

St. Charles Parks and Recreation Board  
Tentative Agenda  
April 17, 2024 ~ 6:00PM  
Memorial Hall, American Legion Room ~ Blanchette Park

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

1. Call to Order
2. Roll Call:   Sandy Bichel, Tim Glosier, Kathy Mudrovic, Larry Muench, Mike Ryan, Brian Scheidegger, Anna Shy, TJ Slattery, Anne Zerr 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.
6. Items for Discussion and/or Action-
  - A. Enterprise Employee Manual Revisions\*
  - B. Purchase Order with Westport pools to provide chemicals for the aquatic facilities in 2024 in an amount not to exceed \$39,000\*
  - C. Change Order #2 with Byrne & Jones to overlay existing park road, parking lot and add extra parking in Schaefer Park; and repair/sealcoat the roller hockey rink in McNair Park in the amount of \$94,270 for a total new contract amount of \$196,399.35\*
  - D. Resolution #1, 2004. Request to declare equipment surplus\*
7. Minutes-
  - A. Parks & Recreation Board Meeting Minutes March 20, 2024\*
  - B. Parks & Recreation Board Work Session Meeting Minutes April 3,2024\*
8. Consent Agenda (items to be received)
  - A. Calendar
  - B. Financial Worksheets and Projects Report
  - C. Accounts Receivable Report
  - D. Financial Transactions from \$10,00 to \$15,000 - None
  - E. Oak Grove Cemetery Report
9. Items Removed from the Consent Agenda
  - A.

10. President's Announcements and Reminders
  - A. Board Elections, Adopt a Park and Council Buddies
  
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: April 2, 2024**

**From: Don Borgmeyer, Enterprise Superintendent**

**RE: Revisions of 2024 Seasonal Employee Manual**

**Summary:**

Attached is the Seasonal Employee Manual used by the Enterprise Division with recommended revisions working with the City Legal Department.

This manual is divided into a General Section, which applies to all Seasonal Employees, and supplements for each Coordinator. All City and Parks and Recreation Policies apply to seasonal employees with the manual furthering the expectations of the various areas of responsibility.

Each year staff discusses and updates the manual reflecting any changes that may be required or wanted. If the changes are beyond adjusting dates, contact information etc., the requested changes will be forwarded to the City Legal Department for review then brought before the Board for approval as is this case for 2024.

Staff recommends favorable consideration for the revisions of the 2024 Enterprise Division Seasonal Employee Manual.



# Welcome

On behalf of the Saint Charles Parks and Recreation Board and Full Time Staff, we welcome you to the Enterprise Team. We have prepared this manual to help you be an effective Team Member. You, the person with the day-to-day direct contact with our Guests, are the most important person in our organization. Everything contained in the manual is important. Please take the time needed to read the manual and use it as a reference. Your Immediate Supervisor will also provide you with supplemental procedures specific to your job duties.

## General Employment Information

### Conditions of Employment

- All persons are employed on an as needed basis and paid an hourly rate for the work performed. Employees are not guaranteed a full forty-hour week.
- All employees should provide requested days to work and a last expected day of work date at the beginning of the season.
- An employee that desires to terminate employment shall submit a written resignation to their immediate supervisor. Resignations shall be submitted at least fourteen (14) calendar days before the final work day.

### Basic Payroll Information

- Each employee will be held responsible for clocking in and out every day using ~~FinFrae~~ the official time keeping system with your Employee Number ~~You will be given a code to use~~ each time you clock in or clock out. If for any reason the above is not followed or you fail to clock in or clock out (missed punch), you must contact your supervisor in writing within 24 hours of the missed punch. You will be paid on a later payroll once the discrepancy has been resolved. Repeated discrepancies may result in discipline. The tampering with other employee's time code may be cause for discipline, including termination.
- Hours are logged by job code. Any discrepancies should be brought to the Supervisor's attention immediately.
- Paychecks will no longer be mailed or hand delivered to you. If you do not have direct deposit set up, you will need to personally pick up your paycheck from the Administration Office in Blanchette Park on paydays.

### 2024 Payroll Schedule

	Payroll Pay Period		Pay Date
1	December 24, 2023	thru January 6, 2024	January 12, 2024
2	January 7, 2024	thru January 20, 2024	January 26, 2024
3	January 21, 2024	thru February 3, 2024	February 9, 2024
4	February 4, 2024	thru February 17, 2024	February 23, 2024
5	February 18, 2024	thru March 2, 2024	March 8, 2024
6	March 3, 2024	thru March 16, 2024	March 22, 2024
7	March 17, 2024	thru March 30, 2024	April 5, 2024
8	March 31, 2024	thru April 13, 2024	April 19, 2024
9	April 14, 2024	thru April 27, 2024	May 3, 2024

10	April 28, 2024	thru	May 11, 2024	May 17, 2024
11	May 12, 2024	thru	May 25, 2024	May 31, 2024
12	May 26, 2024	thru	June 8, 2024	June 14, 2024
13	June 9, 2024	thru	June 22, 2024	June 28, 2024
14	June 23, 2024	thru	July 6, 2024	July 12, 2024
15	July 7, 2024	thru	July 20, 2024	July 26, 2024
16	July 21, 2024	thru	August 3, 2024	August 9, 2024
17	August 4, 2024	thru	August 17, 2024	August 23, 2024
18	August 18, 2024	thru	August 31, 2024	September 6, 2024
19	September 1, 2024	thru	September 14, 2024	September 20, 2024
20	September 15, 2024	thru	September 28, 2024	October 4, 2024
21	September 29, 2024	thru	October 12, 2024	October 18, 2024
22	October 13, 2024	thru	October 26, 2024	November 1, 2024
23	October 27, 2024	thru	November 9, 2024	November 15, 2024
24	November 10, 2024	thru	November 23, 2024	November 27, 2024 **
25	November 24, 2024	thru	December 7, 2024	December 13, 2024
26	December 8, 2024	thru	December 21, 2024	December 27, 2024
1	December 22, 2024	thru	January 4, 2025	January 10, 2025

### Employee Conduct

All employees are expected to conduct themselves while at work and on City premises in a manner that promotes the safety and welfare of employees, encourage congenial work habits and protects City property. The following lists are examples of conduct that may result in disciplinary action, and not inclusive but representative in nature:

- If the employee has been convicted (including a suspended imposition of sentence) of any felony or of a misdemeanor involving moral turpitude.
- The employee has lost, stolen, converted, abused, damaged, destroyed or misappropriated City property or records of information; attempted to steal, abuse, damage, destroy or misappropriate City property or records of information.
- The employee has been drinking, selling or possessing intoxicating liquor or non-intoxicating beer on duty or on City premises except where authorized. The employee has reported for duty drunk or impaired by intoxicating liquor and/or drugs.
- The employee is guilty of insubordination.
- The employee is offensive or discourteous in conduct or language in public, or toward the public, City officials, or employees.
- The employee is negligent, incompetent or inefficient in the performance of duties.
- The employee has failed to report accidents or personal injuries and or has falsified any information or report required by the City.
- The employee initiated or participated in verbal or physical altercations.
- The employee possesses or possessed unauthorized firearms, weapons or explosives.
- The employee failed to maintain a satisfactory attendance record or has abused leave privileges.
- The employee engaged in discrimination or harassment on the basis of race, color, religion,

national origin, sex, ancestry, age, disability, public assistance recipient, sexual orientation, gender identity, gender expression or familial status.

- Employees are not permitted to distribute any items to program participants or the public at any time throughout their employment with the City. This could include but is not limited to; home-made or store-bought food items, treats, incentives, gifts or presents of any kind, advertisement materials, etc.
- Accepting any form of gratuity is forbidden.
- Employees should not engage in rumors or unsubstantiated information. Necessary information will be passed along to a supervisor for investigation as necessary.
- Media inquiries will be directed to Department Administration. Park patrons, park participants, general public and/or other employee inquiries that cannot be immediately answered will be passed along to Department Administration.

### **Shift Trading Procedures**

If an employee needs to trade or desires to give a shift away, the employee must use “WhenToWork” to trade or give away the shift. The shift trade request must be placed and completed on the Trade Board or transferred through a Pick-Up Request. In some divisions, manager approval may be required to trade a shift. Upon transfer of a shift to another employee, it now becomes each employee’s responsibility to know the shift they work. If an employee misses a scheduled shift, the information in “WhenToWork” will determine the responsible employee(s) for missing the shift. No shift shall be traded based on oral confirmation from another employee. If an employee misses a scheduled shift and no completed and approved trade or pick up exists, the scheduled employee is responsible for missing the shift. If your shift is on the trade board and no one has assumed responsibility for your shift, you are still responsible for working that shift. Any form of compensation for covering a shift, offered or requested by either employee, is prohibited and may result in disciplinary action.

### **Employee Sick Procedures**

- All employees are required to work the entire summer according to the hiring dates agreed upon.
- Excused absences will consist of illness of yourself, and/or serious illness or death in your immediate family. The St. Charles Parks and Recreation Department reserves the right to ask for a doctor's verification of illness and inability to work. In case of illness, the employee must notify his/her supervisor as soon as possible, but no less than two hours before scheduled work start time. Failure to report an absence will result in receiving a written warning.
- Unapproved absences will be considered "unexcused" and may be cause for discipline.

### **Overtime Policy**

- Employees are required to obtain permission from their supervisor to work overtime.
- Employees who work overtime without the permission of their supervisor may be subject to discipline.

- Employees who work overtime shall be paid ~~or provided compensatory time, as the case may be,~~ for all overtime hours worked regardless if the overtime was authorized or not. In no event shall overtime not be paid ~~or compensatory time not be provided~~ for overtime worked even if the overtime worked was without authorization.
- Under no circumstances shall an employee's time sheet or payroll record be altered by a supervisor to remove overtime hours which have been worked including any unauthorized overtime. Violation of this policy may subject the supervisor to discipline.

Employees shall not perform any work-related activities during non-working hours, such as, but not limited to, access their city email account via personal computer or mobile devices including city issued or personal cellular telephones. Violation of this policy may subject the employee to discipline. THIS POLICY DOES NOT RELIEVE AN EMPLOYEE OF THE RESPONSIBILITY FOR BEING AVAILABLE WHEN ON CALL; KNOWING THEIR WORK SCHEDULE; OR KNOWING OF A CHANGE IN THEIR WORK SCHEDULE.

### **Substance Abuse Policy**

It is the policy of the City of St. Charles, Missouri, to protect the public safety and integrity, efficiency and productivity of the workplace by requiring that all employees are fit for duty while on the job. Employee involvement with alcohol or drugs while on duty can adversely affect the work environment, job performance and safety. Therefore, employees are expressly prohibited from reporting for work or working when the employee would test positive for alcohol or prohibited drugs, and from using or possessing alcohol or prohibited drugs on the work premises.

### **Sexual Harassment**

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. Sexual harassment is defined as "unwelcome behavior of a sexual nature."

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly (directly) or implicitly (indirectly) affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

#### **Examples of Prohibited Verbal (Oral) Conduct:**

- Making catcalls or whistling
- Making sexual comments about clothing, looks or body parts
- Asking about sexual history, fantasies, preferences
- Repeatedly asking someone out who is not interested
- Spreading rumors or lies about another person's sex life

#### **Examples of Prohibited Non-Verbal Conduct:**

- Sending personal gifts
- Staring at someone or looking them up and down
- Blocking another's path



- Displaying sexually suggestive or inappropriate items
- Viewing pornographic internet sites or e-mail
- Digitally displaying or transmitting sexually explicit photos

**Sexual harassment can occur in a variety of circumstances including but not limited to the following:**

- The victim as well as harasser may be a woman or man.
- The victim does not have to be of the opposite sex.
- The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or the discharge of the victim.
- The harasser's conduct must be unwelcome.

Although not required by law, it is helpful for the victim to directly inform the harasser that the conduct is unwelcome and must stop. The victim must report the behavior to a member of management

### **Five Forbidden Phrases**

When working in a customer service environment, there are certain phrases or responses that give immediate negative first impressions. In order to display a positive attitude, always consider alternative responses to the following "forbidden" phrases. Focus on the guest's needs and solving their problems.

#### **"I Don't Know."**

Overall quality of service and knowledge of technical expertise is questioned. Also, portrays an "I don't care attitude."

##### Alternative Responses

- Let me find out for you.
- I'll direct you to someone who can help you.
- That's a good question. Let's get an answer for you.
- Let me make a phone call and find out for you.
- If you could please wait, I can get an answer for you.

#### **"We Can't Do That"**

Portrays inflexibility and customer feels he/she is dealing with bureaucracy. He/she has no options. Tell customer what you can do.

##### Alternative Responses

- My supervisor can better explain our procedures; I will get them for you.
- Thank you for your idea, I will pass it along to my supervisor.

#### **"You Will Have To."**

Customer feels he/she is being given a directive. You give the impression of being authoritative.

### Alternative Responses

- Sure, let me explain what we need from you.
- O.K., what you would need to do is...
- Let me explain our process, and then we can proceed.

### **"Just a Second"**

Customer is not given an option of being placed on hold. He/she may feel put off.

### Alternative Responses

- Are you able to wait, while I...?
- If you can wait for a few minutes, I will get someone to help you.
- I'll have to do some research; may I get back to you.

### **"No" at the beginning of a sentence.**

Customer feels frustrated. They feel no sense of accomplishment in getting their question answered.

### **Alternative Responses**

- I haven't been able to get the information you requested yet, but I am working on it and will have it by...
- I'm still checking but should have an answer for you shortly.



### Statement of Acknowledgment and Understanding

I, \_\_\_\_\_ accept responsibility for this Employee Manual and I agree to make myself familiar with all policies and information contained within. I agree to abide by all rules and regulations set forth by the St. Charles Parks and Recreation Department. I understand that I am a City of St. Charles employee representing the St. Charles Parks and Recreation Department. I agree not to post any pictures, statements or media relating to my relationship with the City of St. Charles and the St. Charles Parks and Recreation Department.

Employee Signature: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

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

## General Umpire Information

All Adult Softball Umpires, here-in-after Umpires, must represent the St. Charles Parks and Recreation Department in a professional manner and ~~H~~ave great communication skills and customer service with all the participants and spectators. Umpires are the authority in the fields to enforce the St. Charles County Softball rules. This must be done in a very respectful and professional way. You are the one who usually gets all the questions, complaints, concerns and (sometimes) compliments.

### Umpire Uniform Policy

- Uniforms must be in accordance with USSSA and St. Charles County USSSA Association rules as directed by the Umpire in Chief.
- The proper uniform must be worn every work day without exception.
- Uniforms will be kept neat and clean throughout the season. Soiled or wrinkled uniforms are not permitted. You may not wear your umpire uniform while off duty in the park. It is important for you to stand out in a crowd, as a proud employee of the Park Department. The highest standards of appearance and grooming are required at all times. Wear your uniform with pride!

### Umpire Compensation

- Umpires are required to use their as Employee Number for the official time keeping system FinTrac code at the computer terminal located in the concession stand, at the designated Park where you are working ~~at~~, to clock in and clock out ~~each day~~ of work. This is the only time that an umpire should enter the concession stand, except for an emergency.
- Umpires are paid as follows: Single Umpire pay is \$27 per game and Double Umpire pay is \$22 per game.
- ~~Adult Softball~~ Umpires are paid per game worked and not by the hour. Umpire compensation is recommended by the Umpire in Chief and St. Charles County Umpires Association and is approved by the St. Charles Parks and Recreation Board.
- ~~Umpire clock in and clock out times in FinTrac the official time keeping system are altered each pay period by the Recreation Supervisor II to reflect one (1) hour of pay per one (1) game officiated.~~
- If fields are deemed not playable after 5:00 p.m. and an Umpire shows up to work, then the Umpire shall be paid for one game.
- If a scheduled game is forfeited, Umpires are required to wait at the field for the designated time limit set by the St. Charles County Parks and Recreation Department House Rules which state: Forfeit time for the second game of a Double-header League involving the same two teams on the same diamond shall be 20 minutes after the first game forfeit has

been declared. After waiting the designated time period, Umpires are to clock out and are allowed to leave the Park if they are not scheduled to officiate any other games. Under these forfeit circumstances, Umpires will be paid for each game that was forfeited. ~~Each umpire's clock out time will be adjusted to one (1) hour per game forfeited.~~

- If an ~~u~~mpire fails to clock in or clock out, they must notify the Recreation Supervisor II within 24 hours of the time of the missed punched.
- Umpires must work less than 40 hours a week. If you begin to approach 40 hours in a week, please inform the supervisor.

## Umpire Expectations

- The definition for "on time" consists of three elements: in your uniform, at your assigned work station, and at the scheduled time.
- Umpires are required to call the Rainout Hotline any time they think field conditions are questionable. If the Rainout Hotline does not state that a game has been cancelled, then Umpires are to report to work as scheduled. The Rainout Hotline is only updated when games are cancelled.
- Smoking, tobacco or alcohol use is not permitted in City of St. Charles Parks or while in City uniform.
- Cell phones should be turned off or on silent mode when you are working, except for emergencies.
- Umpires are not permitted to distribute any item to a Parks and Recreation program participant. This includes, but is not limited to, homemade or purchased food, drinks, gifts or any other item or thing.
- Umpires should report maintenance problems, dangerous areas, suspicious or inappropriate behavior or the issuance of an ejection notice of a park patron, team manager or player in a timely manner to the Umpire in Chief or Recreation Supervisor II.
- Umpires should refer information inquiries to the Recreation Supervisor II.

