

St. Charles Parks and Recreation Board  
Tentative Agenda  
May 15, 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. Transfers over \$15,000\*
  - B. Resolution #2 – 2024, Destruction of Documents\*
  - C. Review of the Low Water Crossing Project at Fountain Lakes Park
  - D. Review of the potential new park on Hawk’s Nest Road
  - E. Review of the 97-acre park Master Plan and Feasibility Study
7. Minutes-
  - A. Parks & Recreation Board Meeting Minutes April 17, 2024\*
  - B. Parks & Recreation Board Work Session Meeting Minutes May 1, 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.

11. Director's Report
  - A. Thank You's and Comments (As Available)
  - B. General Department Update
  - C. Staffing 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: \_\_\_\_\_



Date: May 8, 2024  
 To: St Charles Parks and Recreation Board  
 From: Maralee M. Britton, Director of Parks & Recreation  
 RE: Transfers over \$10,000

Description:	In November 2023, funds were temporarily moved to begin the repairs to Boschert Greenway. These funds replace the temporary transfer now that the budget amendment for the greenway renovation is completed through City Council.
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Amount Transferred	Project Code	Project Code	To Account #	Project Code	Project	From Account #
\$ 69,000.00	Seal Asphalt	24PRK2	217-451-873-104	24PRK33	Boschert Greenway	217-451-873-109

\$ 69,000.00

**Resolution No. 2 - 2024**  
**St. Charles Parks & Recreation Board**

A Resolution authorizing destruction of certain Parks and Recreation Department documents listed below.

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

The following Parks and Recreation documents are authorized to be destroyed.

<b><u>Name of Record</u></b>	<b><u>Year(s) of Record</u></b>	<b><u>Retention Period</u></b>
Receipts	2022	COA
Accounts Payable	2022	COA
Accounts Receivable	2023	COA

The Director of Parks and Recreation and/or their designee are hereby authorized to destroy the documents.

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

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

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

Attest:

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

# Fountain Lakes Trail Realignment Project



# Timeline of Events

- Trail originally built as part of the 145 acre Fountain Lakes Park Development in 2002. It was built by the developer and “given/gifted” to the City upon completion as part of the TIF for Fountain Lakes Industrial.
- Trail crossing was built to connect Fountain Lakes Park North and South under Fountain Lakes Blvd.
- Trail was built to be a “low water” crossing at creek level during normal flow. Problems from the start with the trail being underwater when the creek was higher than normal flow.
- When creek went down the trail was left with mud/silt and made it unsafe to cross until it was cleared.



# Fountain Lakes Park

Connector Trail

## Legend

- Feature 1
- Fountain Lakes Park (North End)



Fountain Lakes Park (North End)

Wiegmann Associates

Fountain Lakes Trail

Google Earth

100 ft





Low water crossing  
when passable



Normal creek flow at low  
water crossing





# After July 2022 flood event and closing trail access





- During FEMA flood event in July 2022, the asphalt surface of the trail washed down stream making the trail unusable therefore it was closed.
- Project was submitted to FEMA along with other projects/areas impacted by the flood event (Pedestrian Bridge in Frontier Park, Sink Hole in Frontier Park, Ball field fence in McNair Park and Kiwanis Park).
- FEMA would only cover the cost to replace the asphalt trail in its current location (\$13,000). They would not fund the “alternate trail location” project proposed by the Department.
- For the long term connectivity of the trails system in the Fountain Lakes area, it did not make sense to rebuild in same location using FEMA funds.
- Parks & Recreation Board allocated \$178,000 in funds based upon the Engineers estimate and approved the concept.
- Engineering & design with BAX Engineering is completed.
- Permanent Trail Easement and Temporary Construction Easement have been secured with Wiegmann & Associates.
- Final review currently taking place at City Engineering and will be out to bid in June.



# Fountain Lakes Park

Connector Trail

## Legend

- Feature 1
- Fountain Lakes Park (North End)



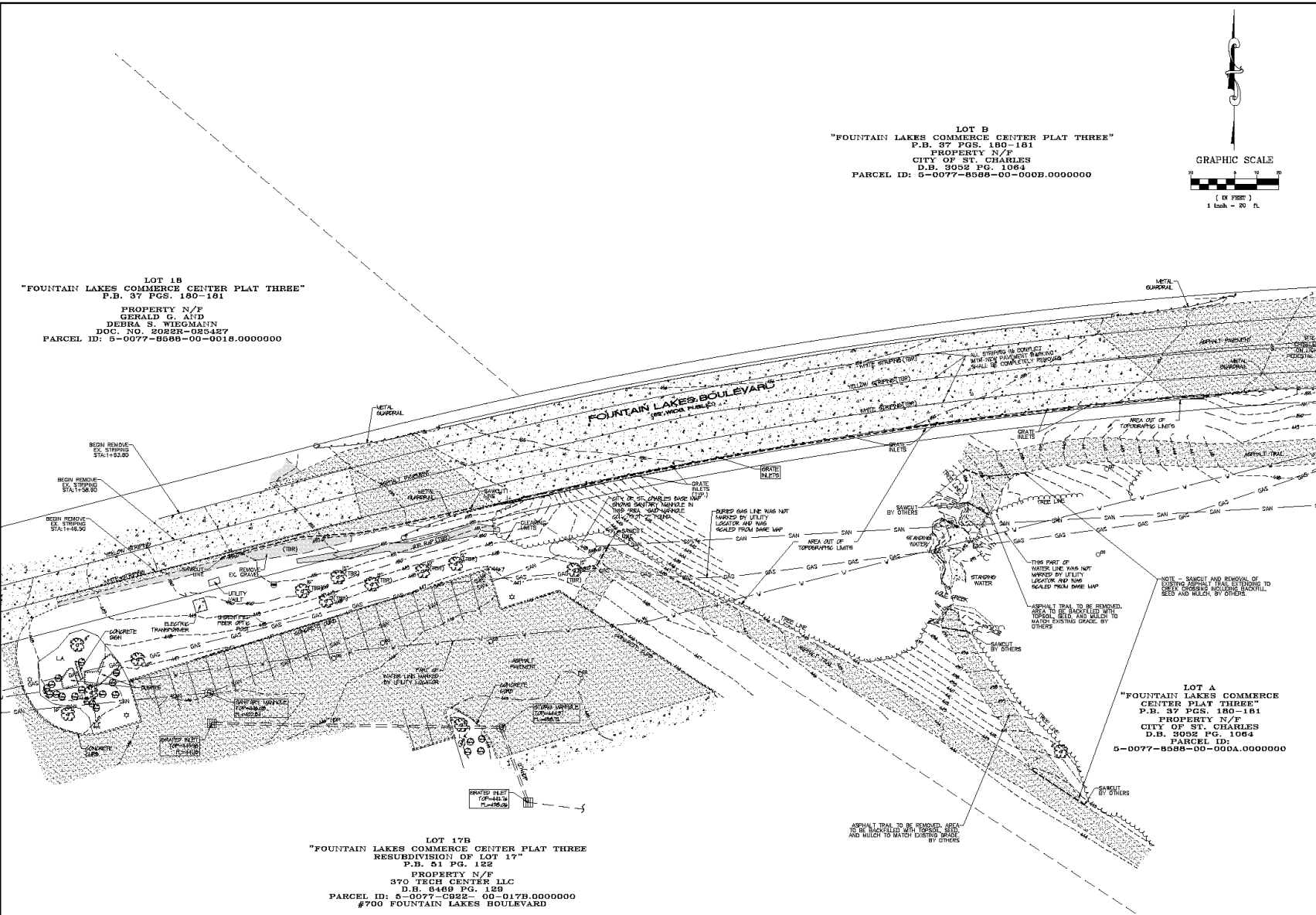
Google Earth

Wiegmann Associates

Fountain Lakes Trail



100 ft



**BAX ENGINEERING CO., INC.**  
 282 Point West Blvd.  
 St. Charles, MO 63301  
 Phone: 636-998-6552  
 Fax: 636-998-1718

Professional Seal: Certified Professional Engineer, No. 00890  
 Missouri State, Certificate of Authority, Engineering, 000114

**FOUNTAIN LAKES TRAIL REALIGNMENT**  
 FOUNTAIN LAKES BOULEVARD  
 CITY OF ST. CHARLES, ST. CHARLES COUNTY, MO 63301

PROJECT NO. 22-1869  
 DATE: 02/29/2023

PREPARED FOR:  
**CITY OF ST. CHARLES**  
 1900 RANDOLPH STREET  
 ST. CHARLES, MO 63301

**REVISIONS**

DATE	DESCRIPTION
06/22/24	FINAL PLANS ISS. SET

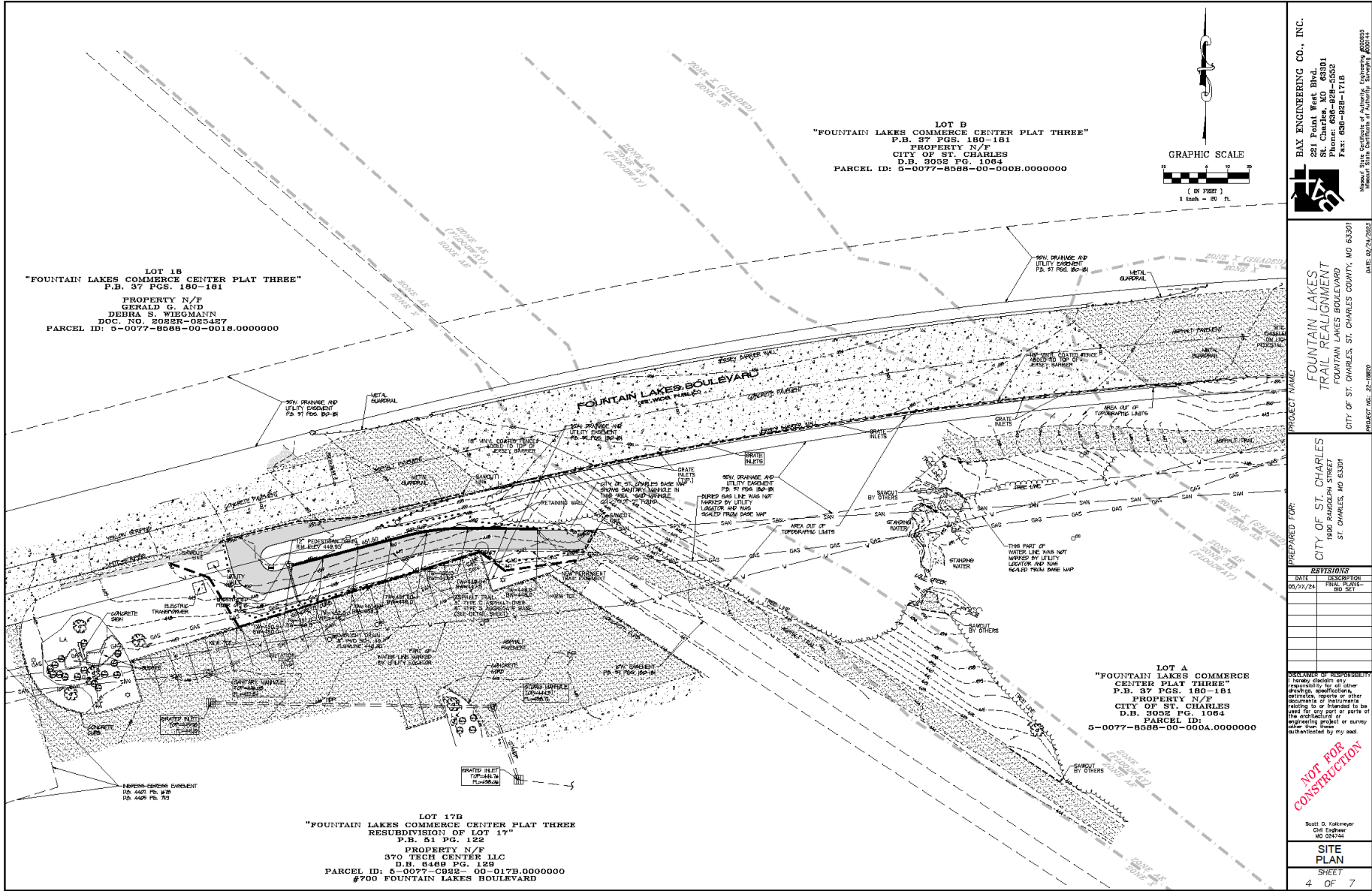
**INDICATOR OF RESPONSIBILITY**  
 I hereby declare my responsibility for the accuracy of these drawings, specifications, estimates, reports or other documents or instruments existing in or intended to be the construction of parts of the structure shown or survey other than those authorized by my seal.

**NOT FOR CONSTRUCTION**

Scott D. Kalkmeyer  
 Civil Engineer  
 MO 224741

**DEMOLITION PLAN**  
 SHEET  
 2 OF 7



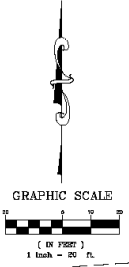


LOT 1B  
 "FOUNTAIN LAKES COMMERCE CENTER PLAT THREE"  
 P.B. 37 PGS. 180-181  
 PROPERTY N/F  
 GERALD G. AND  
 DEBRA S. WIEGMANN  
 DOC. NO. 2022K-025427  
 PARCEL ID: 5-0077-8588-00-0018.0000000

LOT B  
 "FOUNTAIN LAKES COMMERCE CENTER PLAT THREE"  
 P.B. 37 PGS. 180-181  
 PROPERTY N/F  
 CITY OF ST. CHARLES  
 D.B. 3052 PG. 1064  
 PARCEL ID: 5-0077-8588-00-0008.0000000

LOT 17B  
 "FOUNTAIN LAKES COMMERCE CENTER PLAT THREE"  
 RESUBDIVISION OF LOT 17"  
 P.B. 01 PG. 1522  
 PROPERTY N/F  
 370 TECH CENTER LLC  
 D.B. 0409 PG. 158  
 PARCEL ID: 5-0077-0922-00-017B.0000000  
 #700 FOUNTAIN LAKES BOULEVARD

LOT A  
 "FOUNTAIN LAKES COMMERCE CENTER PLAT THREE"  
 P.B. 37 PGS. 180-181  
 PROPERTY N/F  
 CITY OF ST. CHARLES  
 D.B. 3052 PG. 1064  
 PARCEL ID: 5-0077-8588-00-000A.0000000



**RAY ENGINEERING CO., INC.**  
 224 Patel West Blvd.  
 St. Charles, MO 63301  
 Phone: 636-688-5562  
 Fax: 636-688-1718  
 Missouri State Certificate of Authority: Engineering 000290  
 Missouri State Certificate of Authority: Surveying 000114

PROJECT NAME:  
**FOUNTAIN LAKES TRAIL REALIGNMENT**  
 FOUNTAIN LAKES BOULEVARD  
 CITY OF ST. CHARLES, ST. CHARLES COUNTY, MO 63301  
 PROJECT NO.: 22-1980

PREPARED FOR:  
**CITY OF ST. CHARLES**  
 1500 HANCOCK STREET  
 ST. CHARLES, MO 63301

REVISIONS	
DATE	DESCRIPTION
06/25/24	FINAL PLANS MO SET

DESIGNER OF RESPONSIBILITY:  
 I hereby declare my responsibility for the accuracy of the drawings, specifications, estimates, reports or other documents or instruments relating to or involved in the construction of parts of the project, and I am duly licensed and duly qualified to do so.

**NOT FOR CONSTRUCTION**

Brett D. Kalkreuth  
 Civil Engineer  
 MO 524744

**SITE PLAN**  
 SHEET  
 4 OF 7

# Questions & Comments





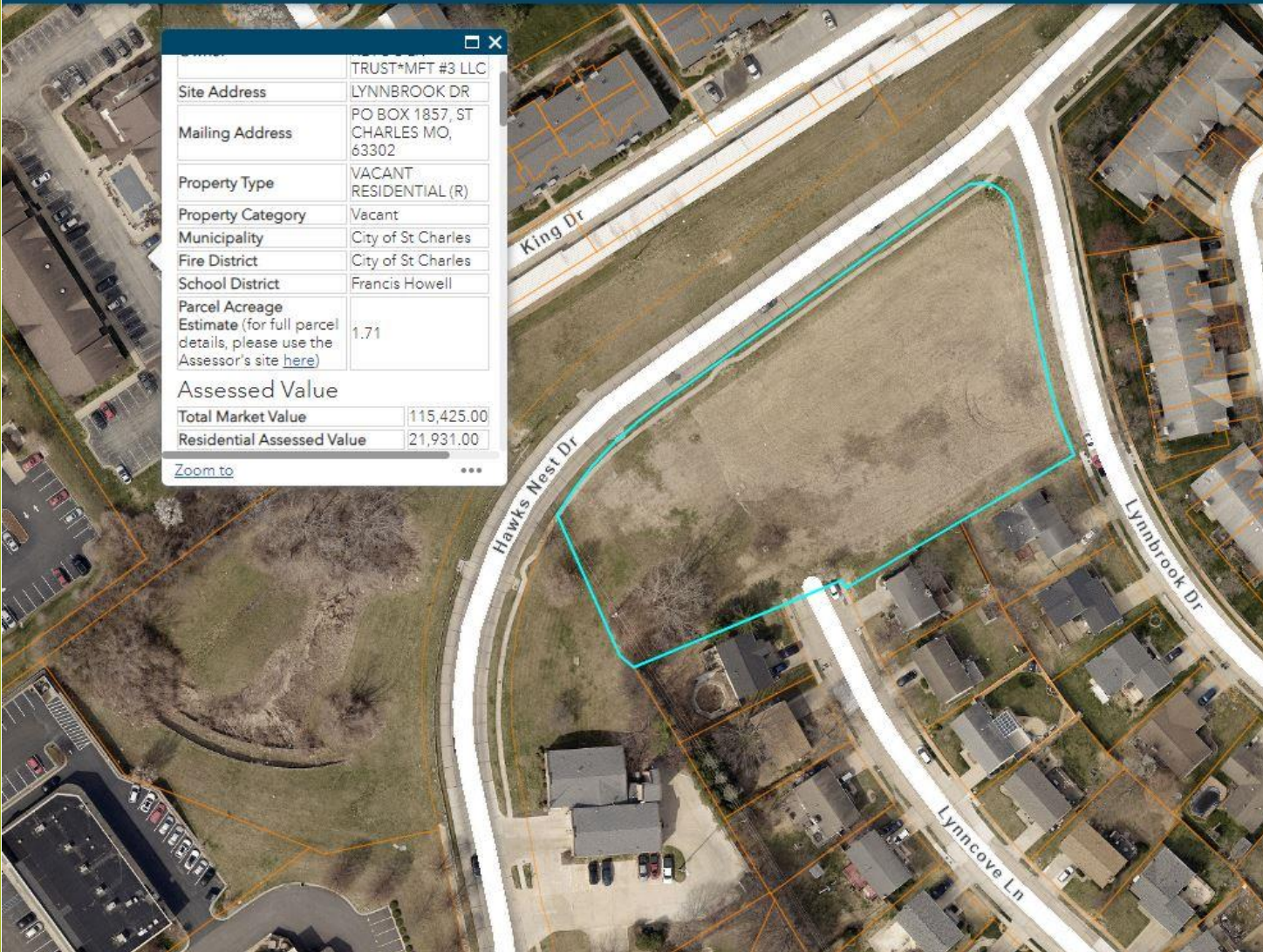


# Hawk's Nest Drive Nature Park Project

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May 15<sup>th</sup> 2024  
Park and Recreation Board Presentation





# Project History

- Guided by Council Member Mary West
- Support from Ferris Family, Parks and Rec staff, and Parks and Rec Board
- 1.71 acre parcel undeveloped – mowed seasonally
- Property donation in process
- Potential sponsors & partners
- Adopt-a-Park opportunities



