written or oral, as to the **PROJECT** referenced herein.

12. **Counterparts.** This **COOPERATION AGREEMENT** may be executed by the **PARTIES** in separate counterparts, each of which when executed and delivered shall be an original for all purposes, but all of which, when taken together, shall constitute one and the same instrument. Executed counterpart signature pages of the **COOPERATION AGREEMENT** may be delivered by facsimile, email in portable document format (.pdf), or other electronic transmission intended to preserve the original graphic appearance of a document, and any such signature page shall be deemed an original.

*[Signature Page Immediately Follows]*

**WHEREFORE**, the **PARTIES** have set their hands on the dates indicated below.

**METROPOLITAN PARK AND RECREATION DISTRICT  
d/b/a THE GREAT RIVERS GREENWAY DISTRICT**

By: \_\_\_\_\_  
Susan Trautman, CEO

Date: \_\_\_\_\_

Approved as to form:  _____ Husch Blackwell LLP
--

**CITY OF SAINT CHARLES, MISSOURI**

\_\_\_\_\_  
Daniel J. Borgmeyer, Mayor                      Date

**Attest:**

**Approved as to Legal Form:**

\_\_\_\_\_  
Kimberly Hudson, City Clerk                      Date

\_\_\_\_\_  
Michael P. Cullen, City Attorney                      Date

**CITY OF ST. CHARLES, PARKS & RECREATION BOARD**

By: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_



**EXHIBIT A**

**Project Area**



## **EXHIBIT B**

### **Scope of Work**

#### **Trail Rehabilitation**

##### **Pulverize & Compact – 10,580 SY**

- Pull samples of existing materials to develop mix design
- Provide plywood & fabric to create trail access
- Pulverize existing trail & underlying soils to a width of 14'
- Compact & fine grade pulverized base
- Layout one section of trail to cement stabilize, roughly 1,100 x 12'
- Clean up access road, backfill, seed and straw only access area

##### **Full Depth Reclamation with Cement – 10,580 SY**

- Provide plywood & fabric to create trail access
- Incorporate Portland cement at 7% (per previous Geotech report) into pulverized material
- Provide initial compaction & water to form homogenous mixture
- Fine grade & smooth drum roll cement stabilized base
- Allow base to cure for 72 hours prior to any gravel or pavement being placed
- Clean up access road, backfill, seed and straw only access area

##### **Trail Paving – 2” & 3” options – Pave all stabilized surfaces 10’ wide**

- Paint edge of pavement limits, trail to be 10' wide at top width
- Install BP-1 asphalt surface course in one lift
- Backfill of trail not included

##### **Tree Removal**

- All tree limbs and debris will be chipped and removed from site
- Tree stumps will be ground to 6” or greater below surface, backfilled with soil and grindings to 4” above grade level
- Current ANSI Safety requirement for Tree Care Operations should be followed.

**EXHIBIT C**

**Form of Certificate of Substantial Completion**

**CERTIFICATE OF SUBSTANTIAL COMPLETION**

The undersigned, \_\_\_\_\_, the Metropolitan Park and Recreation District d/b/a The Great Rivers Greenway District (the "District"), pursuant to that certain Cooperation Agreement dated \_\_\_\_\_, 20\_\_\_\_, (the "Agreement") by and between the District and the City of St. Charles, Missouri (the "City"), hereby certifies to the District as follows:

1. That as of \_\_\_\_\_, 20\_\_\_\_, the Greenway (the "Work") (as defined in the Agreement in Exhibit A) has been substantially completed in a workmanlike manner and in accordance with the Agreement and Exhibit B.
2. Lien waivers for applicable portions of the Work have been obtained.
3. This Certificate of Substantial Completion is accompanied by the project architect's certificate of substantial completion on AIA Form G-704 (or the substantial equivalent thereof), certifying that the Work has been substantially completed in accordance with the Agreement.
4. This Certificate of Substantial Completion is being issued by the City to the District in accordance with the Agreement to evidence the City's satisfaction of all obligations and covenants with respect to the Work and the development of the Greenway.
5. The District's acceptance (below) or its failure to object in writing to this Certificate within thirty (30) days of the date of delivery of this Certificate to the District (which written objection, if any, must be delivered to the City prior to the end of such 30-day period) shall evidence the satisfaction of the City's agreements and covenants to perform the Work.
6. This Certificate is given without prejudice to any rights against third parties which exist as of the date hereof or which may subsequently come into being.

[Signature Page Immediately Follows]

**IN WITNESS WHEREOF**, the undersigned has hereunto set his/her hand this \_\_\_ day of \_\_\_\_\_, 2024.

**METROPOLITAN PARK AND RECREATION DISTRICT  
D/B/A THE GREAT RIVERS GREENWAY DISTRICT**

By:

Name:

Title:

**CITY OF ST. CHARLES, MISSOURI**

By:

Name:

Title:

**St. Charles Parks and Recreation Board**

**MEMORANDUM**

Date: March 14, 2024

From: Maralee M. Britton, Director

RE: Budget Amendment #2, 2024

Summary:

This budget amendment is to allocate necessary funds to complete two separate needs.

First, \$570,000 for the scope of work for Boschert Greenway Phase 1 reimbursement agreement with Great Rivers Greenway.

Second, allocation of \$50,000 for the deductible of the insurance claim for the damage to Memorial Hall. Claims for the damage are currently over \$100,000 with the deductible our responsibility. All claims are being paid through the insurance company.

Funds will be allocated from the undesignated cash balance of the Parks and Recreation property tax account. The unaudited balance of the account beginning January 1, 2024 is \$3,032,797.

Revenue \$620,000

217- Parks and Recreation Fund Balance Undesignated

Expenditure \$620,000

New Project Boschert Greenway; 217-451-873-109; \$570,000

Memorial Hall Claim Deductible; 217-303-743-099; \$50,000

Favorable consideration is requested for Budget Amendment #2.



**St. Charles Parks and Recreation Board**

**MEMORANDUM**

Date: March 14, 2024

From: Maralee M. Britton, Director

RE: Parks & Recreation Purchasing Policy Revisions

Summary:

As reviewed at the February Board meeting, the City has revised the Purchasing Ordinance adjusting purchasing limits per the CPI for when a purchase order or bidding is necessary.

Reviewing our Purchasing Policy, there are changes necessary and recommendations.

- Addition of staffing positions previously not included or new
- Increasing the threshold of purchases that would need Board approval

For a better understanding of purchases, a spreadsheet will be added to the Action Tracker outlining upcoming purchases expected as a project or annual operating expenses. A copy of this is attached for review.

Favorable consideration is requested for the revised Purchasing Policy revisions.

**CITY OF ST. CHARLES PARKS AND RECREATION BOARD**  
**PROCUREMENT POLICY**

A. Policy.

1. *Compliance with Laws.* All Parks and Recreation Department (the “Department”) goods or services procurement shall be in accordance with City of St. Charles Code of Ordinances Chapter 145, Missouri law, Federal law, regulations adopted by the City of St. Charles Parks and Recreation Board (the “Board”) and this Purchasing Policy (the “Policy”).

2. *Board Authority.* Pursuant to Charter Section 7.2, the Board shall have the authority to purchase and approve contracts for goods and services necessary for the operation of the Department.

3. *Contracts to be in Writing.* All contracts shall be in writing and signed by the City, Board and the vendor. Purchases below certain dollar amounts may be made by purchase order only or credit card.

4. *Purpose of Policy.* This Policy provides management flexibility to establish purchasing responsibility thresholds through dollar amount authorization limits.

B. Contract Award.

1. *By Director.* The award of a contract for goods or services may be made by the Director of Parks and Recreation (the “Director”) for amounts of ~~ten~~ fifteen thousand dollars (\$~~105~~,000.00) or less.

2. *By Board.* The award of a contract for goods or services shall be made by the Board for amounts greater than ~~ten~~ fifteen thousand dollars (\$~~105~~,000.00).

3. *Contract Processing.* The Director shall have authority to process a contract for approval and execution.