## Safety

We must do everything possible to prevent accidents and eliminate hazardous situations in and around our facilities. If you see an unsafe condition, if possible please correct it. In addition, when assigned to an area never leave without being properly relieved. If you are directly involved with handling an accident/injury/serious illness of a program participant or guardian you must complete the required report and documentation of the event prior to clocking out for your shift.

## Accidents/Injury/Serious Illness

- Determine details of the incident.
- Notify staff and supervisor by cell phone or one long whistle blast with clenched fist raised.
- Evaluate injuries/illness and coordinate First Aid as needed.
- Determine need for emergency services.

- CALL 911 IMMEDIATELY IF NECESSARY!
- If not directly involved in the first aid treatment, assist in crowd control.
- If directly involved in the first aid treatment, complete proper incident form. After the form is completed it must be turned in to the supervisor on duty. Please give as much detailed information as possible without diagnosing the injury on the incident form.
- Do not make statements about the incident to anyone other than your supervisor.
- Supervisor will notify Recreation Supervisor II.

### **Threatening Weather/Severe Storm/Tornado**

In the event of inclement weather including sudden situations: seek shelter where ever possible. Remain calm.

- If lightning is sighted or thunder is heard notify staff and the supervisor. Supervisor will decide to continue program or to cancel. Thunder storms can quickly form creating a dangerous situation. When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. According to the National Weather Service, lightning can strike 10 miles away from the parent thunderstorm.
- Should lightning strike near you, assume a crouched position on the ground with only the balls of your feet touching the ground. Wrap your arms around your knees and lower your head. Minimize contact to the ground since lightning often travels through the ground. *Avoid:* Tall trees or objects like backstops, dugouts, light poles, flagpoles, and standing pools of water. Avoid being the highest object on the field.
- If a sudden weather change requires immediate action, seek shelter immediately. Calmly line up Staff and participants to interior walls and assume a protective position by kneeling on their elbows with their foreheads on the floor and cover their heads with their hands.
- If a tornado appears so quickly we are caught outside, we should not attempt to run to a building or shelter unless we are absolutely sure to arrive before the tornado strikes. Instead, we should take shelter by assuming the protective position on the ground. If a ditch, creek or other depression is close, move to lowest possible ground and assume protective position.

## **Adult Softball Umpire Contact Information**

**Oscar Rojas– Primary Contact**  
Recreation Supervisor II

Office: 636-255-6146

Emergency

911

Police (non-emergency)

636-949-3309

Maintenance or On-call Supervisor

636-255-6148

Parks and Recreation Department Administrative Office

636-949-3372

Blanchette Park, 1900 Randolph Street, St. Charles, MO 63301

Office Hours: Monday – Friday, 8:00 AM – 5:00 PM

**Rainout Line Number (Wapelhorst-Ext. 1, McNair-Ext. 2&3) 636-944-6001**

## **General Aquatic Employee Information**

Smile, it's your first line of defense and it will make our customers feel welcome when they are at the aquatic facility. You may be the first employee the guest has contact with and the one who will set the tone for their visit. You may get questions, complaints, concerns and (sometimes) compliments.

Handle the guest to the best of your ability, to satisfy them. Sometimes you will not be able to satisfy them because we have rules that they don't always like or agree with. Approach guests in a helpful way offering to take care of any problems that may exist. If you feel that you cannot handle the situation, ask for assistance from the Aquatic Manager on duty. You are representing the Parks & Recreation Department, so please always be mindful of this when you are at work and interacting with customers. You must be 15 years of age and possess a current ILTP certification through Ellis and Associates in order to work as a lifeguard.

## **Aquatic Uniform Requirements**

It is expected that every employee report to their shifts looking neat and clean. It is required that the uniform lifeguard swimsuit/lifeguard swim trunks are worn. The uniform also includes the current St. Charles Parks and Recreation lifeguard t-shirt, visor, hip pack and whistle that are provided to you. An employee will not be permitted to work if not in the correct uniform.

## **Scheduling**

Employee schedules will be made and distributed bi-weekly. Employees must submit their time off requests by the required date and time. When putting in time off requests, you are blocking out the time frame you cannot work for any given day and time. Schedules will be made and published by at the latest, the Wednesday after your availability is due for the new schedule. You are responsible for filling any of your shifts that you cannot work. You can do this by posting your shift on the trade board. This gives other employees the chance to pick up your shift to work. You can also personally reach out to other staff to ask them to pick up your shift. If you cannot find coverage for your shift, it is your responsibility to work that shift and you may have to miss a personal event in order to do so. Please understand that simply posting your shift to the trade board does not relieve you of your responsibility of that shift. You are not relieved of responsibility until another person picks up that shift and you are no longer assigned to it in the system. Employees must work less than 40 hours a week. If you begin to approach 40 hours in a week, please inform the Aquatic Manager or supervisor.

## **Staff Meeting Attendance (In-service)**

In-services will be held two times a week. The specific times and locations of these in-services will be posted in each lifeguard room and will be sent out via message through the scheduling program. It is required that all aquatic staff acquire 4 hours of in-service training per month. Staff will be required to attend 1 in-service per week, if available and will be scheduled accordingly. If a staff member is unable to acquire 4 hours of in-service in a month, staff member needs to contact the Aquatics Coordinator to discuss alternate options.



## **Aquatic Emergency Action Plans Aquatic/Non-Aquatic**

1. Immediately notify other aquatic staff by utilizing standard signal of two long whistle blasts while raising a clenched fist. Be sure to loudly call for assistance, direct an individual to call 911, and for that person to tell you once 911 has been contacted.
2. Quickly survey the scene to determine scene safety. If the scene is unsafe, make necessary adjustments to ensure that you have eliminated all threats that could cause any harm to you or those involved in the incident. Be sure to take all standard precautions, such as putting on medical exam gloves, to avoid contact with any bodily fluids.
3. Confirm that 911 has been contacted and that the break guards/Aquatic Manager(s) are on their way to assist; bringing with them the proper equipment (trauma bag, supplemental oxygen, AED, backboard, etc.)
4. Evaluate the emergency and decide what care should be provided. The type of care provided is based on the International Lifeguard Training Program through Ellis and Associates, Inc.
5. Lifeguards not directly involved in assisting or treating guest need to clear pools and maintain crowd control.
6. Aquatic manager will notify the Aquatics Coordinator immediately. Aquatic manager will also direct staff members to exact locations throughout the park in order to direct emergency personnel as they arrive on scene. Wapelhorst and Blanchette staff will direct emergency personnel to the gate located closest to the incident. Emergency personnel will arrive to an opened gate and a staff member there to provide details of the emergency and where in the facility it is located. A McNair staff member will direct emergency personnel through the entrance gate of the facility.
7. Once the patient has been released or transported, staff will complete the required rescue and incident reports. Aquatic manager will collect written statements from all staff involved in the care of the incident. Staff will never make any statements about the event to anyone other than their supervisors.
8. Aquatics Coordinator will notify Ellis and Associates of any event that requires supplemental oxygen, AED, further medical care beyond the lifeguard scope, a near-drowning or incident involving death. Aquatics Coordinator will notify any other necessary parties depending on the severity of the incident (Parks and Recreation Director/Assistant Director, Enterprise Superintendent, Parks and Recreation Camp Director/Assistant Camp Director, City Attorney, etc.)

### **Severe Weather Procedure**

If the aquatic facility is open and lightning/thunder is positively identified by the Aquatic Manager on duty, lifeguards will execute three long whistle blasts to begin directing guests to exit the pools.

All umbrellas will be closed and lifeguards/slide attendants will come down from all lifeguard stands/slide towers. Do not leave lifeguard station until all guests are out of the water. Once all guests are clear from the pools, lifeguards must station themselves in a safe place on the pool deck to ensure that no guest re-enters the pool. Staff will direct all guests to go to the bathhouses or a safe place on the pool deck.

To allow guests back in the pool, it must be lighting/thunder free for a continuous 20 minutes. The 20-minute wait time will restart every time lighting is spotted or thunder is heard.

Aquatic managers will alert staff and guests when it is safe to re-enter the water. In the event that the pool is cleared for an extended amount of time, Aquatics Coordinator may close the facility for the remainder of the day.

If it begins lightly raining, the pool will remain open. Pools will only be cleared if heavy rain prevents lifeguards from seeing the bottom of the pool or lightning/thunder occurs.

## **Guardian Supervision**

Children must be 12 years of age or older to enter the aquatic facility without a guardian. Children 11 years of age and younger must be accompanied by a guardian 14 years of age or older. Any guardian that has a child left unattended at any time while at the aquatic facility may be escorted out of the facility with the unattended child(ren).

## **Lost Child Alert**

In the event that a child is reported missing, the Aquatic Manager will immediately announce over the PA system for all pools to be cleared and slides to stop dispatch. Lifeguards will signal with three long whistle blasts for the guests to exit the water and slides to stop. Once all pools are cleared, lifeguards will perform a proactive bottom scan. Once determined that the pools are clear, the Aquatic Manager, on break lifeguards, and all other available aquatic staff members will check the restrooms, concession areas, slide towers, and all deck space. If the child is not found within the aquatic facility the Aquatic Manager will notify the St. Charles Parks and Recreation Department's Ranger Division and/or the City of St. Charles Police Department.

In the event that a child is found without a guardian, execute two short whistle blasts to alert the Aquatic Manager. The Aquatic Manager will then assist the child in finding their guardian. If the guardian cannot be located, the Aquatic Manager will notify the St. Charles Parks and Recreation Department's Ranger Division and/or the City of St. Charles Police Department.

## **Lost and Found**

All lost and found items will be turned into the Aquatic manager's office. Items of less than \$50 value such as towels, clothes, shoes, toys, etc. will be kept in a specific lost and found location at the aquatic facility. The lost and found will be cleaned out on Wednesday of every week. Useable items not claimed will be donated to local charities. Items broken or not useable will be discarded.

Items of value over \$50 such as phones, wallets, keys, glasses, jewelry, etc. will be kept in a secure location at the aquatic facility. Each item will be logged into a lost and found notebook with a description, date found, and employee who found the item. If the item contains identification, the owner will be notified by telephone as soon as possible and the contact attempt recorded within the lost and found notebook. If an item is claimed and proper identification of ownership is made, the claimant will sign and date the log book. If the item is not claimed the same day, the St. Charles Parks and Recreation Department's Ranger Division will be notified and secure the item(s) and follow the Property and Evidence Policy.

## **Blood Borne Pathogens/Infectious Diseases**

When administering first aid or cleaning up any bodily fluids, the following precautions should ALWAYS be implemented:

- Wear protective gloves.
- Use gloves or absorbent material, located in either the trauma bag or first aid closet, to soak up as much fluid as possible.
- Scrub floor/deck with bleach or provided disinfectant and rinse thoroughly with water.
- After treating an injury or cleaning up a bodily fluid spill, dispose of any gloves or absorbent material in the designated bags hanging on the first aid cabinet and remember to always wash hands.

## **Fecal/Vomit Contamination**

- Notify the Aquatic Manager immediately.
- Clear the affected body of water by executing three long whistle blasts.
- Aquatic manager will announce to guests what has occurred and the amount of time the affected area will be cleared.
- Wear protective gloves and remove as much of the contaminant with a net or cup.
- Aquatic manager will super-chlorinate affected body of water.
- Wait the appropriate disinfection time before allowing guests to re-enter water.
- Obtain the name, address, and phone number of the individual, if possible.

## **Vigilance Awareness Training (VAT)**

### Remediation Program

#### 1<sup>st</sup> Unsuccessful Operational Manikin Drop/Live Active Guest in Distress:

- The lifeguard failing to complete a successful OMD or Live Active GID will be immediately taken off stand. The Aquatic Manager/supervisor/instructor on duty will immediately revalidate the area where the manikin was to ensure the lifeguard was positioned in a place where the VAT could be seen.
- Lifeguard will work with management in the revalidation process as the lifeguard in the stand to confirm ability to see the manikin. The assistance in this process will serve as initial remediation. Additionally, the lifeguard will receive a written warning and verbal counseling from management.
- After completion of the remediation described above, the lifeguard will begin guarding again. The lifeguard will be re-tested within 2 days of being back on stand.

#### 2<sup>nd</sup> Unsuccessful Operational Manikin Drop/Live Active Guest in Distress:

- Lifeguard will be immediately taken off stand and sent home.
- Lifeguard will attend a 2-hour in-service before they will be able to return to work which will include re-education on:

1. Environmental and physical factors that affect vigilance.
  2. The “If You Don’t Know...Go” premise. Should a lifeguard see something that is not normal, then they must immediately enter the water to attend to what they have seen.
  3. The occlusions present at the facilities (inlet caps, pool grates, changes in coloration, lap lanes, glares, etc.)
  4. The 10/20 Protection Standard as well as scanning patterns, proactive bottom scanning, and the Five-Minute Strategy.
- Lifeguard will then be challenged to identify/retrieve a manikin while the following are present:
    1. Glares
    2. Reflection/Refraction
    3. Surface Disturbances
    4. Blind Spots
    5. Extreme Locations of Zones

If necessary, Aquatics Coordinator or Aquatic Manager may require lifeguard to shadow guard for additional scanning practice. They will not serve as the primary guard.

After completion of documentation and the remediation described above, the lifeguard will begin guarding again. The lifeguard will be re-tested within 2 days of being back on stand. The Aquatic Manager/supervisor/instructor on duty will also conduct an internal observational audit on the lifeguard to ensure the lifeguard’s scanning meets the standards.

### 3rd Unsuccessful Operational Manikin Drop/ Live Active Guest in Distress:

The lifeguard will be terminated and their Ellis and Associates ILTP license will be revoked.

Employee may be moved to another position in the Department if discussed and agreed upon by all involved parties.

## **Lifeguard Daily Responsibilities Opening Shift**

- Prior to the beginning of every shift, hip packs must be checked for gloves and that their resuscitation mask has a one-way valve with proper inflation and no cracks.
- Arrive prepared with uniform suit, uniform t-shirt, whistle, sunglasses, visor, water, and apply sunscreen.
- Pick up any trash seen while walking to lifeguard stand.
- Lifeguards working opening shift will take a rescue tube to the appropriate stations.
- Lifeguards working opening shift will show up at least 15 minutes before opening to ensure that lifeguard is prepared for guests to enter the facility.
- Employees that are scheduled to leave midday will be assigned a cleaning duty to complete before they are allowed to leave. Examples include the following:

- Pick up trash on pool deck, concession area, and restrooms.
- Re-stock toilet paper, paper towels, and soap in restrooms.
- Empty trash cans if needed.

**\*Aquatic manager will assign cleaning duties. Do not clock out without Aquatic Manager approval. \***

### **Closing Shift**

- Hang rescue tubes up and put all umbrellas down.
- Empty all trash cans and replace with new liners.
- Bathrooms
  - Scrub toilets
  - Empty trash and sanitary napkin bins
  - Scrub floors; hose down thoroughly and squeegee excess water
  - Clean floor drains
- Clean lifeguard room.
- Empty leaf baskets.
- Squeegee zero depths.
- Pick up trash on all pool decks.
- Put chairs up and put them back in place.

**\*Aquatic Manager will assign cleaning duties. Do not clock out without Aquatic Manager approval. \***

### **Lifeguard Whistle/Hand Signals**

- One Long Blast: Signals that lifeguard is breaking their 10/20 protection standard and entering the water to perform a rescue.
- One Short Blast: Gains the attention of a pool patron.
- Two Long Blasts: Activates facility EAP for an aquatic/non-aquatic emergency.
- Three Long Blasts: Alerts patrons that pool must be cleared.
- Two Short Blasts: Alerts Aquatic Manager or another lifeguard that you are requesting assistance.
- Raised Clenched Fist: Signals that lifeguard needs assistance making a rescue or providing first aid, while simultaneously using one long blast. When raised in unison with two short blasts, it directs the Aquatic Manager to the lifeguard who needs attention.
- Wrists Crossed Over Head: Informs lifeguard/slide attendant on slide tower to stop dispatching guests down the slide.
- Thumbs Up: Situation is clear, resume back to normal activity.
- Pat Top of Head: Signals to neighboring lifeguard to watch your water.

### **Aquatic Facility Closing Information**

In the event of inclement weather, information on pool closings or adjusted hours will be updated on the Rainout Line. Please visit [rainoutline.com](http://rainoutline.com) or download the Rainout Line App. You may

sign up for text alerts or emails by visiting the website. Staff will NOT need to call the facility. Please be sure to pay attention to each facility on the Rainout Line, it is possible that the information may differ between the facilities. (Blanchette Aquatic Facility, Blanchette Aquatic Facility Programs, McNair Aquatic Facility, McNair Aquatic Facility Programs, Wapelhorst Aquatic Facility, Wapelhorst Aquatic Facility Programs) If you need to speak with an Aquatic Manager please contact them directly. All Aquatic Manager phone numbers are listed on the When to Work App.

## General Aquatic Facility Rules

- Ellis and Associates licensed Lifeguards are on duty at all times.
- Staff reserves the right to ask guests to discontinue use of the facility for safety reasons or inappropriate/unacceptable behavior.
- Horseplay will not be tolerated. An Aquatic Manager will be notified immediately if a guest is acting in a way that is unsafe and may cause harm to themselves or other guests.
- Smoking, cigarettes, cigars or vapor products, are not allowed within the aquatic facility.
- Outside food, coolers, or glass is prohibited.
- Hard balls or toys are not permitted.
- No diving, flipping, or twisting into pool.
- Sitting or hanging on lane ropes is prohibited.
- Coast Guard approved life jackets, noodles, water wings and rings no larger than 38 inches in diameter are allowed with adult supervision. Other flotation devices such as inner tubes and rafts are not permitted.
- Guests swimming abilities may be tested before being allowed in water depths where they cannot touch.