# The Nature Park Vision



Explore



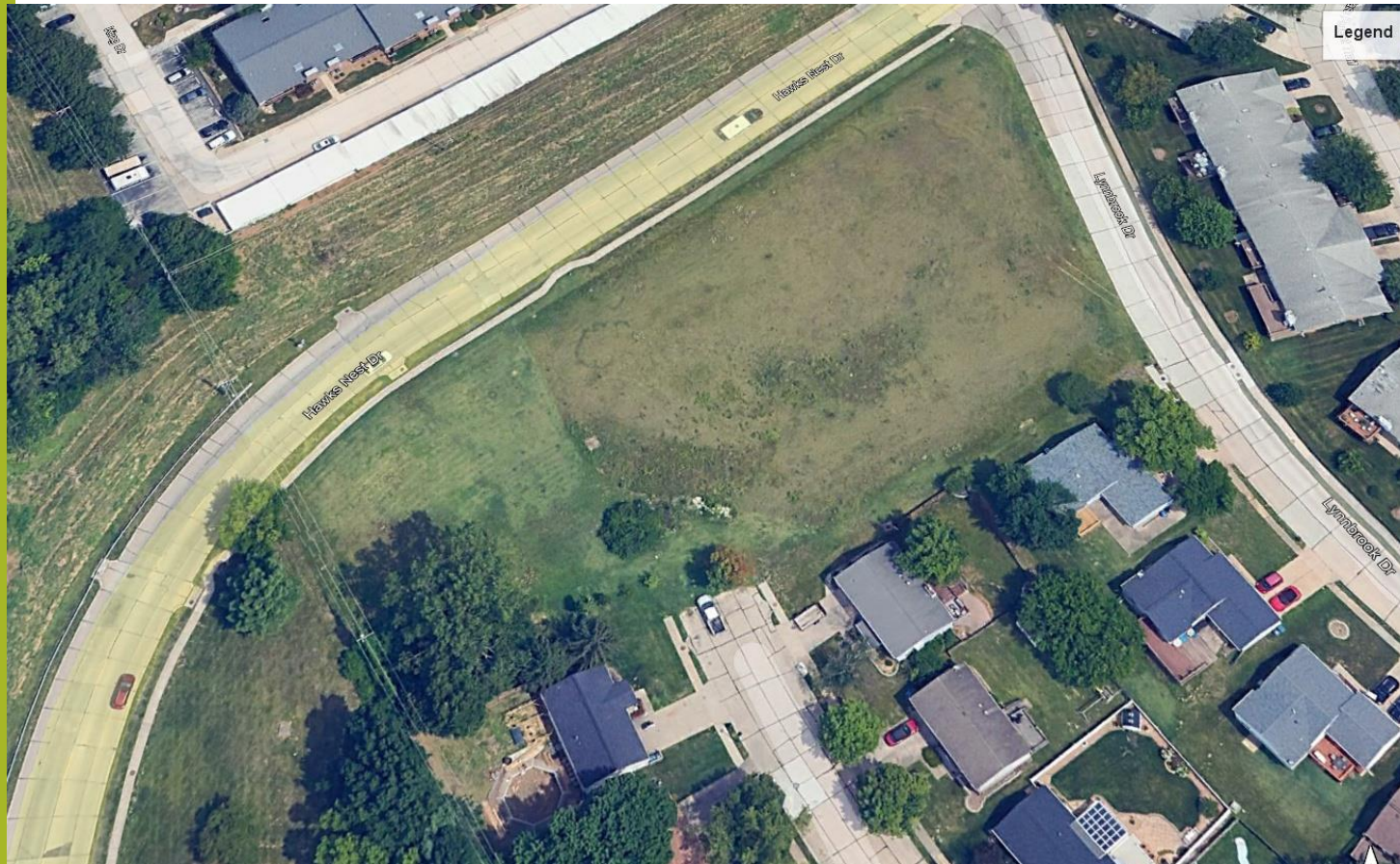
Engage



Empower







# Current Conditions

- 1.71 acre parcel undeveloped – mowed seasonally
- Mostly non-native and undesirable plant and tree species
- Mostly flat with one low-lying area
- Storm sewer intake on property
- No major utilities







# Hawks Nest Park Project

Concept land use plan draft 1



**Legend**

- 10' Sidewalk & 2' ROW
- 20x20 Shelter
- 60x30 shelter
- Entrance Sign/Bed
- Learning Station
- Mowed Path
- Potential Parking 120x30

# Nature Park Potential

- Interconnected mowed path system
- Purposeful native plantings throughout
- Multiple learning stations
- Learning gardens and planted bed
- Shelter and gazebo
- Pervious parking



# Potential Featured Amenities

- Outdoor classroom and learning space
- Learning pavilion and gathering shelter





# Potential Featured Amenities

- Interactive kiosks and signage
- Peaceful gazebo and resting space
- Nature play space
- Learning garden







# Learning Station Ideas

- Pollinator hotel
- Ant farm
- Little Library
- Storybook walk





# Landscape and Aesthetics

- Mowed paths



- Purposeful plantings



- Rustic & natural materials







Transformation





Thank You



# 97 Acre Recreational Site

**HWY B & HWY 94**



94

Hawning Road

Fox Hill Road

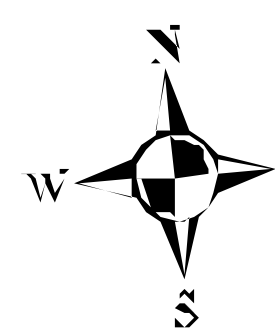
North River Road

Boeing

Little Hills Exp.

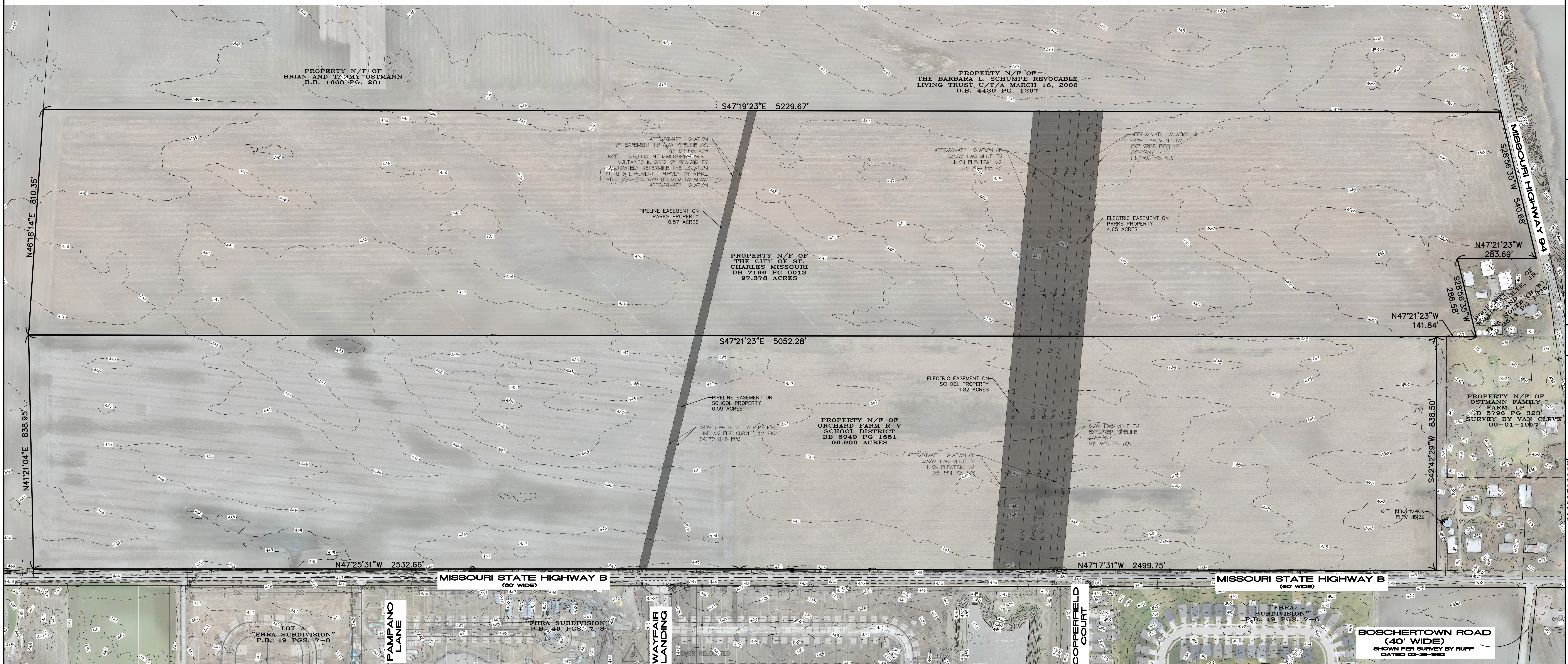
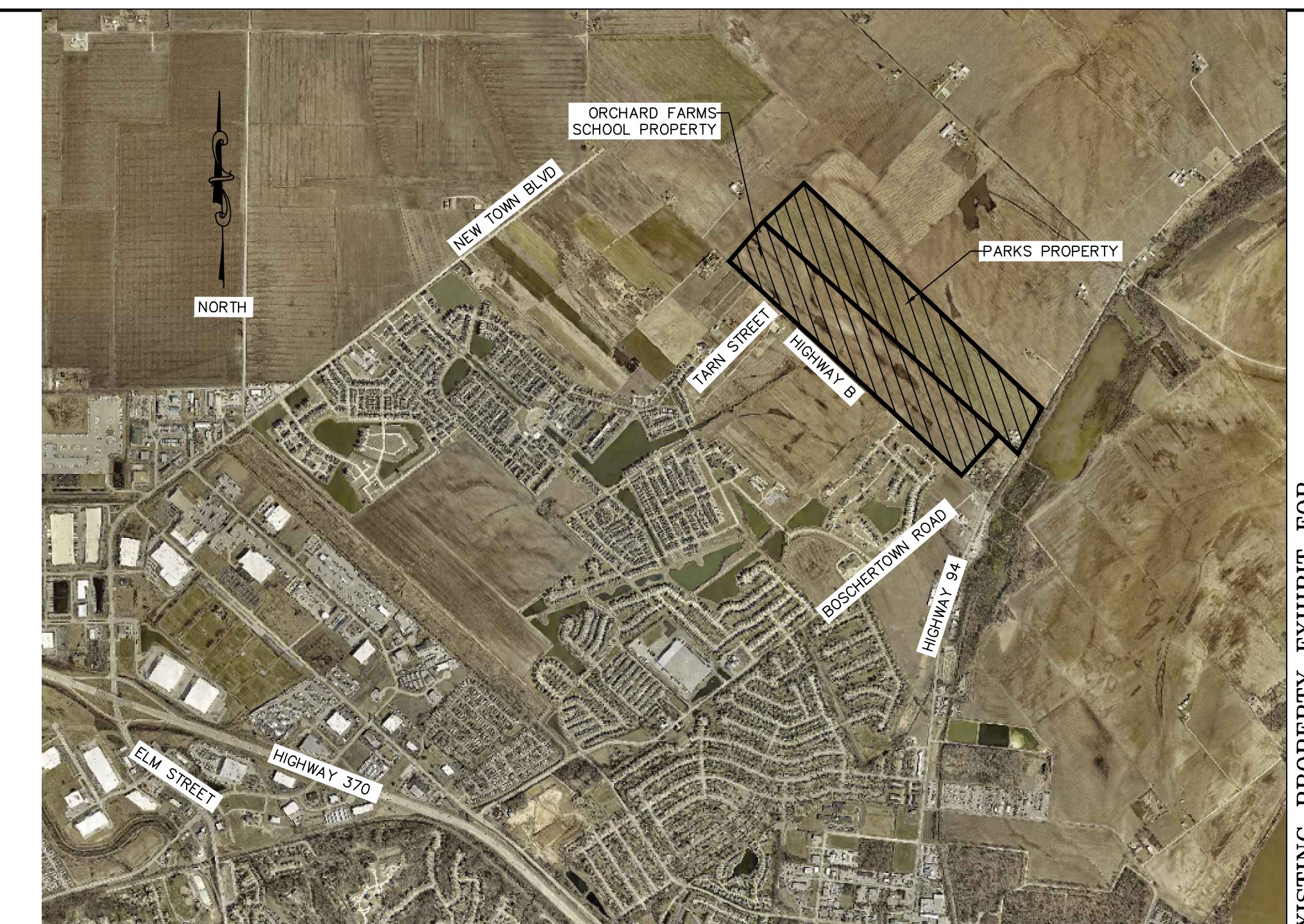
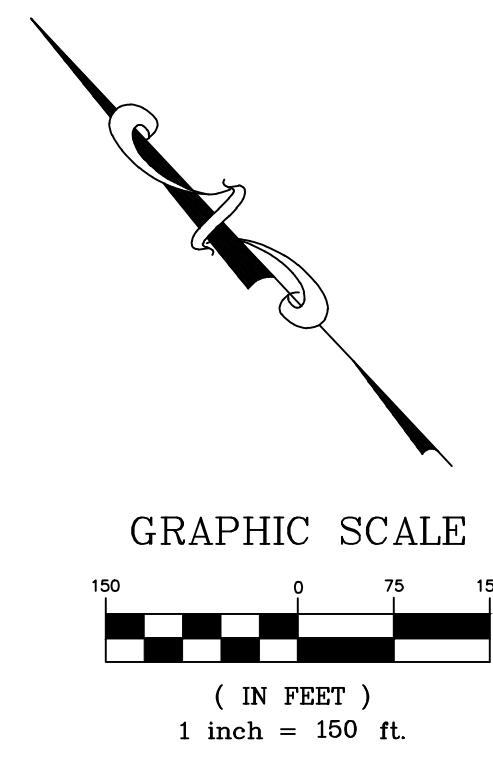
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MISSOURI RIVER

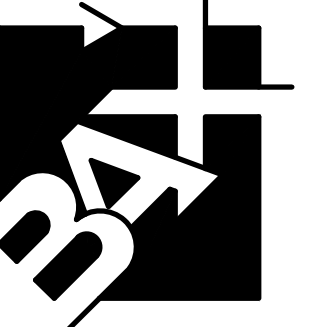


0 220 440 880 1,320 1,760 Feet





AN EXISTING PROPERTY EXHIBIT FOR  
**HIGHWAY B TRACTS OF LAND**  
 ST. CHARLES COUNTY UNINCORPORATED



**ENGINEERING  
 PLANNING  
 SURVEYING**

221 Point West Blvd.  
 St. Charles, MO 63301  
 636-928-5552  
 FAX 636-928-1718

Box Engineering Company, Inc.  
 Missouri State Certificate of Authority  
 Engineering #000035  
 Missouri State Certificate of Authority  
 Surveying #000144

**REVISIONS**

NO.	DATE	DESCRIPTION

**DISCLAIMER OF RESPONSIBILITY**  
 I hereby disclaim any responsibility for all other drawings, specifications, estimates, reports or other documents or instruments relating to or intended to be used for any part or parts of the architectural or engineering project or survey other than those authenticated by my seal.

Clifford L. Heltmann  
 Civil Engineer  
 Engineers License #E-29817

1-20-21

DATE

18-17453

PROJECT NUMBER

Existing Properties.dwg

FILE NAME

SWR

DRAWN

SWR CLH

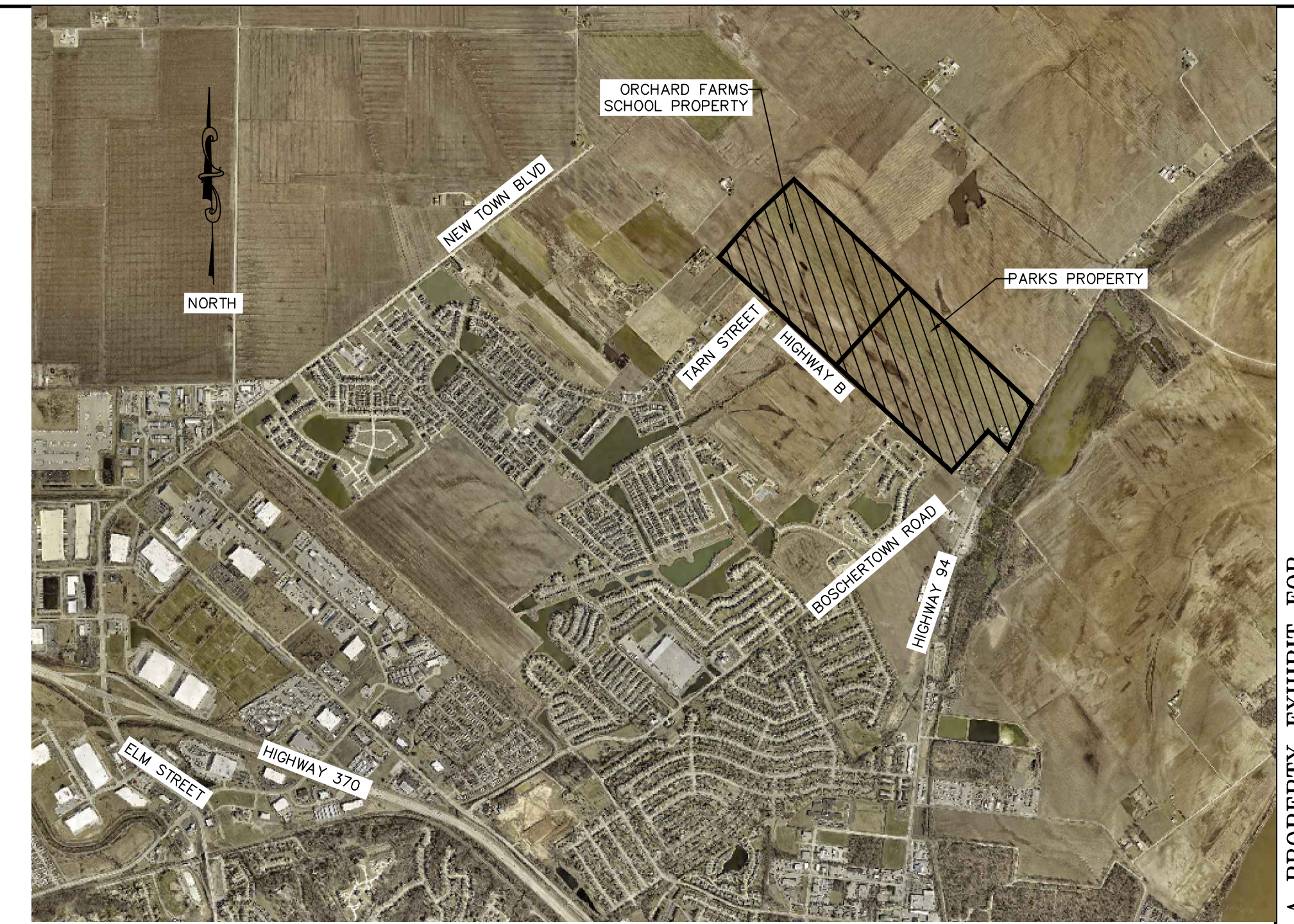
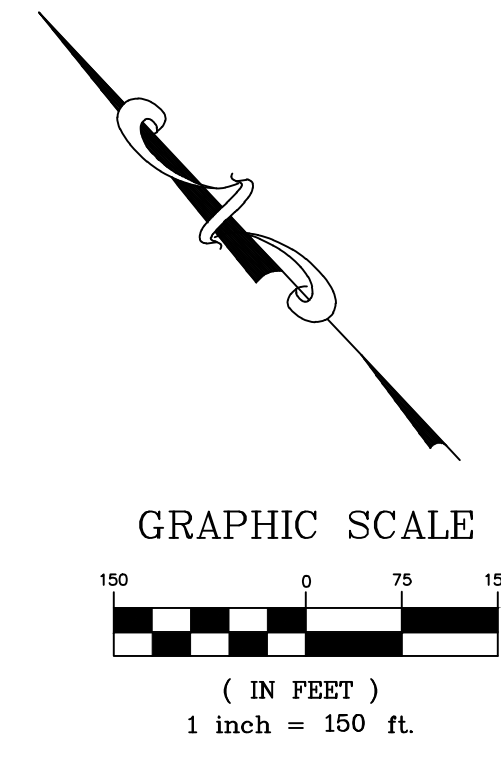
DESIGNED CHECKED

EXISTING PROPERTY EXHIBIT

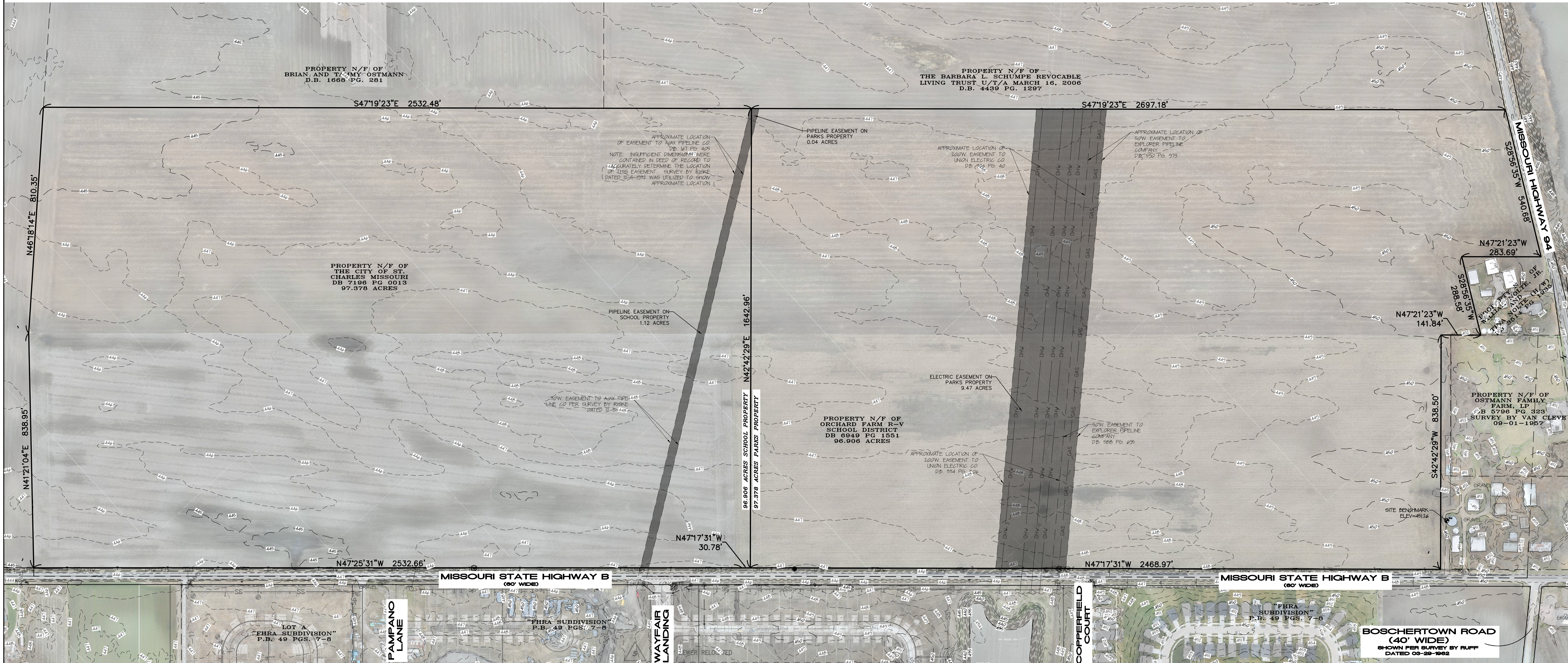
**C-1**

UNDERGROUND UTILITIES HAVE BEEN PLOTTED FROM AVAILABLE INFORMATION AND THEREFORE THEIR LOCATIONS SHALL BE CONSIDERED APPROXIMATE ONLY. THE VERIFICATION OF THE LOCATION OF ALL UNDERGROUND UTILITIES, EITHER SHOWN OR NOT SHOWN ON THESE PLANS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR, AND SHALL BE LOCATED PRIOR TO ANY GRADING OR CONSTRUCTION OF THE IMPROVEMENTS.