C. Departmental Procurement Authority.

1. The following Department positions have the authority to award contracts and make purchases up to the following dollar amounts:

<i>Position</i>	<i>Authority Not to Exceed</i>
a. Cemetery Supervisor	\$ <del>12</del> ,000.00



<u>b.</u>	Maintenance Supervisor	\$2,000.00
<u>c.</u>	Recreation Supervisor II	\$2,000.00
<u>d.</u>	Ranger Sargent	\$2,000.00
<u>be.</u>	Maintenance Foreman	\$23,000.00
<u>ef.</u>	Aquatic Coordinator	\$23,000.00
<u>dg.</u>	Concessions Coordinator	\$23,000.00
<u>eh.</u>	Recreation Coordinator	\$23,000.00
<u>fi.</u>	Maintenance Superintendent	\$34,500.00
<u>gj.</u>	Enterprise Superintendent	\$34,500.00
<u>hk.</u>	Chief Ranger	\$34,500.00
<u>il.</u>	Administrative Coordinator	\$34,500.00
<u>jm.</u>	Assistant Director of Parks and Recreation	\$7,500.00
<u>kn.</u>	Director of Parks and Recreation	\$105,000.00

2. All documents obligating the Department to pay for a purchase shall be:
  - a. signed by the employee with the purchasing authority set forth above;
  - b. with Local Purchase Authorization chit attached to the request for payment; and
  - c. as necessary, with a Request for Purchase Order attached.

3. A purchasing authorization level not to exceed \$1,000 may be granted by an employee's immediate supervisor to an immediate subordinate; provided, the authorization is in writing and has been approved by the Director or Assistant Director.

D. Contract Change Orders.

1. *By Director.* Contract change orders may be made by the Director for amounts up to fifty-percent (50%) of the original contract amount or the total contract amount including the change order does not exceed ~~ten~~ fifteen thousand dollars (\$105,000.00).

2. *By Board.* Contract change orders shall be approved by the Board for amounts that exceed fifty percent (50%) of the original contract amount or the total contract

amount including the change order exceeds ~~ten~~ fifteen thousand dollars (\$105,000.00).

E. Transfers Among Programs.

The transfer of an unencumbered appropriation balance among programs within the Department may be made by the Director for amounts of ~~ten~~ fifteen thousand dollars (\$105,000.00) or less and by the Board for amounts greater than ~~ten~~ fifteen thousand dollars (\$105,000.00).

F. Reporting.

All executed contracts, purchases, change orders and transfers among programs between ~~seven~~ ten thousand ~~five hundred~~ dollars (\$7,510,000.00) and ~~ten~~ fifteen thousand dollars (\$105,000.00) will be reported to the Parks and Recreation Board monthly at the regular meeting on the consent agenda.

**St. Charles Parks and Recreation Board**

**MEMORANDUM**

**Date: March 15, 2024**

**From: Adi Naumann, Recreation Coordinator**

**RE: 2024 Bus Service for Summer Day Camp Program**

**Summary:**

**The Recreation Division requested a quote from First Student Inc. to provide bus service transportation for the Summer Fun Day Camp program and COPs Camp program field trips in 2024. First Student is the company we have utilized since 2017.**

**The Summer Fun Day Camp program will travel to a different field trip location for 10 weeks through the program. Bus services are needed to transport camp participants to and from each trip site.**

**St. Charles Parks and Recreation Department has received a quote of \$29,587.50 towards field trip transportations for Summer Fun Day Camp and \$2081.25 for COPs Camp field trips. This totals \$31,668.75 and we are requesting \$34,000.00 to give additional funds for unforeseen circumstances.**

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



Customer Account Information	
Company Name	St. Charles Parks and Recreation Department
Main Contact Name	Adi Naumann
Main Contact Email	adi.naumann@stcharlesparks.com
Phone	636-541-1863
Address	1900 Randolph Street
City, State, Zip	St. Charles, MO 63301
Accounts Payable contact - who should receive the bill?	please email invoices & confirmations to Adi Naumann
AP contact - phone	636-949-3579
AP contact - email	adi.naumann@stcharlesparks.com
	<b>All fields must be completed on this form! Only Excel attachments are accepted.</b>
	<b>Bus capacity- 47 sitting 2 per seat &amp; 71 sitting 3 per seat- 3 per seat applies to 4th grade and younger</b>
	<b>** BELOW SECTION FOR FIRST STUDENT TO COMPLETE**</b>
Booked per:	
Service Location	st louis union 70
Shell Quote #	
Minimum Hours and Hourly Rate	\$75
DH Rate	6



email to: [zz.summercamps@firstgroup.com](mailto:zz.summercamps@firstgroup.com)  
 (Please send in Excel format only)

PLEASE CHECK ONE OF THE BOXES BELOW:

Quote

Book- must provide credit card or be approved for terms

### Trip Information

Trip Date(s)	Name of Pick up location with detailed address information- zip code must be included (Name, Street address, City, State, Zip Code)	Start time- What time should we show up for loading?	Name of Destination with detailed address information (including zip code)- Where are you going?	Return time- What time do you want to leave your destination to return back? If this is a 1-way trip only, please notate as such.	End time- What time will you be back to your original pick up location?	Contact person on date of trip	Contact person - cell	# of passengers	How many of these passengers are 4th grade and younger?	# of buses needed	Special bus requirements (seatbelts, wheelchair spots, A/C, or N/A) **	Price per bus internal use only	Grand total internal use only
5/29/2024	Blanchette Park- 1900 Randolph Street Charles, MO 63301 St.	9:00am	Great Skate- 130 Boone Hills Dr. St. Peters, MO 63376	12:00pm	12:45pm	Adi Naumann	(636)541-1863	48	0	1	N/A	\$ 393.75	\$393.75
5/29/2024	Wapelhorst Park- 1875 Muegge Road St. Charles, MO 63303	9:00am	Great Skate- 130 Boone Hills Dr. St. Peters, MO 63376	12:00pm	12:45pm	Adi Naumann	(636)541-1863	48	0	1	N/A	\$ 393.75	\$393.75
5/30/2024	Blanchette Park- 1900 Randolph Street Charles, MO 63301 St.	9:00am	Museum- 283 Lamp and Lantern Village Town and Country, MO 63017	12:00pm	12:45pm	Adi Naumann	(636)541-1863	90	75	2	N/A	\$ 393.75	\$787.50
5/30/2024	Wapelhorst Park- 1875 Muegge Road St. Charles, MO 63303	11:00am	Museum- 283 Lamp and Lantern Village Town and Country, MO 63017	2:00pm	2:45pm	Adi Naumann	(636)541-1863	90	75	2	N/A	\$ 393.75	\$787.50
6/5/2024	Wapelhorst Park- 1875 Muegge Road St. Charles, MO 63303	9:00am	St. Louis Zoo- 1 Government Dr. St. Louis, MO 63110	1:45pm	2:30pm	Adi Naumann	(636)541-1863	144	60	3	N/A	\$ 525.00	\$1,575.00
6/6/2024	Blanchette Park- 1900 Randolph Street Charles, MO 63301 St.	9:00am	St. Louis Zoo- 1 Government Dr. St. Louis, MO 63110	1:45pm	2:30pm	Adi Naumann	(636)541-1863	144	60	3	N/A	\$ 525.00	\$1,575.00
6/12/2024	Wapelhorst Park- 1875 Muegge Road St. Charles, MO 63303	9:00am	Go Play! 140 Long Rd Suite 108 Chesterfield, MO 63005	12:00pm	12:45pm	Adi Naumann	(636)541-1863	96	60	2	N/A	\$ 393.75	\$787.50
6/12/2024	Blanchette Park- 1900 Randolph Street Charles, MO 63301 St.	11:00am	Go Play! 140 Long Rd Suite 108 Chesterfield, MO 63005	2:00pm	2:45pm	Adi Naumann	(636)541-1863	96	60	2	N/A	\$ 393.75	\$787.50
6/13/2024	Wapelhorst Park- 1875 Muegge Road St. Charles, MO 63303	10:00am	Busch Stadium 700 Clark Ave St. Louis, MO 63102	4:00pm	4:45pm	Adi Naumann	(636)541-1863	48	0	1	N/A	\$ 618.75	\$618.75
6/13/2024	Blanchette Park- 1900 Randolph Street Charles, MO 63301 St.	10:00am	Busch Stadium 700 Clark Ave St. Louis, MO 63102	4:00pm	4:45pm	Adi Naumann	(636)541-1863	48	0	1	N/A	\$ 618.75	\$618.75
6/25/2024	Wapelhorst Park- 1875 Muegge Road St. Charles, MO 63303	9:00am	Meramec Caverns 1135 Hwy W Sullivan, MO 63080	1:30pm	2:50pm	Adi Naumann	(636)541-1863	48	0	1	N/A	\$ 562.50	\$562.50
6/25/2024	Blanchette Park- 1900 Randolph Street Charles, MO 63301 St.	9:00am	Meramec Caverns 1135 Hwy W Sullivan, MO 63080	1:30pm	2:50pm	Adi Naumann	(636)541-1863	60	0	2	N/A	\$ 562.50	\$1,125.00
6/26/2024	Wapelhorst Park- 1875 Muegge Road St. Charles, MO 63303	10:00am	Jaycee Park 2805 Elm Street St. Charles, MO 63301	1:00pm	1:30pm	Adi Naumann	(636)541-1863	90	75	2	N/A	\$ 375.00	\$750.00

