

St. Charles Parks and Recreation Board  
Tentative Agenda  
June 19, 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 Mary West
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. Election of Parks and Recreation Board Officers: President, Vice President, Secretary and Treasurer\*
  - B. Adopt a Park/Council Buddies
  - C. Consideration of revoking the Fees and Charges Policy, Non-Profit Usage Policy, Waiver of Fees and Charges Policy and the Insufficient Funds Policy and to adopt a combined Fees Policy\*
  - D. Consideration of revoking the First Come First Served Policy, Permits for Use of Picnic Shelters Policy, Use of Stage, Gazebo's and Rau Garden Area, Special Facilities and Picnic Shelters Policy, and Definitions of Park Department Picnic and Special Use Facilities Policy and to adopt a combined Reservation Policy\*
  - E. Transfers Over \$15,000\*
  - F. Contract with Kolb Grading in the amount not to exceed \$53,124.50 for the Frontier Park Storm Sewer Bank Stabilization Project\*
7. Minutes-
  - A. Parks & Recreation Board Meeting Minutes May 15, 2024\*
  - B. Parks & Recreation Board Work Session Meeting Minutes June 5, 2024\*
  - C. Parks & Recreation Board Closed Session Minutes, May 15, 2024\*\*
  - D. Parks & Recreation Board Closed Session Minutes, June 5, 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. July 3, 2024 Work Session

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:** June 14, 2024

**From:** Don Borgmeyer, Enterprise Superintendent

**RE:** Consideration of Revoking Policies and Adopting a Combined Fee Policy

**Summary:**

In addition to the normal policy review process, staff has been reviewing and updating some of the older park policies that are still in effect. This review process consists of identifying policies in need of change, staff input and discussion, final draft approval by Director, review and approval by the City Legal Department and final approval of the Park Board.

Attached is a proposed Fee Policy which combines the following current policies into one document.

- FEES and CHARGES POLICY (Board Approved 1/1994)
- NON-PROFIT FACILITY USAGE IN EXCHANGE FOR FACILITY IMPROVEMENTS POLICY (Board Approved 2/17/1999)
- WAIVER of FEES & CHARGES -Reduced Rate – Worthy Cause or Multiple Discount POLICY (Board Approved 1/1994, revised 1/3/2007)
- INSUFFICIENT FUND (BAD) CHECK POLICY (Board Approved 7/15/1998)

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

Staff recommends favorable consideration for the revised Fee Policy and to rescind the above listed policies that are now included.



## ST. CHARLES PARKS AND RECREATION BOARD

### FEE POLICY

The City of St. Charles Parks Department the (“Department”) reserves the right to establish and/or adjust “Fees” for specific park facilities and equipment, programs, and special services. Such fees shall be within the confines of all laws, ordinances, regulations, and rules; and, may include a separate structure for city residents and non-city residents.

The philosophy is to keep the general admission to parks open and free to the public for the benefit of all citizens. As some city and non-city residents use facilities and equipment, programs and/or special services which are not for the benefit of all citizens and increases costs, a separate fee structure is necessary.<sup>1</sup> In that case, and in recognition that city residents generally pay for basic services such as administration, maintenance, patron safety and security, recreational planning and capital improvement projects through their property taxes, a discounted fee for city residents compared to non-city residents may be applied.

In addition, a fee waiver or discount may be considered under certain circumstances. These circumstances include, as further described below: volunteer time in exchange for facility usage, major construction projects in exchange for facility usage, worthy cause reservation requests, and multiple usage discounts. Organizations requesting a waiver or discount must provide to the Director of Department (the “Director”), or designee, proof of eligibility for the same, if required.

- **Volunteer Time Exchanged For Facility Usage**

Eligible not-for-profit groups / volunteer organizations may work on various necessary projects in exchange for facility usage. This volunteer work would be credited toward such usage at the current minimum hourly wage rate, and shall be set forth in a written agreement between the requesting organization and the Director.

- **Major Construction Projects Exchanged for Usage**

The Department may consider waivers for organizations that propose, design and build major facilities in exchange for usage. A proposed facility must mutually benefit the City and the proposing organization; and, in return, the organization may be eligible for fee waivers up to ten (10) years. The Director will retain approval rights on all prospects of a proposed project, including but not limited to the project location, construction planning, drawings, specifications, and

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<sup>1</sup> Any Park that received Federal Land and Water Conservation Grant funding must follow regulations that prohibit a fee differential for a resident vs. a non-resident to be greater than double. If there is not a fee for the resident, there also cannot be a fee for a non-resident.

agreements/contracts. Such approvals are necessary to assure that all aspects of the project planning meet the Board's strategic plan and park development standards.