A PROPERTY EXHIBIT FOR  
**HIGHWAY B TRACTS OF LAND**  
ST. CHARLES COUNTY UNINCORPORATED



**ENGINEERING  
PLANNING  
SURVEYING**  
221 Point West Blvd.  
St. Charles, MO 63301  
636-928-5552  
FAX 636-928-1718

Box Engineering Company, Inc.  
Missouri State Certificate of Authority  
Engineering #000035  
Missouri State Certificate of Authority  
Surveying #000144

REVISIONS

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Clifford L. Heltmann  
Civil Engineer  
Engineers License #E-29817

1-20-21  
DATE

18-17453  
PROJECT NUMBER

Existing Esmt Calcs.dwg  
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DESIGNED CHECKED

EXISTING  
EASEMENT  
CALCULATIONS  
EXHIBIT

C-1

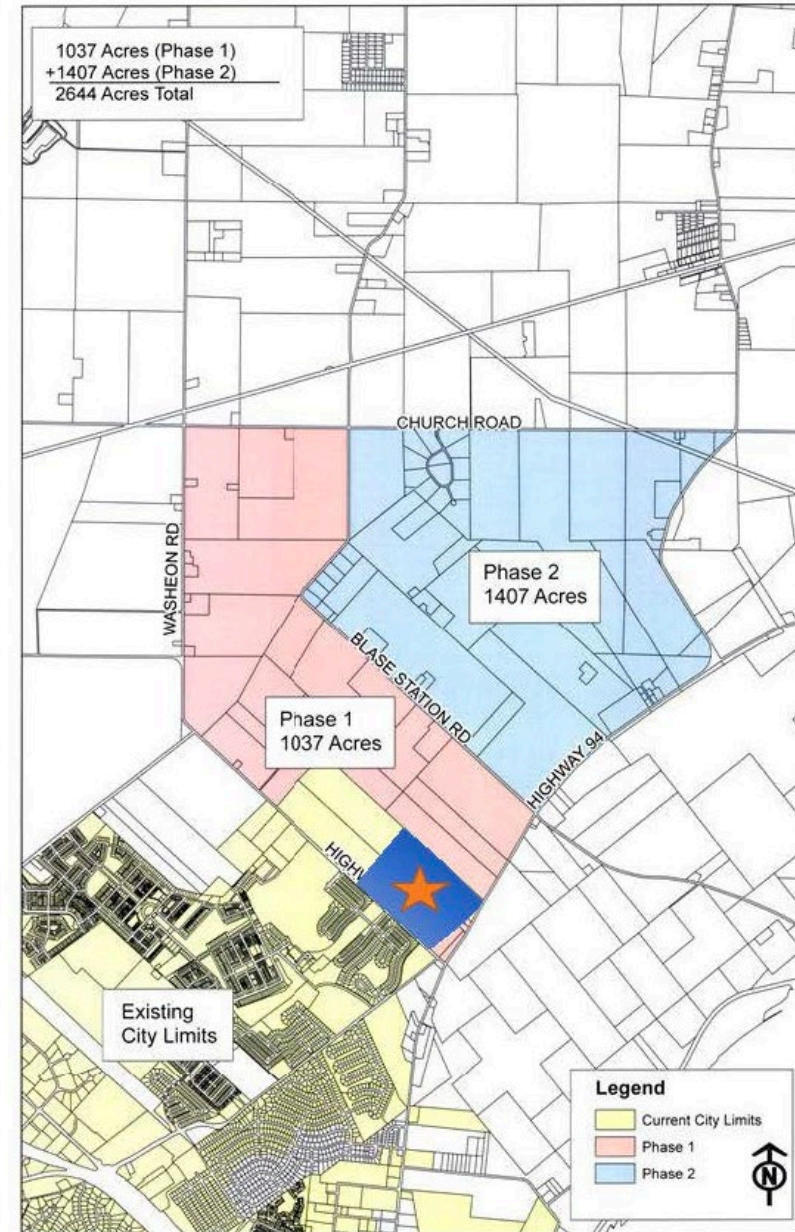
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# PARK IMPACT

Catalyst for Investment, Anchor City's Expansion

- 8 to 20% boosted home values near parks
- Support Economic Development
- Strengthen Safety and Security
- Promote Health and Wellness
- Increase Cultural Unity
- Protect Natural and Cultural Resources
- Facilitate Community Problem solving
- Provide Recreational Experiences
- Strengthen Community Image and Sense of Place



**MASTER PLAN**

**RECAP**

# 2

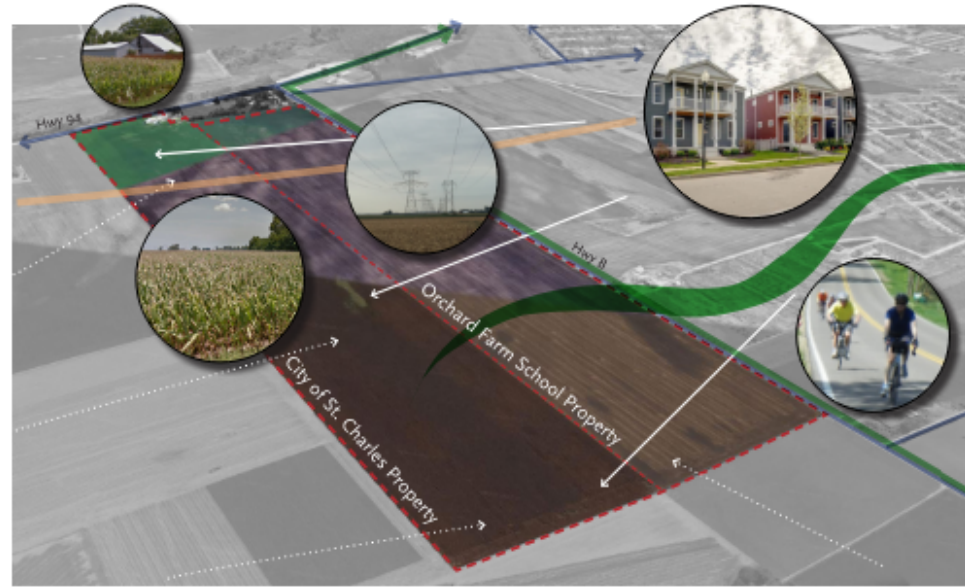
## Project Team

- Dept. Leadership
- P&R Board
- P&R Staff
- City Council
- Stakeholders
- User Groups
- Community



- District Leadership
- School Board
- School Staff
- Hoener Architecture
- Bax Engineering
- Community

## Project Site



## Park Size Comparison

	<b>CITY OF ST. CHARLES NEW PARK</b> 97.4 Acres
	<b>MCNAIR PARK</b> 98 Acres <ul style="list-style-type: none"> <li>• Multi-use Aquatic Facility</li> <li>• Playground Area</li> <li>• Soccer Field</li> <li>• Softball Field</li> <li>• Tennis/Pickleball Courts</li> <li>• Sand Volleyball Courts</li> <li>• Soccer Fields</li> <li>• Football Field (Seasonal)</li> <li>• Community Center</li> <li>• Little League</li> <li>• Courts</li> <li>• Picnic Shelter/BBQ Grill</li> <li>• Restrooms open year-round</li> </ul>
	<b>SOCCER COMPLEX</b> 60 Acres <ul style="list-style-type: none"> <li>• 11 Soccer Fields</li> <li>• 2 Concession Stands</li> <li>• Playground Area</li> <li>• Picnic Shelter/BBQ Grill</li> <li>• Restrooms (Seasonal)</li> </ul>
	<b>WAPELHORST PARK</b> 73.5 Acres <ul style="list-style-type: none"> <li>• 11 Soccer Fields</li> <li>• 2 Concession Stands</li> <li>• Playground Area</li> <li>• Picnic Shelter/BBQ Grill</li> <li>• Restrooms (Seasonal)</li> </ul>

## Project Timeline

	<b>PHASE 1</b> 11/9/2020 - 12/7/2020	<b>PHASE 2</b> 12/7/2020 - 2/15/2021	<b>PHASE 3</b> 2/15/2021 - 5/10/2021
<b>Inventory &amp; Analysis</b>	Ownership Group Kick Off Meeting	Parks and Recreation Board / School Board Meeting 01	Parks and Recreation Board / School Board Meeting 02 Meeting 03
	School Design Team Kick Off Meeting Bi-weekly Coordination	School Design Team Bi-weekly Coordination	School Design Team Bi-weekly Coordination
	Ownership Group Inventory & Analysis Workshop	Community Stakeholder Meetings Workshop 01	Community Workshop 02 - Concepts Workshop 03 - Final MP City Council Presentation
<b>Park / School Programming</b>		Ownership Group Input / Program Workshop	Ownership Group Concepts Review Workshop Action Plan Workshop Final MP Workshop
	<b>Master Plan Development</b>		

## Park Master Plan Goals

- Community input driven vision for a new park
- Multi-generational
- Compliment and expand park system
- Explore shared amenities with High School
- Plan for implementation phasing



# COMMUNITY ENGAGEMENT

1,355 surveys collected

~75

Open House Attendees

4,000+ Comments Received

## 1 | DATA COLLECTION

Open House 01  
December 17, 2020

Goals

- Provide project orientation and overview
- Collect feedback on concept preferences regarding amenities and types of recreation opportunities
- Identify what excites and concerns community members about the new park



## 2 | DESIGN ALTERNATES

Open House 02  
March 11, 2021

Goals

- Share feedback from first community engagement
- Present concepts designs for the 100 acre park property
- Evaluate concepts using the six criteria identified as important goals
- Identify preferred concepts and use feedback to develop a consolidated design

200 Acre Park / School - New Park Concepts Evaluation				
Park Master Plan Concepts				
Evaluation Criteria	Balance	Shared Activity	The Loop	Central Meadow
	Identity and Branding	Low	Medium	Low
Community Need	High	High	High	High
Unique Amenities / Experiences	High	High	High	High
Park for the Entire Community	High	High	High	High
Stormwater Management / Ecosystem Services	Medium	High	Low	High
Shared Amenities (Orchard Farm School District or others)	Medium	Medium	Low	Medium
Preference Order	2	1	4	2

## 3 | MASTER PLAN REVIEW

Open House 03  
May 20, 2021

Goals

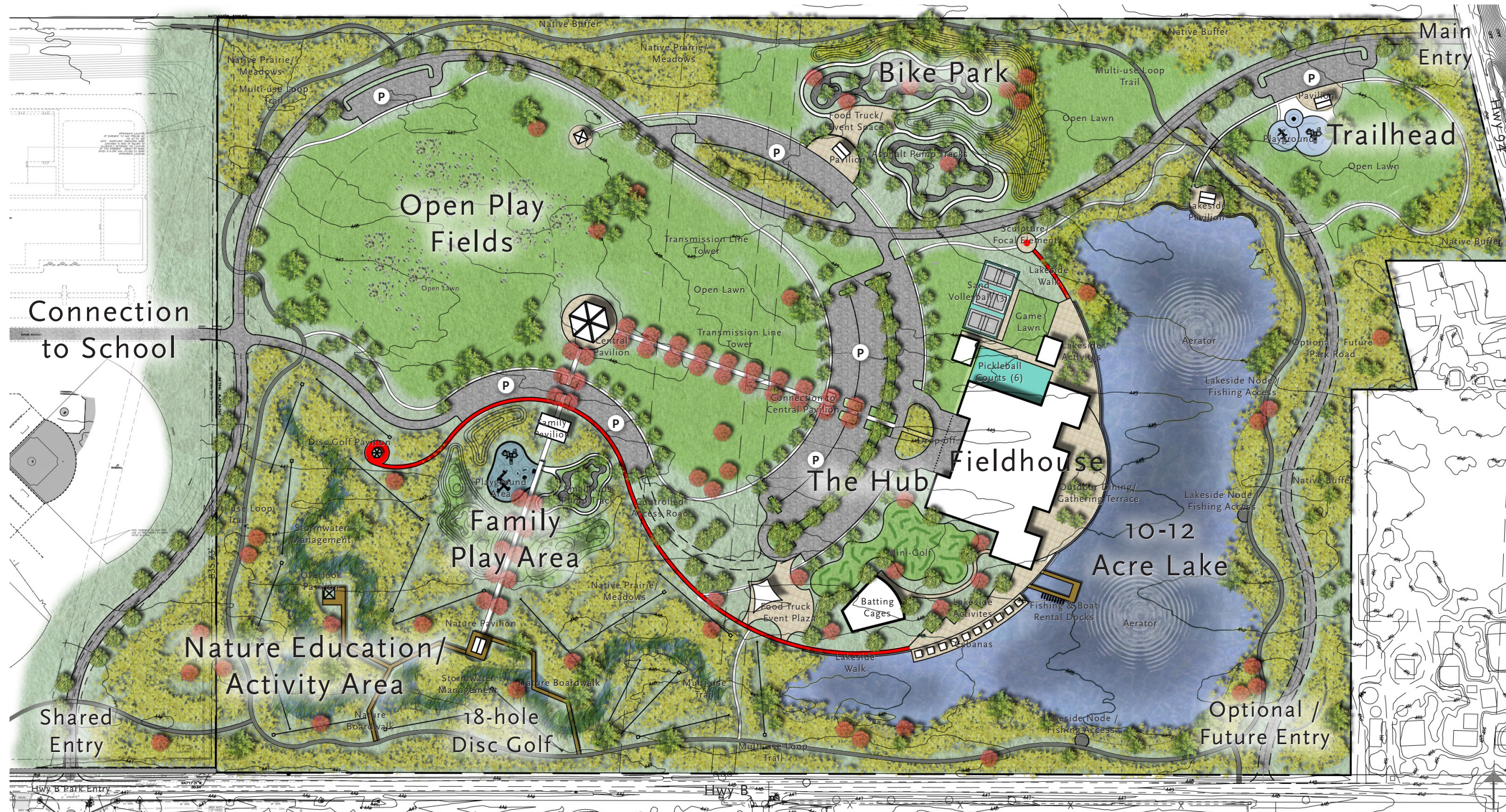
- Present draft master plan and gather feedback
- Ask community members to rank priorities for implementation
- Identify priorities for fieldhouse program elements











## FINAL MASTER PLAN

After evaluating feedback on the concepts presented, a preliminary master plan was developed and refined to reflect the desires of the community.

The master plan consists of these core elements:

1. Entrances, Roadways, and Parking Lots
2. Lake, Stormwater Management, and Earthwork
3. Site Utilities and Infrastructure
4. The Hub
5. Bike Park
6. Open Play Area and Cricket Pitch
7. Family/Nature Play Area
8. Trailhead Area
9. Loop Trail and Site Landscape
10. Fieldhouse Building

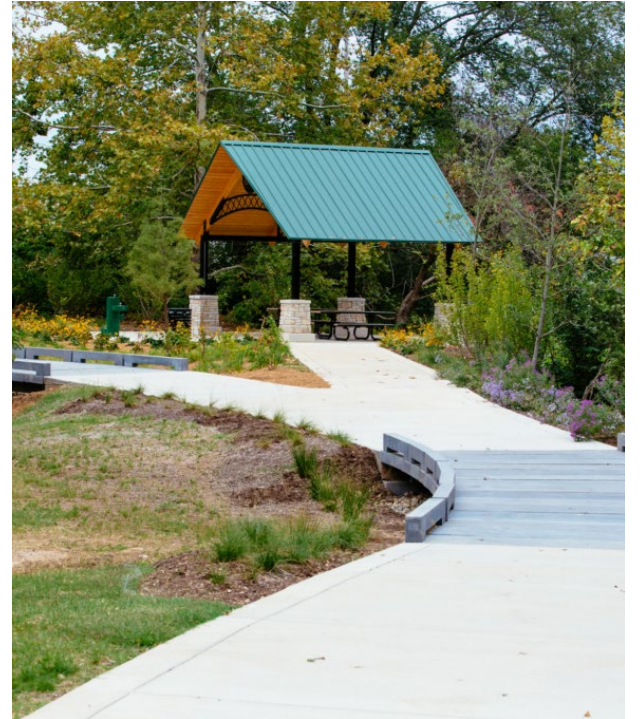
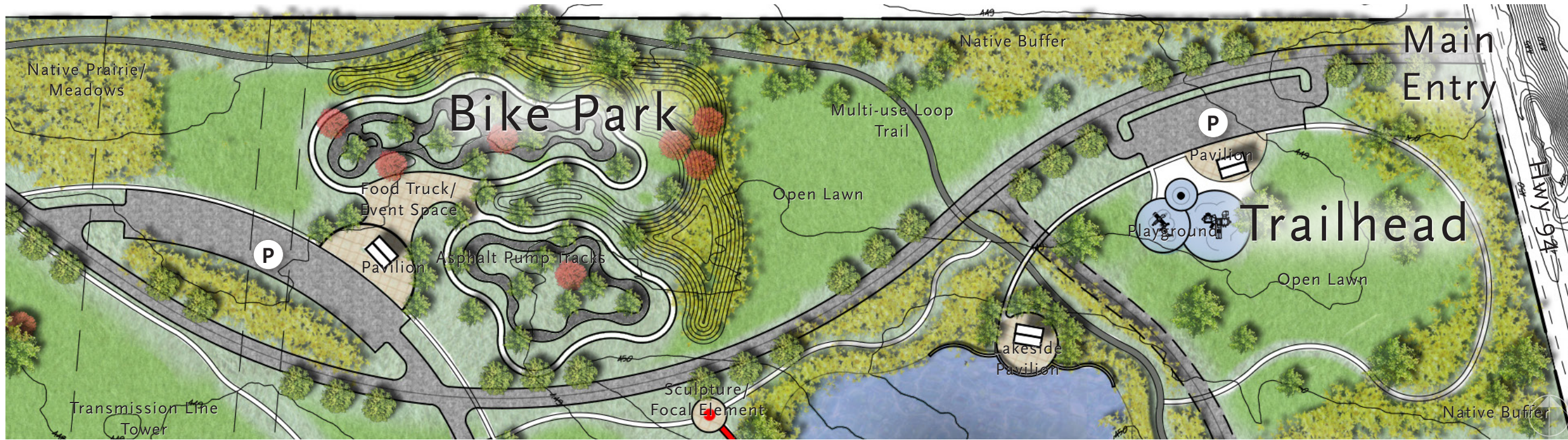
The following pages contain inspiration images that convey the character of the park and visitor experiences discussed throughout the planning process. Each page also includes quotes from community input received in the online feedback forms.

Following these image pages is a narrative snapshot and order of magnitude cost opinion organized by the core elements identified above.