## Aquatic Slide Rules

- Guests must be at least 48" tall to ride ~~all enclosed flume slides, drop slides and speed slide slides.~~ (With the exception of the children's play structure and Boomerango)
- Guests must be at least 42" tall to ride the Boomerango Slide; Maximum Operational Load: 2 persons, 400lbs; Maximum Individual Rider Weight 300lbs; Minimum Total Rider Weight 100lbs.
- Guests must be at least 36" tall to ride the kiddie structure slides.
- Slides will be used laying on backs and feet first only. Riding the Speed Slide, arms must be crossed over the chest and feet crossed at the ankles.
- Guests having a health or other problematic condition are prohibited from riding the slides. The conditions include but are not limited to:
  - a significant physical ailment or conditions are present.
  - neck or back problems.
  - high blood pressure or heart disease.
  - pregnant or body weight over 300 lbs.
  - under the influence of drugs/alcohol.
  - experienced stomach/intestinal illness within the past 2 weeks.
- Orthopedic hard casts are not allowed.
- Suits/Trunks with buttons, zippers, or rivets are not allowed.

- T-shirts, lifejackets, shoes and aqua socks are prohibited; rash guard swim shirts may be worn.
- Hanging, swinging and such on the slide tower structures is prohibited.

### **Lazy River Usage**

- Enter and exit lazy river only at designated areas.
- Floaters must follow the direction of the current and should not block the progress of other guests.
- All guests must use tubes provided and are first come, first served.
- No independent or underwater swimming.
- Tubes must be returned to the tube storage area after use and may not be taken out of the lazy river area or retained for a later use.
- Climbing, sitting, standing or walking on the walls/island in the lazy river is not permitted.
- Jumping or diving into the lazy river is not permitted.
- Standing on tubes or stacking of tubes is prohibited.

### **River Walk Program**

The River Walk is an exercise program designed for participants to walk the lazy river with or against the current.

- Enter and exit lazy river only at designated areas.
- Climbing, sitting, standing or walking on the walls/island in the lazy river is not permitted.
- Jumping or diving into the lazy river is not permitted.
- Children are allowed, but must be able to walk on their own without disrupting other participants, or can be carried by an adult.

### **Lap Swim Program**

Lap swimming is an exercise program designed for those capable of swimming at least 25 yards without assistance.

- Lap swimmers may be asked to share a lane, or swim in a circle traffic pattern to accommodate 3 or more swimmers in a lane.
- Jumping or diving into the lap pool is not permitted.
- Diving block and diving board use is not permitted during lap swim.

### **Diving Board Usage**

- Only one person at a time is permitted on the diving board and ladder.
- Each person must wait until the proceeding diver has cleared the area before diving.
- Only two bounces are permitted on the diving board.
- Front dives and flips are allowed straight off the end of the board.
- Cartwheels and handstands are prohibited.
- Hanging off the end of the diving board is not permitted.

- Swimmers are not allowed in the water of the diving area including catching a person from the diving board.
- Divers must swim directly to the nearest ladder and leave the diving area.
- Goggles, masks or flotation devices may not be worn going off the diving board.
- Adjustments of the diving board fulcrum may only be made at the discretion of aquatic staff.
- Due to safety concerns, the Aquatic manager may restrict dives from the diving board.

## **Aquatic Employee Expectations**

- Report for work on time. If unforeseen circumstances arise and an employee must be late, call an Aquatic Manager as soon as possible.
- Never leave a shift uncovered. If a shift is left unfilled by an employee, disciplinary action will be taken.
- The pool will always be open for scheduled hours unless the weather prohibits it. Each pool will be open on holidays, Memorial Day, Fourth of July and Wapelhorst Aquatic Facility on Labor Day.
- A lifeguard's shift does not end until an Aquatic Manager has given them approval to clock out and leave for the day.
- If an employee is ill and cannot work a shift, the Aquatics Coordinator or an Aquatic Manager must be notified as soon as possible. An absence of three days or more will require a release in the form of a doctor's note in order to return to work.
- Always remember to clock in and clock out for every shift. If a correction must be made please inform the Aquatics Coordinator as soon as possible so the correction can be made.
- Always maintain an alert and professional appearance when on the clock and in uniform.
- To remain vigilant, refrain from any unnecessary conversation while covering any zone of protection. Visiting with other lifeguards, friends, or family will result in disciplinary action.
- No food or drink, with the exception of water and sports drinks, is allowed while on stand.
- Any form of technology, including but not limited to, cell phones, air pods, etc. is strictly prohibited from use while on stand. If an employee is found to be actively in use of one of these items while on stand, employee will be immediately clocked out and sent home. A second violation of this nature will result in immediate termination.
- By completing the ILTP and obtaining a lifeguard license through Ellis and Associates, it has been agreed upon to abide by the rules they have set for environmental protection. Umbrellas that are located on stands and slide towers must be opened and remain open at all times. The uniform t-shirt must be worn when the lifeguard is not covered by an umbrella or in water that is waist deep. The uniform visor, sunglasses, water, and sun block (at least 30 SPF) must also be present at all times. Sun block will be available in the lifeguard room.
- Lifeguards are not to assume responsibility for any guest's possessions.
- Lifeguards do not have the authority to eject a person from any facility. Contact an Aquatic Manager immediately if ejection is warranted.
- Staff is strongly encouraged to bring their lunch. Employees will receive a 25% discount on select items from the concession stand. All items must be paid for. If an employee



does not pay for items from the concession stand, it is stealing and they will be subject to disciplinary action.

### **Lifeguard Licensing Fee Policy**

All employees intending to work as lifeguards, lead lifeguards, and Aquatic Managers for the St. Charles Parks and Recreation Department must complete and pass the required lifeguard licensing class through Jeff Ellis and Associates. The required licensing class and licensing fee for new and returning aquatic staff members will be provided and paid for by the St. Charles Parks and Recreation Department.

### **Uniform Policy**

The St. Charles Parks and Recreation Department will provide each aquatic staff member with one uniform swimsuit/swim trunks, one lifeguard t-shirt (lifeguards/lead lifeguards/Aquatic Managers), one supervisors polo (lead lifeguards/Aquatic Managers), visor, and whistle. The hip packs and resuscitation masks will be given on loan and must be returned at the end of the season. Additional lifeguard shirts and polos may be purchased if needed.

### **Aquatic Emergency Contact Information**

Aquatics Coordinator- Missy Hollander 636-866-8197

**In the event of an aquatic emergency, please notify safety officials immediately.**

Emergency 911  
St. Charles City Police Dispatch 636-949-3309

## **General Concession Stand Attendant/Cashier Information**

Smile, it's your first line of defense and it will make our customers feel welcome when they enter the stand. You are the first employee the guests have contact with and you're the one who will set the tone for their visit. You are also the one who usually gets all the questions, complaints, concerns and (sometimes) compliments.

Handle the guest to the best of your ability, to satisfy them. Sometimes you will not be able to satisfy them because we have rules that they don't always like or agree with. Approach guests in a helpful way, offering to take care of any problems that may exist. If you feel that you cannot handle the situation, ask for assistance from the manager on duty. You are representing the Parks Department, so please always be mindful of this when you are at work and interacting with customers.

### **Greeting Guests**

- Guests should always be greeted when they enter and exit. "Hi How are you," "Welcome to Wapelhorst Pool or Wapelhorst Ballfields," "Have a nice day," "Enjoy your day," "Have fun today," "Thank you for coming," "Hope to see you back soon!," etc.
- Take your time when waiting on a customer and running their transaction. Make sure everyone is charged correctly.
- Repeat back to the customer their order or the number of people they are paying for.
- At times it will be busy and you'll feel rushed. Take your time and stay calm.
- Leave large bills in sight until you give the guest their change. Lay the bill on the edge of the register drawer once it is handed to you. This way you will know exactly what you were given and the guest can't tell you something different. Mark large bills with the counterfeit money marker. Count the customer's change back to them to ensure correct.

### **Uniforms**

#### **Concessions**

Uniform consists of Park Logo shirt, khaki shorts, capris or pants. Dri-fit khaki colored material is allowed. Leggings, capri leggings, jeans and cut offs are not allowed. Inseam of shorts must be at least 7". Only closed-toed shoes are to be worn. Long hair should be pulled above the collar line and away from the face. Fingernails must be kept short and maintained in good condition and jewelry should be kept to a minimum. Facial hair must be kept neatly groomed and clean

**Appropriate 7” Inseam Shorts**



**Inappropriate 3” Inseam**



**Slide Attendant**

Uniform consists of Park Logo shirt, solid black athletic shorts or solid black pants. Leggings, capri leggings, jeans and cut offs are not allowed. Inseam of shorts must be at least 7”. Only closed-toed shoes are to be worn. Crocs are ok to wear, but slides and open toed shoes are not allowed, even when working as a slide attendant as you could be asked to work in the concession stand where closed toed shoes are required. Long hair should be pulled above the collar line and away from the face. Fingernails must be kept short and maintained in good condition and jewelry should be kept to a minimum. Facial hair must be kept neatly groomed and clean

**Appropriate 7” Inseam Shorts**



**Inappropriate 3” Inseam & Color**



## Scheduling

Employee schedules will be made and distributed weekly through our scheduling system. Time off requests are due every Monday no later than 9am. When putting in time off requests, you are blocking out the time frame you can NOT work for any given day. Schedules will be made and published by Wednesday each week. You are responsible for filling any of your shifts that you cannot work. You can do this by posting your shift on the trade board. This gives other employees the chance to pick up your shift to work. You can also personally reach out to other staff to ask them to pick up your shift. If you cannot find coverage for your shift, it is your responsibility to work that shift and you may have to miss a personal event in order to do so. Employees must work less than 40 hours a week. If you begin to approach 40 hours in a week, please inform your supervisor.

## Staff Meeting Attendance

Staff meetings will be held on an as needed basis. Notices will be sent out via email or message through the scheduling program. Staff meetings are mandatory. If you are unable to attend a mandatory meeting you must reach out to your supervisor for approval or your absence ~~will~~may result in disciplinary action.

## Safety

The St. Charles Parks Department makes a concerted effort to prevent and eliminate hazardous situations in and around the facilities. If you see an unsafe condition, please correct it. In addition, when assigned to supervise an area never leave it without being properly relieved. Staff entrances to concession stands should be kept closed and locked at all times while facilities are in operation, as well as during closing while money is being counted. Staff should make every effort to leave the concession stands at the same time when appropriate so that no employee is left alone. **If you are closing alone and you would like a Ranger escort out at the end of your shift, please call the non-emergency police number at 636-949-3309 at least 30 minutes before the end of your shift.**

## Fire

In the event of a fire, everyone must exit the building in a quick and safe manner. The following steps should be followed:

- Sound alarm by pulling one of the fire alarms in the building.
- Make an announcement to evacuate the building, “Attention please. An emergency evacuation of the park is required at this time. Please go to the nearest exit quickly and in an orderly fashion. All guests should meet on north end of the parking lot for further instructions. Employees should be sure that their respective areas are cleared before leaving.
- Once the building has been completely cleared, the supervisor on duty should exit the building.

The following are instructions for use of the fire extinguishers for fires which are not out of control:

- Hold the extinguisher upright
- Pull pin
- Aim the horn at the base of the fire
- Squeeze the handle and use a sweeping motion to extinguish the fire

## Money Handling Procedures

- Each safe has a set amount of petty cash and start-up money for cash drawer. The total amount in the safe is logged and kept in the safe.
- If the safe is located in a locked room, that room should be kept locked at all times.
- Only Concessions Leads have a key to the safe room and should have access to the safe during a shift.
- If more than one Lead is assigned to the same shift, then one Lead should be designated as the only Lead running the safe for the entirety of the shift.

### Opening the drawer:

- Upon arrival to shift, the Lead should count the petty cash and start up money to verify both together match the total amount logged in the safe.
- Once both are verified, the Lead should get a closing concessions envelope and notate that all have been verified and initial it on the envelope.
- Each cash drawer will have a set cash amount to start up with. After start-up money has been verified, the Lead will place it into the cash drawer.
- The Lead will then assign a cashier to be responsible for running transactions using this cash drawer for the entire shift. This person should also sign the closing envelope at the start of their shift.
- Any additional cashiers must also sign the closing envelope so that all cashiers are accounted for.
- Any change needed for that cash drawer will come from the safe. Cashiers will need to let the Lead know when they notice that they are low on a certain denomination.
- The Lead will then take the necessary amount of money out of the drawer and straight to the safe to exchange it for the denominations needed. The money pulled from the safe will then need to be taken straight back to be placed in the cash drawer.
- Checks are not accepted.
- **TIP JARS ARE PROHIBITED IN ALL CONCESSION STANDS.**

### Closing the drawer:

- At the end of the shift, the cash drawer will be closed out by the designated lead on duty.
- Bills should be sorted by denomination, all facing the same way. Lead will need to print a cash journal report for the appropriate workstation number
- Start-up money should be pulled back out of the cash drawer and placed back in the safe.
- Lead will then count remaining money in drawer and verify total amount matches listed cash amount on cash journal report.
- Once all is completed, they will need to fill out a deposit slip to put with the cash deposit.
- The closing concessions envelope will then be filled out listing all totals needed from the cash journal report, Lead should also confirm that all cashiers and managers names are signed on the envelope.

- The cash deposit with bank deposit slip, credit card receipts and the cash journal report will all be placed and sealed in the closing concessions envelope and locked in the safe at the end of the shift.
- At closing, the Lead will verify that the petty cash and start-up money for cash drawer again equals the total amount logged and kept in the safe.

## **Point of Sale**

All transactions will be entered into the POS system - this affects inventory levels. Payments accepted in the concession stand include cash, Visa, MasterCard, Discover, Apple Pay and St Charles Parks Department gift cards. The POS system will have a tender key for the various forms of payment.

- **Cash Transactions:** The system will always ask for the tendered amount.– The system will then tell you what change is to be returned to the customer and the drawer will open. Always leave the bills on top of the cash drawer until the change has been counted. Change should always be counted back to the customer. This should eliminate the need for there to be any miscommunication regarding the amount of money given by the customer.
- **Reports:** At the end of your shift, you will print the Daily Cash Journal (GL Distribution Report) for the appropriate workstation.
- **Balancing the Drawer:** The Lead on Duty will remove the cash drawer and take it to a secure location in the concession stand to count and remove money from the cash drawer. Lead will then count out the start-up money, remove it from the cash drawer and return it to the safe. The remaining money in cash drawer will then be counted and verified that it matches the cash journal report cash total. Once confirmed the Lead will then fill out a deposit slip to match cash total. Once the deposit form has been completed the Lead will place the cash with deposit slip, credit card receipts, any voided transaction receipts and the cash journal report into a sealed envelope with their name printed and signature on the envelope. Sealed envelope should be placed in the locked safe once completed.
- **Voids** –All void receipts must be put in the cash drawer and included in the closing deposit envelope. Cashiers are not allowed to void a transaction. If a void is needed, the cashier must alert their Lead on Duty so that the Lead can run the transaction. Only exception to this is that cashiers may run beer pitcher return transactions.
- **No Sale** – Is not to be used.
- **Keys to open cash drawers** shall be kept in the possession of the shift lead at all times and not left in the cash drawer.

## **Responsibilities While on Duty**

- Visitors are strictly prohibited behind the counters and cash registers.
- Do not sit at any time on the concession stand/cashier counter or on top of deep freezers.
- Stop reading whenever a guest approaches.
- Keep front entrance/counter clean and straight at all times.
  - Clean inside the cashier area/concession counter.
  - Clean all cabinets.
  - Check supplies and notify manager when needed. Don't wait until you are completely out.
  - Clean the area directly outside the stand
- Long hair must be worn in a ponytail, if your hair is long enough to pull back it must be.
- Arrive 15 minutes before your scheduled shift. If you are late or cannot work your shift, call the supervisor.
- Electronic devices are strictly prohibited. Emergency calls only.
- Contact a manager to issue a refund.
- Sanitation rules are to be followed at all times. Wash your hands. Hands are to be washed immediately after clocking in, a minimum of once per hour during a scheduled shift, after eating or drinking, and after touching face, hair, clothing, chemicals, trash receptacles, or any surface that may contaminate food.
- Wear gloves when handling food at all times. Gloves should be changed often during a shift, and anytime they may be contaminated.
- Employees are to eat during scheduled breaks in the back room or outside.
- Drink cups and personal items such as purses, backpacks, or jackets are not to be stored in concession area. This includes a fanny pack style bag, it cannot be worn during your shift and must be stored in the back room of concession stand – these are St. Charles County Health Code violations.
- Employees are responsible to remember to clock in and out.
- Do not leave at the end of a shift until manager checks the concession area and dismisses you.
- If you are unable to work a shift you have been scheduled for, it is your responsibility to find someone to cover your shift. This is not the manager's responsibility. The substitution may require approval by the manager as well



# Concession Procedures

## Opening

- Turn on electrical power for all equipment
- Obtain product and utensils for each products use
- Bring cash register on line
- Count drawer- make sure it is the correct amount
- Prepare estimated start-up amount of food
  - Pretzels
  - Nacho Chips
  - Hot Dogs
  - Burgers
  - Candy
  - Soda
- Wipe down all counters prior to opening
- Check/Restock all products when not busy

## Closing

- Replace all food in proper container or cooler
- Turn off electricity to each necessary machine
- Clean
  - Pretzel Machine - clean grill and lower tray. Clean pretzel display cage.
  - Nacho Chips - Clean warmers as required. Restock as needed.
  - Candy - restock candy on display shelves. Wipe down display as required.
  - Restock all other product as needed.
  - Soda – restock coolers, restock paper products
  - Hot Dog Warmer - clean rollers with scrub pad and wipe off.
  - Replace buns and hotdogs in cooler.
  - Ice machine – wipe down
  - Clean all coffee pots
  - Clean all utensils, pans, etc. and put away
  - Clean soda machines and take off nozzles and disinfect with hot water only
  - Clean all surfaces, mop floors, wash all utensils and hang up
- Pick up all trash on ground and surrounding area.
- Empty trashcans and replace liners.
- Sweep and Mop floors, including restroom
- Empty Mop bucket and hang mop to dry
- Leads are responsible for counting cash drawer after you have confirmed it contains its correct amount.