6/27/2024	Blanchette Park- 1900 Randolph Street Charles, MO 63301	St.	Jaycee Park 2805 Elm Street St. Charles, MO 63301	1:00pm	1:30pm	Adi Naumann	(636)541-1863	90	75	2	N/A	\$ 375.00	\$750.00
7/2/2024	Wapelhorst Park- 1875 Muegge Road St. Charles, MO 63303		Alligator's Creek Civic Park Dr. O'Fallon, MO 63366	2:00pm	2:30pm	Adi Naumann	(636)541-1863	144	60	3	N/A	\$ 375.00	\$1,125.00
7/3/2024	Blanchette Park- 1900 Randolph Street Charles, MO 63301	St.	Alligator's Creek Civic Park Dr. O'Fallon, MO 63366	2:00pm	2:30pm	Adi Naumann	(636)541-1863	144	60	3	N/A	\$ 375.00	\$1,125.00
7/11/2024	Blanchette Park- 1900 Randolph Street Charles, MO 63301	St.	Science Center- 5050 Oakland Ave St. Louis, MO 631100	2:00pm	2:30pm	Adi Naumann	(636)541-1863	144	60	3	N/A	\$ 487.50	\$1,462.50
7/12/2024	Wapelhorst Park- 1875 Muegge Road St. Charles, MO 63303		Science Center- 5050 Oakland Ave St. Louis, MO 631100	2:00pm	2:30pm	Adi Naumann	(636)541-1863	144	60	3	N/A	\$ 487.50	\$1,462.50
7/16/2024	Soccer Complex- 3801 Mueller Road St. Charles, MO 63301		Blanchette Park Aquatic Center- 1900 Randolph Street St. Charles, MO 63301	11:45am	12:00pm	Christina Braswell	(636)866-8081	40	8	1	N/A	\$ 337.50	\$337.50
7/16/2024	Soccer Complex- 3801 Mueller Road St. Charles, MO 63301		18 North Central 18 N Central Dr O'Fallon, MO 63366	12:00pm	12:30pm	Christina Braswell	(636)866-8081	40	8	1	N/A	\$ 356.25	\$356.25
7/17/2024	Soccer Complex- 3801 Mueller Road St. Charles, MO 63301		Blanchette Park Aquatic Center- 1900 Randolph Street St. Charles, MO 63301	11:45am	12:00pm	Christina Braswell	(636)866-8081	40	8	1	N/A	\$ 337.50	\$337.50
7/17/2024	Soccer Complex- 3801 Mueller Road St. Charles, MO 63301		18 North Central 18 N Central Dr O'Fallon, MO 63366	12:00pm	12:30pm	Christina Braswell	(636)866-8081	40	8	1	N/A	\$ 356.25	\$356.25
7/17/2024	Wapelhorst Park- 1875 Muegge Road St. Charles, MO 63303		Marcus Wehrenberg Movie Theater 1830 S 1st Capitol Dr, St Charles, MO 63303	2:00pm	2:30pm	Adi Naumann	(636)541-1863	144	60	3	N/A	\$ 375.00	\$1,125.00
7/18/2024	Soccer Complex- 3801 Mueller Road St. Charles, MO 63301		Blanchette Park Aquatic Center- 1900 Randolph Street St. Charles, MO 63301	11:45am	12:00pm	Christina Braswell	(636)866-8081	40	8	1	N/A	\$ 337.50	\$337.50
7/18/2024	Soccer Complex- 3801 Mueller Road St. Charles, MO 63301		18 North Central 18 N Central Dr O'Fallon, MO 63366	12:00pm	12:30pm	Christina Braswell	(636)866-8081	40	8	1	N/A	\$ 356.25	\$356.25
7/18/2024	Blanchette Park- 1900 Randolph Street Charles, MO 63301	St.	Marcus Wehrenberg Movie Theater 1830 S 1st Capitol Dr, St Charles, MO 63303	2:00pm	2:30pm	Adi Naumann	(636)541-1863	144	60	3	N/A	\$ 375.00	\$1,125.00
7/19/2024	Soccer Complex- 3801 Mueller Road St. Charles, MO 63301		Wapelhorst Park Aquatic Center- 1875 Muegge Road St. Charles, MO 63303	11:30am	12:00pm	Christina Braswell	(636)866-8081	120	8	3		\$ 337.50	\$1,012.50
7/23/2024	Wapelhorst Park- 1875 Muegge Road St. Charles, MO 63303		Magic House 516 S Kirkwood Rd St. Louis, MO 63122	1:45pm	2:15pm	Adi Naumann	(636)541-1863	120	60	3	N/A	\$ 506.25	\$1,518.75
7/24/2024	Wapelhorst Park- 1875 Muegge Road St. Charles, MO 63303		The Rafting Company (Float Trip) 95 McCormick Road Steelville, MO 65565	5:00pm	8:00pm	Adi Naumann	(636)541-1863	48	0	1	N/A	\$ 1,050.00	\$1,050.00
7/24/2024	Blanchette Park- 1900 Randolph Street Charles, MO 63301	St.	The Rafting Company (Float Trip) 95 McCormick Road Steelville, MO 65565	5:00pm	8:00pm	Adi Naumann	(636)541-1863	48	0	1	N/A	\$ 1,050.00	\$1,050.00
7/25/2024	Blanchette Park- 1900 Randolph Street Charles, MO 63301	St.	Magic House 516 S Kirkwood Rd St. Louis, MO 63122	1:45pm	2:15pm	Adi Naumann	(636)541-1863	120	60	3	N/A	\$ 506.25	\$1,518.75
7/31/2024	Wapelhorst Park- 1875 Muegge Road St. Charles, MO 63303		Aquaport- 2344 McKelvey Rd. Maryland Heights, MO 63043	2:00pm	2:30pm	Adi Naumann	(636)541-1863	144	60	3	N/A	\$ 375.00	\$1,125.00
8/1/2024	Blanchette Park- 1900 Randolph Street Charles, MO 63301	St.	Aquaport- 2344 McKelvey Rd. Maryland Heights, MO 63043	2:00pm	2:30pm	Adi Naumann	(636)541-1863	144	60	3	N/A	\$ 375.00	\$1,125.00
8/8/2024	Blanchette Park- 1900 Randolph Street Charles, MO 63301	St.	Wapelhorst Park Aquatic Center- 1875 Muegge Road St. Charles, MO 63303	2:00pm	2:30pm	Adi Naumann	(636)541-1863	144	60	3	N/A	\$ 375.00	\$1,125.00
8/8/2024	Wapelhorst Park- 1875 Muegge Road St. Charles, MO 63303		Blanchette Park Aquatic Center- 1900 Randolph Street St. Charles, MO 63301	2:00pm	2:30pm	Adi Naumann	(636)541-1863	144	60	3	N/A	\$ 375.00	\$1,125.00

total **\$31,668.75**

**SAINT CHARLES PARKS & RECREATION BOARD MINUTES  
MEETING HELD  
February 21, 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), Merle Schneider and Council Liaison Denise Mitchell were present.