# BIKE PARK AND TRAILHEAD

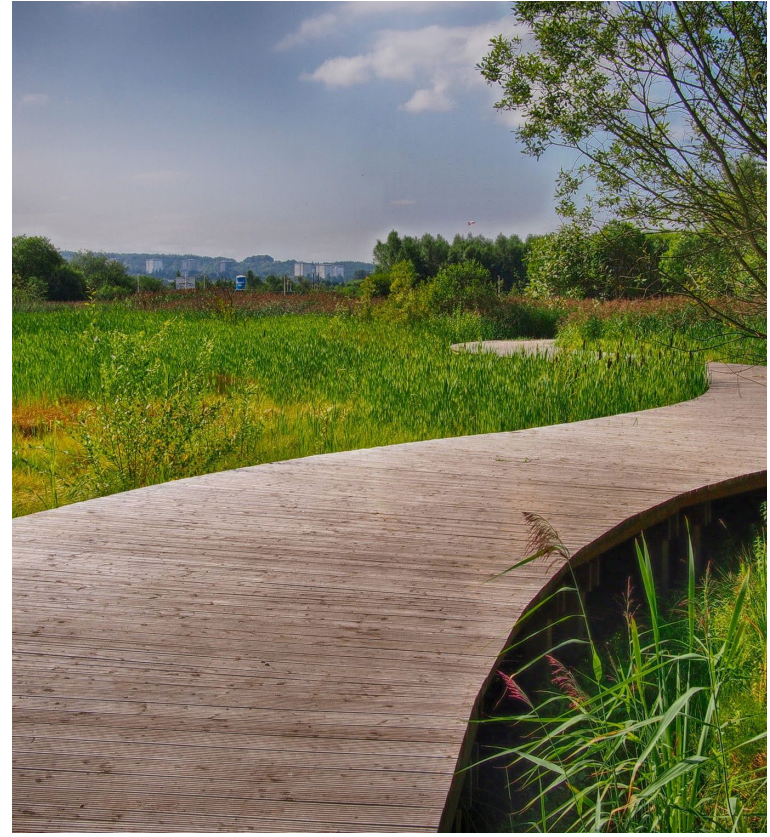
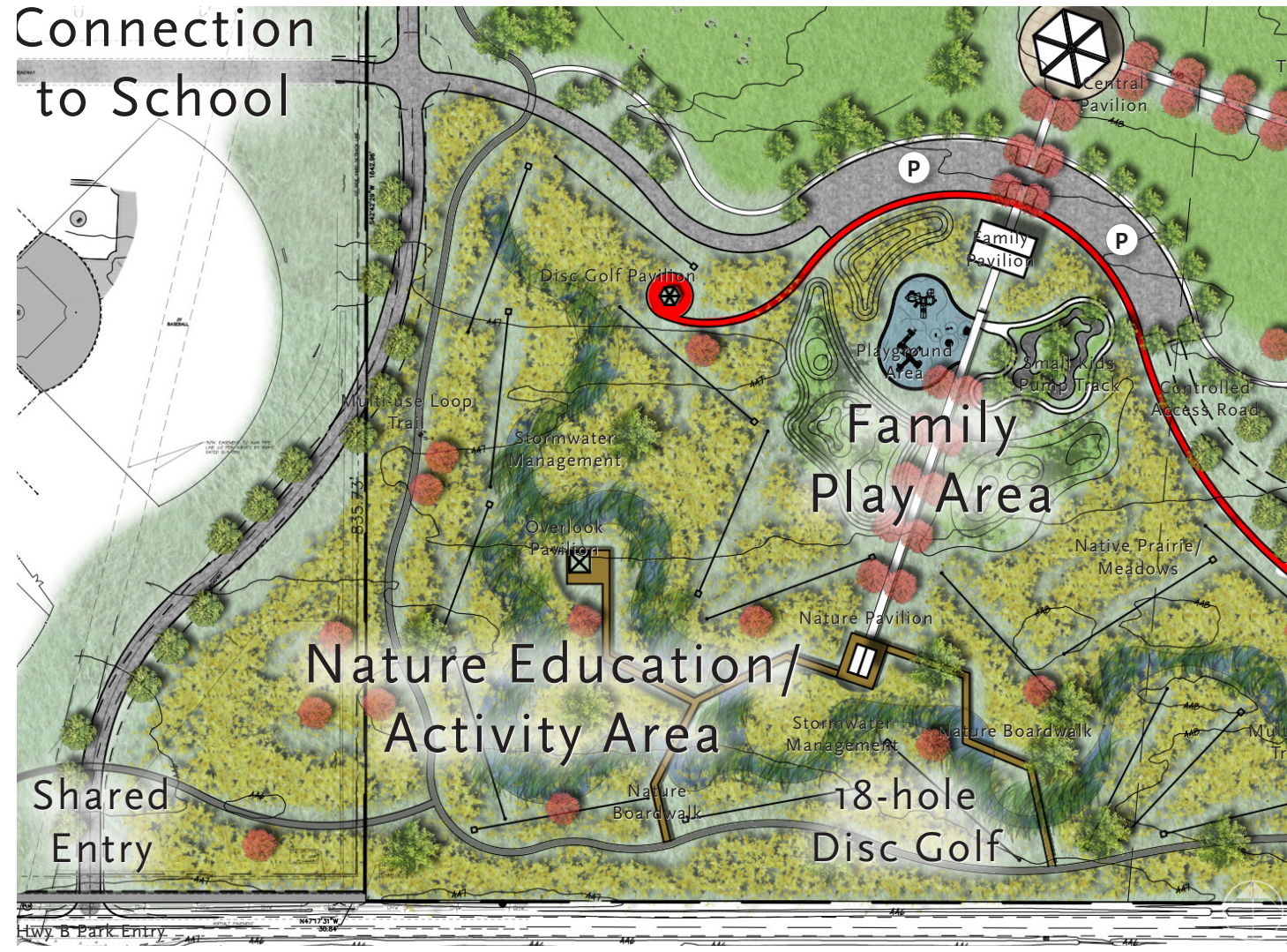


“I like the amount of trails, the different zones, as well as what I am hopefully seeing is a plan for more wooded areas in the nature zone area. I also really like the size of the lake, and glad to see some unique features like the bike park.”





Connection to School



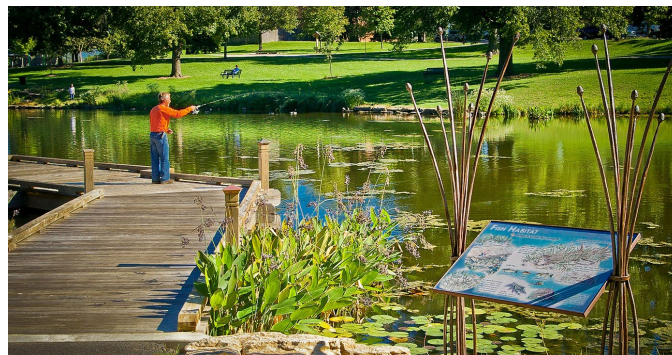
“It seems to have something for everyone. Many options for activities and ways to enjoy the park.”



“The large walking path around the park. Also the “boardwalk” through the stormwater area is cool.”



# FIELDHOUSE AND THE HUB



“Brings life and progress to the area, enjoy the green life and attraction for local businesses.”





## OVERALL COST OPINION

1	<b>Entrances and Park Roadway</b>		<b>\$3,075,205.00</b>
2	<b>Lake, Stormwater Management, and Earthwork</b>		<b>\$3,777,363.75</b>
3	<b>Site Utilities and Misc. Infrastructure</b>		<b>\$2,905,875.00</b>
4	<b>The Hub</b>		<b>\$7,140,626.25</b>
5	<b>Bike Park</b>		<b>\$3,127,565.00</b>
6	<b>Open Play Area and Central Pavilion</b>		<b>\$2,435,057.75</b>
7	<b>Family / Nature Play Area</b>		<b>\$3,856,777.75</b>
8	<b>Trailhead Area</b>		<b>\$1,100,645.00</b>
9	<b>Landscape Buffers and Misc. Items</b>		<b>\$1,107,820.00</b>
<b>Park Development Sub Total:</b>			<b>\$ 28,526,935.50</b>
FH	<b>Fieldhouse Building</b>	50,000 sqft	<b>\$9,315,000.00</b>
<b>Grand Total:</b>			<b>\$ 37,841,935.50</b>
FH	<b>Fieldhouse Building</b>	95,000 sqft, 200m tr	<b>\$20,976,000.00</b>
<b>Grand Total:</b>			<b>\$ 49,502,935.50</b>
FH	<b>Fieldhouse Building</b>	125,000 sqft, 300m t	<b>\$34,500,000.00</b>
<b>Grand Total:</b>			<b>\$ 63,026,935.50</b>

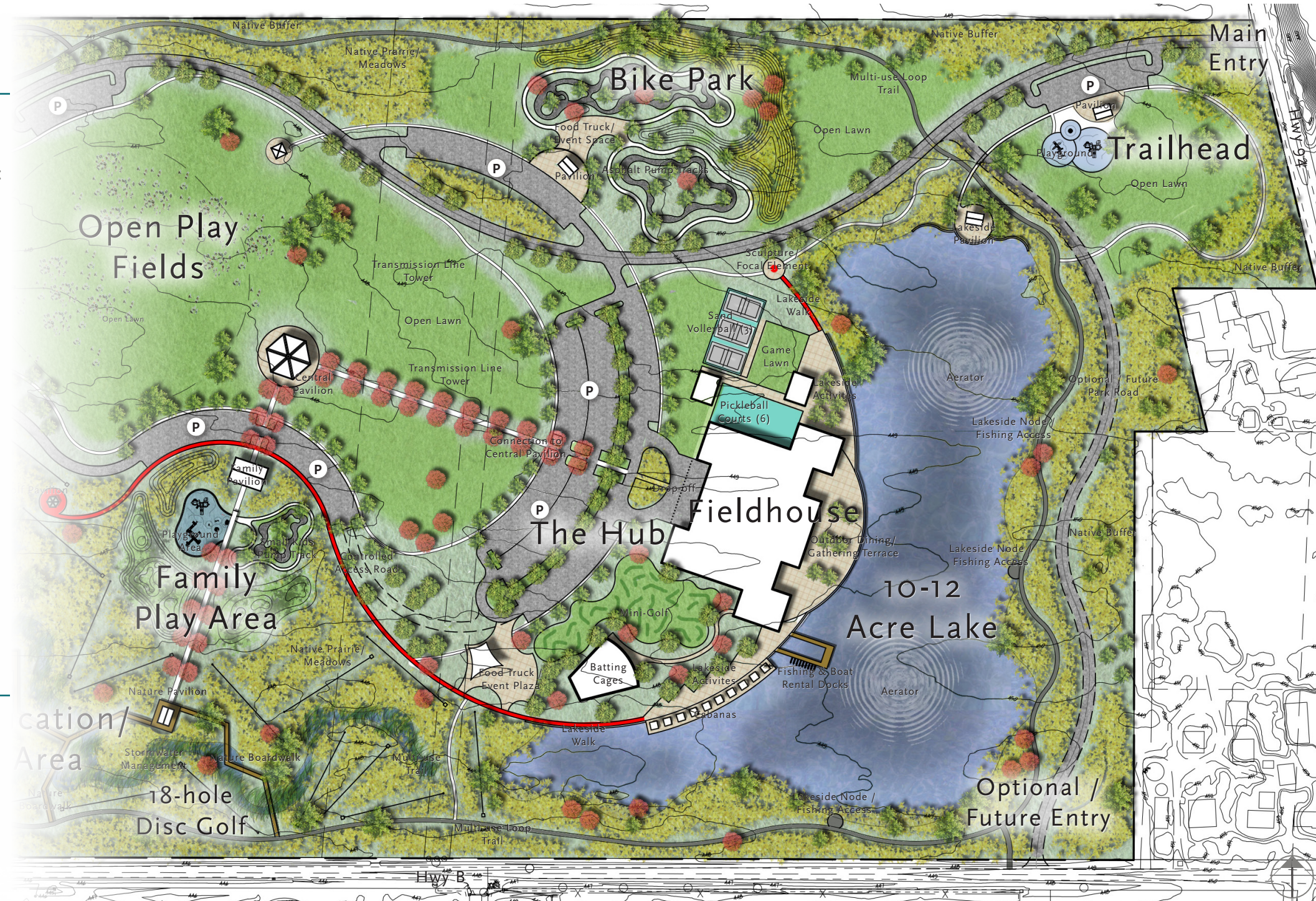
## FUNDING STRATEGIES

The successful implementation of the master plan depends on maximizing various funding strategies. These opportunities could include:

- 1. City Funding** (likely the primary funding mechanism)
  - Capital Budgeting
  - Bond Initiative
  - Tax District (Hotel / Motel Tax)
  - Fiscal Recovery Funds
- 2. Strategic Partners** (potential for single component or long-term use)
  - Development
  - Corporate/ Education
  - Operations/ Program
- 3. Grant Funding** (compliment sources above for project specific elements)
  - Land & Water Conservation Fund (\$250,000.00 max.)
  - Project / Amenity Based Grants (playgrounds, athletic based, etc.)

## NEXT STEPS

- Field House and Hub Feasibility Study & Business Plan
- Continued implementation strategy discussion with City Administration and elected officials.





**FIELDHOUSE/HUB**

**RECAP**



# INTRODUCTIONS - YOUR TEAM



**ZACH**  
BISEK

**PRINCIPAL-IN-CHARGE**



**JASON**  
RINGDAHL

**PROJECT MANAGER**



**DARIN**  
BARR

**PROJECT PLANNER**



**BRANDON**  
DOWLING

**PROJECT MANAGER**



**BRIANA**  
COLEMAN  
DESIGNER



**JAY**  
WOHLSCHLAEGER  
PARTNER



**LEADERS IN COMMUNITY RECREATION**



# PROJECT SCOPE

## PHASE 1 | NEEDS ASSESSMENT

- Market Assessment
  - Alternative Service Providers
  - Facility Trends
  - Service Area Identification
  - Demographic Assessment
  - Participation Statistics
  - Market Conclusions
- Stakeholders and Partnerships

## PHASE 2 | DESIGN, COST ESTIMATES & FUNDING

- Initial Public Engagement and Outreach
- Facility & Hub Program Prioritization
- Conceptual Planning and Design
- Conceptual Renderings
- Capital Cost Estimates

## PHASE 3 | BUSINESS OPERATIONS PLAN

- Attendance Estimates
- Fee Structure (using existing City rate structure or provide recommendations)
- Sources of Income
- Operating Cost Projections
- Revenue Generation Projections
- Revenue / Expenditure Comparisons
- Project Recommendations / Profitability of Facilities

## PHASE 4 | COST-BENEFIT & ECON. ANALYSIS

- Measure value of the facility's benefits and costs to the community.
- Benefits of additional partnerships
- Quality of Life and Social Benefits Analysis
- Economic Impact to Activities within the projects service area or region.



# WHAT ARE WE GETTING?

## **PUBLIC INPUT & SURVEY**

in-person & online community feedback

## **MARKET ANALYSIS**

local & regional considerations with comparative benchmarking

## **PROGRAM AND SITE OPTIONS**

based on existing inventory & community priorities

## **CONCEPT PLANS**

with site, parking, code & phasing options

## **PROJECT COSTING**

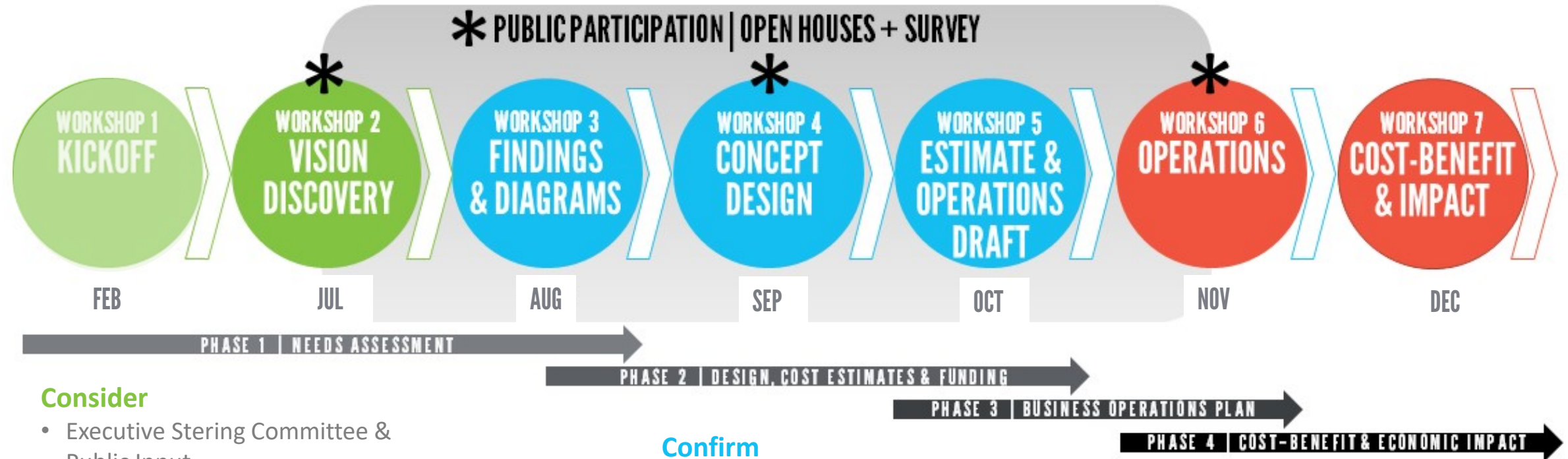
considering TOTAL project cost with hard costs, softs costs & escalation

## **BUSINESS PLAN**

operations budget/analysis, fee scenarios, revenue & expenses, partnering opps



# ST. CHARLES FIELD-HOUSE / HUB FEASIBILITY STUDY **PLANNING STAGES**



## Consider

- Executive Steering Committee & Public Input
- Aims
  - Operations
  - Market Focus
  - Level of Service
  - Brand/Identity
  - Differentiators
- Inventory & Analyze
- Existing Facilities
- Participation Numbers
- Regional Activity Areas

## Confirm

- Program
- Preliminary Design & Schematic Design
  - Building and Site
  - Building Plans
- Character & Massing
- Budget & Costing
- Operational Modeling
  - Cost Recovery
- Funding Options
- Schedule
- Refine as needed

## Commit

- Program Refinement
- Cost Benefit Analysis
- Social Impact Analysis
- Site and Building Design Concept
- Budget / Cost Model
- Schedule
- Operations Plan
- Funding Partners



# ST. CHARLES DASHBOARD **BIG PICTURE**

Population  
**72,649**



Median Disposable  
Income  
**\$61,243**

INCOME 

Median  
Household  
Income  
**\$76K**

Per Capita  
Income  
**\$44K**

Median Net  
Worth  
**\$182K**

Household Size  
**2.24**



Smallest Group  
2022 Males Age 85+

Median Age  
**39.6**

 <b>8F</b>	<b>Old and Newcomers</b> 5,164 households	16.7% of Households	▼
 <b>5B</b>	<b>In Style</b> 4,076 households	13.2% of Households	▼
 <b>7A</b>	<b>Up and Coming Families</b> 2,780 households	9.0% of Households	▼

No High School  
Diploma  
**5%**



**26%**  
High School  
Graduate

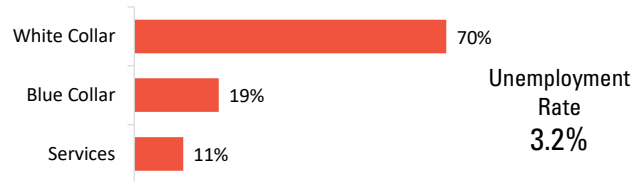


**29%**  
Some  
College



**40%**  
Bachelor's/Grad/  
Prof Degree

## EMPLOYMENT





# **COMMIT: PROJECT VISION STATEMENT**

## **Fieldhouse & HUB:**

**To provide a sports tourism destination with unique, multi-generation amenities for residents and visitors of St. Charles.**