## **Food**

- Food should be stored properly. All food has to be off the ground and on a shelf.
- FIFO- First In, First Out. Write delivery date on each box.
- Expiration dates should be checked frequently.
- Food should be cooked and prepared properly.
- If food needs to be refrigerated make sure it is refrigerated.
- Do not serve food that you would not eat.
- Employees get a 25% discount on select items and must pay for all items eaten, receipt must be kept for proof of purchase.
- Food waste should be recorded on the closing envelope

## **Sanitation Rules and Procedures**

- Employees must wash their hands before every encounter with food. Wear gloves when working with food.
- A bucket of water with a cap full of bleach should be kept with cleaning towels in it. The water should be changed twice a day. Any cleaning towel contaminated with food or chemical should be washed thoroughly before it is put back into the bucket.
- All counters and work areas should be cleaned and sanitized before, during and after the operation hours of the facility.
- All food should be stored off of the ground and dated.
- All products should be used according to the date. The product in first is first to go out.

## **Lost and Found**

All lost and found items turned in to the Concession Stands will be placed in the designated Lost & Found space in each stand. Each item will be logged into a lost and found notebook with a description, date found, and employee who found the item. Items suspected to be of minimal value will be kept in the designated lost and found location at the concession stand where that item was found. Items suspected to be of value over \$50 such as phones, wallets, keys, glasses, jewelry, etc. will be kept in a secure location at the concession stand. If the item of value over \$50 is not claimed the same day it is turned in, the Ranger Division will be notified and will secure the item(s) and follow the Property and Evidence Policy.

If the item contains identification, the owner will be notified by telephone as soon as possible and the contact attempt recorded within the lost and found notebook. If an item is claimed and proper identification of ownership is made, the claimant will sign and date the log book.

The lost and found bin will be cleaned out every 90 days. Useable items not claimed will be donated to local charities. Items broken or not useable will be discarded.

## **Health Inspections**

The St. Charles County Health Inspector will be at the parks at varying times to inspect the concession premises. Everything must be cleaned and in order at all times to prevent an unacceptable restaurant rating.

## **Injury to Guest**

First aid for a non-emergency:

- When a guest is treated for an injury an Incident Form must be completed immediately.
- After the form is completed it must be turned in to the supervisor on duty. If the injured person is a minor, the parent's name must also be on the Incident Form. Please give as much detailed information as possible without diagnosing the injury on the Incident Form.
- When the guest is a minor, contact a parent or guardian.
- If it is an emergency call 911 immediately.

## **Concessions Contact Information**

**Chan Smoot**

**Concessions Coordinator**

Emergency

Police, Non-Emergency

Maintenance, On-Call Supervisor

Parks and Recreation Administrative Office

Office Hours: Monday – Friday, 8:00 AM – 5:00 PM

Program Rainout Hotline

**Office: 636-949-3577**

**Cell: 636-328-7979**

911

636-949-3309

636-255-6148

636-949-3372

636-944-6001

Parks and Recreation Administrative Office

Blanchette Park

1900 Randolph

St. Charles, MO 63301

## **General Day Camp Counselor Information**

Smile, it's your first line of defense and it will make our parents and campers feel welcome while they are here. You are the first employee the guests have contact with and you're the one who will set the tone for their visit. You are the one who usually gets all the questions, complaints, concerns and (sometimes) compliments. Handle the guest to the best of your ability, satisfy them. Sometimes you will not be able to satisfy them because we have rules that they don't always like or agree with. Approach guests in a helpful way offering to take care of any problems that may exist. If you feel that you cannot handle the situation, ask for assistance from the Camp Director.

## **Day Camp Uniform Policy**

Uniforms will consist of one shirt, khaki/tan shorts, tennis shoes, fanny pack/back pack and whistle. The shirts and whistle will be provided through the Department. Each Staff Member supplies their own shorts, closed toe tennis shoes, and back pack that they are required to carry each day. Protect yourself from the sun by applying sunscreen each morning and carrying a water bottle in your back pack. A hat is strongly recommended for wear each day. In your back pack you will also be required to carry a first aid kit that will be supplied through the Department. If you are assigned to a 1-on-1 position or want to swim with your age group on pool days, you are required to wear a modest one-piece swim suit or staff shirt and swim bottoms. The Camp Directors and Site Assistant reserve the right to have you change if they feel you do not meet the requirements. If you have questions about appropriate swim attire, please ask. Uniforms will be kept neat and clean throughout the season. Dirty or wrinkled uniforms will not be permitted at work. If you are planning to use park and recreation facilities after your scheduled hours you must wear something other than the camp uniform. There should be no unreasonable logos or writing on accessories such as hats, sunglasses, jackets, etc.

### **Appropriate 7 Inseam Shorts**



### **Inappropriate 3" Inseam**



## **General Day Camp Information**

- The 2024 St. Charles Summer Fun Day Camp program begins on Tuesday, May 28<sup>th</sup> and continues through Friday, August 9<sup>th</sup>. Camp hours are Monday through Friday, 9:00 A.M. – 3:00 P.M. Sunrise Camp is available from 6:30 – 9:00 A.M. and Sunset Camp is available from 3:00 – 6:00 P.M. Camp will not be held Thursday, July 4<sup>th</sup>.
- Children between 6 -14 years of age may attend the Summer Fun Program. A five-year-old who has completed kindergarten, with proof, may attend camp. Pre-registration is required. A completed Consent Waiver Form is required prior to the participants first day at camp. Program participants will not be allowed to be signed-in by a parent/guardian until a completed Consent Waiver Form is on file.
- Fees are all inclusive and are not prorated by day. Each camper will receive one t-shirt on their first registered week. All supplies, field trip admissions, etc. are included in the program fee. All campers must wear their camp program shirt every day at camp. Additional shirts may be purchased at the Park Office for an additional fee.
- All campers and staff members are responsible for supplying their own lunch and drinks each day. Campers must bring a non-perishable lunch and drink with their name clearly marked.
- All campers and staff members are responsible for their own personal belongings. The City is not responsible for any campers or staff member's personal possessions which are lost or stolen. All articles brought to camp should be clearly marked. Bikes brought to camp should have a lock. No skateboards or wheeled shoes should be brought to camp.
- Typically, Blanchette Camp will swim on Tuesday, Wednesday and Friday each week and Wapelhorst Camp will swim on Tuesday, Thursday and Friday each week. Each-camper should bring swim items in a clearly labeled bag. Campers will not be required to swim, but they will need to remain seated around the pool area until the session is completed. Typically, Blanchette Camp will take an off-site field trip once per week on Thursdays and Wapelhorst Camp on Wednesdays.

## **Day Camp Employee Expectations**

- Staff shall attend and complete all required training.
- Staff shall report for duty as scheduled unless the absence is approved by the Camp Director or his/her designee.
- Staff shall report on time. The definition for "on time" consists of these elements: in uniform, at your assigned station, at the posted time.
- Staff is not permitted to leave camp premises at any time prior to clocking out.
- Staff is not permitted to leave their group or campers at any time without notifying another counselor. Staff is responsible for supervising campers at all times. Staff is responsible for knowing their group attendance count at all times.
- Staff must avoid lifting camp participants and will not allow camp participants to lift others.
- Staff is not permitted to distribute any items to camp or program participants at any time throughout their employment with the City. This could include, but is not limited to: homemade or store-bought treats/incentives, gifts or presents of any kind, advertisement

materials, etc. Cell phones should not be used while working unless requested by supervisor. Campers should never have access to a counselor's phone.

- Staff should report any maintenance problems, dangerous areas on the work site, suspicious behavior of a park patron, and parent or camp participant immediately to the Camp Director.
- Staff is prohibited to pass rumors or other unsubstantiated information to the press, park patrons, parents, program participants and/or City employees. The Parks and Recreation Department will handle the distribution of any information.

## **Day Camp Staff Training**

All staff training is mandatory. All staff is required to be certified in First Aid/CPR/AED for Adults and Pediatric Care. Ellis and Associates training and certification for First Aid/CPR/AED for Adults and Pediatric will be provided. All staff will be required to attend training on Inclusion Services, ADA requirements, Epi-Pen administration as well as any other training for lay person medical procedures. Staff will be required to provide the services they receive training on and take appropriate actions at all times when clocked-in for every shift. You will be paid for all other required staff training sessions and meetings. Staff training will be held prior to the first week of camp. Any absences must be approved and it is your responsibility to make up any missed training topics.

## **Corrective Actions, Discipline and Program Dismissal**

A positive approach will be used regarding discipline. If inappropriate behavior occurs a prompt resolution will be sought specific to each individual situation. Lead staff will maintain open communication with parent/guardians when a discipline problem occurs. All disciplinary issues will be documented on an incident form and parent/guardians will be required to sign at time of pick-up. Violent or aggressive behavior, leaving camp premises or any situations deemed unsafe by staff towards one's self, another program participant, or staff member may call for the immediate dismissal of the program participant from the Summer Fun Day Camp Program. If your child is dismissed from the Summer Fun Day Camp Program, a refund will not be issued. The following steps will be used for correcting inappropriate behavior. Severity of behavior may dictate which corrective actions are taken or dismissal from Day Camp:

1. Verbal reminder of appropriate behavior. Ask camper if what they are doing is Respectful, Safe, and Responsible. Remind camper of Code of Conduct/appropriate behavior.
2. Verbal warning to correct inappropriate behavior. Remind camper of Code of Conduct/appropriate behavior. Ask/tell camper how to correct and demonstrate appropriate behavior. Warn camper what will happen the next time they repeat the inappropriate behavior.
3. Disciplinary action fitting to inappropriate behavior. Disciplinary action should be directly related to the camper's behavior and may consist of: picking up trash, activity supplies, verbal or written apology to make amends for inappropriate behavior, etc.
4. Staff supervised time away from activity/group or pool. At this time an incident report will be written requiring signature at pick-up by parent/guardian. Staff and/or multiple staff

begin writing an incident report for the camper's inappropriate behavior and the actions taken such as supervised time away from activity/group. Include all previous steps used in attempt to modify their behavior.

5. Meeting with camper, counselor and Camp Director/Recreation Specialist. Discuss behavior and plan moving forward. Make sure that the camper understands that there are no more warnings, the next time they repeat the behavior, there will be a meeting with their Parent/Guardian.
6. Phone call/Meeting with Parent/Guardian and staff and/or camper to discuss further action.

## **Medication**

Campers are not allowed to have medication of any kind in their possession during day camp hours unless otherwise noted on their Consent Waiver Form for emergency situations. If a camper does require medication during camp hours, then all medications will be given in accordance with the following policies:

- The Parks and Recreation Department must have the participant's Consent Waiver Form on file with each medication the camper needs to take during camp hours. The Consent Waiver Form must be received before the camper may be signed in to camp on their first morning.
- Each program participant must have their own individual Consent Waiver Form completed by Parent/Guardian. Only the Parents/Guardians listed on the Consent Waiver Form will be allowed to make changes to the Consent Waiver Form, including medical information.
- All medication must be in the original container bottle with its original label when given to the Camp Director or staff member. Parent/Guardian may leave a week's worth of medication or may drop off and pick up daily or as needed.
- Parents/Guardians are responsible for making sure their child has enough medication at camp each day per the dosage instructions listed on the Consent Waiver Form and for picking up any unused medication at the end of a session.
- The camper, accompanied by a counselor, is responsible for coming to the Camp Director to receive medication at the scheduled time.
- Staff will be responsible for documenting all actions pertaining to medication at camp.

## **Program Participant Check-Out Procedures**

Program participants will be allowed to leave the camp premises only with a parent/guardian or individual listed on the Consent Waiver Form, unless we receive a release in writing. Children must be signed out by the Site Assistant or designated staff member.

If a parent/guardian or individual on the consent waiver form needs to pick up a program participant early for any reason (ex. Doctor's appointment/Dentist appointment/lunch/outside activity) and will be returning the program participant back to our care, the program participant must be signed in and signed out according to procedures at each arrival and/or departure from camp premises. Once a program participant is signed out to a parent/guardian or individual on their Consent Waiver Form, the participant is no longer under the City's care, even if the participant is still on Park premises. For example, if a parent/guardian wished to eat lunch with their child at camp, they may do so, but will sign the child out of camp first and at this time the program

participant is no longer under our care. When finished with their lunch/visit, the parent/guardian must re-sign in the program participant, at which time the participant returns to our care. Any time a child is signed out, the parent/guardian/responsible party must present a valid government issued photo ID to be compared to the names listed on the Consent Waiver Form.

### **3:00 p.m. and After Care Pickups**

If a child is being picked up by someone other than a known parent/guardian (mother, father or sibling) or a parent is picking up a child other than their own, do the following: 1) ask the name of the person 2) ask for picture identification 3) verify that person is listed on the consent waiver form to pick this child up.

### **If person is not listed on the Consent Waiver Form**

Parents and/or guardian must be contacted to verify this person is allowed to take the program participant BEFORE the participant will be allowed to leave camp premises. Also, ask the parent or guardian if they would like you to add this person to the Consent Waiver Form. If a parent/guardian or any individual on the Consent Waiver Form cannot be reached by phone, staff will immediately notify the Recreation Specialist and/or Recreation Coordinator.

At both camps, campers that are being picked up at 3:00 p.m. are to be separated from the children who are in Sunset Camp. 3:00 p.m. pick-up parents should not have to retrieve campers from the playground unless they are enrolled in Sunset Camp and they come early to pick them up. Campers should be ready by 2:50 p.m. each day.

### **Wapelhorst**

Campers being picked up at 3:00 p.m. should be ~~under~~ in the Gould Building with their belongings ready to go. The Site Assistant (or designated representative) will have a Parks device with ePact ready to sign-out campers at entrance of the building. Each age group counselor needs to designate an area for their age group to sit and remain with them until all campers have been picked up. Campers are to remain at in the Gould Building until 3:15 p.m. At this time the campers are then taken to after care and late pick-up procedures should be followed.

### **Blanchette**

The campers being picked up at 3:00 p.m. should be at the grassy area near the parking lot of Memorial Hall or inside Memorial Hall. Directors will let you know the location per day. Each age group counselor needs to designate an area for their age group to sit and remain with them until all campers have been picked up. The Site Assistant (or designated representative) will have a Parks device with ePact ready to sign-out children in this area. Campers are to remain in this area until 3:15 p.m. At this time, they are then taken to after care and late pick-up procedures should be followed.

### **Late Pick-up**

A late pick-up form should be filled out before the parent leaves with the campers' name, the parent's signature and the time of departure if parent/guardian was late. Late charges will be issued and the camper may not return until fines are paid. Late charges will begin at 6:05 p.m. Staff is required to call the Recreation Specialist or Recreation Coordinator at 6:15 p.m. if program participants are still at camp. Consult with Recreation Specialist regarding late pick-up fees.