**Staff** Maralee Britton - Director, Chris Atkinson – Assistant Director, Don Borgmeyer – Enterprise Superintendent, Peter VanLinn – Maintenance Superintendent, Mike Wilkins – Chief Park Ranger, Chan Smoot – Concessions Coordinator.

Motion by Childress to allow Mudrovic 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 - Yes,

Remote Roll Call: Tuss Peluchette- Yes.

**3. Pledge of Allegiance**

**4. Verbal Petitions/Public Comments and Response:**

**5. Staff Reports/Presentations: 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\***

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 - Yes,  
Motion passed.

**B. Contract with Aquatic Control to complete the 2024 Pond Management Program in an amount not to exceed \$16,000\***

Childress made a motion to approve the contract; 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 - Yes, Motion passed.

**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\***

Hannegan 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 - Yes, Motion passed.

**D. Contract with Gaylord Opryland Resort to provide overnight lodging, meals and activities on November 29, 30 & December 1, 2024 for Christmas Trip in an amount not to exceed \$39,131.52\***

Mudrovic made a motion to approve the contract; seconded by Schneider.

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

**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\***

Schneider made a motion to approve the purchase; 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 - Yes, Motion passed.

**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\***

Mudrovic made a motion to approve the purchase; seconded by Schneider.

Roll Call: Denise Childress – Yes, Mike Hannegan - Yes, Brad Harmon – Yes, Kathy



Mudrovic - Yes, Tuss Peluchette – Yes Mike Ryan - Yes, Merle Schneider - Yes,  
Motion passed.

**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\***

Peluchette made a motion to approve the contract; 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 - Yes,  
Motion passed.

**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\***

Schneider made a motion to approve the contract; 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 - Yes,  
Motion passed.

**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\***

Hannegan 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 - Yes,  
Motion passed.

**J. Contract with Mike Boschert to provide “Umpire In Chief” services for the 2024 Softball Leagues in an amount not to exceed \$11,370\***

Schneider made a motion to approve the contract; 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 - Yes,  
Motion passed.

**K. Second Renewal Contract with Dedicated Turf & Landscaping LLC. to complete the 2024 contracted mowing services in an amount not to exceed \$22,000\***

Peluchette made a motion to approve the contract; 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 - Yes, Motion passed.

**L. Second Renewal Contract with Spectrum Lawn Care to complete the 2024 contracted mowing services in an amount not to exceed \$68,000\***

Schneider 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 - Yes, Motion passed.

**M. Transfers over \$10,000\***

Mudrovic made a motion to approve the transfers; 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 - Yes, Motion passed.

**N. Contract with St. Louis Ballfields & Turf, LLC to complete the Wapelhorst Field Project in an amount not to exceed \$16,380\***

Schneider 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 - Yes, Motion passed.

**O. Purchase Order with SiteOne Landscape Supply to purchase infield materials for Wapelhorst Ball Field Project in an amount not to exceed \$13,400\***

Hannegan made a motion to approve the purchase; 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 - Yes, Motion passed.

**P. Contract with Rhodes Custom Finished Painting Co. to complete the Memorial Hall repainting project in an amount not to exceed \$20,609.09\***

Peluchette made a motion to approve the contract; seconded by Schneider.

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

**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\***

Mudrovic 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 - Yes,  
Motion passed.

**R. Contract with Cisco Heating & Air to provide new heating and cooling units for Memorial Hall in an amount not to exceed \$38,164\***

Schneider made a motion to approve the contract; 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 - Yes,  
Motion passed.

**S. Authorization to acquire right-of-way and easements required for the Fountain Lakes Trail Realignment project located at Fountain Lakes Blvd\***

Schneider made a motion to approve the authorization; 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 - Yes,  
Motion passed.

**7. Meeting Minutes:**

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

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 - Yes, 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
- G. Emergency Purchases

Britton explained 8.G. and outlined the emergency purchase of \$22,506.65 to the Flooring Rehab Company that had to be authorized for the repair of the wood flooring in Memorial Hall caused by the broken water pipes.

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 - Yes, 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 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

Britton explained that the City recently changed their City Purchasing thresholds. A PO is not required for purchases over \$5000 instead of \$3000. The sealed bidding process now moves to \$50,000 from \$30,000.

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

Hannegan- All good.

Schneider- Good.

Harmon- All good.

Mudrovic- All good.

Childress-All good.

Pelluchette – All good.

Ryan – All good.

**13. Council Liaison Announcements and Reminders:**

Mitchell said absentee voting is now open for the April 2<sup>nd</sup> election.

**14. Park Board Liaisons Comments**

**A. Foundation Report:** None

**B. Legislative Report:** None.

As there was no further business to discuss Childress moved for **Adjournment** at 6:47 pm;  
Seconded by Schneider.

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

Meeting: February 21, 2024

Respectfully Submitted,

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Mike Ryan - President

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Denise Childress - Secretary

**Saint Charles Parks and Recreation Board  
Executive Committee Meeting  
Minutes of Meeting Held  
February 26, 2024**

7. B.

The Executive Committee meeting was called to order by President Ryan at 1:00pm in the Conference Room at the Administration Office in Blanchette Park. Roll Call noted the following present:

Executive Committee Present: Denise Childress, Kathy Mudrovic and Mike Ryan.

Others: Maralee Britton, Director

**A. Board Member Announcement and Reminders - None**

At 1:00pm Childress made a motion to go into Closed Session. Seconded by Mudrovic.

D. Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment. (RSMo 610.021.13)

Roll Call Vote

Aye: Childress, Mudrovic, Ryan

Nay: None

At 3:08pm Childress made a motion to leave closed session and return to the regular meeting. Seconded by Mudrovic.

Roll Call Vote

Aye: Childress, Mudrovic and Ryan

Nay: None

As there was no further business for discussion, Childress made a motion to adjourn the meeting at 3:08pm. Seconded by Mudrovic. Which then passed.

Executive Committee Meeting: February 26, 2024

Respectfully Submitted,

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Mike Ryan - President

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Denise Childress - Secretary





Upcoming Events• **Board Meetings:**

- April 3rd Work Session
- April 17<sup>th</sup> Board Meeting

- First Fridays – April 5, May 3, 2024
  - Foundry Art Centre 5:00P – 8:00P
  - Opportunity for visitors to spend time in the galleries, meet resident studio artists, engage with the community, and enjoy art programming, entertainment, and special events.
- Second Saturdays – April 13, May 11, 2024
  - Foundry Art Centre 1:00P – 3:00P
  - Opportunity for self-guided art-making, gallery exploration, interaction with artists
- History in Harmony – April 21, April 28, May 19, May 26, 2024
  - Main Street, 1:00P – 4:00P
  - Discover the sound of Main Street as a rotating line-up of guest musicians provides the perfect soundtrack for a stroll through the historic district
- Youth Easter Egg Hunt – March 23, 2024
  - Memorial Hall & Rau Garden, Blanchette Park – 10:00A–11:00A (pre-registration req)
- Adult Easter Egg Hunt – March 29 2024
  - Wapelhorst Park Concession Stand – 7:30P (pre-registration required)
- St. Charles Municipal Band and Big Band Spring Concert – April 11, 2024
  - Foundry Arts Centre – 7:00P
- Senior Activities Fair – April 11, 2024
  - Foundry Art Centre – 9:00A – 12:00P
- St. Charles County Symphony Orchestra Performance – April 12, 2024
  - Immanuel Lutheran Church of St. Charles – 2:00P
- Earth Day Yoga – April 22, 2024
  - Frontier Park – 12:00P – 1:00P (pre-registration required)
- Arbor Day Celebration – April 26, 2024
  - Shelter 1 at Wapelhorst Park – 10:00A
  - Tree Identification Tour – 11:00A (pre-registration required)
- Storytime in the Park – April 26, 2024
  - Shelter 2 at Wapelhorst Park – 10:00A
- Spring Volunteer Day – April 27, 2024
  - Wapelhorst Park – 9:00A – 12:00P (pre-registration required by April 17)
- Main Street In Bloom – May 4 – May 5, 2024
  - Main Street – 10:00A Sat, 12:00P Sunday
  - Parade at 1:30P, Maypole Dance 2:00P
- Food Truck Event – May 14, 2024
  - Blanchette Park – 5:00P – 8:00P
- Paint the Town: A Frenchtown Street Mural Art Festival – May 18 – May 19, 2024
  - 2<sup>nd</sup> Street in Frenchtown, Saturday – 11:00A – 9:00P, Sunday 12:00P – 5:00P



