

ST. CHARLES PARK & RECREATION BOARD
Work Session Tentative Agenda
June 5, 2024 - 6:00PM
American Legion Room in Memorial Hall, Blanchette Park

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

1. Call To Order
2. Roll Call: 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. Discussion and Consideration of Amendment to the 2024 Parks and Recreation CIP*
7. Action Tracker Report
8. Adopt a Park (Board Member observations pertinent to facilities, programs and services within the System)
9. Closed Session (As Indicated)
 - A. Legal actions, causes of action, or litigation. (RSMo 610.021.1)
 - B. Leasing, purchase or sale of real estate where public knowledge of the transaction might adversely affect the legal consideration thereof. (RSMo 610.021.2)**
 - C. Hiring, firing, disciplining or promoting of particular employees when information relating to the performance or merit of individual employees is discussed or recorded. (RSMo 610.021.3)
 - D. Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment (RSMo 610.021.13)
10. Adjournment

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

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

Posted by: _____ Date: _____ Time: _____

St. Charles Parks and Recreation Board

MEMORANDUM

Date: May 30, 2024

From: Maralee M. Britton, Director

RE: 2025 Capital Improvement Plan Amendment

Summary:

In meetings for the City's Capital Improvement Plan with Mayor Borgmeyer and Administrator Dobrosky, it was requested the Board consider placing funds in a project for the Park on Hawk's Nest Drive. While efforts are being prepared to fundraise for the development of the park, creating a project with funds available will ensure the development. \$50,000 is being allocated for the parking lot by the City and \$60,000 would be allocated by parks and recreation for plantings, shrubs, trees, signage, natural play area, learning stations and interactive kiosks. Future CIP planning could include the addition of a small restroom as the park develops and grows.

For your favorable consideration, \$60,000 would be moved from the Recreational Site Development to the Park at Hawk's Nest Drive in 2025. On the attached CIP overview as reference, PK – 37 New Park Development highlighted, would be reduced to 370,000.

**CITY OF ST. CHARLES
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS 2024 TO 2029**

Department Totals:
Parks & Recreation

								Total Outside		
Description		2025	2026	2027	2028	2029	2030	Funding	Total	Future
PK-1	Debt Service - 2017 COPS Bonds	1,731,738	1,730,363	1,737,763	1,739,363	1,733,663	1,742,607		10,415,497	3,479,301
PK-2	Landscaping - All Parks	9,500	9,500	9,500	9,500	9,500	9,500		57,000	on-going
PK-3	Seal Asphalt All Parks-Trails, Walks & Lots	22,500	22,500	22,500	22,500	22,500	22,500		135,000	on-going
PK-4	HVAC Replacements - All Park Facilities	12,000	12,000	12,000	12,000	12,000	12,000		72,000	on-going
PK-5	Restroom Rehabs - All Parks	12,000	12,000	12,000	12,000	12,000	12,000		72,000	on-going
PK-6	Playground Safety Surfacing	5,000	5,000	5,000	5,000	5,000	5,000		30,000	on-going
PK-7	ADA Renovations	5,000	5,000	5,000	5,000	5,000	5,000		30,000	on-going
PK-8	Parks Storm Water	10,000	10,000	10,000	10,000	10,000	10,000		60,000	on-going
PK-9	Concession Stand Renovations	15,000	15,000	12,000	0	0			42,000	
PK-10	Parks & Recreation Department Master Plan	200,000							200,000	
PK-11	Wapelhorst Athletic Field Pavilion Replacement	115,000							115,000	
PK-12	Rau Garden, Rose Garden and Memorial Hall Drainage		80,000						80,000	500,000
PK-13	Athletic Field Renovations	20,000	20,000	20,000	20,000	20,000	20,000		120,000	40,000
PK-14	Administration Vehicle Replacement		45,000						45,000	
PK-15	Aquatics-Facility Safety Equipment		5,600	63,000		136,000	5,500		210,100	
PK-16	Aquatics-Features & Signage	100,000	155,500	15,000		52,600			323,100	
PK-17	Aquatics-Pumps and Motors Reconditioning				80,000		44,000		124,000	
PK-18	Ranger Vehicles & Support Items	41,500				120,000			161,500	
PK-19	Furnishing Replacements		10,000						10,000	
PK-20	Concession Equipment Replacement	7,500	8,500	10,000	5,000	23,000	5,300		59,300	
PK-21	Enterprise Vehicle Replacement					92,000			92,000	
PK-22	Maintenance-Vehicles & Attachments	175,000		285,000		48,000	150,000		658,000	
PK-23	Maintenance-Mowing Equipment	70,000							70,000	
PK-24	Maintenance-Grounds Equipment	52,000		18,000	28,000	19,000	157,000		274,000	
PK-25	Copier Replacement	13,900					14,200		28,100	
PK-26	Software Upgrades	5,000							5,000	
PK-27	Printer Replacement	2,700							2,700	
PK-28	PC Replacement	34,000	40,000		28,000	8,500	70,000		180,500	
PK-29	Recreation Equipment		16,500	5,200			5,000		26,700	
PK-30	Memorial Hall Furnishings	16,500	14,000	37,200	8,800	33,000	4,400		113,900	
PK-31	Security Equipment		12,500						12,500	
PK-32	Roofing Projects		50,000	25,000			50,000		125,000	
PK-33	0									
PK-34	Maintenance Facilities Improvements	24,000	23,000	53,000			30,000		130,000	76,000
PK-35	Wapelhorst Sand Volleyball Courts		28,000						28,000	
PK-36	Trails and Parking Lot Rehab	100,000	100,000	100,000	100,000	100,000	100,000		600,000	2,000,000
PK-37	Recreational Site Development	430,000	631,000	570,000	650,000	650,000	650,000		3,581,000	87,000,000
PK-38	Boone's Lick Parking Lot			35,000	35,000	130,000			200,000	
PK-39	Playground Replacements	150,000							150,000	200,000
PK-40	Park Restroom Additions				95,000				95,000	
PK-41	Facility Repairs	30,000	30,000	30,000	30,000	30,000	30,000		180,000	
	<i>Includes Prop P Funding</i>									
	<i>Includes Metro Parks Tax Funding</i>									
	TOTALS	3,409,838	3,090,963	3,092,163	2,895,163	3,271,763	3,154,007	0	18,913,897	93,295,301

Action Tracker

May 31, 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	Jul-24
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)	GRG Agreement for 50/50 split of expenses executed. Greenway ground and rolled, trees removed; reopened April 25. Testing RFD surface for determination later in year for asphalt.	\$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	June 19, 2024
Facilities Policy	Combining all individual policies related to facility rentals into one policy and updating as needed.	0	June 19, 2024
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 combined 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 continue to include a mixed use path and potentially a variety 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
Maibaum Pole	Several non-profits have approached Staff about erecting a maibaum pole in Frontier park representing all the Sister Cities. Official request to be presented at a future meeting	Donated	TBD