## **Field Trip Procedures**

- Field trips will be pre-planned for the 11 weeks of camp. No camper will attend a field trip without the required Consent Waiver Form on file or a waiver required from the site-specific field trip vendor. No refunds will be given for a camper who misses a field trip.
- There will not be supervision at camp on field trip days, so all camp participants will be attending field trips. If a parent/guardian does not want their child to attend a field trip, they must find another form of childcare.
- Each Monday, during the eleven weeks of day camp, it is the Camp Director/Site Assistant's responsibility to make sure that each camper has a current Emergency Waiver Form completed on ePact. Lead group counselors will be responsible for the age group binders on field trips. As each participant arrives, the opener must make sure each participant has the appropriate colored camp T-shirt and has put their lunch in the appropriate age group sack before proceeding to the movie room/playground. If the participant does not have a shirt or sack lunch, provide them with an extra in the Day Camp Office and make sure you inform the parents/guardian and make the participant change immediately.
- As each staff member arrives, the opening Site Assistant is responsible for handing out the field trip itinerary to every counselor after they clock in. It is the counselor's responsibility to make themselves familiar with the detailed time frame. This field trip itinerary will consist of all field trip details, which can include, but is not limited to:- an exact timeline explaining when the group will be departing, arriving, eating lunch, leaving and all scheduled activities in between. This itinerary will also consist of any appropriate modifications that will be made to the "Buddy Checks".
- It is the Camp Director/Site Assistant's responsibility to greet the bus drivers and make staff aware of the bus arrival. Participants should be kept inside or at a designated area separated by age group until the bus is ready to load. The Camp Director/Site Assistant will tell the staff when to board the bus and which bus they will be loading if two or more are used for the field trip.
- Once all staff and program participants have loaded the bus, it is the Camp Director/Site Assistant's responsibility to complete a final head count and Field Trip Report. A head count is to be done by physically tapping each campers head and should be done twice both by the Camp Director and Site Assistant. Note: When Field Trip Report document is completed and all participants and staff have returned to camp, this document must be turned in to the Recreation Specialist.
- Each time the staff and participants are loaded on or off the bus, a head count and Field Trip Report must be completed. Each camper must be physically tapped when you are counting to ensure they are all accounted for.
- Upon arriving to the field trip destination, the Camp Director/Site Assistant will check in with the location's staff and inform them of their arrival. All staff and participants are to remain on the bus until the Camp Director/Site Assistant notifies staff of when/where to unload the campers.
- During the field trip, it is the Camp Director/Site Assistant's responsibility to conduct a "Buddy Check" with each age group at designated times and fill out the Field Trip "Buddy Check" Report. Each "Buddy Check" will consist of the Camp Director/Site Assistant

checking in with each age group and counselor. Before signing each time, the “Buddy Check” was conducted, to signal it is complete, the Camp Director/Site Assistant will make sure of the following:

- Verify that each age group has the correct number of campers and staff
- Verify that no injuries or behavior issues have been reported
- Verify/resolve any other issues that have been reported

The “Buddy Check” procedures will be appropriately modified and accommodations will be made, depending on the location of the field trip, to ensure all procedures are feasible for staff to complete. Note: When the document is completed and all participants and staff have returned to camp, this document must be turned in to the Recreation Specialist.

- During the field trip, all campers and staff must wear their Parks issued Contact Information sticker at all times. If the field trip involves water, it is the staff member’s responsibility to remove the stickers after exiting the bus and establishing a meeting place at the field trip site. Upon the conclusion of the field trip, staff is responsible for placing all stickers back on each camper before departing the field trip site and boarding the bus.
- Once all staff and program participants have returned to their appropriate camp, the Camp Director/Site Assistant is responsible for collecting any Accident/Illness or Discipline Reports from staff that occurred on the field trip. Along with these reports, the Camp Director/Site Assistant is to gather the Field Trip Report and turn in all documents to the Recreation Specialist. A brief meeting/phone call is to be conducted between the Camp Director/Site Assistant and Recreation Specialist after each field trip to review these documents and any other issues that arose.

### **Bus Safety during Field Trips**

The driver is in full charge of the bus and riders. Riders must obey the driver promptly and willingly. Campers must also obey the orders of the Park staff. No body parts are to be out of the vehicle while stationary or moving. No items are permitted to be thrown out the vehicle.

It is important to stay seated and quiet. Group songs and activities are permitted as long as they are kept under control and do not break the above procedures. Final discretion is left up to the bus driver.

### **Procedures for Aquatic Center Visits**

- Your job does not stop at the entrance of the Aquatic Center.
- The lifeguards are there for safety and will not be held responsible for disciplining our camp participants. The lifeguards have certain disciplining rules they follow and we will also follow these.
- Each staff member is on duty the entire time they are at the pool. Pool Support staff will be assigned to an area of the pool to oversee campers. These staff members will rotate in and out of the shade. If a patron or pool staff brings a situation to your attention or you see a participant who needs assistance please address the situation. Remember, you are representing the City of St. Charles Parks & Recreation Department.

- Protection from the sun is always an important factor. Children burn very quickly so you should make sure they are wearing sun screen. We will have an emergency supply in the Emergency Kit. If you notice a camper is becoming sunburned, take them to a shaded area immediately. Staff must make time for the program participants to apply sunscreen before each pool day. Younger campers may need staff to assist them.
  - The swimsuit attire to be worn while on duty will consist of a modest one-piece or red tank top and swim bottoms for the females and medium length swim trunks for the males. Both camp participants and staff may wear a suitable t-shirt over their swimsuit, especially if you burn easily.
  - “Buddy Checks”–We will be conducting "Buddy Checks" at the halfway mark while at the Aquatic Center. These only occur while the 6 and 7-year olds are at the pool. Here is the procedure for “Buddy Checks”:
- Each staff member picks out a designated location at the pool and takes his/her group to it. Instruct their group that when they hear three long blasts on the lifeguard's whistle, they are to meet at the predetermined spot. A head count will then be done.
  - When the guards have checked the bottom of the pools and give the signal to get back in, the guests can return to the water. After each day camp participant is accounted for, they are allowed to return to the water.
  - If a camper is missing, notify the manager on duty immediately. If you have any questions, ask the pool manager on duty.
  - Please conduct Buddy Checks as quickly and efficiently as possible – the pools are cleared during Buddy Checks, and we want to keep the amount of time pool patrons are out of the water as short as possible.
  - Site Assistant/Lead Counselor needs to notify the manager the Buddy Check is complete right away.

## **Safety Procedures**

### Trash

“If you see it, pick it up!” Trash not only helps to keep our day camp area clean but eliminates items that staff members and program participants may trip/fall and scrape/cut themselves on.

### Injury to a Camper

For minor injuries in which a camper can administer their own band-aid/first-aid, an accident report does NOT need to be written. For ALL other injuries, even as simple as a staff member applying a band-aid, an accident report must be completed immediately. Completed accident forms should be turned into the Camp Director/Site Assistant and filed in the Accident Binder. Parent/guardians should be made aware of the injury when they come to pick up their child or notified immediately by the Camp Director if there is a serious or life-threatening injury.

### Missing Camper/On site

If at any point you notice that one of your campers is missing, immediately contact your Camp Director/Site Assistant. Next, conduct a search of your immediate area. This includes any restrooms, building or playground area that is in your immediate sight. After conducting a search

of your immediate area, take attendance of your group. The Camp Director will instruct all other staff to take attendance of their respective age groups. Once attendance for the entire camp has been taken and everyone else accounted for, the Camp Director is responsible for immediately notifying the next direct authority in the Chain of Command. This may be the Recreation Specialist, Recreation Coordinator, Enterprise Superintendent, etc. After notifying the next direct supervisor within the St. Charles Parks Department, Call the City of St. Charles Police Non-Emergency Number which is listed on the Emergency Contact Number Sheet. Once a Ranger or Police have been notified, continue to search your immediate area and keep all other campers calm. Counselors and Camp Directors are NOT responsible for contacting any Parent/Guardian. This is to be done by the Park Ranger, Police or Administrative Staff. Once proper authorities have arrived on scene, follow all instructions you are given and keep campers calm.

#### Missing Camper/Off site

If at any point you notice that one of your campers is missing, immediately contact your Camp Director/Site Assistant. Next, conduct a search of your immediate area. This includes any restrooms, building, playground or bright nearby attractions that your missing camper could have wandered off to see. After conducting a search of your immediate area, take attendance of your group. The Camp Director will instruct all other staff to take attendance of their respective age groups. Once attendance for the entire camp has been taken and everyone else accounted for, the Camp Director is responsible for immediately notifying the next direct authority in the Chain of Command. After notifying St. Charles Parks Staff, the Camp Director is responsible for notifying staff at the specific field trip site. Follow any instructions you are given by the site-specific staff. Keep all St. Charles Summer Fun Day Campers in a designated area all together. The Camp Director/Site Assistant is not to leave the group and look for the missing child. The Camp Director/Site Assistant is to remain in the designated area and is the point of contact to communicate with site staff or authorities.

#### Suspicious Person/Car at Camp

If at any time you notice a suspicious person or a suspicious vehicle around the park or park buildings, immediately contact your Camp Director/Site Assistant. Make sure to report a specific description of the person/vehicle and try to include a license plate number. Continue as normal with your current activity. Immediately stopping could alert the suspicious person/vehicle to leave the area and we want Park Rangers to arrive and investigate before this happens.

#### Threatening Weather

Our camp is a rainy-day camp, meaning we do not close our doors if threatening weather approaches. In the event of inclement weather, Camp at Blanchette will seek shelter in Memorial Hall and Camp at Wapelhorst will seek shelter in the Gould Building. If threatening weather is approaching, your Camp Director will immediately inform you to take your group inside Memorial Hall, the Gould Building or other assigned area. Please keep your campers calm and quiet. If a child sees you panic, they will do the same. Once assembled inside, make sure all campers are accounted for. Camp Directors will take attendance again to ensure all staff and campers are accounted for.

### Rainstorm

Lightening and/or thunder = move indoors immediately! If in the Aquatic Facility when inclement weather approaches, pool managers will make a P.A. announcement to clear the pool and have all campers meet at their designated group area. When all campers are accounted for and there is NO lightening, you may proceed to Memorial Hall or the Gould Building.

### Tornado:

Follow the same procedure as for a rain storm. Once inside Memorial Hall, the Gould Building or other designated shelter, all staff and campers are to proceed to the basement or lowest level of the facility. At this time, Camp Directors will again take attendance to ensure all staff and campers are accounted for. Stay as far away as possible from any windows or doors. Everyone must protect your head with your hands while sitting in a crouched position.

### Fire

If there is a fire inside a Park building or facility, first give three long whistle blasts to notify other staff and clear the facility. Next, quickly and calmly move your group outdoors and as far away from the building as possible.

- The designated meeting place for a fire at Blanchette Camp on the north side of the building, is the far edge of Memorial Hall parking lot, facing Randolph Street. The designated meeting place for a fire at Blanchette Camp on the south side of the building is on the far edge of the playground.
- The designated meeting place for a fire at Wapelhorst Camp is at the ball diamond number one, across the street from the Gould Building.
- Once you have moved your group to the designated area away from any present danger, take attendance of your group.

The Camp Director is responsible for calling Fire at 911 and notifying the Chain of Command as soon as a fire is reported and three long whistle blasts have been given to clear the building. If possible, without putting themselves in danger, the Camp Director should attempt to make sure the building is clear before heading to the designated meeting place. Upon arrival at the designated meeting place, Camp Director is responsible for taking attendance of the entire camp, counselors and staff. They will then follow any instructions given to them by the emergency response team.

### Fire extinguishers:

Upper Level in Memorial Hall – 2 are located in the Auditorium, 1 is located in the V.F.W. Room, 1 is located in the Legion Room, 1 is located in the Kitchen. Lower Level in Memorial Hall – 1 is located in lower level one, 1 is located in lower level two, 2 are located in the kitchen. Gould Building – 1 is located in kitchen upstairs, 1 is located in the basement.

### Emergency

In the event that a parent or one of the Primary, Secondary or Emergency Contacts cannot be reached, the camper will be transported via ambulance to the nearest emergency room, which is SSM St. Joseph's or other medical facility deemed necessary by medical personnel and to the physician(s) selected to hospitalize, secure proper treatment for, and to order injection, anesthesia or surgery for the child. **Parents/Guardians are RESPONSIBLE FOR 100% OF THE COST**

**REGARDLESS IF the CHILD IS TREATED AT OR BY MEDICAL CARE THAT IS IN OR OUT-OF-NETWORK.** Camp participants in a medical emergency will not be transported in a City vehicle.

## **All Staff Responsibilities**

A parent/guardian will be notified immediately in the event of an accident, injury, sudden illness. Notification will be attempted by phone and should be made by only the Camp Director, Site Assistant or Recreation Specialist. If a child is feeling persistently ill, a parent/guardian will be notified by the Camp Director, Site Assistant or Recreation Specialist that they will have to come pick up their child from camp. A parent/guardian or emergency contact listed on the program participant's waiver must be available at any time to pick up their child from camp for any accident, injury, sudden illness or severe discipline issue.

### **Report Writing**

- Each staff member will be responsible for filling out Incident Reports as needed. Incident Reports are written for accidents/injury (when First Aid is administered by a staff member), illness and discipline. Incident reports provide information and documentation for parents/guardians regarding events that occurred during the camp day.
- When writing incident reports, staff must: use only individual participants names', write legibly in complete, grammatically correct sentences, include a detailed, factual description of the given incident with date, time and location. Incident Reports must be written on the date of the incident and turned in to the Camp Director for approval. Incident reports must be signed by a parent/guardian on the day of the incident or the following morning. A parent/guardian may request a copy of the incident report and it will be made available to them the day of or day after the dated incident.
- Staff members will also be expected to fill out positive reports for campers who go above and beyond expectations.

### **Payments**

- Staff is not permitted to accept payments under any circumstances. Staff must direct the parent/guardian to the Park Office in Blanchette Park, Monday – Friday, between the hours of 8:00 a.m. and 5:00 p.m., or to call 636-949-3372 for all payment/balance due inquiries.

### **Supplies**

- All equipment and supplies are property of the St. Charles Parks and Recreation Department. All staff members are required to use proper care when using Park supplies. Each staff member is required to know where all supplies, first aid materials and equipment is stored/kept, and is responsible for returning all materials to their proper location when finished with use. All equipment shortage or breakage should be reported to the Camp Director.

### **Weekly Newsletter**

- A weekly newsletter will be posted on our website every Friday for the next of camp.

### Lunch Procedures

- All staff will receive a paid lunch and therefore be required to eat lunch with their camp participants. No more than 2 staff members should be seated at one table – you are working and are still required to know program participant locations at all times.
- Staff is not permitted to have guests eat lunch or visit during camp hours and staff is not permitted to have lunch delivered to them from an outside location. You are receiving a paid lunch and are therefore still working during that entire time.
- It is also the responsibility of the staff to ensure that the campers have cleaned their lunch area thoroughly before proceeding to the next activity.

### Social Media

- All staff are employees of the City of St. Charles. Please be aware and careful of any and all information you post on social media sites, as you are a representative of the City of St. Charles.
- At no time should any employee of the City of St. Charles Parks and Recreation Department be off the clock in City/Park staff logo apparel. At no time should any pictures be taken/posted while wearing City/Park logo staff apparel, with day camp participants or of your work site.
- Summer Fun Day Camp Employees should not interact with Summer Fun Day Camp Participants on any social media or virtual gaming platforms.

## **Main Camp Contact Information**

<b>Adi Naumann</b> Recreation Coordinator	Office: 636-949-3579 Cell: 636-541-1863
<b>Autumn Olendorff</b> Recreation Specialist- Day Camp	Office: 636-949-3578 Cell: 636-448-9563
<b>Blanchette Camp Cell</b>	Office: 636-389-3214
<b>Wapelhorst Camp Cell</b>	Office: 636-866-8205

## **Additional Camp Contact Information**

Emergency	911
Police Dispatch	636-949-3309
Maintenance, On-Call Supervisor	636-255-6148
Parks and Recreation Administrative Office Office Hours: Monday – Friday, 8:00 AM – 5:00 PM	636-949-3372
Rainout Line Number	636-944-6001
Extension #10 - Memorial Hall Programs	
Extension #11 - Gould Building Programs	
Extension # 14 - Blanchette Aquatic Facility	
Extension # 15 - Wapelhorst Aquatic Facility	
Extension # 17 - Blanchette Aquatic Facility Programs	
Extension # 18 - Wapelhorst Aquatic Facility Programs	

## **Day Camp Building Addresses**

Blanchette Park  
Memorial Hall  
1900 Randolph  
St. Charles, MO 63301

Wapelhorst Park  
George Gould Building  
1875 Muegge Road  
St. Charles, MO 63303



## **General Youth Sports Instructor Information**

All program participants and parents/guardians should always be greeted when they enter and exit the field or building. “Welcome”, “Glad you are here” etc. Make our participants feel welcome. Always assume you are the first employee the customers have contact with and you’re the one who will set the tone for their visit. You are the one who usually gets all the questions, complaints, concerns and (sometimes) compliments.

Treat all program participants and parent/guardians with respect. Approach customers in a helpful way offering to take care of any problems that may exist. If you feel that you cannot handle the situation then ask for assistance from the supervisor on duty. ALWAYS inform your supervisor of any incident or situation, solved or unsolved.

## **Youth Program Instructor Uniform Policy**

Uniforms will consist of one staff shirt, solid black athletic shorts or athletic pants and closed toe tennis shoes. Jeans or cut offs are not allowed. Inseam of shorts must be at least 7”. Only closed-toed shoes are to be worn. Long hair should be pulled above the collar line and away from the face. Fingernails must be kept short and maintained in good condition and jewelry should be kept to a minimum. Facial hair must be kept neatly groomed and clean. Uniforms will be kept neat and clean throughout the season. Dirty or wrinkled uniforms will not be permitted at work. If you are planning to use the park facilities after your scheduled hours you must wear something other than the uniform. It is important for you to stand out in a crowd, as an employee of parks and recreation. The highest standards of appearance and grooming are required at all times. Wear your uniform with pride!

### **Appropriate 7” Inseam Shorts**



### **Inappropriate 3” Inseam**



## **Scheduling**

Employee schedules will be made and distributed weekly or per season. As stated before, you are responsible for filling any of your shifts that you cannot work. Employees must work less than 40 hours a week. If you begin to approach 40 hours in a week, please inform the manager or supervisor.

## **Staff Meeting Attendance**

Staff meetings will be held on an as needed basis. Notices will be posted via email and text message or a message through the scheduling program. Staff meetings are mandatory. Absence will result in disciplinary action.

## **Safety**

We must do everything possible to prevent accidents and eliminate hazardous situations in and around our facilities. If you see an unsafe condition, if possible please correct it. In addition, when assigned to an area never leave it without being properly relieved. If you are directly involved with handling an accident/injury/serious illness of a program participant or guardian you must complete the required report and documentation of the event prior to clocking out for your shift.