All agreement/contract term language shall be approved prior to the start of any proposal project. The actual final monetary terms of the agreement will be determined after the completion of the proposed project and all authorized charges are accounted for, as follows:

- Only actual documented costs (purchased and donated) for all project materials, tools, and equipment will be allowable reimbursement expenses. The actual reimbursement to the organization will be in the form of a facility usage exchange (not actual dollars). The organization's volunteer labor used to construct the facility, construction management costs, expense accounting, insurance premiums, loans, withdrawal penalties and/or interest paid or lost are not eligible for consideration as reimbursement expenses.
- This waiver could equal up to the actual expenditures, without tax, incurred by the organization for construction materials, supplies, and equipment rentals necessary for the construction, and which are considered as reimbursement expenses under this policy. Such expenditures would be applied toward the regular rental fee including any increases or other agreed upon method to determine the facility use value throughout the term of a written agreement.
- If such a major project agreement is completed, the facility shall not be eligible to be named by or after the organization/group. Should this be desired instead of a waiver, the Naming of Parks and Facilities Policy would apply.
- **Worthy Cause Requests**

The Department may consider a waiver or discount of fees for the usage of facilities when requested by an organization for a worthy cause. The organization must submit a written request to the Parks and Recreation Department Administration office not less than 30 days prior to the day of the planned function. The Director will make a determination as to the grant of the request based on the cause and the availability of the facility. Any fees or charges assessed would be only as sufficient as to recover specific costs of the function related to the facility usage.

All appropriate rules and regulations would apply to the function. Upon approval of a request, a "Contract Agreement" may be required for certain facilities. If

required, the contract must be completed and returned along with a security deposit. This security deposit is refundable if the facility isn't damaged and all keys are returned. Additionally, set-up and tear down of tables and chairs, removal of decorations, trash disposal and cleanup is the responsibility of an approved organization. Should the function be canceled after a contract is signed an administrative fee will be charged.

- **Multiple Use Discount**

Organizations or persons using the facilities on multiple dates during a calendar year may qualify for a percentage discount. The discounts applied will be determined by the Director with consideration given to the number of rentals needed and the normal usage of the room. All appropriate rules and regulations would apply to the functions. Additionally, set-up and tear down of tables and chairs, removal of decorations, trash disposal and cleanup is the responsibility of an approved organization and/or person(s). Upon approval, a Parks Community License Agreement must be completed and returned along with a security deposit. In the event the Department's designee would need to cancel a scheduled usage, the Director, or designee, will make reasonable efforts to provide a different location for a rescheduled date. If no arrangement can be made to mutual satisfaction, the organization or person(s) will be refunded for the usage.

### **Insufficient Funds Check Return Policy**

Any person who writes a check to the City of St. Charles Parks and Recreation Department which is subsequently returned to the City because of insufficient funds shall pay to the City a fee as established by ordinance, and codified at Section 140.040 of the City's Code of Ordinances, as amended.



## ST. CHARLES PARKS AND RECREATION BOARD

### **FEES and CHARGES POLICY**

As a general policy statement, the St. Charles Parks and Recreation Board reserves the right to establish and/or adjust “Fees and Charges” (as many be deemed necessary/appropriate within the confines of all laws, ordinances, and rules & regulations) which may include a separate fee structure for both city residents and non city residents. Such “Fees and Charges” should be for specific park facilities & equipment, programs, and/or special services.

#### A. City Resident “Fees and Charges” Policy.

It is recognized that city tax payers generally pay for basic services ( such as administration, maintenance, patron safety & security, recreational planning and installation of capital projects)within city owned parks/facilities via property tax. Because of this the Park Board’s philosophy is to keep the general admission to parks open & free to the public\* for the benefit, use and enjoyment of all citizens. As some citizens request special consideration – services, specific use of park areas, facilities, equipment, organized recreational opportunities, and/or development of specialized facilities (which are not for the benefit of all and increases costs) a separate funding method is necessary.

Therefore it is the policy of the St. Charles Parks and Recreation Board that “Fees and Charges” structure for the city residents may be established and/or adjusted (as necessary) for other than the aforementioned basic services.

#### B. Non-City Resident “Fees and Charges” Policy

It is the policy of the St. Charles Parks and Recreation Board that a “Fees and Charges” structure may be established and/or adjusted (as necessary); which may be higher than those “Fees and Charges” paid by city residents.

This policy is enacted in recognition of the money city residents pay for the basic services provided by the City of St. Charles Parks and Recreation Department which non-residents do not. Although the Park Board philosophy concerning the general admission to parks\* being open and free to all continue, (as is generally afforded City of St. Charles Residents should they decide to visit St. Louis Metro Are Parks, etc); “Fees and Charges” for special considerations may need to be more expensive to non residents than those to residents. It should be noted that federal restrictions\*\* for differentials in the amounts paid by city residents vs non-city residents may apply.

Board Approval:

January 1994

- \* See Park Policies “Relative To Patron/Organization Use Of Park Area/Facilities (Policy Number 5 – Park Admission/Entrance Fee’s and number 6 – Donations).
- \*\* Any Park that received Federal Soil and Water Conservation Grant funding must follow regulations that prohibit (fees and charges) the differential for residents vs non-resident to be greater than double. If there is no fee or charges for the resident; there also cannot be one for a non-resident.