## **St. Charles Parks & Recreation 100 Acre Park Master Plan:**

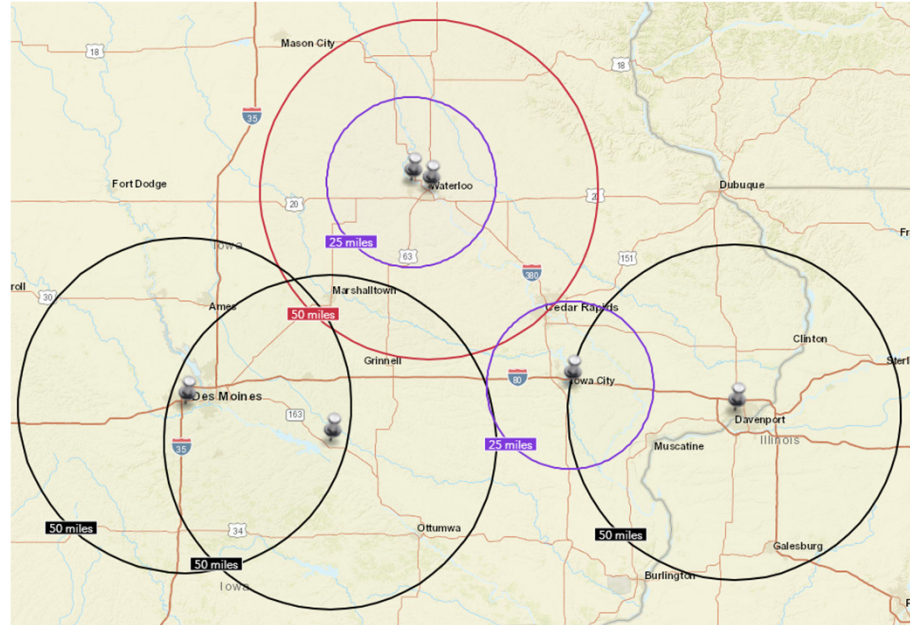
**To provide unique amenities surrounded by passive elements and spaces to retreat into nature while providing the foundation for sports tourism and acting as a catalyst for the growing community of St Charles, its citizens, and its visitors.**



# MARKET ASSESSMENT – LOCAL V. REGIONAL

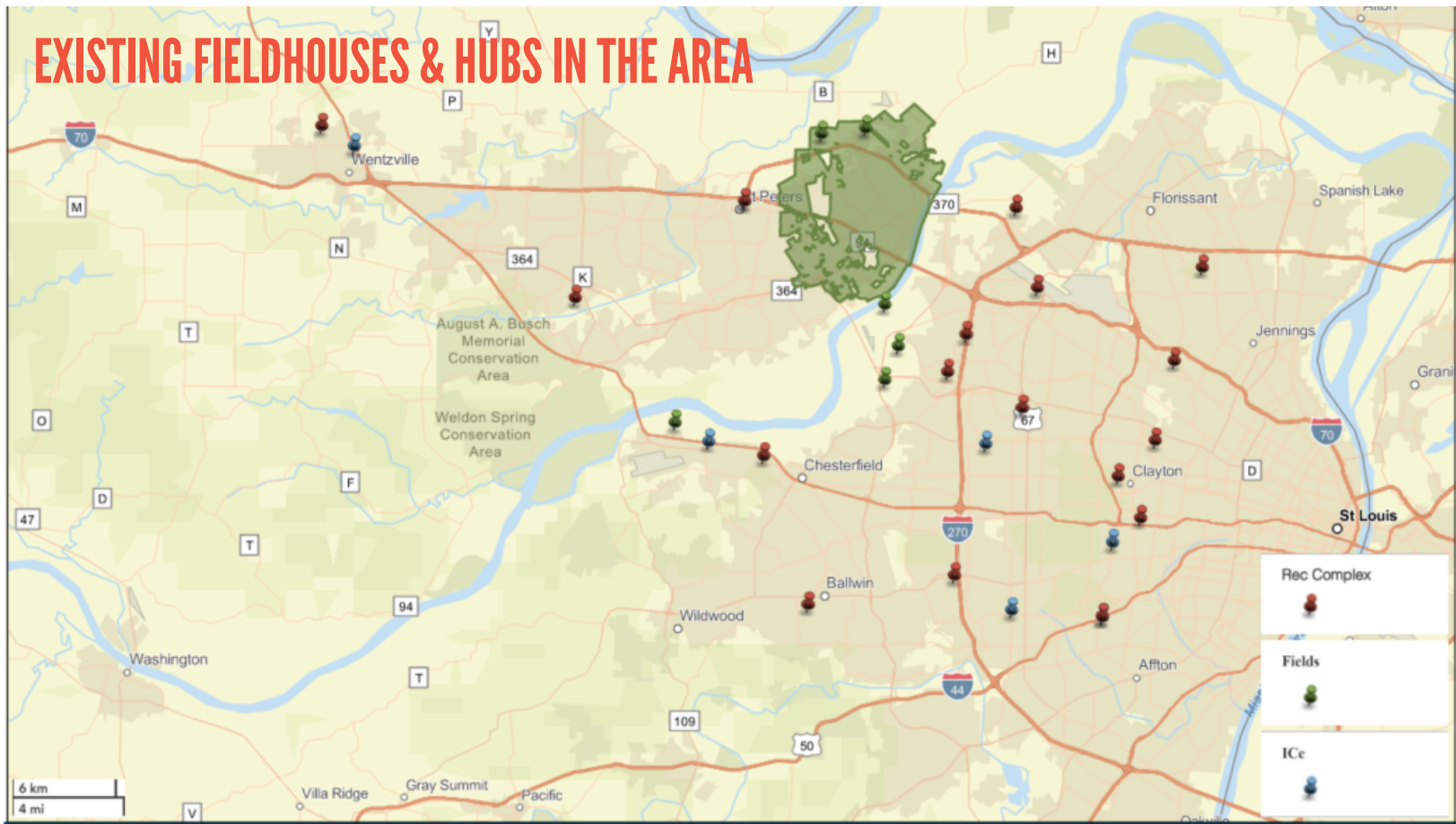
## Local vs Regional

- Municipal
- School
- Private
- University





# EXISTING FIELDHOUSES & HUBS IN THE AREA

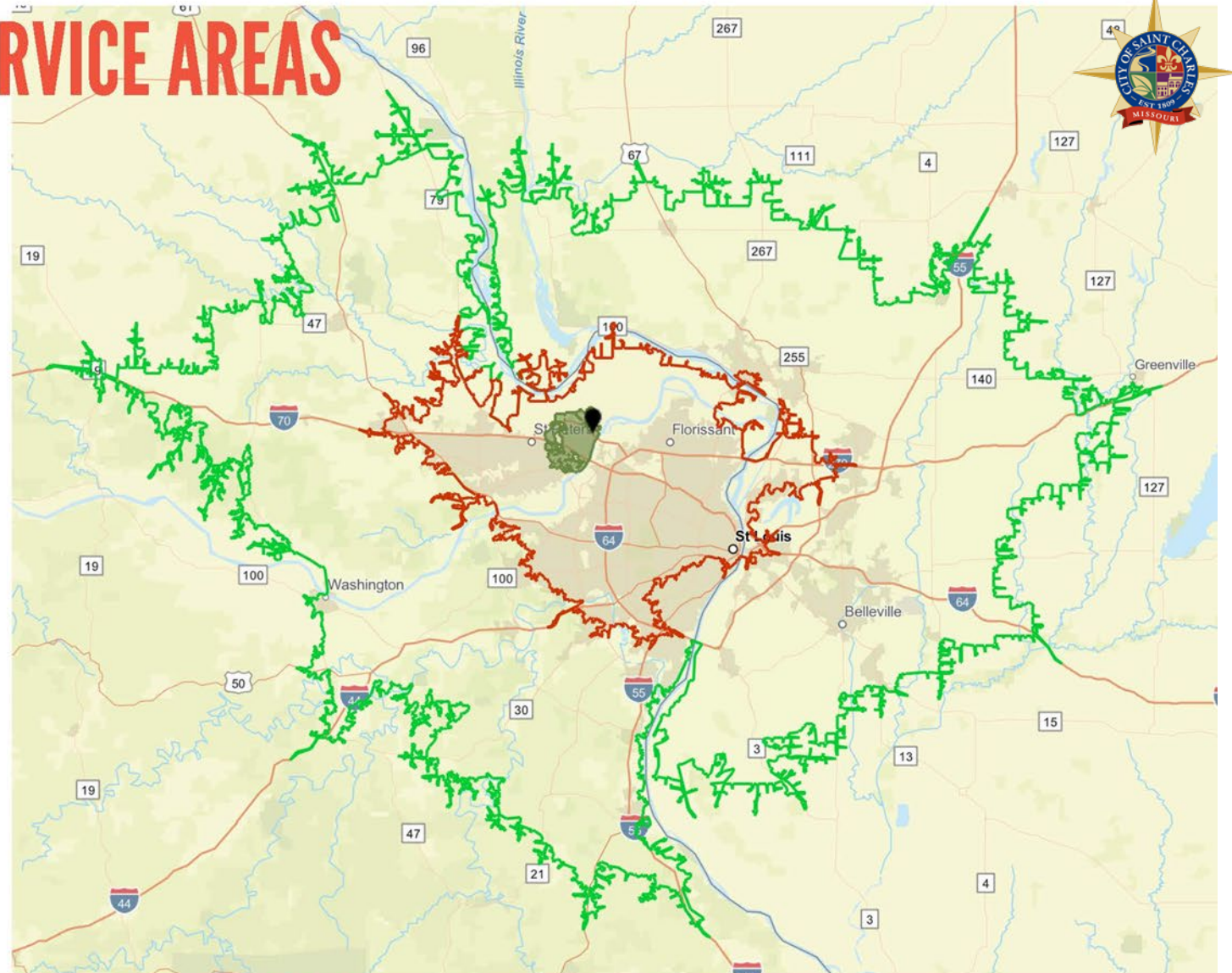




# MARKET ASSESSMENT – SERVICE AREAS

## Local & Regional

- City of St. Charles
- Primary – 30 Minutes
- Secondary – 60 Minutes
- Regional





# OVERALL ASSUMPTIONS

- The facility will be run by the St. Charles Parks & Rec. Department
- **Operational Model – Fieldhouse/Hub Self Sustaining**
- Maximize revenue & programs.
  - Programs not factored at capacity.
- Maximize economic impact based on facility.
  - Events not factored at capacity.



# EXPENSE ASSUMPTIONS

- Full Time Staff (5) + Benefits (35%) Included
  - 1 Building Supervisor, 1 Sports & Competition Coordinator
  - 2 Maintenance
  - 1 Ranger
- Part Time Staff - \$13.00/hour starting point
- Replacement/Improvement Allocation for Each
- Utilities - \$2.50 per square foot
- Building available for early morning walking.



# REVENUE ASSUMPTIONS

- Kitchen/Restaurant (square foot lease @ \$14 per)
- Standard Programming Options
  - Facility Rentals, Adult Leagues, Youth Leagues, Drop-In, Summer Camps
- Rental of Courts & Fields
  - Courts \$50/hour @ 60% Capacity, Turf \$300/hour @ 70% Capacity
- Group Exercise Included





# PARK IMPACT

## SPORTS TOURISM

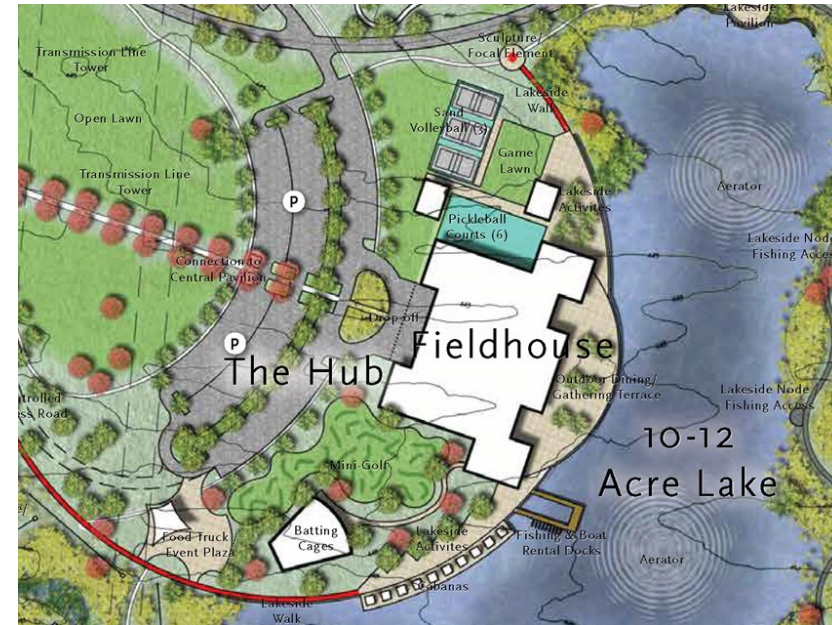
### Fieldhouse

- Basketball, volleyball, soccer, cheer, pickleball
- Est. 105,000 Weekend Tournament Visitors
- Est. 10,126 Hotel Room Nights annually
- Est. Total Spend \$4,914,000 lodging, meals, retail

### Bike Park

- Est. 48,000 visitors annually
- Est. 2,200 Hotel Room Nights annually
- Est. Total Spend \$1,768,000 lodging, meals, retail

Addition of 838 part-time/referee positions throughout year





# PARK IMPACT

Annual Estimated Visitors: 1,500,000

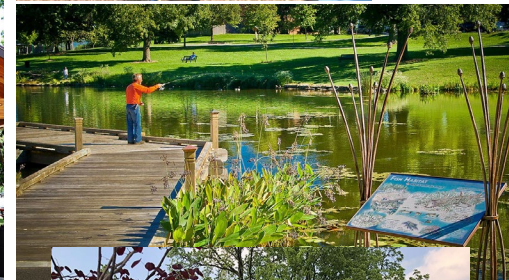
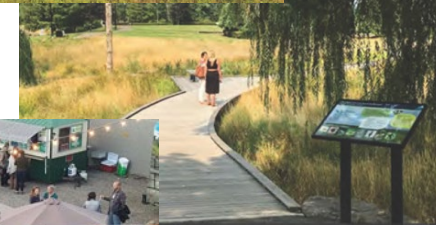
Estimated Job Creation: 40 Full-time; 60 Part-time

## Amenities

- Open Play and Central Pavilion
- Family/Nature Play Area
- Trails and Trailhead Area
- Cross Country Course
- The Hub Activity Area
- Sports Fieldhouse
- Restaurant

## Partnerships

- Orchard Farm School District
- St. Charles Convention & Visitors Bureau Tourism
- St. Charles County Parks Department





# MARKET ASSESSMENT – ADULT PARTICIPATION

Adults participated in:	St. Charles	Primary	Secondary
Aerobic Exercise	100	106	101
Baseball	95	96	97
Basketball	94	95	94
Football	102	97	98
Frisbee	111	100	103
Golf	113	108	109
Pilates	97	102	98
Ping Pong	109	101	102
Soccer	94	86	85
Softball	91	93	96
Tennis	103	105	101
Volleyball	99	93	96
Walking for Exercise	103	104	104
Yoga	102	105	102
Zumba	108	101	103



# MARKET ASSESSMENT – AGE 7+ NSGA

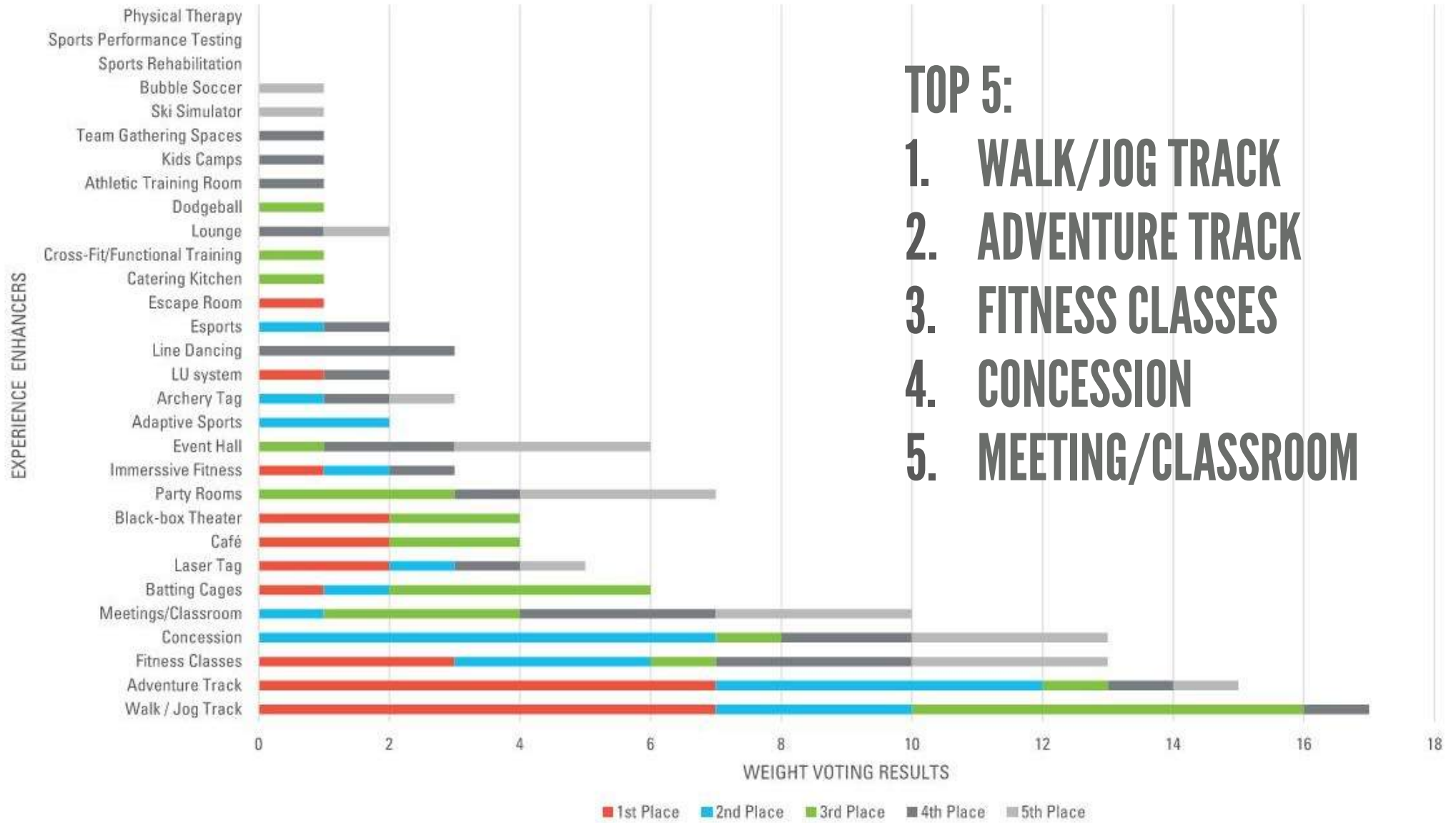
	Average	2023 Population
Aerobic Exercise	17.2%	226,600
Archery (target)	2.1%	27,561
Baseball	3.8%	49,731
Basketball	7.2%	95,324
Boxing	1.3%	17,128
Cheerleading	1.4%	18,610
Exercise Walking	38.2%	505,004
Football (flag)	1.9%	25,131
Football (touch)	2.6%	34,289
Golf	7.3%	96,845
Gymnastics	1.8%	23,763
Lacrosse	0.6%	7,569

	Average	2023 Population
Martial Arts/MMA	1.6%	21,035
Pickleball	2.6%	33,937
Pilates	1.9%	24,842
Soccer	4.7%	62,307
Softball	3.5%	46,184
Table Tennis/Ping Pong	4.4%	58,581
Tennis	4.5%	59,678
Volleyball	4.2%	54,851
Wrestling	0.9%	12,473
Yoga	9.7%	127,959