## **Accidents/Injury/Serious Illness**

- Determine details of the incident.
- Notify staff and supervisor by cell phone or with other coach if supervisor is present.
- Evaluate injuries/illness and coordinate First Aid as needed.
- Determine need for emergency services.
- CALL 911 IMMEDIATELY IF NECESSARY!
- If not directly involved in the first aid treatment, assist in crowd control.
- If directly involved in the first aid treatment, complete proper incident form. After the form is completed it must be turned in to the supervisor on duty. If the injured person is a minor, the parent's name must also be on the incident form. Please give as much detailed information as possible without diagnosing the injury on the incident form.
- Do not make statements about the incident to anyone other than your supervisor.
- Supervisor will notify Recreation Supervisor II.

## **Missing Child**

If at any point you notice that one of your children is missing, immediately notify staff and the supervisor. Staff will take immediate head count of all participants in their group. Supervisor will locate guardian to see if child is with guardian or if they know where the child is. If guardian is not located, supervisor will try to contact guardian by phone numbers listed on activity registration roster in program manual. Supervisor will also conduct a search of your immediate area. This includes any restrooms, buildings or playground area that is in your immediate sight. While the search is being conducted, program should continue as normal. If child

cannot be located, supervisor will notify the Recreation Supervisor II, Park Rangers and St. Charles Police.

### **Threatening Weather/Severe Storm/Tornado**

In the event of inclement weather including sudden situations: seek shelter where ever possible. Try to get children to their guardians immediately. Remain calm.

- If lightning is sighted or thunder is heard notify staff and the supervisor. Supervisor will decide to continue program or to cancel. Thunder storms can quickly form creating a dangerous situation. When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. According to the National Weather Service, lightning can strike 10 miles away from the parent thunderstorm.
- Keep children assembled in an orderly manner. Continue program until notified that a decision has been made to cancel. At that time release children to their guardians. Should lightning strike near you, assume a crouched position on the ground with only the balls of your feet touching the ground. Wrap your arms around your knees and lower your head. Minimize contact to the ground since lightning often travels through the ground. *Avoid:* Tall trees or objects like backstops, dugouts, light poles, flagpoles, and standing pools of water. Avoid being the highest object on the field.
- If a sudden weather change requires immediate action, seek shelter immediately. If time permits release children to guardians in an orderly fashion. Move all assembled participants (guardians and children) to available shelter. Memorial Hall and the Gould building are designated shelters. Staff and participants should move to the basement level. Calmly line up participants to interior walls and assume a protective position by kneeling on their elbows with their foreheads on the floor and cover their heads with their hands. Assist person(s) with special needs.
- If a tornado appears so quickly we are caught outside, we should not attempt to run to a building or shelter unless we are absolutely sure to arrive before the tornado strikes. Instead, we should take shelter by assuming the protective position on the ground. If a ditch, creek or other depression is close, move to lowest possible ground and assume protective position.

### **Fire**

In the event of a fire, everyone must exit the building in a quick and safe manner. The following steps should be followed:

- Sound alarm by pulling one of the fire alarms in the building.
- Make an announcement to evacuate the building, "Attention please. An emergency evacuation of the park is required at this time. Please go to the nearest exit quickly and orderly. All guests should meet on north end of the parking lot for further instructions. Employees should be sure that their respective areas are cleared before leaving.
- Once the building has been completely cleared, the supervisor on duty should exit the building.

The following are instructions for use of the fire extinguishers for fires which are not out of control:

- Hold the extinguisher upright
- Pull pin

- Aim the horn at the base of the fire
- Squeeze the handle and use a sweeping motion to extinguish the fire

## **Youth Program Instructor Contact Information**

**Oscar Rojas– Primary Contact**

Recreation Supervisor II

Office: 636-255-6146

Cell: 636-448-7482

**Adi Naumann – Emergency Contact**

Recreation Coordinator

Office: 636-949-3579

Cell: 636-541-1863

Emergency

911

Police, Non-Emergency

636-949-3309

Maintenance, On-Call Supervisor

636-255-6148

Parks and Recreation Administrative Office

636-949-3372

Office Hours: Monday – Friday, 8:00 AM – 5:00 PM

Program Rainout Hotline

636-944-6001

Park and Recreation Administrative Office

Blanchette Park

1900 Randolph

St. Charles, MO 63301

**St. Charles Parks and Recreation Board**

**MEMORANDUM**

**Date:** April 9<sup>th</sup>, 2024

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

**RE:** Purchase of chemicals needed to operate aquatic facilities in 2024.

**Summary:**

This purchase is exempt from competitive bidding. Section 145.180 (1) Purchases made with other units of government.

Every 3 years a different City in St. Charles County who operates aquatic facilities take the lead on bidding out the purchase and delivery of pool chemicals to our facilities.

In 2024 The City of O'Fallon in coordination with the City of St. Peters, the City of St. Charles and the City of Wentzville bid out the purchase of pool chemicals. The bid was advertised on 3/29/2024 and the bid deadline was 4/9/2024.

This bid is for the 2024 budget year but the Department has the option to renew for two more years (2025 and 2026) as part of this process.

Attached to this memo is the Bid Tabulation Sheet that shows the 2 bids submitted by local pool chemical suppliers. Our Department only purchases Sodium Hypochlorite (Liquid Chlorine) which is item #16.

In 2023 the cost per gallon under the previous contract was \$2.23. In 2022 the cost was \$2.12 per gallon. This is a cost that increases yearly so it is factored in at budget time and also when we are setting fees for the coming swim season.

**Staff recommends favorable consideration of the purchase of Sodium Hypochlorite (Liquid Chlorine) from Westport Pools Inc. to cover the cost of supplying the pool chemicals for our 2 aquatic facilities in 2024 in an amount not to exceed \$39,000.**



Bid #: 24-039

Project: Pool Chemicals

Department: Parks & Recreation

Date: 04/05/2024

Time: 02:00 P.M. CDT

Bidder Name	Capri		Westport			
	(1)		(2)			
Bidder #	Price (per unit)	Price (extended)	Price (per unit)	Price (extended)	Price (per unit)	Price (extended)
1. Calcium Chloride Flake	\$ .54	\$ 1,188.00	\$ .41	\$ 902.00		
2. Calcium Hypochlorite	\$ 3.73	\$ 373.00	\$ 2.90	\$ 290.00		
3. Clarifier (Super Sea Klear or approved equal)	\$ 14.20	\$ 284.00	\$ 15.64	\$ 312.80		
4. Defender Filter Cleaner	\$ 7.75	\$ 2,131.25	\$ .65	\$ 178.75		
5. Hydrochloric Acid (Muriatic Acid) - 15 gallon	\$ 6.80	\$ 3,672.00	\$ 5.80	\$ 3,132.00		
8. Muriatic Acid (1x4)	\$ 6.80	\$ 1,135.60	\$ 4.78	\$ 798.26		
9. Monopersulfate	\$ 3.25	\$ 650.00	\$ 4.33	\$ 866.00		
10. Omni Bromine Tablets	\$ 8.15	\$ 2,852.50	\$ 5.51	\$ 1,928.50		
11. Phosphate Remover (Seal Klear or approved equal)	\$ 40.80	\$ 897.60	\$ 42.07	\$ 925.54		
12. Pulsar Shock	no bid	no bid	\$ 3.75	\$ 450.00		

Initial CG

Bidder Name (Continued)	Capri		Westport			
Bidder #	(1)		(2)			
	Price (per unit)	Price (extended)	Price (per unit)	Price (extended)	Price (per unit)	Price (extended)
13. Pulsar Briquettes	no bid	no bid	\$ 140.00	\$ 13,580.00		
14. Perlite	\$ 2.00	\$ 2,550.00	\$ 1.35	\$ 1,721.25		
15. Soda Ash	\$ .71	\$ 71.00	\$ .43	\$ 43.00		
16. Sodium Hypochlorite	no bid	no bid	\$ 2.30	\$ 89,700.00		
17. Sodium Bicarbonate	\$ .48	\$ 379.20	\$ .41	\$ 323.90		
18. Sodium Bisulfate	\$ 1.18	\$ 236.00	\$ .57	\$ 114.00		
19. Sodium Thiosulfate	\$ 1.98	\$ 792.00	\$ 1.26	\$ 584.00		
20. Stabilizer (Cyanuric Acid)	\$ 1.87	\$ 1,402.50	\$ 1.45	\$ 1,087.50		
21. Metal Magnet	\$ 15.90	\$ 954.00	\$ 30.00	\$ 1,800.00		
22. 90 Day Algecide	\$ 21.75	\$ 543.75	\$ 28.00	\$ 2,000.00		
23. CPO/AFO Certifications provided prior to the end of the contract (not to exceed two per city)	no bid	no bid	\$ 250.00	\$ 2,000.00		
<b>GRAND TOTAL</b>		\$ 20,112.40		\$ 121,357.50		

Prepared by: *Christine Grabin, Purchasing Agent*



## St. Charles Parks and Recreation Board

### MEMORANDUM

**Date:** April 10th, 2024  
**From:** Chris Atkinson, Assistant Director of Parks & Recreation  
**RE:** Change Order #2 to contract with Byrne & Jones Enterprises.

#### Summary:

The Parks & Recreation Department currently has an open/active contract with Byrne & Jones Enterprises in 2024 to complete the first phase of the Boschert Greenway Trail Restoration Project between Boschertown Road and New Town Blvd. The pulverizing and compaction of the old, hazardous asphalt trail and the test location of the Full Depth Reclamation (FDR) is taking place right now and should be completed by in the next 7-10 days.

In 2024, funds were allocated for a replacement playground in Schaefer Park. The playground install has been completed and the new tile safety surfacing will be installed the week of May 13<sup>th</sup>.

Now that Schaefer Park is connected directly to the Centennial Greenway, opened in 2023, and will have a new playground, the current parking lot with 11 parking spaces is in adequate. The small, undersized parking lot is a regular complaint by shelter renters and park users' and as such staff recommends expanding the current parking lot to add more spaces and overlay the existing road and parking lot that is original to the park.

Byrne & Jones provided estimates to staff for several options. See attached map and cost proposal.

Staff would like to move forward with the mill and overlay of the current entrance/exit road and parking lot (highlighted in green on the rendering) and also add/expand the parking lot that would add an additional 15 spaces (highlighted in dark blue) making the new parking lot capacity 26 spaces. Staff does not recommend the addition of 7 off street parking spaces due to the cost and the practicality of getting into and out of those spots along the main park road. The cost to add Option #2 and Add Alternate #1 is \$89,770.

Byrne & Jones also provided proposals for improvements to the Roller Rink in McNair Park. The current asphalt surface has cracks that need filled and the entire asphalt surface needs seal coated. Byrne & Jones also provided an estimate to mill and overlay the entire asphalt surface. Since the overall condition and long-term solutions for the roller rink is currently being reviewed by staff, this is a step we are not ready to take until the full evaluation can be completed with all cost estimates included. The cost to add Option #2 – crack fill, seal and stripe is \$4,500. Crack filling and seal coating the rink will dramatically improve the condition and safety of the rink and allow staff to further research and develop options for the rink for future Board discussion.

In the 2024 Capital Improvement Plan (CIP) \$127,500 is budgeted between 2 different Asphalt/Seal Coating projects to complete needed additions, repairs and maintenance.

**Staff recommends favorable consideration of Change Order #2 to the contract with Byrne & Jones Enterprises to add the selected Schaefer Park options to the existing contract and also the McNair Roller Rink repair and seal coat adding \$94,270 to the current contract amount of \$102,129.35 making the new contract in an amount not to exceed \$196,399.35.**







**Job Name:** Schaefer Park – Parking Expansion **Bid Date:** 4/9/2024

**Plans:** Site Visit **Specs:** Asphalt

Byrne & Jones Construction is pleased to quote the following price and scope for the above referenced job.

### **Parking Expansion Proposal Options**

#### **Option #1 – On Street Parking**

**Standard Duty Asphalt Pavement - (270 SY) Orange Area on Attached Takeoff**

- Stake out limits of expansion with owner prior to start of work
- Call in locates to identify existing utilities
- Saw cut edge of roadway for clean edge upon removal
- Remove existing material to a depth of 12”
- Stockpile soil if possible to be used as clean backfill
- Haul remainder of material off site to an approved facility
- Furnish and Install 8” of Type 5 aggregate base in one lift
- Furnish and Install 3” of asphalt surface course in one lift
- Backfill new edge of pavement & provide (1) one time seed and straw

**Standard Asphalt Curb - (330 LF) Red Perimeter on Attached Takeoff**

- Stake out limits of expansion with owner prior to start of work
- Tack new pavement
- Install 6” asphalt curb

**Striping and Signage - (1 LS)**

- Furnish and Install 1 coat of pavement marking paint per attached layout

**Total Base Bid - \$38,000.00**

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#### **Option #2 – Parking Expansion**

**Standard Duty Asphalt Pavement - (750 SY) Dark Blue Area on Attached Takeoff**

- Stake out limits of expansion with owner prior to start of work
- Call in locates to identify existing utilities
- Saw cut edge of roadway for clean edge upon removal
- Remove existing material to a depth of 12”
- Stockpile soil if possible to be used as clean backfill
- Haul remainder of material off site to an approved facility
- Furnish and Install 8” of Type 5 aggregate base in one lift
- Furnish and Install 3” of asphalt surface course in one lift
- Backfill new edge of pavement & provide (1) one time seed and straw

**Standard Asphalt Curb - (330 LF) Red Perimeter on Attached Takeoff**

- Stake out limits of expansion with owner prior to start of work
- Tack new pavement
- Install 6” asphalt curb

**Striping and Signage - (1 LS)**

- Furnish and Install 1 coat of pavement marking paint per attached layout

**Total Base Bid - \$60,550.00**



**Add Alternate #1 – Existing Parking Lot & Roadway Mill & Overlay** (1,265 SY) *Green Area on Attached Takeoff*

- Rotomill existing pavement to a depth of 2" at all locations required for flush pavement
- Sweep clean existing surfaces
- Install 2" Asphalt surface course in one lift
- Stripe new pavement per plan
- Furnish & Install (2) ADA signs on U-channel posts
- Furnish & Install (2) Concrete wheelstops

**Add to Base Bid: \$29,220.00**

**Add Alternate #2 – Existing Roadway & Parking Lot & Roadway Sealing** (1,265 SY) *Red & Green Areas on Attached Takeoff*

- Clean existing pavement free of dirt & debris
- Identify cracks suitable for crack fill
- Route cracks and clean with stiff brooms and power washer
- Crackfill all cracks and strike of with smooth finish
- Provide (2) coats asphalt sealer to existing pavement
- Stripe pavement
- Furnish & Install (2) ADA signs on U-channel posts
- Furnish & Install (2) Concrete wheelstops

**Add to Base Bid: \$6,250.00**

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**Price Based on:**

- Both parties accepting mutually agreeable contract language
- Sub-grade +/- 0.10 ft by others, must balance
- Standard 1 Year Warranty
- Sales Taxes Included
- Price includes 1 mobilization for Asphalt
- Additional Mobs will be charged at \$7,800 each
- Aggregate Pricing is valid through 5/31/2024

**Please Note – Where designed/existing slopes are less than 2%, ponding will occur on the surface of the asphalt after installation. Ponding in these areas is not covered under the material and workmanship warranty.**

**Please Note:** Asphalt material prices are firm until **5/31/2024**. If any portion of the project is constructed after this date the contract price will change in proportion to the changed asphalt material price at the time of construction. Documents verifying the incurred increase will be furnished upon request.

This proposal is withdrawn if not accepted within 30 days. If you have questions, please call or fax me at the numbers above.

**Jake Phelps**  
**Project Manager**  
**Cell: (314) 409-9684**

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**Accepted By**

# McNair Park

Generated by Wheel it Off on Feb 26, 2024 at 10:36:42 AM

PerimetroKey: 9.03 mi

Area: 376,115 sq ft





**Job Name:** McNair Park – Roller Rink      **Bid Date:** 3/1/2024      13940 St. Charles Rock Road  
Saint Louis, Missouri 63044

**Plans:** Site Visit      **Specs:** Asphalt

Byrne & Jones Construction is pleased to quote the following price and scope for the above referenced job.

**Roller Rink Improvements**

**Option #1 – 2” Overlay**

**2” Asphalt Overlay - (540 SY) Dark Blue Area on Attached Takeoff**

- Assumes boards are removed for milling & Paving
- Provide material for access road, approved by the owner prior to construction
- Install plywood & aggregate base for access to Double Doors on Roller Rink
- Sweep clean existing pavement
- Apply SS-1h tack coat to existing surface
- Furnish and Install 2” of asphalt surface course in one lift
- Stripe new pavement per existing layout
- Haul remainder of access road material off site to an approved facility
- Backfill provide (1) one time seed and straw

**Total Base Bid - \$26,335.00**

**Add 2” Milling of existing court pavement: \$8,700.00**

**Option #2 – Crackfill, Seal, & Stripe**

**Crack fill, Sealcoat, & Stripe - (540 SY) Dark Blue Area on Attached Takeoff**

- Route existing cracks clean of material & debris
- Pour hot crack sealant into cracks & level off with existing asphalt
- Apply (2) coats asphalt coal tar sealer to cleaned pavement
- Allow pavement to cure for 24 hours
- Stripe new pavement per existing layout

**Total Base Bid - \$4,500.00**

**Price Based on:**

- Both parties accepting mutually agreeable contract language
- Sub-grade +/- 0.10 ft by others, must balance
- Standard 1 Year Warranty
- Sales Taxes Excluded
- Price includes 1 mobilization for Asphalt
- Additional Mobs will be charged at \$7,800 each
- Aggregate Pricing is valid through 5/31/2024

**Please Note – Where designed/existing slopes are less than 2%, ponding will occur on the surface of the asphalt after installation. Ponding in these areas is not covered under the material and workmanship warranty.**

**Please Note:** Asphalt material prices are firm until 5/31/2024. If any portion of the project is constructed after this date the contract price will change in proportion to the changed asphalt material price at the time of construction. Documents verifying the incurred increase will be furnished upon request.