## March 2024 Finances Parks and Recreation Financials Worksheet-Operating Funds



Estimated Financial Worksheet	2024 Actual	2024 Budget
Total Expenses	\$ (1,523,761)	\$ (9,168,510)
Total Customer Revenue	\$ 246,375	\$ 4,097,335
Total Property Tax	\$ 1,724,559	\$ 4,085,270
Total Delinquent Tax	\$ 1,445	\$ 91,550
Total Tax Surtax	\$ 145,650	\$ 157,636
Recovered Exp. - Sale of Assets		\$ -
Interest		
Total Cell Tower	\$ 11,237	\$ 62,420
Capital Reappropriations	\$ 346,030	\$ 346,030
Other Revenue Contributions	\$ -	\$ 21,910
Grants	\$ -	\$ 10,000
Other Revenue Misc		
Transfer from CIP Sales Tax Fund (Boeing Payment)	\$ -	\$ 600,000
Replacement Fund	\$ 642,000	\$ 642,000
	\$ 1,593,535	\$ 945,640

Beginning Fund Balance	\$ 3,067,369	Unofficial
Expenses	\$ (1,523,761)	
Revenue	\$ 3,117,296	
Ending Cash Balance	\$ 4,660,904	

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

Fund Balance	\$ 1,830,705
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Interfund loan liability for purchase of land	
<b>2024 Loan Balance</b>	600,000
	2024 Payment Funds
	Boeing Pymt 600,000
<b>2024 Payment</b>	
<b>Loan Balance</b>	<u>600,000</u>

Aquatics	2024 Actual	2024 Budget
Personnel Expenditures	\$ (26,643)	\$ (1,006,405)
Contractual Expenditures	\$ (29,803)	\$ (173,904)
Materials & Supplies Expenditures	\$ (8,578)	\$ (363,950)
Capital Outlay	\$ (66,843)	\$ (35,000)
Equipment Replacement Fund	\$ (119,836)	\$ (119,836)
<b>Total Expenses</b>	<b>\$ (251,703)</b>	<b>\$ (1,699,095)</b>

Total Revenue	\$ 24,102	\$ 1,703,500
Recovered Expenses	\$ -	\$ -
<b>Total Income</b>	<b>\$ 24,102</b>	<b>\$ 1,703,500</b>

<b>Aquatics Net Revenue</b>	<b>\$ (227,601)</b>	<b>\$ 4,405</b>
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Concessions	2024 Actual	2024 Budget
Personnel Expenditures	\$ (13,431)	\$ (135,643)
Contractual Expenditures	\$ (6,028)	\$ (50,477)
Materials & Supplies Expenditures	\$ (7,874)	\$ (123,000)
Capital Outlay	\$ -	\$ (5,000)
Equipment Replacement Fund	\$ (11,028)	\$ (11,028)
<b>Total Expenses</b>	<b>\$ (38,362)</b>	<b>\$ (325,148)</b>

Total Revenue	\$ -	\$ 325,500
Recovered Expenses	\$ -	\$ -
<b>Total Income</b>	<b>\$ -</b>	<b>\$ 325,500</b>

<b>Concession Net Revenue</b>	<b>\$ (38,362)</b>	<b>\$ 352</b>
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Memorial Hall	2024 Actual	2024 Budget
Personnel Expenditures	\$ (6,385)	\$ (50,609)
Contractual Expenditures	\$ (2,113)	\$ (11,037)
Materials & Supplies Expenditures	\$ (3,623)	\$ (29,273)
Capital Outlay	\$ -	\$ (5,000)
Equipment Replacement Fund	\$ (21,528)	\$ (21,528)
<b>Total Expenses</b>	<b>\$ (33,649)</b>	<b>\$ (117,447)</b>

Total Revenue	\$ 7,233	\$ 110,015
Total Tax Revenue (.2%)	\$ 3,452	\$ 8,354
Recovered Expenses	\$ -	\$ -
<b>Total Income</b>	<b>\$ 10,685</b>	<b>\$ 118,369</b>

<b>Memorial Hall Net Revenue</b>	<b>\$ (22,964)</b>	<b>\$ 922</b>
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## March 2024 Finances

### Parks and Recreation Financials Worksheet-Operating Funds

	2024 Actual	2024 Budget	
<b>Recreation</b>			
Personnel Expenditures	\$ (72,550)	\$ (852,899)	
Contractual Expenditures	\$ (19,802)	\$ (145,651)	
Materials & Supplies Expenditures	\$ (33,319)	\$ (450,000)	
Capital Outlay	\$ -	\$ (3,000)	
Equipment Replacement Fund	\$ (14,857)	\$ (14,857)	
<b>Total Expenses</b>	<b>\$ (140,529)</b>	<b>\$ (1,466,407)</b>	
Total Revenue	\$ 150,423	\$ 1,280,295	
Total Tax Revenue (5%)	\$ 86,300	\$ 208,841	
Recovered Expenses	\$ -	\$ -	
<b>Total Income</b>	<b>\$ 236,723</b>	<b>\$ 1,489,136</b>	
<b>Recreation Net Revenue</b>	<b>\$ 96,194</b>	<b>\$ 22,729</b>	
<b>Maintenance</b>			
Personnel Expenditures	\$ (297,173)	\$ (1,709,979)	
Contractual Expenditures	\$ (45,021)	\$ (444,401)	
Materials & Supplies Expenditures	\$ (31,236)	\$ (195,540)	
Capital Outlay	\$ -	\$ -	
Equipment Replacement Fund	\$ (156,671)	\$ (156,671)	
<b>Total Expenses</b>	<b>\$ (530,101)</b>	<b>\$ (2,506,591)</b>	
Total Revenue	\$ 10,408	\$ 231,600	
Total Tax Revenue (57.33%)	\$ 989,518	\$ 2,394,571	
Total Surtax (83%)	\$ 120,890	\$ 130,838	
Recovered Expenses	\$ -	\$ -	
MO Conservation Grant	\$ -	\$ 10,000.00	
<b>Total Income</b>	<b>\$ 1,120,816</b>	<b>\$ 2,767,009</b>	
<b>Maintenance Net Revenue</b>	<b>\$ 590,715</b>	<b>\$ 260,418</b>	
<b>Administration</b>			
Personnel Expenditures	\$ (157,343)	\$ (815,924)	
Contractual Expenditures	\$ (31,581)	\$ (132,164)	
Materials & Supplies Expenditures	\$ (10,346)	\$ (245,996)	
Capital Outlay	\$ -	\$ -	
Equipment Replacement Fund	\$ (13,604)	\$ (13,604)	
<b>Total Expenses</b>	<b>\$ (212,875)</b>	<b>\$ (1,207,688)</b>	
Total Revenue	\$ 48,140	\$ 259,425	
Total Tax Revenue (21%)	\$ 362,461	\$ 877,132	
Recovered Expenses	\$ -	\$ -	
<b>Total Income</b>	<b>\$ 410,601</b>	<b>\$ 1,136,557</b>	
<b>Administration Net Revenue</b>	<b>\$ 197,726</b>	<b>\$ (71,131)</b>	
<b>Rangers</b>			
Personnel Expenditures	\$ (89,165)	\$ (483,949)	
Contractual Expenditures	\$ (21,345)	\$ (98,042)	
Materials & Supplies Expenditures	\$ (2,176)	\$ (28,655)	
Capital Outlay	\$ -	\$ -	
Equipment Replacement Fund	\$ (50,115)	\$ (50,115)	
<b>Total Expenses</b>	<b>\$ (162,801)</b>	<b>\$ (660,761)</b>	
Total Revenue	\$ 6,070	\$ 187,000	
Total Tax Revenue (12%)	\$ 207,121	\$ 501,218	
Total Surtax (17%)	\$ 24,761	\$ 26,798	
Recovered Expenses	\$ -	\$ -	
<b>Total Income</b>	<b>\$ 237,951</b>	<b>\$ 715,017</b>	
<b>Rangers Net Revenue</b>	<b>\$ 75,150</b>	<b>\$ 54,256</b>	
<b>Parks Capital</b>			
<b>Total Expenses</b>	\$ (153,743)	\$ (1,185,374)	
Total Revenue/ Replacement Fund	\$ 642,000	\$ 642,000	
Total Tax Revenue (4.47%)	\$ 77,152	\$ 186,704	
Reappropriations	\$ 346,030	\$ 346,030	Reappropriations + FEMA
Recovered Expenses	\$ -	\$ -	
<b>Total Income</b>	<b>\$ 1,065,182</b>	<b>\$ 1,174,734</b>	
<b>Capital Net Revenue</b>	<b>\$ 911,439</b>	<b>\$ (10,640)</b>	
<b>Cemetery</b>			
Personnel Expenditures	\$ (30,384)	\$ (177,254)	
Contractual Expenditures	\$ (3,605)	\$ (31,520)	
Materials & Supplies Expenditures	\$ (1,527)	\$ (14,350)	
Capital Outlay	\$ -	\$ -	
<b>Total Expenses</b>	<b>\$ (35,516)</b>	<b>\$ (223,124)</b>	
Total Revenue	\$ 8,400	\$ 80,325	
<b>Cemetery Net Revenue</b>	<b>\$ (27,116)</b>	<b>\$ (142,799)</b>	