# PUBLIC MEETING #1 – EXPERIENCE ENHANCER PREFERENCES

AUG. 25<sup>TH</sup> 2023

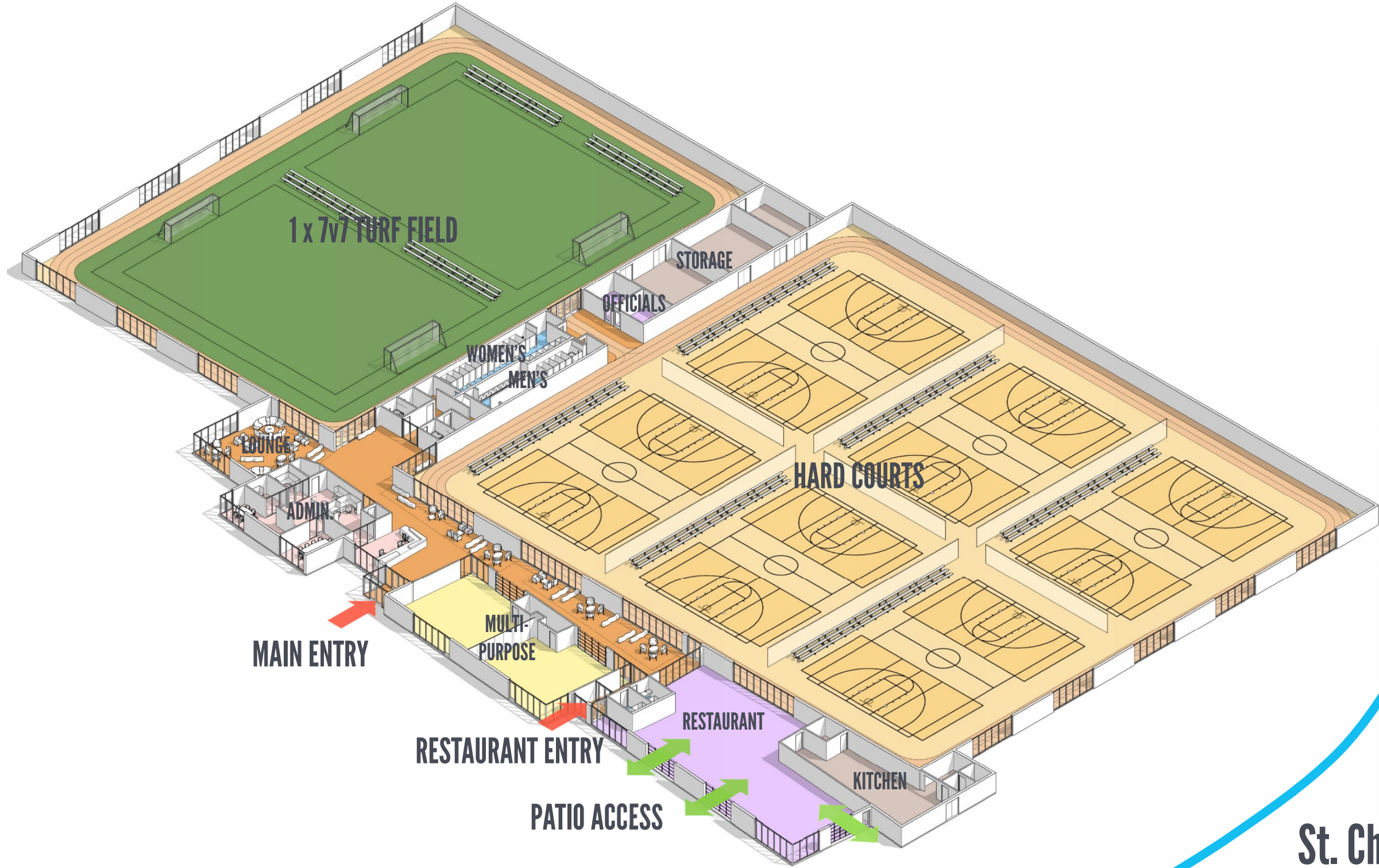


**TOP 5:**

- 1. WALK/JOG TRACK**
- 2. ADVENTURE TRACK**
- 3. FITNESS CLASSES**
- 4. CONCESSION**
- 5. MEETING/CLASSROOM**



# FLOOR PLAN – OPTION 3



PARKING

LAKE

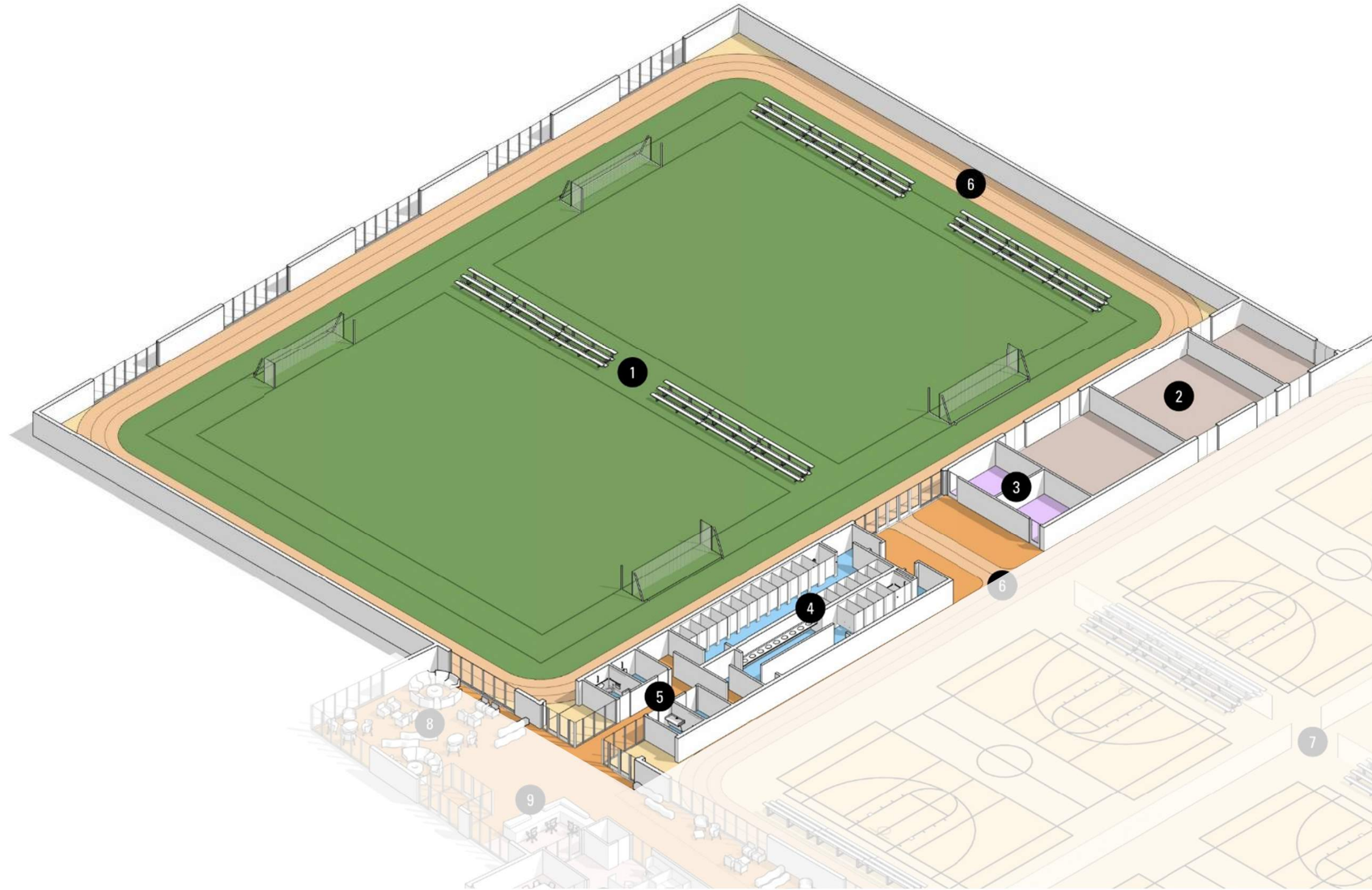


St. Charles Fieldhouse

2024.05.01

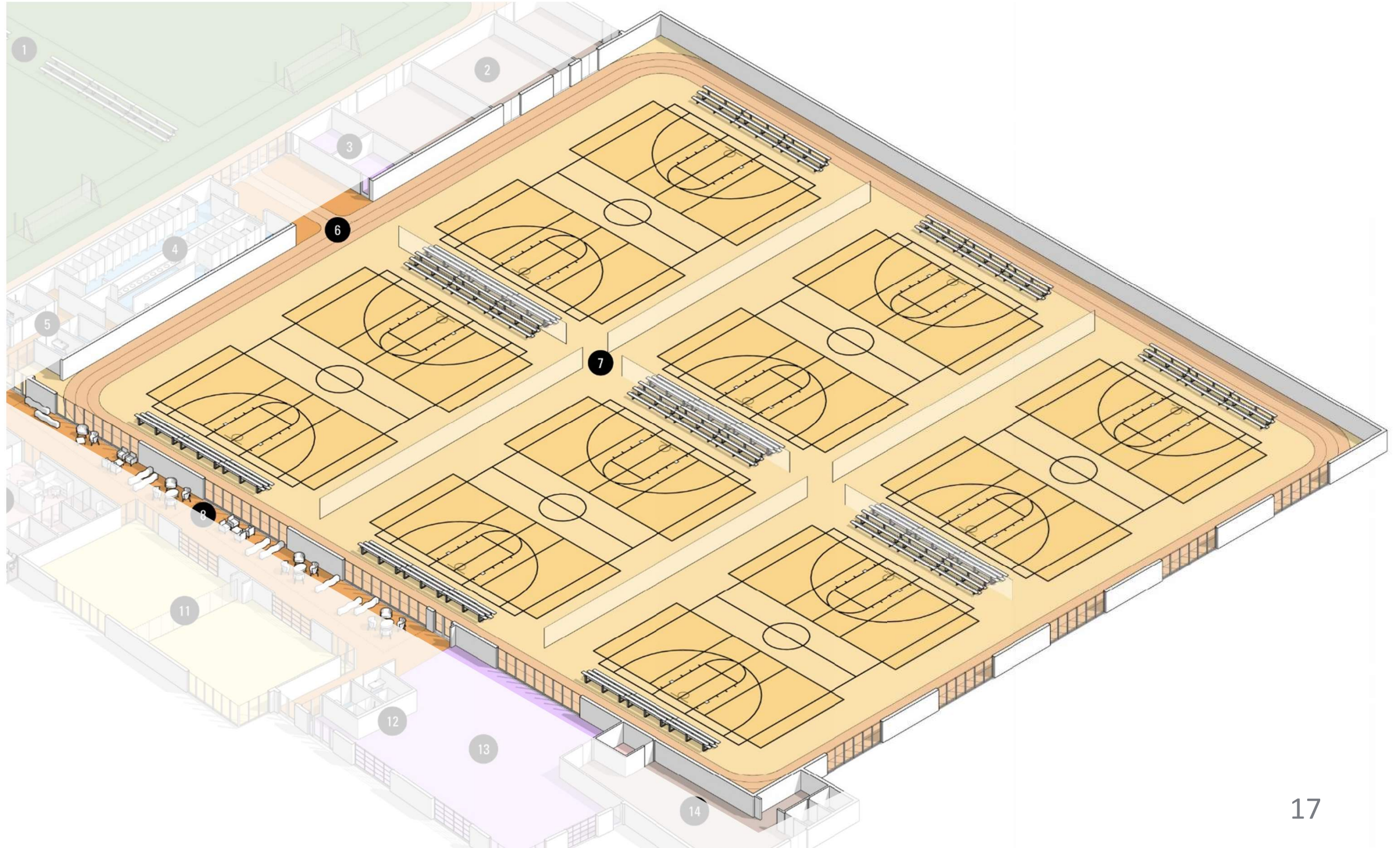


# COMMIT: FLOOR PLAN



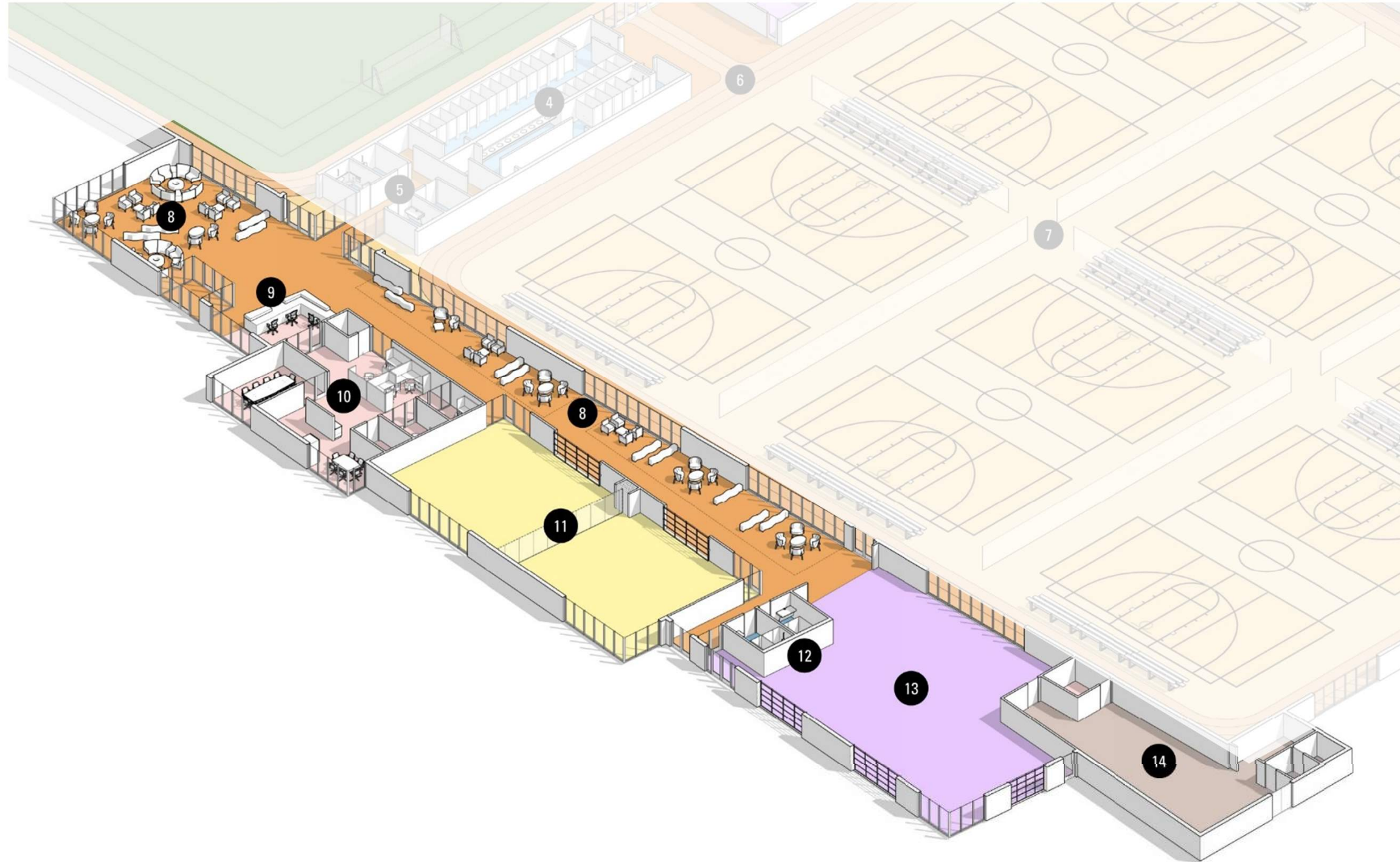


# COMMIT: FLOOR PLAN

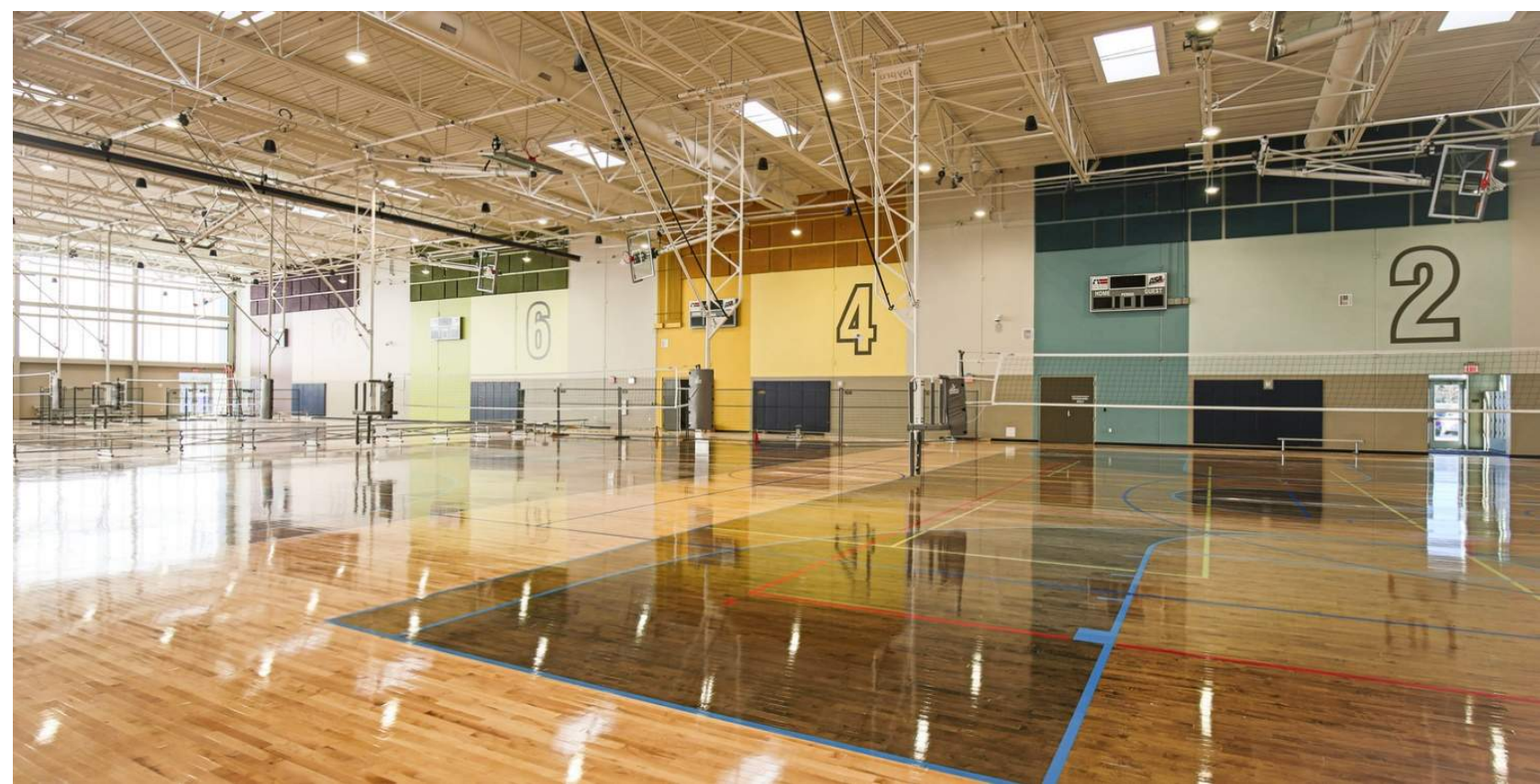




# COMMIT: FLOOR PLAN







## ARCHITECTURAL INTERIOR DESIGN CHARACTER FOR DISCUSSION







## ARCHITECTURAL DESIGN CHARACTER FOR DISCUSSION





# HUB PLAN



# CURRENT OUTDOOR HUB SITE PLAN - PARKING



## 478 Spaces

- A) 110 spaces, 2 min walk
- B) 310 spaces, 4 min walk (max)
- C) 40 spaces around drop off loop, 2.5 min (max)
- D) 18 spaces
- E) Future lot – 45 spaces – 4.5 min walk
- F) Future lot – 75 spaces – 2.5 min walk
- G) Future lot - 40 spaces – 5 min walk
  
- Future Lot total – 160 spaces
- Could also be bus parking (~60 spaces)
  
- School Parking – 12 min walk



# CURRENT OUTDOOR HUB PERSPECTIVE





# HUB ACTIVITIES– FOOD TRUCK PLAZA / EVENT SPACE

## Amenity Details

- +/- Two Acres
- Food Truck Area
- Multi-purpose Event Space
- Daily Food/Beverage Offerings
- Overall Outdoor Event Space