This proposal is withdrawn if not accepted within 30 days. If you have questions, please call or fax me at the numbers above.

**Jake Phelps**  
Project Manager  
Cell: (314) 409-9684

\_\_\_\_\_  
**Accepted By**





**Resolution No. 1 - 2024**  
**St. Charles Parks & Recreation Board**

A Resolution declaring certain Parks and Recreation Department equipment to be Surplus Property and Authorizing Disposal of the Equipment via Govdeals.com, recycling or trade-in.

Be it resolved by the Parks and Recreation Board of the City of St. Charles, Missouri as follows:

The following Parks and Recreation equipment is declared to be surplus property and is authorized to be disposed of via Govdeals.com and/or recycling.

<u>Item</u>	<u>Brand</u>	<u>Model</u>	<u>Serial #</u>
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The following Parks and Recreation equipment is declared to be surplus property and is authorized to be disposed of via govdeals.com, recycling or trade in.

2013 - 55" Mondopad	InFocus	INF5520	BMM317551055529
2013 - 70" Mondopad	InFocus	INF7020	N/A
2019 Toughbook with docking station	Panasonic	CF-31	Serial#9DKKC72651
2019 Toughbook with docking station	Panasonic	CF-31	Serial#9DKKC72686
2019 Toughbook with docking station	Panasonic	CF-31	Serial#9DKKC72715
2019 Toughbook with docking station	Panasonic	CF-31	Serial#9DKKC72790
2019 Mobile Printer	Zebra	RW	N/A
2019 Mobile Printer	Zebra	RW	N/A
2019 Mobile Printer	Zebra	RW	N/A
2019 Mobile Printer	Zebra	RW	N/A

The Director of Parks and Recreation and/or their designee are hereby authorized to execute all documents necessary to transfer title.

Date Approved by Parks and Recreation Board \_\_\_\_\_

\_\_\_\_\_  
Mike Ryan, President  
St. Charles Parks & Recreation Board

Date

\_\_\_\_\_  
St. Charles Parks & Recreation Board

Date

Attest:

\_\_\_\_\_  
Maralee M. Britton,  
Director of Parks & Recreation

Date



**SAINT CHARLES PARKS & RECREATION BOARD MINUTES  
MEETING HELD  
March 20<sup>th</sup>, 2024**

The meeting was **Called to Order** by Secretary Childress at 6:00pm in the Conference Room of the Parks Administration Building. **Roll Call** noted the following present for the meeting:

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

Mike Ryan was absent.

**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.

**Others** Mayor Dan Borgmeyer,  
Jonathan Swagman – Project Manager – Department of Engineering.

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

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

Remote Roll Call: Tuss Peluchette- Yes.

**3. Pledge of Allegiance**

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

**5. Staff Reports/Presentations:**

**Booneslick Park Stormwater Project Discussion and Concept Approval\***

Department of Engineering – Project Manager Jonathan Swagman presented to the Park Board the latest preliminary design for the large storm water project that is being planned that will impact Booneslick Park. This possible project has been discussed several times over the years with staff and the Board and the Engineering Department has received funds from the State of Missouri to complete the project. Construction on the project needs to begin by the end of 2024 therefore the Park Board’s approval of the concept is needed to continue onto final design so the project can be bid out and awarded.

This project would include the clearing of all the trees and shrubs from the “creek area”, removing and rebuilding parking areas and the community gardens and building a large “dry” detention basin in Booneslick Park. The new basin would have an asphalt trail all around it that would connect up to the other side of the park. The ball fields will not be impacted by this project.

While the Board has concerns about the removal of all the trees, parks staff assured them the trees being removed were not high quality trees and they would be working with Engineering and the consultant on planting new trees as part of this project.

Peluchette asked Swagman about the size of the new basin (approx.. 6.5 acres), how much water flow (1,775,302 cubic feet) would the basin handle and what would happen to the dirt being removed from the property to build the basin. Swagman informed the Board that the dirt was being moved to another project in the City and that he would get back to staff on the other two questions. (See above).

Harmon made a motion to approve the project concept; seconded by Mudrovic.

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

**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\***

Mudrovic 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 - Absent, Merle Schneider - Yes, Motion passed.

**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\***

Harmon made a motion to approve the purchase; seconded by Hannegan.

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

**C. Intergovernmental Cooperation and Reimbursement Agreement for Boschert Greenway Phase I with Great Rivers Greenway\***

Harmon made a motion to approve the agreement; seconded by Hannegan.

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

**D. Budget Amendment #2, 2024\***

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

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

**E. Revisions to the Parks & Recreation Purchasing Policy\***

Mudrovic made a motion to approve the updated policy; seconded by Peluchette.

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

**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\***

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 - Absent, Merle Schneider - Yes, Motion passed.

**7. Meeting Minutes:**

A. Parks & Recreation Board Meeting Minutes February 21, 2024\*

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

Harmon made a motion to approve the meeting minutes of February 21, 2024 as amended and February 7<sup>th</sup>, 2024 as presented; seconded by Mudrovic.

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

Mudrovic - Yes, Tuss Peluchette – Yes Mike Ryan - Absent, 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 and Projects Report
- C. Accounts Receivable Report
- D. Financial Transactions from \$7,500 to \$10,000- None
- E. Oak Grove Cemetery Report

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

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

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

**10. Presidents Announcements and Reminders:**

The MPRA Conference here in St. Charles March 5-8, 2024 went very well

**11. Directors 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:**

Hannegan- All good. Schneider- Good.

Harmon- All good. Mudrovic- All good.

Childress-All good. Peluchette – All good.

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

Mitchell said Ward # City Talk will be held on Tuesday March 26<sup>th</sup> at the Convention Center.

Prop C is on the April 3<sup>rd</sup> ballot and Absentee voting is currently open.

**14. Park Board Liaisons Comments**

**A. Foundation Report:** None

**B. Legislative Report:** None.

At 6:53 pm Peluchette left the meeting.

At 6:54 pm Mudrovic made a motion to go into Closed Session to discuss;

A. Legal actions, causes of action, or litigation. (RSMo 610.021.1)\*\*

Seconded by Harmon.

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

At 6:58 pm Harmon made a motion to come out of Closed Session; Seconded by Harmon.

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

As there was no further business to discuss Harmon moved for **Adjournment** at 6:59 pm; Seconded by Schneider.

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

Meeting: March 20, 2024

Respectfully Submitted,

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Mike Ryan - President



**SAINT CHARLES PARKS & RECREATION BOARD MINUTES**  
**MEETING HELD**  
**April 3<sup>rd</sup>, 2024**

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

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

**Staff** Maralee Britton – Director, Chris Atkinson- Assistant Director,  
 Don Borgmeyer – Enterprise Superintendent, Mike Wilkins – Chief Park Ranger  
 Peter VanLinn – Maintenance Superintendent, Chan Smoot – Concession Coordinator  
 Missy Hollander – Aquatics Coordinator, Adi Naumann – Recreation Coordinator  
 Oscar Rojas – Recreation Supervisor, Tina Sieker – Administrative Coordinator

**Other**

**3. Pledge of Allegiance**

**4. 2023 Parks & Recreation Department Annual Report**

Administration Coordinator, Tina Sieker began the presentation. Sieker highlighted 2023 accomplishments that included adding a 3<sup>rd</sup> full time employee at the front desk, initiating the use of DocuSign for building contracts and attending the VSI Symposium. Also highlighted statistics for online vs. in person registration. Finished by talking about Administration goals for 2024 that included the creation of a new VSI Mobile App for easier registration. New extended hours and an updated call queue on the main phone line.

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

Concession Coordinator, Chan Smoot presented the Concessions and Memorial Hall information. Smoot highlighted the updated stands at the Soccer Complex and McNair Day Camp and achieving 100% in Health Inspection scores from the County for all stands. Concession sales, tournament field charges and league field charges increased in 2023 over 2022. However, salaries also increased as part of the mandatory minimum wage increase.

Harmon asked about the overall operating loss of the Concessions section. While less than 2022 it is still a concern for staff and is being closely monitored. Biggest issue is

less tournament play at Wapelhorst Ball Fields and less soccer games through SCCYSA at the Soccer Complex. Less events and participants impact the concessions revenue.

Aquatics Coordinator Missy Hollander presented the Aquatics information. The 2023 swim season had less attendance and less profitability than in 2022. A major reason for the drop in attendance and income was the implementation of the new Resident/Non Resident entrance policy. Which was a known result of the new policy. Season passes, birthday parties and private facility rentals all increased over 2022. The annual increase in minimum wage and commodity prices is continuing to have a significant impact on expenses for the Aquatics Division.

Recreation Coordinator Adi Naumann and Recreation Supervisor Oscar Rojas presented the Recreation information. Naumann highlighted the hiring of Ava Logan to plan and operate the day trip sand increased offerings here locally. 2023 Day Camp registrations increased over 2022. Most programs and activities registration were higher than in 2022. Adult softball is seeing a continued decrease in team registration. Rojas said this is a regional trend where the more competitive teams are playing weekend tournaments instead of weeknight leagues. The annual increase in minimum wage is continuing to have a significant impact on expenses for the Recreation Division.

All Division's with the Enterprise Division are working on decreasing expenses where possible and increasing revenues through either fee increases or creating more revenue generating programs to help offset the know increases that they have to handle.

Chief Ranger Wilkins presented the information for 2023. Calls for service and ranger activity were very similar between 2022 and 2023. Wilkins highlighted staff training, staff awards and accomplishments, and that COPS Camp and Safety Town were successful in 2023 and would be returning in 2024. The Motorcycle Safety Program would be hosting more classes in 2024. In 2024 the Park Ranger Division is looking to develop and implement a universal tracking system for City special events.

Maintenance Superintendent Peter VanLinn presented the information for the Maintenance Division and Oak Grove Cemetery. 2023 established the new Maintenance Supervisor position and the Maintenance I position that allows a full time employee presence on the weekend. He also highlighted several projects completed by staff and contractors. VanLinn highlighted the total number of staff members and the number of parks, acreage, amenities, structures and features that his Division maintain every day. These numbers are pretty consistent year over year. Oak Grove Cemetery saw a record number of grave sales but a slight decrease in grave and cremation burials. In 2024 staff are working on several projects (Schaefer Playground, Gould Building restroom addition, reopening the Boschert Greenway).

Director Britton wrapped up the annual report highlighting other accomplishments and projects that are being worked on. From a financial perspective the Department has a

healthy reserve/cash balance and that comes from a conservative forecast for Property Taxes, staff continuing to control expenses and continuing to generate revenue from all of our possible fee opportunities. In 2024 staff will wrap up the Field House Feasibility Study. Increase surveying of park and program users, begin the strategic planning process and look to begin the process of selecting a consultant to complete the next Parks & Recreation Master Plan in 2025.

The Board staff for all they do for the Department.

5. **Discussion and Consideration of purchase of computer equipment for Park Ranger vehicles from CDW-G in an amount not to exceed \$22,394\***

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

6. **Discussion and Consideration of the Food Truck Vendor for Public Use Policy\***

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

7. **Action Tracker Report**

No discussion

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

Schneider, Hannegan, and Ryan – Good

Childress – Good. Asked about the GRG/City logo on the greenway becoming faded. Staff said they were aware and GRG are also aware.

Mudrovic – Frontier Park is busy.

Harmon – Asked about safety surfacing tile separating at Vogt Brothers Park. PVC drainage pipe at Blanchette Playground. Staff will pass onto maintenance.

Councilperson Mitchell – Good.

As there was no further business to discuss Harmon moved for **Adjournment** at 7:45 pm; Seconded by Childress. Motion passed.

Meeting: April 3<sup>rd</sup>, 2024

Respectfully Submitted,

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Mike Ryan - President

**Upcoming Events**• **Board Meetings:**

- May 1<sup>st</sup> Board Work Session
- May 15<sup>th</sup> Board Meeting

- St. Charles Riverwalk Market – April 20, 2024 (Opening Day) – November 30, 2024
  - Foundry Art Centre Parking Lot 7:30A – 1:00P First Fridays – May 3, 2024
- St. Charles Flea and Artisan Market – 2<sup>nd</sup> Saturday of Month April – December
  - Upper Level of City Hall Parking Garage – 8:00A-1:00P
- 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)
- History in Harmony – 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
- Wildflower Bird Watching Tour – May 3
  - McNair Park Shelter 4, 10A – 11A (Free, but pre-registration required)
- First Fridays – 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.
- Canines & Cars – May 4, 2024
  - Fast Lane Classic Cars – 6:30P
- 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
- Second Saturdays – May 11, 2024
  - Foundry Art Centre 1:00P – 3:00P
  - Opportunity for self-guided art-making, gallery exploration, interaction with artists
- 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
- Park Photo Contest – Through July 19, 2024
  - Email photos taken at a St. Charles City Park to [info@stcharlesparks.com](mailto:info@stcharlesparks.com)



April 2024 Finances  
Parks and Recreation Financials Worksheet-Operating Funds



Estimated Financial Worksheet	2024 Actual	2024 Budget
Total Expenses	\$ (2,040,190)	\$ (8,810,137)
Total Customer Revenue	\$ 405,570	\$ 4,097,335
Total Property Tax	\$ 1,768,401	\$ 4,085,270
Total Delinquent Tax	\$ 2,020	\$ 91,550
Total Tax Surtax	\$ 145,650	\$ 157,636
Recovered Exp. - Sale of Assets	\$ 517	\$ -
Interest		
Total Cell Tower	\$ 16,865	\$ 62,420
Capital Reappropriations	\$ 313,374	\$ 313,374
Other Revenue Contributions	\$ 10,955	\$ 21,910
Grants	\$ -	\$ 10,000
Other Revenue Misc	\$ 281	
Transfer from CIP Sales Tax Fund (Boeing Payment)	\$ -	\$ 600,000
Replacement Fund	\$ 642,000	\$ 642,000
	\$ 1,265,444	\$ 1,271,358

Beginning Fund Balance	\$ 3,067,369	Un-audited
Expenses	\$ (2,040,190)	
Revenue	\$ 3,305,634	
Ending Cash Balance	\$ 4,332,813	

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

Fund Balance	\$ 1,502,614
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Aquatics	2024 Actual	2024 Budget
Personnel Expenditures	\$ (39,381)	\$ (1,006,405)
Contractual Expenditures	\$ (35,575)	\$ (173,904)
Materials & Supplies Expenditures	\$ (10,942)	\$ (363,950)
Capital Outlay	\$ (87,719)	\$ (35,000)
Equipment Replacement Fund	\$ (119,836)	\$ (119,836)
<b>Total Expenses</b>	<b>\$ (293,453)</b>	<b>\$ (1,699,095)</b>

Total Revenue	\$ 52,322	\$ 1,703,500
Recovered Expenses	\$ -	\$ -
<b>Total Income</b>	<b>\$ 52,322</b>	<b>\$ 1,703,500</b>

<b>Aquatics Net Revenue</b>	<b>\$ (241,131)</b>	<b>\$ 4,405</b>
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Concessions	2024 Actual	2024 Budget
Personnel Expenditures	\$ (21,689)	\$ (135,643)
Contractual Expenditures	\$ (11,477)	\$ (50,477)
Materials & Supplies Expenditures	\$ (23,337)	\$ (123,000)
Capital Outlay	\$ -	\$ (5,000)
Equipment Replacement Fund	\$ (11,028)	\$ (11,028)
<b>Total Expenses</b>	<b>\$ (67,532)</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>\$ (67,532)</b>	<b>\$ 352</b>
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Memorial Hall	2024 Actual	2024 Budget
Personnel Expenditures	\$ (9,718)	\$ (50,609)
Contractual Expenditures	\$ (2,843)	\$ (11,037)
Materials & Supplies Expenditures	\$ (6,323)	\$ (29,273)
Capital Outlay	\$ -	\$ (5,000)
Equipment Replacement Fund	\$ (21,528)	\$ (21,528)
<b>Total Expenses</b>	<b>\$ (40,411)</b>	<b>\$ (117,447)</b>

Total Revenue	\$ 13,092	\$ 110,015
Total Tax Revenue (.2%)	\$ 3,541	\$ 8,354
Recovered Expenses	\$ -	\$ -
<b>Total Income</b>	<b>\$ 16,633</b>	<b>\$ 118,369</b>

<b>Memorial Hall Net Revenue</b>	<b>\$ (23,778)</b>	<b>\$ 922</b>
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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>	