**Project Report -MARCH 2024**

Project Name	Project Code	Budget	Expenses	Encumbrances	Remaining Funds	Funding Source	Project Status
MONUMENT REFURBISHING	Project Code: 21CEM1	\$ 2,859.00			\$ 2,859.00	Capital Sales Tax	
SURVEY & PLOTTING GRAVE SPACES	Project Code: 22CEM1	\$ 1,850.00			\$ 1,850.00	Capital Sales Tax	
PARKS - FEMA DISASTER ASSISTANCE	Project Code: 22PRK25	\$ 178,545.00			\$ 178,545.00	Property Tax	
AQUATIC PUMPS & MOTORS	Project Code: 23PRK18	\$ 1,697.00			\$ 1,697.00	Replacement Fund	
MCNAIR AQUATIC FACILITY	Project Code: 23PRK25	\$ 2,080.00			\$ 2,080.00	Prop P	
MEMORIAL HALL - FLOORING	Project Code: 23PRK26	\$ 3,215.50			\$ 3,215.50	Replacement Fund	
LANDSCAPING - ALL PARKS	Project Code: 24PRK1	\$ 21,428.99	\$ -	\$ -	\$ 21,428.99	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	\$ 49,000.00	\$ -	\$ -	\$ 49,000.00	Property Tax	
RESTROOM REHABS - ALL PARKS	Project Code: 24PRK4	\$ 12,000.00	\$ 1,007.00	\$ 6,000.00	\$ 4,993.00	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	\$ 908.50	\$ -	\$ 9,091.50	Property Tax	
CONCESSION STAND RENOVATIONS	Project Code: 24PRK8	\$ 15,000.00	\$ 6,082.99	\$ 766.75	\$ 8,150.26	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	\$ 40,000.00	\$ 3,200.00	\$ 29,780.00	\$ 7,020.00	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	\$ 133,341.00	\$ 7,310.57	\$ -	\$ 126,030.43	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	\$ 7,042.00	\$ 738.00	\$ -	\$ 6,304.00	Replacement Fund	
MAINTENANCE - VEHICLES & ATTACHMENTS	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	\$ 8,916.00	\$ -	\$ -	\$ 8,916.00	Replacement Fund	
RECREATION EQUIPMENT	Project Code: 24PRK22	\$ 10,200.00	\$ -	\$ -	\$ 10,200.00	Replacement Fund	
PC REPLACEMENT	Project Code: 24PRK23	\$ 32,000.00	\$ -	\$ -	\$ 32,000.00	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	\$ 3,000.00	\$ 2,713.00	\$ -	\$ 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	\$ 39,900.00	\$ 3,990.00	\$ 61,110.00	Metro	



December 2023 Finances (EOY as of 03/13/24)  
Parks and Recreation Financials Worksheet-Operating Funds



Estimated Financial Worksheet	2023 Actual	2023 Budget
Total Expenses	\$ (7,689,750)	\$ (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	\$ 21,038	\$ -
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
	<b>\$ 1,477,336</b>	<b>\$ 1,827,539</b>

Beginning Fund Balance	\$ 1,779,060
Expenses	\$ (7,689,750)
Revenue	\$ 9,167,086
Ending Cash Balance	\$ 3,256,396

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

Fund Balance	\$ 360,274
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Aquatics	2023 Actual	2023 Budget
Personnel Expenditures	\$ (937,485)	\$ (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)
<b>Total Expenses</b>	<b>\$ (1,515,245)</b>	<b>\$ (1,561,669)</b>

Total Revenue	\$ 1,512,401	\$ 1,563,000
Recovered Expenses	\$ -	\$ -
<b>Total Income</b>	<b>\$ 1,512,401</b>	<b>\$ 1,563,000</b>

<b>Aquatics Net Revenue</b>	<b>\$ (2,844)</b>	<b>\$ 1,331</b>
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Concessions	2023 Actual	2023 Budget
Personnel Expenditures	\$ (128,240)	\$ (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)
<b>Total Expenses</b>	<b>\$ (276,059)</b>	<b>\$ (321,485)</b>

Total Revenue	\$ 220,751	\$ 323,000
Recovered Expenses	\$ -	\$ -
<b>Total Income</b>	<b>\$ 220,751</b>	<b>\$ 323,000</b>

<b>Concession Net Revenue</b>	<b>\$ (55,307)</b>	<b>\$ 1,515</b>
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Memorial Hall	2023 Actual	2023 Budget
Personnel Expenditures	\$ (31,771)	\$ (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)
<b>Total Expenses</b>	<b>\$ (86,042)</b>	<b>\$ (108,993)</b>

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

<b>Memorial Hall Net Revenue</b>	<b>\$ 806</b>	<b>\$ 7,334</b>
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Interfund loan liability for purchase of land	
<b>2023 Loan Balance</b>	1,425,000
	2023 Payment Funds
	Metro Funds 125,000
	P. Tax 100,000
<b>2023 Payment</b>	825,000 Boeing Pymt 600,000
<b>Loan Balance</b>	<b>600,000</b>

**December 2023 Finances (EOY as of 03/13/24)**  
**Parks and Recreation Financials Worksheet-Operating Funds**

<b>Recreation</b>	2023 Actual	2023 Budget
Personnel Expenditures	\$ (819,959)	\$ (827,492)
Contractual Expenditures	\$ (126,361)	\$ (146,513)
Materials & Supplies Expenditures	\$ (429,929)	\$ (442,620)
Capital Outlay	\$ -	\$ -
Equipment Replacement Fund	\$ (15,117)	\$ (15,117)
<b>Total Expenses</b>	<b>\$ (1,391,366)</b>	<b>\$ (1,431,742)</b>

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

**Recreation Net Revenue** **\$ 108,097** **\$ 22,055**

<b>Maintenance</b>	2023 Actual	2023 Budget
Personnel Expenditures	\$ (1,572,843)	\$ (1,639,722)
Contractual Expenditures	\$ (470,674)	\$ (507,383)
Materials & Supplies Expenditures	\$ (177,387)	\$ (194,322)
Capital Outlay	\$ -	\$ -
Equipment Replacement Fund	\$ (144,585)	\$ (144,585)
<b>Total Expenses</b>	<b>\$ (2,365,489)</b>	<b>\$ (2,486,012)</b>

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
<b>Total Income</b>	<b>\$ 2,727,286</b>	<b>\$ 2,716,116</b>

**Maintenance Net Revenue** **\$ 361,797** **\$ 230,104**

<b>Administration</b>	2023 Actual	2023 Budget
Personnel Expenditures	\$ (766,016)	\$ (807,289)
Contractual Expenditures	\$ (121,389)	\$ (135,678)
Materials & Supplies Expenditures	\$ (51,084)	\$ (61,501)
Capital Outlay	\$ -	\$ -
Equipment Replacement Fund	\$ (10,797)	\$ (10,797)
<b>Total Expenses</b>	<b>\$ (949,286)</b>	<b>\$ (1,015,265)</b>