# CONFIRM: HUB VIEW





# HUB ACTIVITIES – GAME LAWN

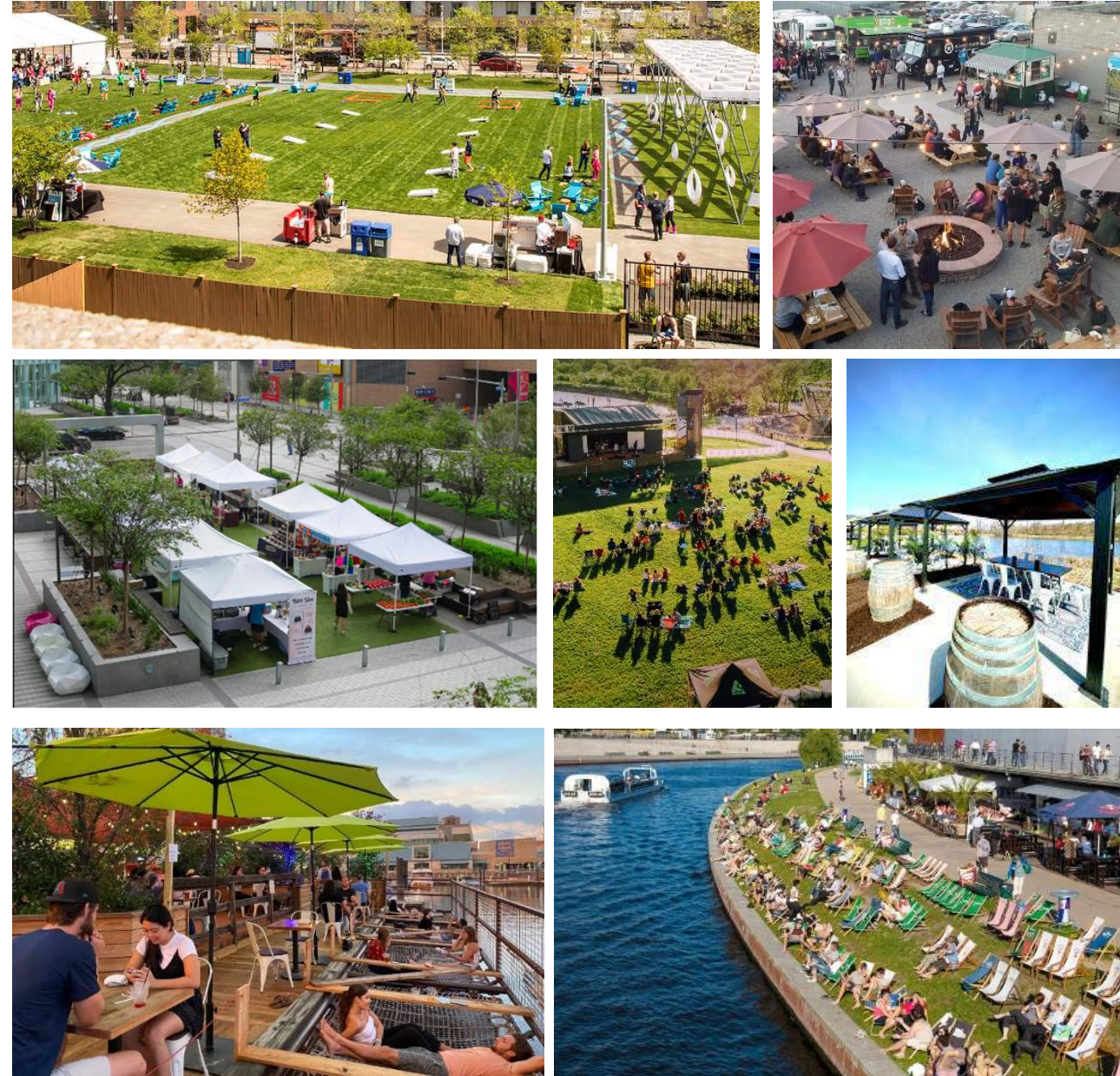
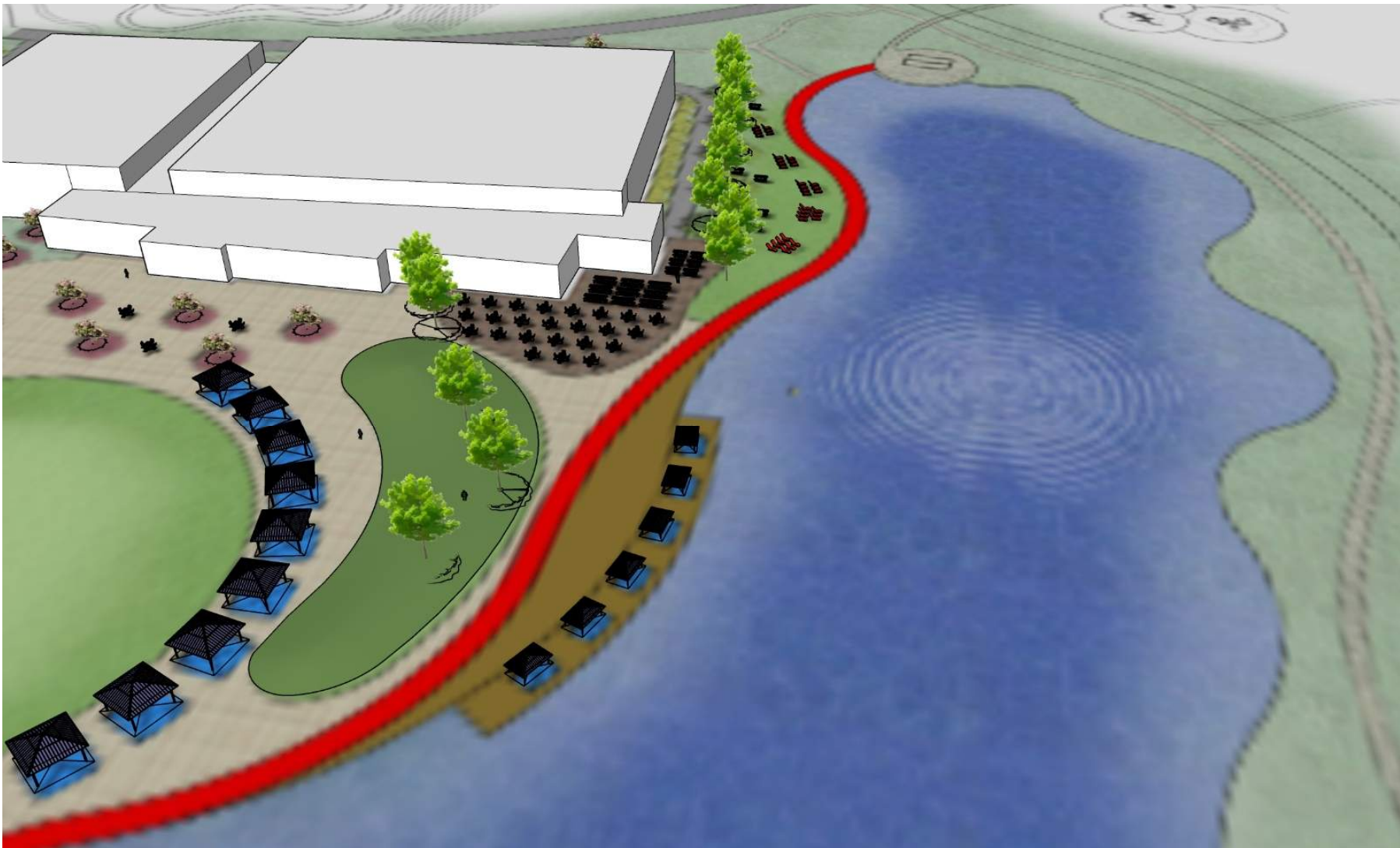
## Amenity Details

- ~10,000 – 20,000 sqft.
- Yard Game Lawn
- Outdoor Seating / Shade
- Event Space
- Stage/Screen Structure
- Party and Rental Opportunities





# CONFIRM: HUB VIEW

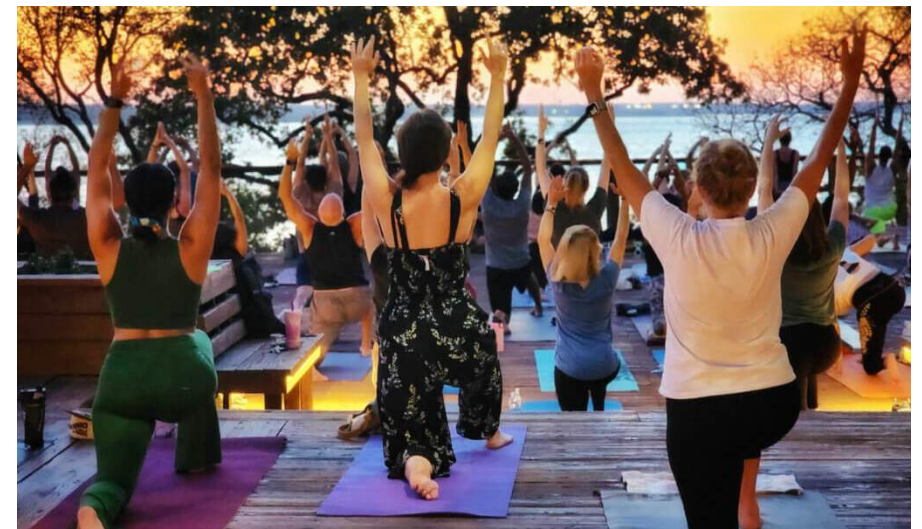




# HUB ACTIVITIES – OUTDOOR TERRACE / LAKE EDGE

## Amenity Details

- Dining / Program Terrace
- Water Edge Cabanas
- Water Activity Dock / Boardwalk
- Lake Edge Retaining Wall
- Program & Rental Opportunities
- Expand Indoor Activity to Outdoor





# CONFIRM: HUB VIEW





# HUB ACTIVITIES – BATTING CAGES

## Amenity Details

- ~10,000 sqft.
- +/- 6 Bays
- Partial or Full Shade
- Party and Rental Opportunities





# HUB ACTIVITIES – MINIATURE GOLF

## Amenity Details

- 35,000-40,000 sqft.
- 18-hole course
- Putting vs Mini Golf / Theme
- Integration into Park Setting
- Party and Rental Opportunities





# Cost Opinion in Process

## Hard Costs

Building Construction, Property, Plant & Equipment

Site Construction

(includes earthwork, utilities, parking, HWY 94 entry & roadway, landscaping)

HUB Amenities

Lake Construction

## Soft Costs

Engineering, permits, project management expenses

Furniture, Fixtures & Equipment

## Contingency

Change orders

Construction of the Fieldhouse and Hub includes several of the elements within the Master Plan



# Next Steps

Final review and completion of the feasibility plan

- Review and seek funding opportunities
- Joint Board and Council Work Session
- Seek partnerships, grants and sponsorships
- Public Education



# COMMENTS & QUESTIONS





**SAINT CHARLES PARKS & RECREATION BOARD MINUTES  
MEETING HELD  
April 17, 2024**

The meeting was **Called to Order** by President Ryan at 6:00pm in the American Legion Room in Memorial Hall. **Roll Call** noted the following present for the meeting:

**Board** Tim Glosier, Kathy Mudrovic, Larry Muench, Mike Ryan, Brian Scheidegger, Anna Shy, TJ Slattery, Anne Zerr and Council Liaison Denise Mitchell were present. Sandy Bichel was absent.

**Staff** Maralee Britton - Director, Chris Atkinson – Assistant Director, Don Borgmeyer - Enterprise Superintendent, Peter VanLinn – Maintenance Superintendent, Mike Wilkins – Chief Park Ranger, Tina Sieker – Administrative Coordinator/

**Others** Mayor Dan Borgmeyer

**3. Pledge of Allegiance**

**4. Verbal Petitions/Public Comments and Response: None**

**5. Staff Reports/Presentations:**

President Ryan welcomed Mayor Borgmeyer and the new Park Board members recently appointed to the Board. All of the Board members and staff present introduced themselves. They thanked the Mayor for appointing them to the Board. The Mayor stated that at a future meeting he would come back to present his vision for the Department and the Board.

**6. Items for Discussion and/or Action-**

**A. Enterprise Employee Manual Revisions\***

Enterprise Superintendent Borgmeyer explained the changes in the revised manual. Changes included switching out the name of the time keeping system in multiple places, updating the “Aquatic Slide Rules” and other small grammatical corrections. Muench made a motion to approve the revised manual; Seconded by Zerr.

**B. Purchase Order with Westport pools to provide chemicals for the aquatic facilities in 2024 in an amount not to exceed \$39,000\***

Atkinson explained to the Board the St. Charles County wide purchasing consortium (St. Charles, St. Peters, O’Fallon and Wentzville) that pools together to request pool chemical



pricing in a bid to provide the pool chemicals needed to operate each Cities facilities. The bid is a possible 3 year agreement. Mudrovic made a motion to approve the purchase; Seconded by Slattery.

**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\***

Atkinson presented the change order. Change Order #2 would add extra parking and overlay the current parking lot and entrance road in Schaefer Park. It would also add the crack sealing, seal coating and repainting of the roller rink in McNair Park. Zerr made a motion to approve the change order; Seconded by Mudrovic.

**D. Resolution #1, 2024. Request to declare equipment surplus\***

Atkinson explained the surplus process. This request is asking to surplus the current Park Ranger vehicle computers, printers and docking stations. New ones have been ordered through City IT and will replace the current ones once they arrive. The current ones will then be digitally cleared and posted on the GovDeals website for sale. Slattery made a motion to approve Resolution #1, 2024; Seconded by Zerr.

**7. Meeting Minutes:**

- A. Parks & Recreation Board Meeting Minutes March 20, 2024\*
- B. Parks & Recreation Board Work Session Meeting Minutes April 3,2024\*

Mudrovic made a motion to approve the meeting minutes; seconded by Scheidegger.

**8. Consent Agenda (Items to be received):**

The Consent Agenda was then addressed, which included the following:

- A. Calendar
- B. Financial Worksheets
- C. Accounts Receivable Report
- D. Project Report
- E. Financial Transactions from \$7,500 to \$10,000- None
- F. Oak Grove Cemetery Report

Muench made a motion to approve the consent agenda; Seconded by Slattery.

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



**10. Presidents Announcements and Reminders:**

Ryan explained to the new Board members that at an upcoming meeting Board Elections, Adopt a Park and Council Buddies selection will need to take place. This will likely take place at a meeting in June.

**11. Directors Report:**

**A. Thank You's (As Available)**

Britton highlighted the Thanks You note from a parent who had a child enrolled in our T-Ball program.

**B. General Department Update**

**C. Staffing Report**

**D. Action Tracker Report**

Britton explained to the Board the purpose of the Action Tracker document. It is a document that allows staff to communicate to the Board on current and upcoming items that will likely come before the Park Board for consideration and approval in the future. The idea is that there are no surprises when staff present items on the agenda whenever possible.

**12. Board Member Announcements and Reminders: None**

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

Mitchell announced that the Ward 4 meeting with Mary West would be taking place on Thursday April 18<sup>th</sup> at Ridgecrest Baptist Church. She also informed the Board that the City is still looking for people to serve on other City Boards and Commissions.

**14. Park Board Liaisons Comments**

**A. Foundation Report:** None. Next meeting is 5/8/2024.

**B. Legislative Report:** None.

As there was no further business to discuss Slattery moved for **Adjournment** at 7:09 pm;  
Seconded by Mudrovic.



Meeting: April 17, 2024

Respectfully Submitted,

---

Mike Ryan - President



**SAINT CHARLES PARKS & RECREATION BOARD MINUTES**  
**MEETING HELD**  
**May 1, 2024**

The meeting was **Called to Order** by President Ryan at 6:00pm in the American Legion Room in Memorial Hall. **Roll Call** noted the following present for the meeting:

**Board** Sandy Bichel, Tim Glosier, Kathy Mudrovic, Larry Muench, Mike Ryan, Anna Shy, TJ Slattery, and Anne Zerr were present and Brian Scheidegger and Council Liaison Denise Mitchell were absent.

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

**Other** None

**3. Pledge of Allegiance**

**4. Board Member Orientation**

Britton began by highlighting the Mission Statement and values of the City and Department. Also highlighted the Organizational Chart and breakdown of full time staff positions. Then highlighted the 26 parks, facilities and amenities and over 800 acres of land that the Department maintains.

Britton then discussed the Charter for the City and how in Article III. Section 3.15 Taxes are levied for the operation of public parks. These funds can only be used “solely for use of the parks and recreational grounds and facilities”.

Article VII. Section 7.2 highlights how the Parks & Recreation Board is appointed, collect and use taxes and how the Parks Board and Department operate.

Britton explained how the Board “advises” on Oak Grove Cemetery.

Chapter 255. Gets into the General Provisions of the Department (Hours, rules, laws and other prohibited behavior.

Britton also highlighted the Park board meeting Rules of Order and that the Board and staff have to follow the Missouri Sunshine Law about openness in Government.

Additional information would be discussed at upcoming meetings.



**5. Discussion & Consideration of the Parks and Recreation Capital Improvements Plan 2025 to 2030\***

Britton presented to the Board the 2025 – 2030 Capital Improvements Plan (CIP). This plan lays out the next 6 years of Capital Projects for the Department with the mostly immediate year (2025) being better defined. This plan includes both capital costs for ongoing maintenance of the parks property and amenities and also includes new projects that would add to the Parks system. The CIP is funded through four (4) different funding sources. Property Taxes and Replacement Fund (217). Metro Parks Fund (216) and Prop P Sales Tax (417). On average including the Debt Service for the Prop P – 2017 COPS Bond is approximately \$3,000,000 per year.

In 2025 the main projects are:

Parks & Recreation Department Master Plan.  
Wapelhorst Athletic Field Pavilion Replacement.  
Playground repairs and updates and continued savings for the 97 acre recreation site development.

Muench made a motion to approve the 2025-2030 Capital Improvements Plan; Seconded by Shy.

**6. Discussion & Recommendation of the Oak Grove Cemetery Capital Improvements Plan 2025 to 2030\***

Britton presented to the Board the 2025 – 2030 Capital Improvements Plan (CIP) for Oak Grove Cemetery. This plan lays out the next 6 years of Capital Projects for the Cemetery with the mostly immediate year (2025) being better defined. These funds are from the General Fund. The Cemetery CIP Plan includes equipment replacement (mowers, vehicles, back hoe etc.) and also includes small Capital projects like Monument Refurbishing (every 5 years), Road Sealing (every 8 years)

Bichel made a motion to recommend to the City Council the 2025-2030 Capital Improvements Plan; Seconded by Mudrovic.

**7. Action Tracker Report**

No discussion

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

Since the new Board members have not been assigned parks yet there was no discussion.



As there was no further business to discuss Bichel moved for **Adjournment** at 7:44 pm;  
Seconded by Mudrovic. Motion passed.

Meeting: May 1<sup>st</sup>, 2024

Respectfully Submitted,

---

Mike Ryan - President



## Upcoming Events

### Meetings:

- o June 5, 2024
- o June 19, 2024

- Music on Main – June 19, July 17, August 21 – September 18, 2024
- Storytime in the Park – June 21, July 19, August 16, Sept 20, Oct 4, 2024
  - o Shelter 2 at Wapelhorst Park – 10:00A
- Paint the Town: A Frenchtown Street Mural Art Festival – May 18 – May 19, 2024
  - o 2<sup>nd</sup> Street in Frenchtown, Saturday – 11:00A – 9:00P, Sunday 12:00P – 5:00P
- St. Charles Parks and Recreation Aquatic Facilities Open for Season – May 25, 2024
  - o Wapelhorst and Blanchette Parks
- History in Harmony – May 19 & 26, June 23 & 30, 2024
  - o Main Street, 1:00P – 4:00P
- St. Charles Parks and Recreation Summer Fun Daycamp Begins – May 28, 2024
  - o Wapelhorst and Blanchette Parks
- St. Charles Parks and Recreation Food Truck Events –
  - o June 11, 2024 – Frontier Park – 5:00P – 8:00P
  - o August 13, 2024 – Blanchette Park – 5:00P – 8:00P
  - o September 10, 2024 – Frontier Park – 5:00P – 8:00P
- 636 Day – June 1, 2024
  - o Frenchtown (between Lawrence & French), 4:00P – 10:00 P
- St. Charles Big Band – June 6, July 14, August 11, September 1, 2024
  - o Frontier Park, Jaycee Stage,
- St. Charles Municipal Band – Every Thursday June through August (except 8/15), 2024
  - o Frontier Park, Jaycee Stage,
- First Fridays – June 7, July 5, 2024
  - o Foundry Art Centre 5:00P – 8:00P
- Hot Summer Nights – June 8, July 13, August 10, September 14, 2023
  - o Frenchtown (Second Street), 6:00P – 10:00P
- Block Party – The Steamroller Print Event – June 15, 2024
  - o Foundry Art Centre 11:00A – 5:00P
- Riverfest – July 4-5, 2024
  - o Frontier Park – 12:00noon – 10:00P
  - o (Parade at 10:00A on July 4, 2024)
- Sister Cities International Festival – July 14, 2024
  - o Boathouse Parking Lot – 12:00P – 6:00P
- St. Charles Parks and Recreation Photo Contest Ends – July 19, 2024



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



Estimated Financial Worksheet	2024 Actual	2024 Budget
Total Expenses	\$ (2,746,711)	\$ (9,559,324)
Total Customer Revenue	\$ 1,089,743	\$ 4,097,335
Total Property Tax	\$ 1,794,127	\$ 4,085,270
Total Delinquent Tax	\$ 7,894	\$ 91,550
Total Tax Surtax	\$ 150,221	\$ 157,636
Recovered Exp. - Sale of Assets	\$ 11,351	\$ -
Interest		
Total Cell Tower	\$ 22,483	\$ 62,420
Capital Reappropriations	\$ 313,374	\$ 313,374
Other Revenue Contributions	\$ 10,955	\$ 21,910
Grants	\$ -	\$ 10,000
Other Revenue Misc	\$ 385	
Transfer from CIP Sales Tax Fund (Boeing Payment)	\$ -	\$ 600,000
Replacement Fund	\$ 642,000	\$ 642,000
	\$ 1,295,822	\$ 522,171

Beginning Fund Balance	\$ 2,873,792	Un-audited
Expenses	\$ (2,746,711)	
Revenue	\$ 4,042,533	
Ending Cash Balance	\$ 4,169,614	

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

Fund Balance	\$ 1,339,415
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Aquatics	2024 Actual	2024 Budget
Personnel Expenditures	\$ (54,970)	\$ (1,006,405)
Contractual Expenditures	\$ (45,190)	\$ (173,904)
Materials & Supplies Expenditures	\$ (26,867)	\$ (363,950)
Capital Outlay	\$ (132,849)	\$ (35,000)
Equipment Replacement Fund	\$ (119,836)	\$ (119,836)
<b>Total Expenses</b>	<b>\$ (379,712)</b>	<b>\$ (1,699,095)</b>