## April 2024 Finances

### Parks and Recreation Financials Worksheet-Operating Funds

	2024 Actual	2024 Budget
<b>Recreation</b>		
Personnel Expenditures	\$ (108,888)	\$ (852,899)
Contractual Expenditures	\$ (29,925)	\$ (145,651)
Materials & Supplies Expenditures	\$ (57,700)	\$ (450,000)
Capital Outlay	\$ -	\$ (3,000)
Equipment Replacement Fund	\$ (14,857)	\$ (14,857)
<b>Total Expenses</b>	<b>\$ (211,370)</b>	<b>\$ (1,466,407)</b>
Total Revenue	\$ 241,895	\$ 1,280,295
Total Tax Revenue (5%)	\$ 88,521	\$ 208,841
Recovered Expenses	\$ -	\$ -
<b>Total Income</b>	<b>\$ 330,416</b>	<b>\$ 1,489,136</b>
<b>Recreation Net Revenue</b>	<b>\$ 119,046</b>	<b>\$ 22,729</b>
<b>Maintenance</b>		
Personnel Expenditures	\$ (430,858)	\$ (1,709,979)
Contractual Expenditures	\$ (83,152)	\$ (444,401)
Materials & Supplies Expenditures	\$ (49,157)	\$ (195,540)
Capital Outlay	\$ -	\$ -
Equipment Replacement Fund	\$ (156,671)	\$ (156,671)
<b>Total Expenses</b>	<b>\$ (719,839)</b>	<b>\$ (2,506,591)</b>
Total Revenue	\$ 13,220	\$ 231,600
Total Tax Revenue (57.33%)	\$ 1,014,982	\$ 2,394,571
Total Surtax (83%)	\$ 120,890	\$ 130,838
Recovered Expenses	\$ -	\$ -
MO Conservation Grant	\$ -	\$ 10,000.00
<b>Total Income</b>	<b>\$ 1,149,092</b>	<b>\$ 2,767,009</b>
<b>Maintenance Net Revenue</b>	<b>\$ 429,253</b>	<b>\$ 260,418</b>
<b>Administration</b>		
Personnel Expenditures	\$ (223,702)	\$ (815,924)
Contractual Expenditures	\$ (38,184)	\$ (132,164)
Materials & Supplies Expenditures	\$ (11,613)	\$ (66,809)
Capital Outlay	\$ -	\$ -
Equipment Replacement Fund	\$ (13,604)	\$ (13,604)
<b>Total Expenses</b>	<b>\$ (287,103)</b>	<b>\$ (1,028,501)</b>
Total Revenue	\$ 58,485	\$ 259,425
Total Tax Revenue (21%)	\$ 371,788	\$ 877,132
Recovered Expenses	\$ -	\$ -
<b>Total Income</b>	<b>\$ 430,273</b>	<b>\$ 1,136,557</b>
<b>Administration Net Revenue</b>	<b>\$ 143,170</b>	<b>\$ 108,056</b>
<b>Rangers</b>		
Personnel Expenditures	\$ (126,942)	\$ (483,949)
Contractual Expenditures	\$ (26,389)	\$ (97,942)
Materials & Supplies Expenditures	\$ (2,804)	\$ (28,755)
Capital Outlay	\$ -	\$ -
Equipment Replacement Fund	\$ (50,115)	\$ (50,115)
<b>Total Expenses</b>	<b>\$ (206,249)</b>	<b>\$ (660,761)</b>
Total Revenue	\$ 26,557	\$ 187,000
Total Tax Revenue (12%)	\$ 212,451	\$ 501,218
Total Surtax (17%)	\$ 24,761	\$ 26,798
Recovered Expenses	\$ -	\$ -
<b>Total Income</b>	<b>\$ 263,768</b>	<b>\$ 715,017</b>
<b>Rangers Net Revenue</b>	<b>\$ 57,519</b>	<b>\$ 54,256</b>
<b>Parks Capital</b>		
<b>Total Expenses</b>	<b>\$ (214,233)</b>	<b>\$ (1,006,187)</b>
Total Revenue/ Replacement Fund	\$ 642,000	\$ 642,000
Total Tax Revenue (4.47%)	\$ 79,138	\$ 186,704
Re-Appropriations	\$ 313,374	\$ 313,374
Recovered Expenses	\$ -	\$ 21,910
<b>Total Income</b>	<b>\$ 1,034,512</b>	<b>\$ 1,163,988</b>
<b>Capital Net Revenue</b>	<b>\$ 820,279</b>	<b>\$ 157,801</b>
<b>Cemetery</b>		
Personnel Expenditures	\$ (43,933)	\$ (177,254)
Contractual Expenditures	\$ (6,569)	\$ (31,520)
Materials & Supplies Expenditures	\$ (5,093)	\$ (14,350)
Capital Outlay	\$ -	\$ -
<b>Total Expenses</b>	<b>\$ (55,595)</b>	<b>\$ (223,124)</b>
Total Revenue	\$ 9,800	\$ 80,325
<b>Cemetery Net Revenue</b>	<b>\$ (45,795)</b>	<b>\$ (142,799)</b>



**Project Report -APRIL 2024**

Project Name	Project Code	Budget	Expenses	Encumbrances	Remaining Funds	Funding Source	Project Status
MONUMENT REFURBISHING	Project Code: 21CEM1	\$ 6,252.00	\$ -	\$ 3,443.40	\$ 2,808.60	Capital Sales Tax	
SURVEY & PLOTTING GRAVE SPACES	Project Code: 22CEM1	\$ 14,100.00	\$ -	\$ 12,250.00	\$ 1,850.00	Capital Sales Tax	
ROAD SEALING	Project Code: 23CEM1	\$ 30,900.00	\$ 29,846.69	\$ 1,025.16	\$ 28.15	Capital Sales Tax	
MEMORIAL HALL FURNISHINGS	Project Code: 20PRK26	\$ 39,999.89	\$ 39,836.69	\$ -	\$ 163.20	Replacement Fund	
PARKS - FEMA DISASTER ASSISTANCE	Project Code: 22PRK25	\$ 230,000.00	\$ 50,813.25	\$ 641.75	\$ 178,545.00	Property Tax	
TRAILS AND PARKING LOT REHAB	Project Code: 23PRK2	\$ 96,984.00	\$ 16,984.00	\$ 79,359.00	\$ 641.00	Metro	
RECREATIONAL SITE DEVELOPMENT	Project Code: 23PRK4	\$ -	\$ -	\$ -	\$ -		
	216-518-873-109	\$ 282,000.00	\$ 186,792.23	\$ 85,407.77	\$ 9,800.00	Metro	
	217-451-873-109	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	Property Taxes	
	417-451-873-109	\$ 759,729.97	\$ -	\$ -	\$ 759,729.97	Parks Capital	
AQUATIC PUMPS & MOTORS	Project Code: 23PRK18	\$ 16,000.00	\$ 14,303.00	\$ -	\$ 1,697.00	Replacement Fund	
MCNAIR AQUATIC FACILITY	Project Code: 23PRK25	\$ 241,940.00	\$ 234,860.00	\$ 5,000.00	\$ 2,080.00	Prop P	
MEMORIAL HALL - FLOORING	Project Code: 23PRK26	\$ 26,000.00	\$ 22,784.50	\$ -	\$ 3,215.50	Replacement Fund	
LANDSCAPING - ALL PARKS	Project Code: 24PRK1	\$ 21,428.99	\$ 2,400.00	\$ 7,600.00	\$ 11,428.99	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	\$ -	\$ 38,164.00	\$ 10,836.00	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	\$ -	\$ -	\$ -	\$ -	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	\$ 6,797.76	\$ 766.75	\$ 7,435.49	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	\$ 36,760.00	\$ -	\$ 3,240.00	Property Tax	
FRISBEE DISC COURSE	Project Code: 24PRK11	\$ 40,000.00	\$ 10,000.00	\$ 30,000.00	\$ -	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	\$ 7,760.57	\$ 15,780.10	\$ 109,800.33	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	

**Project Report -APRIL 2024**

Project Name	Project Code	Budget	Expenses	Encumbrances	Remaining Funds
RECREATION EQUIPMENT	Project Code: 24PRK22	\$ 10,200.00	\$ -	\$ -	\$ 10,200.00
PC REPLACEMENT	Project Code: 24PRK23	\$ 32,000.00	\$ 3,115.56	\$ 22,384.00	\$ 6,500.44
MEMORIAL HALL FURNISHINGS	Project Code: 24PRK24	\$ 28,200.00	\$ 11,936.22	\$ 8,550.00	\$ 7,713.78
ROOFING PROJECTS	Project Code: 24PRK25	\$ 50,000.00	\$ -	\$ 50,000.00	\$ -
PICNIC TABLE REPLACEMENT	Project Code: 24PRK26	\$ 3,000.00	\$ 2,713.00	\$ -	\$ 287.00
MAINTENANCE FACILITIES IMPROVEMENT	Project Code: 24PRK27	\$ 29,000.00	\$ 4,868.00	\$ 23,462.71	\$ 669.29
TRAILS AND PARKING LOT REHAB	Project Code: 24PRK28	\$ 105,000.00	\$ 39,900.00	\$ 3,990.00	\$ 61,110.00
PLAYGROUND REPLACEMENT	Project Code: 24PRK30				
	217-451-873-109	\$ 7,500.00	\$ 3,125.00	\$ -	\$ 4,375.00
	417-451-873-109	\$ 200,000.00	\$ 104,900.00	\$ 95,100.00	\$ -
PARK RESTROOM ADDITIONS	Project Code: 24PRK31	\$ 95,000.00	\$ 33,946.58	\$ 31,010.62	\$ 30,042.80
FACILITY REPAIRS	Project Code: 24PRK32	\$ 40,000.00	\$ 862.13		\$ 39,137.87

Funding Source	Project Status
Replacement Fund	
Replacement Fund	
Replacement Fund	
Metro	
Property Tax	
Property Tax	
Metro	
Property Tax	
Parks Capital	
Metro	
Parks Capital	

Project Funding Source Totals					
		Budget	Expenses	Encumbrances	Remaining Amount
Equipment Replacement Fund	TOTAL	\$ 729,198.89	\$ 224,954.57	\$ 306,786.38	\$ 197,457.94
Taxes	TOTAL	\$ 594,428.99	\$ 109,392.51	\$ 76,635.21	\$ 408,401.27
Metro Parks & Recreation Fund	TOTAL	\$ 628,984.00	\$ 277,622.81	\$ 249,767.39	\$ 101,593.80
Prop P Parks Capital	TOTAL	\$ 1,406,669.97	\$ 350,622.13	\$ 130,100.00	\$ 925,947.84
Gaming Funds	TOTAL				
Cash Balance	TOTAL				
<b>TOTAL PROJECTS</b>		\$ 3,359,281.85	\$ 962,592.02	\$ 763,288.98	\$ 1,633,400.85
<b>Capital Sales Tax (Cemetery only)</b>	TOTAL	\$ 51,252.00	\$ 29,846.69	\$ 16,718.56	\$ 4,686.75
<b>New Park Development Balance</b>		\$ 1,141,729.97	\$ 186,792.23	\$ 85,407.77	\$ 869,529.97

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

**APRIL 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>			
<b>2023 TOTAL</b>		<b>\$ -</b>	
	<b>Total Due</b>	<b>\$ 205.00</b>	
<b>2024 Organizations</b>			
<b>Organizations with multiple uses paying monthly, quarterly or by season</b>			
Optimist Spaghetti Dinner	Concessions	\$ 121.50	Billed 4/10/24
<b>2024 TOTAL</b>		<b>\$ -</b>	
	<b>Total Due</b>	<b>\$ -</b>	
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			



## 2024 Oak Grove Cemetery Report

01/01/24 - 04/12/24

### 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

**From:** [Jessica Minter Johnson](#)  
**To:** [Oscar Rojas](#)  
**Cc:** [Maralee Britton](#)  
**Subject:** Re: Tball Skills Drills Information  
**Date:** Wednesday, April 10, 2024 8:59:16 PM

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Hello! I just wanted to write to say how impressed I was this evening. This is my son's first tball experience and he was all smiles and had so much fun. All the coaches were so kind & patient and genuinely looked to be enjoying themselves as well. Looking forward to the rest of the program!

Sent from my iPhone





**Action Tracker**

April 12, 2024

Item	Description	Estimated Associated Costs	Projected Upcoming Agenda
Low Water Crossing at Fountain Lakes Park (FEMA Project)	Low water crossing was washed out during the flood event in June 2022. BAX Engineering have completed the design and cost estimate to relocate the trail from the creek bed to nearby private property and onto a City street. FEMA/SEMA have denied funding project. Working with the City to acquire easements and to bid out project.	\$135,000	May/June 2024
Archiving Board Packets	Board packets for the last five years will be uploaded to our web-site as a reference tool for Board Members. Marketing Associate has begun this work and new packets are being uploaded.	\$0	Ongoing
New McNair Park Amenity	Discussion of new amenity for the replacement of McNair Aquatic Facility	?	Currently on-going
Hawk's Nest Land for Park	Council Member West, Mitchell and Maralee have discussed the 1.74 acres at Hawk's Nest and Lynnbrook Drive as a potential park. While this has been discussed in the past, the potential park now has donors and volunteers to adopt the park. A full presentation will be presented to the Board in early 2024.	Currently Unknown	TBD by Land Purchase
Boschert Greenway - New Town Blvd to Boschertown Rd (Trail Issues)	This trail has been overlaid in some areas due to cracking in the trail caused by the defective subbase and the close proximity of the trail to trees. Parks has expended funds on patches and crack repairs but issues still occur. Agreement with GRG for cost sharing repairs is being reviewed.	\$564,000	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	May-24
Facilities Policy	Combining all individual policies related to facility rentals into one policy and updating as needed.	0	May-24
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.	TBD	To be compined with Riverwalk Trail Project
Riverwalk Trail Project	City Engineering is working on improvements to the Katy Trail from the Art Foundry to I-70 and through Riverpointe. This will contnue to include a mixed use path and potentially a varity of hard surfaces. More details to come on this project.	TBD	City/Grant Funding
Berthold Square Adopt A Park	Main Street Foundation has expressed interest in adopting Berthold Square Park. The adoption would include care and maintenance similar to Bob Kirkwood's involvement when he owned Lewis and Clark Restaurant. Lawn care, irrigation, some landscaping and general care for the park specifically during special events held within the park.		N/A- Informational as discussion continues and plans can be formed.
Boone's Lick Park Maintenance Shed	The maintenance shed at Boone's Lick Park, located by the community garden is in disrepair. Mostly used for storage of a few items, continuing repairs is not cost effective with other locations items can be stored. Staff is planning demolition of the building this year with the construction crew.		Awareness Only
In-Line Hockey @ McNair	The in-line hockey rink is being evaluated to determine necessary repairs and renovations that need to be made.	In discovery	TBD
Enterprise Employee Manual	Currently reviwng with Legal and Human Resources the employee manual for any necessary changes.	N/A	April 17, 2024

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

### **Project Purchases 2024**

<b>Project</b>	<b>Description</b>	<b>Budget Allocation</b>	<b>Funding Mechanism</b>	<b>Timeline for Action</b>
Boschert Greenway	Pulverizing and compacting the trail	\$80,000	Transfers	12/6/2023
Athletic Field Updates	Laser grading and field conditioner	\$40,000	CIP and Transfers in CIP	2/21/2024
Frisbee Disc Golf Course	Design, product and installation	\$40,000	CIP	1/17/2024
Roofing Projects	Roofing projects	\$90,000	CIP	12/20/2023
Tree Removal	Removal of trees on Boschert Greenway	\$43,890	Transfer in CIP	1/17/2024
HVAC	Memorial Hall and Gould Building	\$65,000	CIP and Transfers in CIP	2/21/2024
Low Water Crossing	Fountain Lakes Trail routing	\$135,000	CIP	May
Asphalt Projects	Various asphalt patching and sealing	\$127,500	CIP	April
Ranger In-Car Computers	Ranger In-Car Computers	\$25,000	CIP/Replacement Fund	4/3/2024

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

<b>Product/Service</b>	<b>Description</b>	<b>Budget Allocation</b>	<b>Multiple Year Contract</b>
AT&T Mobility	Cell phones and WIFI Cards	\$32,300	
WEX Bank	Fuel	\$100,000	
NAPA Auto Parts	Various part for equipment	\$18,000	
LRL Cleaning	Administration and rental buildings	\$18,000	2 of 3 year
Minuteman Press	PLAY Brochure printing	\$34,000	1 of 3 year
ProTronics Technologies	WAN/LAN, computer services	\$73,000	5 of 6 year
Imperial Dade	Janitorial supplies	\$31,000	
Jeff Ellis & Associates	Lifeguard licensing, risk management	\$20,000	
Vermont Systems Inc.	Annual service and support for RecTrac	\$21,000	
STL Shirt Co.	Participant apparel	\$32,000	1 of 3 year
Krey Distributing	Alcoholic beverages for resale	\$20,000	
Aquatic Control	Pond management	\$16,000	1 of 3 year
Linde Gas & Equipment	Liquid CO2 for pools	\$19,000	4 of 5 year
Old Time Servicing Co.	Cool Beads ice cream for resale	\$28,000	
Capri Pools	Opening, closing and mtc support of aquatic facilities	\$32,000	3 of 3 year
Dedicated Turf, LLC	Mowing services	\$22,000	3 of 3 year
Spectrum Lawn Care	Mowing services	\$68,000	3 of 3 year
Kohl Wholesale	Food products for resale	\$96,100	5 of 5 year
Coca Cola	Beverages for resale	\$43,000	5 of 5 year
Westport Pools	Chemicals for pools	\$40,000	1 of 3 year
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
Berthold Square Park		In Process