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** **\$ 146,412** **\$ 80,589**

<b>Rangers</b>	2023 Actual	2023 Budget
Personnel Expenditures	\$ (452,824)	\$ (458,308)
Contractual Expenditures	\$ (76,447)	\$ (112,308)
Materials & Supplies Expenditures	\$ (23,548)	\$ (30,800)
Capital Outlay	\$ -	\$ -
Equipment Replacement Fund	\$ (38,720)	\$ (38,720)
<b>Total Expenses</b>	<b>\$ (591,539)</b>	<b>\$ (640,136)</b>

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	\$ -	\$ -
<b>Total Income</b>	<b>\$ 535,303</b>	<b>\$ 690,019</b>

**Rangers Net Revenue** **\$ (56,236)** **\$ 49,883**

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

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

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

<b>Cemetery</b>	2023 Actual	2023 Budget
Personnel Expenditures	\$ 147,052	\$ (169,109)
Contractual Expenditures	\$ 26,729	\$ (29,704)
Materials & Supplies Expenditures	\$ 11,581	\$ (13,938)
Capital Outlay	\$ -	\$ -
<b>Total Expenses</b>	<b>\$ 185,361</b>	<b>\$ (212,751)</b>

Total Revenue	\$ 71,825	\$ 88,950
<b>Cemetery Net Revenue</b>	<b>\$ (113,536)</b>	<b>\$ (123,801)</b>



**Project Report -December 2023 (3/13/24)**

Project Name	Project Code	Budget	Expenses	Encumbrances	Remaining Funds
MONUMENT REFURBISHING	Project Code: 21CEM1	\$ 6,252.00	\$ -	\$ 3,393.00	\$ 2,859.00
SURVEY & PLOTTING GRAVE SPACES	Project Code: 22CEM1	\$ 14,100.00	\$ -	\$ 12,250.00	\$ 1,850.00
ROAD SEALING	Project Code: 23CEM1	\$ 30,900.00	\$ 29,846.69	\$ 1,025.16	\$ 28.15
MEMORIAL HALL FURNISHINGS	Project Code: 20PRK26	\$ 39,999.89	\$ 39,836.69	\$ -	\$ 163.20
SERVER REPLACEMENT	Project Code: 21PRK15	\$ 31,400.00	\$ 30,414.96	\$ -	\$ 985.04
PRINTER REPLACEMENT	Project Code: 22PRK16	\$ 10,010.00	\$ 10,009.72		\$ 0.28
PARKS-FEMA DISASTER ASSISTANCE	Project Code: 22PRK25	\$ 230,000.00	\$ 50,813.25	\$ 641.75	\$ 178,545.00
ROOFING PROJECTS	Project Code: 23PRK1	\$ 50,000.00	\$ 50,000.00	\$ -	\$ -
TRAILS AND PARKING LOT REHAB	Project Code: 23PRK2	\$ 96,984.00	\$ 16,984.00	\$ 79,359.00	\$ 641.00
TENNIS/PICKLEBALL COURTS	Project Code: 23PRK3	\$ -	\$ -	\$ -	\$ -
RECREATIONAL SITE DEVELOPMENT	Project Code: 23PRK4				
	Year/Sub-Project:216-451-873-109	\$ 282,000.00	\$ 151,160.91	\$ 121,039.09	\$ 9,800.00
	Year/Sub-Project:217-451-873-109	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	Year/Sub-Project:417-451-873-109	\$ 759,729.97	\$ -	\$ -	\$ 759,729.97
FACILITY REPAIRS	Project Code: 23PRK5				
	Year/Sub-Project:217-451-873-109	\$ 3,000.00	\$ 3,000.00	\$ -	\$ -
	Year/Sub-Project:417-451-873-109	\$ 60,000.00	\$ 59,927.02		\$ 72.98
LANDSCAPING - ALL PARKS	Project Code: 23PRK6	\$ 4,001.01	\$ 4,001.01	\$ -	\$ -
SEAL ASPHALT	Project Code: 23PRK7			\$ -	\$ -
	Year/Sub-Project:217-451-873-104	\$ -	\$ -	\$ -	\$ -
	Year/Sub-Project:417-451-873-109	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -
HVAC	Project Code: 23PRK8				
	Year/Sub-Project:217-451-872-102	\$ 12,000.00	\$ 12,000.00	\$ -	\$ -
	Year/Sub-Project:417-451-873-109	\$ 3,060.00	\$ 3,060.00		\$ -
RESTROOM REHAB	Project Code: 23PRK9	\$ 12,000.00	\$ 11,800.19		\$ 199.81
PLAYGROUND SURFACINGS	Project Code: 23PRK10	\$ -	\$ -	\$ -	\$ -
ADA RENO	Project Code: 23PRK11	\$ -	\$ -	\$ -	\$ -
PARKS STORMWATER	Project Code: 23PRK12	\$ 137,270.00	\$ 137,267.00		\$ 3.00
CONCESSION STAND RENO	Project Code: 23PRK13	\$ 12,000.00	\$ 10,966.45	\$ -	\$ 1,033.55
PARK SIGNAGE	Project Code: 23PRK14	\$ 6,500.00	\$ 5,540.51	\$ -	\$ 959.49
ATHLETIC FIELD RENO	Project Code: 23PRK15	\$ 12,500.00	\$ 12,430.02	\$ -	\$ 69.98
ADMIN DESK TELEPHONES	Project Code: 23PRK16	\$ -	\$ -	\$ -	\$ -
AQUATICS SIGNAGE	Project Code: 23PRK17	\$ 4,659.00	\$ 4,658.86	\$ -	\$ 0.14

Funding Source	Project Status
Cemetery	Not Started
Cemetery	In Progress
Cemetery	In Progress
Replacement Fund	In Progress
Replacement Fund	In Progress
Replacement Fund	Completed
Property Taxes	In Design Stage
Metro	Completed
Metro	Completed
Metro	Completed
Metro	Feasibility Study
Property Taxes	Feasibility Study
Parks Capital	Feasibility Study
Parks Capital	
Property Taxes	Completed
Parks Capital	Completed
Property Taxes	Completed
	Completed
Property Taxes	Completed
Parks Capital	Completed
Property Taxes	Completed
Parks Capital	Completed
Property Taxes	In Progress
Property Taxes	Completed
Metro	Completed
Property Taxes	Completed
Property Taxes	Held for 2024
Property Taxes	Completed
Property Taxes	Completed
Replacement Fund	Pushed to 2024
Replacement Fund	Completed

**Project Report -December 2023 (3/13/24)**

Project Name	Project Code	Budget	Expenses	Encumbrances	Remaining Funds	Funding Source	Project Status
AQUATICS PUMPS AND MOTORS	Project Code: 23PRK18	\$ 16,000.00	\$ 14,303.00	\$ -	\$ 1,697.00	Replacement Fund	In Progress
FURNISHING REPLACEMENTS	Project Code: 23PRK19	\$ -	\$ -	\$ -	\$ -	Replacement Fund	Not Started
CONCESSION EQUIPMENT	Project Code: 23PRK20	\$ 4,158.00	\$ 4,157.57	\$ -	\$ 0.43	Replacement Fund	Completed
MOWING EQUIPMENT	Project Code: 23PRK21	\$ 7,999.99	\$ 7,999.99	\$ -	\$ -	Replacement Fund	Completed
GROUND EQUIPMENT	Project Code: 23PRK22	\$ 59,950.00	\$ 59,950.00	\$ -	\$ -	Replacement Fund	Completed
PRINTER REPLACEMENT	Project Code: 23PRK23	\$ 2,709.00	\$ 2,708.70	\$ -	\$ 0.30	Replacement Fund	Completed
PC REPLACEMENT	Project Code: 23PRK24	\$ 54,551.00	\$ 54,189.50	\$ -	\$ 361.50	Replacement Fund	In Progress
MCNAIR AQUATIC	Project Code: 23PRK25						
	217-451-873-109	\$ 1,500.00	\$ 1,500.00	\$ -	\$ -	Property Taxes	
	417-451-873-109	\$ 241,940.00	\$ 234,860.00	\$ 5,000.00	\$ 2,080.00	Parks Capital	
MH FLOORING	Project Code: 23PRK26	\$ 26,000.00	\$ 22,784.50	\$ -	\$ 3,215.50	Replacement Fund	