Total Revenue	\$ 162,191	\$ 1,703,500
Recovered Expenses	\$ -	\$ -
<b>Total Income</b>	<b>\$ 162,191</b>	<b>\$ 1,703,500</b>

<b>Aquatics Net Revenue</b>	<b>\$ (217,522)</b>	<b>\$ 4,405</b>
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Concessions	2024 Actual	2024 Budget
Personnel Expenditures	\$ (36,073)	\$ (135,643)
Contractual Expenditures	\$ (15,066)	\$ (50,477)
Materials & Supplies Expenditures	\$ (39,520)	\$ (123,000)
Capital Outlay	\$ -	\$ (5,000)
Equipment Replacement Fund	\$ (11,028)	\$ (11,028)
<b>Total Expenses</b>	<b>\$ (101,687)</b>	<b>\$ (325,148)</b>

Total Revenue	\$ 41,327	\$ 325,500
Recovered Expenses	\$ -	\$ -
<b>Total Income</b>	<b>\$ 41,327</b>	<b>\$ 325,500</b>

<b>Concession Net Revenue</b>	<b>\$ (60,360)</b>	<b>\$ 352</b>
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Memorial Hall	2024 Actual	2024 Budget
Personnel Expenditures	\$ (13,894)	\$ (50,609)
Contractual Expenditures	\$ (3,702)	\$ (11,037)
Materials & Supplies Expenditures	\$ (7,354)	\$ (29,273)
Capital Outlay	\$ -	\$ (5,000)
Equipment Replacement Fund	\$ (21,528)	\$ (21,528)
<b>Total Expenses</b>	<b>\$ (46,478)</b>	<b>\$ (117,447)</b>

Total Revenue	\$ 24,263	\$ 110,015
Total Tax Revenue (.2%)	\$ 3,604	\$ 8,354
Recovered Expenses	\$ -	\$ -
<b>Total Income</b>	<b>\$ 27,867</b>	<b>\$ 118,369</b>

<b>Memorial Hall Net Revenue</b>	<b>\$ (18,611)</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>



## May 2024 Finances

### Parks and Recreation Financials Worksheet-Operating Funds

	2024 Actual	2024 Budget
<b>Recreation</b>		
Personnel Expenditures	\$ (153,803)	\$ (852,899)
Contractual Expenditures	\$ (36,412)	\$ (145,651)
Materials & Supplies Expenditures	\$ (84,883)	\$ (450,000)
Capital Outlay	\$ -	\$ (3,000)
Equipment Replacement Fund	\$ (14,857)	\$ (14,857)
<b>Total Expenses</b>	<b>\$ (289,955)</b>	<b>\$ (1,466,407)</b>
Total Revenue	\$ 694,949	\$ 1,280,295
Total Tax Revenue (5%)	\$ 90,101	\$ 208,841
Recovered Expenses	\$ -	\$ -
<b>Total Income</b>	<b>\$ 785,050</b>	<b>\$ 1,489,136</b>
<b>Recreation Net Revenue</b>	<b>\$ 495,095</b>	<b>\$ 22,729</b>
<b>Maintenance</b>		
Personnel Expenditures	\$ (571,900)	\$ (1,709,979)
Contractual Expenditures	\$ (115,884)	\$ (444,401)
Materials & Supplies Expenditures	\$ (55,825)	\$ (195,540)
Capital Outlay	\$ -	\$ -
Equipment Replacement Fund	\$ (156,671)	\$ (156,671)
<b>Total Expenses</b>	<b>\$ (900,280)</b>	<b>\$ (2,506,591)</b>
Total Revenue	\$ 22,964	\$ 231,600
Total Tax Revenue (57.33%)	\$ 1,033,099	\$ 2,394,571
Total Surtax (83%)	\$ 124,683	\$ 130,838
Recovered Expenses	\$ -	\$ -
MO Conservation Grant	\$ -	\$ 10,000.00
<b>Total Income</b>	<b>\$ 1,180,745</b>	<b>\$ 2,767,009</b>
<b>Maintenance Net Revenue</b>	<b>\$ 280,465</b>	<b>\$ 260,418</b>
<b>Administration</b>		
Personnel Expenditures	\$ (291,251)	\$ (815,924)
Contractual Expenditures	\$ (47,029)	\$ (132,164)
Materials & Supplies Expenditures	\$ (13,221)	\$ (66,809)
Capital Outlay	\$ -	\$ -
Equipment Replacement Fund	\$ (13,604)	\$ (13,604)
<b>Total Expenses</b>	<b>\$ (365,105)</b>	<b>\$ (1,028,501)</b>
Total Revenue	\$ 96,611	\$ 259,425
Total Tax Revenue (21%)	\$ 378,424	\$ 877,132
Recovered Expenses	\$ -	\$ -
<b>Total Income</b>	<b>\$ 475,035</b>	<b>\$ 1,136,557</b>
<b>Administration Net Revenue</b>	<b>\$ 109,930</b>	<b>\$ 108,056</b>
<b>Rangers</b>		
Personnel Expenditures	\$ (163,408)	\$ (483,949)
Contractual Expenditures	\$ (32,861)	\$ (97,942)
Materials & Supplies Expenditures	\$ (3,452)	\$ (28,755)
Capital Outlay	\$ -	\$ -
Equipment Replacement Fund	\$ (50,115)	\$ (50,115)
<b>Total Expenses</b>	<b>\$ (249,836)</b>	<b>\$ (660,761)</b>
Total Revenue	\$ 47,439	\$ 187,000
Total Tax Revenue (12%)	\$ 216,242	\$ 501,218
Total Surtax (17%)	\$ 25,537	\$ 26,798
Recovered Expenses	\$ -	\$ -
<b>Total Income</b>	<b>\$ 289,219</b>	<b>\$ 715,017</b>
<b>Rangers Net Revenue</b>	<b>\$ 39,384</b>	<b>\$ 54,256</b>
<b>Parks Capital</b>		
<b>Total Expenses</b>	<b>\$ (413,659)</b>	<b>\$ (1,755,374)</b>
Total Revenue/ Replacement Fund	\$ 642,000	\$ 642,000
Total Tax Revenue (4.47%)	\$ 80,550	\$ 186,704
Re-Appropriations	\$ 313,374	\$ 313,374
Recovered Expenses	\$ -	\$ 21,910
<b>Total Income</b>	<b>\$ 1,035,924</b>	<b>\$ 1,163,988</b>
<b>Capital Net Revenue</b>	<b>\$ 622,266</b>	<b>\$ (591,386)</b>
<b>Cemetery</b>		
Personnel Expenditures	\$ (55,973)	\$ (177,254)
Contractual Expenditures	\$ (7,954)	\$ (31,520)
Materials & Supplies Expenditures	\$ (5,531)	\$ (14,350)
Capital Outlay	\$ -	\$ -
<b>Total Expenses</b>	<b>\$ (69,458)</b>	<b>\$ (223,124)</b>
Total Revenue	\$ 15,400	\$ 80,325
<b>Cemetery Net Revenue</b>	<b>\$ (54,058)</b>	<b>\$ (142,799)</b>



**Project Report -MAY 2024**

<b>Project Name</b>	<b>Project Code</b>	<b>Budget</b>	<b>Expenses</b>	<b>Encumbrances</b>	<b>Remaining Funds</b>	<b>Funding Source</b>
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	\$ 92,564.00	\$ 3,779.00	\$ 641.00	Metro
RECREATIONAL SITE DEVELOPMENT	Project Code: 23PRK4	\$ -	\$ -	\$ -	\$ -	
	216-518-873-109	\$ 282,000.00	\$ 198,709.25	\$ 73,490.75	\$ 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					
	217-451-873-109	\$ 1,500.00	\$ 1,500.00	\$ -	\$ -	Property Tax
	417-451-873-109	\$ 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	\$ 33,500.00	\$ -	\$ 33,160.00	\$ 340.00	Property Tax
HVAC REPLACEMENTS - ALL PARK FACILITIES	Project Code: 24PRK3	\$ 49,000.00	\$ 29,769.00	\$ 8,395.00	\$ 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	\$ 1,958.50	\$ -	\$ 8,041.50	Property Tax
CONCESSION STAND RENOVATIONS	Project Code: 24PRK8	\$ 15,000.00	\$ 7,564.51	\$ 766.75	\$ 6,668.74	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	\$ 14,279.59	\$ 28,881.10	\$ 90,180.31	Replacement Fund
RANGER VEHICLES & SUPPORT ITEMS	Project Code: 24PRK15	\$ 140,000.00	\$ 136,822.35	\$ 186.76	\$ 2,990.89	Replacement Fund



**Project Report -MAY 2024**

Project Name	Project Code	Budget	Expenses	Encumbrances	Remaining Funds	Funding Source
FURNISHING REPLACEMENTS	Project Code: 24PRK16	\$ 12,700.00	\$ -	\$ -	\$ 12,700.00	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	\$ 140,128.80	\$ -	\$ 3,871.20	Replacement Fund
SOFTWARE UPGRADES	Project Code: 24PRK20	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	Replacement Fund
PRINTER REPLACEMENT	Project Code: 24PRK21	\$ 8,916.00	\$ -	\$ -	\$ 8,916.00	Replacement Fund
RECREATION EQUIPMENT	Project Code: 24PRK22	\$ 10,200.00	\$ 571.48	\$ -	\$ 9,628.52	Replacement Fund
PC REPLACEMENT	Project Code: 24PRK23	\$ 32,000.00	\$ 10,220.26	\$ 21,636.00	\$ 143.74	Replacement Fund
MEMORIAL HALL FURNISHINGS	Project Code: 24PRK24	\$ 20,500.00	\$ 11,936.22	\$ 8,550.00	\$ 13.78	Replacement Fund
ROOFING PROJECTS	Project Code: 24PRK25	\$ 50,000.00	\$ -	\$ 50,000.00	\$ -	Metro
PICNIC TABLE REPLACEMENT	Project Code: 24PRK26	\$ 3,000.00	\$ 2,713.00	\$ -	\$ 287.00	Property Tax
MAINTENANCE FACILITIES IMPROVEMENT	Project Code: 24PRK27	\$ 29,000.00	\$ 4,868.00	\$ 23,462.71	\$ 669.29	Property Tax
TRAILS AND PARKING LOT REHAB	Project Code: 24PRK28	\$ 105,000.00	\$ 42,000.00	\$ 63,000.00	\$ -	Metro
PLAYGROUND REPLACEMENT	Project Code: 24PRK30					
	217-451-873-109	\$ 7,500.00	\$ 3,125.00	\$ -	\$ 4,375.00	Property Tax
	417-451-873-109	\$ 200,000.00	\$ 104,900.00	\$ 95,100.00	\$ -	Parks Capital
PARK RESTROOM ADDITIONS	Project Code: 24PRK31	\$ 95,000.00	\$ 42,451.38	\$ 28,564.12	\$ 23,984.50	Metro
FACILITY REPAIRS	Project Code: 24PRK32	\$ 40,000.00	\$ 4,113.13		\$ 35,886.87	Parks Capital

Project Funding Source Totals						
		Budget	Expenses	Encumbrances	Remaining Amount	
Equipment Replacement Fund	TOTAL	\$ 729,198.89	\$ 391,620.89	\$ 166,668.86	\$ 170,909.14	Replacement Fund
Taxes	TOTAL	\$ 606,928.99	\$ 142,478.26	\$ 80,026.21	\$ 384,424.52	Property Taxes
Metro Parks & Recreation Fund	TOTAL	\$ 628,984.00	\$ 375,724.63	\$ 218,833.87	\$ 34,425.50	Metro
Prop P Parks Capital	TOTAL	\$ 1,406,669.97	\$ 353,873.13	\$ 130,100.00	\$ 922,696.84	Prop P - Parks Capital
Gaming Funds	TOTAL					Gaming
Cash Balance	TOTAL					Cash



**Project Report -MAY 2024**

Project Name	Project Code	Budget	Expenses	Encumbrances	Remaining Funds	Funding Source
TOTAL PROJECTS		\$ 3,371,781.85	\$ 1,263,696.91	\$ 595,628.94	\$ 1,512,456.00	
Capital Sales Tax (Cemetery only)	TOTAL	\$ 51,252.00	\$ 33,290.09	\$ 13,275.16	\$ 4,686.75	
New Park Development Balance		\$ 1,141,729.97	\$ 198,709.25	\$ 73,490.75	\$ 869,529.97	



**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>		\$ 205.00	
<b>2023 Organizations</b>			
<b>Organizations with multiple uses paying monthly, quarterly or by season</b>			
<b>2023 TOTAL</b>		\$ -	
	<b>Total Due</b>	\$ 205.00	
<b>2024 Individual</b>			<b>Status</b>
<b>Programs</b>		\$ 50.00	Fine Dining Trip Balance
<b>Daycamp</b>		\$ 415.00	Shirts not being collected for - talk to staff and call to collect
<b>Facility</b>			
<b>2024 TOTAL</b>		\$ 465.00	
<b>2024 Organizations</b>			
<b>Organizations with multiple uses paying monthly, quarterly or by season</b>			
Wheelers and Dealers		\$ 300.00	Billed 5/10/24
<b>2024 TOTAL</b>		\$ 300.00	
	<b>Total Due</b>	\$ 970.00	
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 - 05/10/24

### 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	10	\$ 14,000.00
Cremation (3 feet by 3 feet)	\$ 800.00	0	\$ -
<b>Total:</b>		10	\$ 14,000.00

### 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

<b>Burial Day (Completed before Closing)</b>	<b>Fee</b>	<b>Quantity</b>	<b>Total</b>
Monday - Friday	\$ 1,600.00	7	\$ 11,200.00
Saturday	\$ 1,800.00	4	\$ 7,200.00
Sunday	\$ 2,100.00	0	\$ -
City Holidays	\$ 2,100.00	0	\$ -
<b>Burial Day (Completed after closing - 3:00P.M.)</b>	<b>Fee</b>	<b>Quantity</b>	<b>Total</b>
Monday - Friday	\$ 1,800.00	0	\$ -
<b>Total:</b>		11	\$ 18,400.00

### Single Depth Grave Disinterment

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

### Double Depth Grave

<b>Burial Day (Completed before Closing)</b>	<b>Fee</b>	<b>Quantity</b>	<b>Total</b>
Monday - Friday	\$ 2,000.00	3	\$ 6,000.00
Saturday	\$ 2,200.00	0	\$ -
Sunday	\$ 2,500.00	0	\$ -
City Holidays	\$ 2,500.00	0	\$ -
<b>Burial Day (Completed after closing - 3:00P.M.)</b>	<b>Fee</b>	<b>Quantity</b>	<b>Total</b>
Monday - Friday	\$ 2,200.00	0	\$ -
<b>Total:</b>		3	\$ 6,000.00

### Double Depth Grave Disinterment

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

### Cremations without a Service

<b>Burial Day (Completed before Closing)</b>	<b>Fee</b>	<b>Quantity</b>	<b>Total</b>
Monday - Friday	\$ 500.00	5	\$ 2,500.00
Saturday	\$ 850.00	2	\$ 1,630.00
Sunday	\$ 1,100.00	0	\$ -
City Holidays	\$ 1,100.00	0	\$ -
<b>Burial Day (Completed after closing - 3:00P.M.)</b>	<b>Fee</b>	<b>Quantity</b>	<b>Total</b>
Monday - Friday	\$ 850.00	0	\$ -
<b>Total:</b>		7	\$ 4,130.00



### 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	10	\$ 14,000.00
Total Cremation Grave Sales	0	\$ -
Total Grave Burials	14	\$ 24,400.00
Total Cremation Burials	7	\$ 4,130.00
<b>Total Income</b>		<b>\$ 42,530.00</b>



**From:** [Mary Beth Ohlms](#)  
**To:** [Maralee Britton](#)  
**Subject:** Re: Email for Maralee from website  
**Date:** Wednesday, April 17, 2024 8:34:48 AM

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Thank you for your speedy response! I would never have guessed algae control. I'll be sure to share with my friends. I love our parks. I live right by McNair and I love all our trails for walking. As a 50+ year resident, I know we are blessed.

Have a great spring!

Best,

Mary Beth Ohlms

On Wed, Apr 17, 2024 at 7:44 AM Maralee Britton <[maralee.britton@stcharlesparks.com](mailto:maralee.britton@stcharlesparks.com)> wrote:

Hi Mary Beth,

The blue color in the water is a treatment used by our pond management company to assist with algae that is safe for wildlife. We certainly appreciate your concern and reaching out about the pond treatment. For the last 4+ years, this treatment has helped keep the algae at bay in addition to the fountain which aerates and circulates the water for the fish. I have copied in our Parks Superintendent in case you have additional questions.

Thanks for reaching out and we hope you are enjoying the parks!

**Maralee M. Britton, CPRP**  
 Director of Parks and Recreation  
 St. Charles Parks and Recreation Department  
 636-949-3372

**From:** St. Charles Parks and Recreation <[info@stcharlesparks.com](mailto:info@stcharlesparks.com)>  
**Sent:** Tuesday, April 16, 2024 3:34 PM  
**To:** Maralee Britton <[maralee.britton@stcharlesparks.com](mailto:maralee.britton@stcharlesparks.com)>  
**Subject:** Email for Maralee from website

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**Name** Mary Beth Ohlms

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**Email**

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**Message** Dear Ms. Britton-

My friends and I walk at Wappelhorst Park often. I keep forgetting to write and ask why the water in the pond's fountain has blue dye. Is the fountain connected to the pond water? I'm concerned about the wildlife. It looks so unnatural in an otherwise beautiful park.

Sincerely,

Mary Beth Ohlms

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## Monthly Employment Report

May 1, 2024

Division	Position	Status	Number of Required Staff	Number Currently Hired	Number of Positions Left to Fill	Number of Applications Received	2023 Staffing Levels during Same Month	2023 Total Staffing Numbers
<b>Aquatics</b>	Assistant Coordinator	Part-time	1	2	-1	0	1	1
	Assistant Swim Coach	Seasonal	4	4	0	0	2	4
	Concessions/Slide Attendants	Seasonal	46	46	0	0	50	51
	Pool Lead Concessions	Seasonal	14	14	0	0	10	10
	Lead Lifeguards	Seasonal	8	11	-3		8	8
	Lifeguards	Seasonal	96	106	-10	91	65	99
	Managers	Seasonal	11	11	0		14	14
	Swim Coach	Seasonal	1	1	0		1	1
<b>Totals</b>			<b>181</b>	<b>195</b>	<b>-14</b>	<b>91</b>	<b>151</b>	<b>188</b>

<b>Cemetery</b>	General Maintenance	Seasonal	1	0	1	0	0	0
	General Maintenance	Part-time	1	1	0	0	1	1
	<b>Totals</b>			<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>

<b>Concessions</b>	Assistant Coordinator	Part-time	2	2	0	0	1	1
	Concessions	Seasonal	10	7	3	102	10	10
	Over 21 Concessions	Seasonal	15	15	0	8	17	17
	<b>Totals</b>			<b>27</b>	<b>24</b>	<b>3</b>	<b>110</b>	<b>28</b>

<b>Maintenance</b>	General Maintenance	Seasonal	30	23	7	23	19	26
	<b>Totals</b>			<b>30</b>	<b>23</b>	<b>7</b>	<b>23</b>	<b>19</b>

<b>Memorial Hall</b>	Bartenders	Seasonal	5	8	-3	29	7	6
	Maintenance	Part-time	1	1	0	0	1	1
	<b>Totals</b>			<b>6</b>	<b>9</b>	<b>-3</b>	<b>29</b>	<b>8</b>

<b>Rangers</b>	Rangers	Part-time	11	9	2	9	8	8
	<b>Totals</b>			<b>11</b>	<b>9</b>	<b>2</b>	<b>9</b>	<b>8</b>

<b>Recreation</b>	Bus Driver	Seasonal	2	2	0	0	2	2	
	Day Camp Assistants	Seasonal	4	4	0	0	4	4	
	Day Camp Counselors	Seasonal	80	81	-1	83	56	68	
	Day Camp Directors	Seasonal	2	2	0	0	2	2	
	Intern	Seasonal	1	0	1	14	0	0	
	Specialty Instructors	Seasonal	9	9	0	6	9	9	
	Lead Sports Instructors	Seasonal	4	4	0	0	4	4	
	Recreation Specialist	Part-time	1	1	0	0	1	1	
	Softball Umpires	Seasonal	20	20	0	11	20	23	
	Sports Instructor	Seasonal	18	18	0	19	18	18	
	Trip Escorts	Seasonal	0	0	0	0	0	0	
	Trip Planner	Part-Time	2	2	0	0	2	1	
	<b>Totals</b>			<b>143</b>	<b>143</b>	<b>0</b>	<b>133</b>	<b>118</b>	<b>132</b>