Project Funding Source Totals					
		Budget	Expenses	Encumbrances	Remaining Amount
Equipment Replacement Fund	TOTAL	\$ 257,436.88	\$ 251,013.49	\$ -	\$ 6,423.39
Taxes	TOTAL	\$ 530,771.01	\$ 249,318.43	\$ 641.75	\$ 280,810.83
Metro Parks & Recreation Fund	TOTAL	\$ 428,984.00	\$ 218,144.91	\$ 200,398.09	\$ 10,441.00
Prop P Parks Capital	TOTAL	\$ 1,074,729.97	\$ 307,847.02	\$ 5,000.00	\$ 761,882.95
Gaming Funds	TOTAL				
Cash Balance	TOTAL				
<b>TOTAL PROJECTS</b>		<b>\$ 2,291,921.86</b>	<b>\$ 1,026,323.85</b>	<b>\$ 206,039.84</b>	<b>\$ 1,059,558.17</b>
<b>Capital Sales Tax (Cemetery only)</b>	TOTAL	<b>\$ 51,252.00</b>	<b>\$ 29,846.69</b>	<b>\$ 16,668.16</b>	<b>\$ 4,737.15</b>
<b>New Park Development Balance</b>		<b>\$ 1,141,729.97</b>	<b>\$ 151,160.91</b>	<b>\$ 121,039.09</b>	<b>\$ 869,529.97</b>

Replacement Fund	
Property Taxes	
Metro	
Prop P - Parks Capital	
Gaming	
Cash	
Capital Sales Tax	

**MARCH 2024**  
**Accounts Receivable Report**

<b>2023 Individual</b>			<b>Status</b>
<b>Programs</b>			
Daycamp		\$ 205.00	Certified letters sent
<b>Facility</b>			
<b>2023 TOTAL</b>		<b>\$ 205.00</b>	
<b>2023 Organizations</b>			
<b>Organizations with multiple uses paying monthly, quarterly or by season</b>			
Juventus	March/April	\$ 10.00	Payment plan being followed with one payment left.
<b>2023 TOTAL</b>		<b>\$ 10.00</b>	
	<b>Total Due</b>	<b>\$ 215.00</b>	
<b>2024 Organizations</b>			
<b>Organizations with multiple uses paying monthly, quarterly or by season</b>			
Wheelers and Dealers	<b>Feb/March</b>	\$ 300.00	Will be billed this week (held off until status of MH use was determined)
<b>2024 TOTAL</b>		<b>\$ -</b>	
	<b>Total Due</b>	<b>\$ -</b>	
<p>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</p>			



## 2024 Oak Grove Cemetery Report

01/01/24 - 03/14/24

### 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	6	\$ 8,400.00
Cremation (3 feet by 3 feet)	\$ 800.00	0	\$ -
<b>Total:</b>		6	\$ 8,400.00

### 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	\$ -
<b>Total:</b>		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	\$ -
<b>Total:</b>		0	\$ -

#### Infant's Grave Disinterment

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

#### Single Depth Grave

Burial Day (Completed before Closing)	Fee	Quantity	Total
Monday - Friday	\$ 1,600.00	5	\$ 8,000.00
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	\$ -
<b>Total:</b>		5	\$ 8,000.00

#### Single Depth Grave Disinterment

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

### Double Depth Grave

Burial Day (Completed before Closing)	Fee	Quantity	Total
Monday - Friday	\$ 2,000.00	1	\$ 2,000.00
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	\$ -
<b>Total:</b>		1	\$ 2,000.00

### Double Depth Grave Disinterment

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

### Cremations without a Service

Burial Day (Completed before Closing)	Fee	Quantity	Total
Monday - Friday	\$ 500.00	1	\$ 500.00
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	\$ -
<b>Total:</b>		2	\$ 1,280.00

### 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	\$ -
<b>Total:</b>		0	\$ -

### Cremations Disinterment

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

### Memorial Trees

Type	Fee	Quantity	Total
Tree	\$ 125.00	0	\$ -
<b>Total:</b>		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	\$ -
<b>Total:</b>		0	\$ -

Year End Totals	Quantity	Revenue
Total Grave Sales	6	\$ 8,400.00
Total Cremation Grave Sales	0	\$ -
Total Grave Burials	6	\$ 10,000.00
Total Cremation Burials	2	\$ 1,280.00
<b>Total Income</b>		\$ 19,680.00

## Monthly Employment Report

March 15, 2024

Division	Position	Status	Number of Required Staff	Number Currently Hired	Number of Positions Left to Fill	Number of Applications Received		2023 Staffing Levels during Same Month	2023 Total Staffing Numbers
<b>Administration</b>	Administrative Support	Part-time	1	1	0	0		0	1
		<b>Totals</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>1</b>
<b>Aquatics</b>	Assistant Coordinator	Part-time	1	2	-1			1	1
	Assistant Swim Coach	Seasonal	4	2	2			1	4
	Concessions/Slide Attendant	Seasonal	55	20	35			35	51
	Pool Lead Concessions	Seasonal	10	6	4			10	10
	Lead Lifeguards	Seasonal	8	0	8			8	8
	Lifeguards	Seasonal	96	25	71	43		35	99
	Managers	Seasonal	11	4	7			14	14
	Swim Coach	Seasonal	1	1	0			1	1
		<b>Totals</b>	<b>186</b>	<b>60</b>	<b>126</b>	<b>43</b>		<b>105</b>	<b>188</b>
<b>Concessions</b>	Assistant Coordinator	Part-time	1	1	0	0		1	1
	Concessions	Seasonal	10	7	3	53		10	10
	Over 21 Concessions	Seasonal	15	10	5	4		14	17
		<b>Totals</b>	<b>26</b>	<b>18</b>	<b>8</b>	<b>57</b>		<b>25</b>	<b>28</b>
<b>Maintenance</b>	General Maintenance	Seasonal	30	23	7	12		19	26
	Maintenance III- HVAC	Full Time/Non-Exemp	1	1	0	7		1	1
		<b>Totals</b>	<b>31</b>	<b>24</b>	<b>7</b>	<b>19</b>		<b>20</b>	<b>27</b>
<b>Memorial Hall</b>	Bartenders	Seasonal	7	5	2	17		4	6
	Maintenance	Part-time	1	1	0	2		1	1
		<b>Totals</b>	<b>8</b>	<b>6</b>	<b>2</b>	<b>19</b>		<b>5</b>	<b>7</b>
<b>Rangers</b>	Rangers	Part-time	11	9	2	5		8	8
		<b>Totals</b>	<b>11</b>	<b>9</b>	<b>2</b>	<b>5</b>		<b>8</b>	<b>8</b>
<b>Recreation</b>	Bus Driver	Seasonal	2	2	0	0		2	2
	Day Camp Assistants	Seasonal	4	4	0	0		2	4
	Day Camp Counselors	Seasonal	80	13	67	31		31	68
	Day Camp Directors	Seasonal	2	2	0	0		1	2
	Intern	Seasonal	1	0	1	6		0	0
	Specialty Instructors	Seasonal	11	11	0	5		0	9
	Lead Sports Instructors	Seasonal	4	4	0	0		4	4
	Recreation Specialist	Part-time	1	1	0	0		1	1
	Softball Umpires	Seasonal	20	12	8	3		15	23
	Sports Instructor	Seasonal	18	6	12	7		9	18
	Trip Escorts	Seasonal	0	0	0	0		0	0
	Trip Planner	Part-Time	2	2	0	0		0	1
		<b>Totals</b>	<b>145</b>	<b>57</b>	<b>88</b>	<b>52</b>		<b>65</b>	<b>132</b>





**Action Tracker**

March 14, 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
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
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.	?	Under review
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 continue to include a mixed use path and potentially a variety 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.
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	April
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 reviewing with Legal and Human Resources the employee manual for any necessary changes.	N/A	April 17, 2024

## **Purchasing Information Over \$10,000**

### **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	TBD

### **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
MBR Management	Domino's Pizza for resale	\$15,000	
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
Mike Boschert	Umpire In Chief for our adult softball leagues	\$12,000	
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