## **SAINT CHARLES PARKS AND RECREATION BOARD**

### **“NON-PROFIT FACILITY USAGE IN EXCHANGE FOR FACILITY IMPROVEMENTS POLICY”**

It is the Policy of the City of Saint Charles Parks & Recreation Board (hereinafter called Board) that volunteer relationships be established with Community Non-Profit Groups/Organizations (hereinafter called Group) for the purpose of public relations/mutual public benefit by developing resources to further park facility development. Such relationships are valued and very much appreciated; as they help the department to provide additional services/facilities for Citizens of the City of Saint Charles that may not otherwise be possible. The Board hereby adopts the following proposal, as hereinafter specified:

#### **APPROVAL**

The Board would entertain conceptual planning ideas for facility development from Groups that would mutually benefit the Board/Citizens of the City of Saint Charles and the proposing group.

The Board will retain approval on all prospects of a proposed project, including but not limited to the project location, construction planning, drawings, specifications, agreements/contracts. Such is necessary to assure that all aspects of the project planning meets the Board's current/future strategic plan and park development standards.

#### **AGREEMENTS/CONTRACTS**

All agreement/contact term language shall be approved prior to the start of any proposal project. The actual (dollar value/acceptable exchange) final monetary terms of the agreement will be determined after the completion of the proposed project and all authorized charges are accounted for, as follows:

- Only actual documented costs (purchased and donated) for all project materials, tools, and equipment will be allowable reimbursement expenses. The actual reimbursement to the Group will be in the form a facility usage exchange (not actual dollars). The Group's volunteer labor is not eligible for reimbursement expenses and will not be allowed.
- All agreements/contracts will not exceed a period of ten (10) years, beginning on the date the proposed project is completed. The actual period of the agreement/contract for facility usage will equal to the allowable/actual reimbursement costs (as noted above) and the value of the facility usage.

**NOTE:** The following is an example project: (eg: STORAGE SPACE PROJECT) – The reimbursement amount is \$10000. A similar size private storage rental space would cost \$1200 per year. Therefore, \$10000 divided by \$1200 = 8.3 years of facility usage.

Park Board Approval: February 17, 1999

ST. CHARLES PARKS AND RECREATION BOARD

**WAIVER of FEES & CHARGES**

**-Reduced Rate – Worthy Cause or Multiple Discount POLICY**

The City of St. Charles Parks and Recreation Board, hereby adopts the following “Policy for Granting Waivers of Fees and Charges or Reducing Rates” for park facility usage as hereinafter specified. All park facilities except pool/aquatic center and concession stands could be considered for such requests.

**1. Not-For Profit/ Volunteer Organization Requests Policy**

The following criteria will be considered in determining the eligibility of not-for-profit groups or volunteer organizations request for a waiver of fees charges or a reduced rate to use appropriate park department facilities.\*

- A. All requests for such must be submitted in writing as will all departmental responses and/or Board action regarding a request and,
- B. Include with the request a copy of the organizations State and/or Federal Tax Exempt Status (eg: 501-C-3 status) and,
- C. Submit a copy of the organizations last Federal Income Tax 990 or 990 T form filed with the I.R.S. and also,
- D. Submit a copy of the organizations latest Financial Audit Report or copies of the last fiscal year (12 month) revenue bank statements.

\* Note Organizations/groups who have a yearly gross revenue of \$25,000 or greater are not for a waiver or reduced rate.

Board Approval: January 1994

**2. Volunteer Time – Exchanged For Facility Usage Policy**

The St. Charles Park Department would consider requests from Not-for-profit groups/volunteer organizations to work on various necessary tasks/projects in exchange for facility usage. This volunteer work would be credited toward such usage at the current (federal/state) minimum hourly wage rate.

Board Approval: January 1994

### **3. Major Construction Projects Policy**

The St. Charles Parks and Recreation Department Board may grant waivers for up to ten (10) years to Not-for-profit organizations/groups who propose, design and build major facilities.

- A. This waiver could equal up to the actual dollar amount (without tax) spent by the organization/group for construction materials, supplies, and equipment rentals necessary for construction but shall not include the voluntary labor used to construct the facility, construction management costs, expense accounting, insurance premiums, loans-money withdrawal penalties and interest paid or lost. Such expenditures would be applied toward the regular rental rate (fee and charge) including any increases or other agreed upon method to determine the facility use value; throughout the term of a written agreement. Examples of some of these projects include the McNair Day Camp Concession Stand/Shelter and Memorial Hall Auditorium.
- B. If such a major project/use agreement is completed, the facility shall not be eligible to be named by or after the organization/group. Should this be desired instead of a use waiver, the St. Charles Parks and Recreation Board "Policy for Naming of Parks and Park Facilities" would apply.

Board Approval:                      January 1994

### **4. Worthy Cause Policy**

The below is a general policy statement regarding use of park and recreation departmental facilities and programs.

The Board policy would be to authorize the accessibility of departmental facilities to such eligible not-for-profit organizations of need and of recreational programs to individuals with appropriate proof of need and of recreational programs to individuals with appropriate proof of need. Such access would be at such dates and times as determined by the Park and Recreation Department Staff. Determination of "Need" would be a decision of the Park Board. Any fees or charges assessed would be only as sufficient as to recover specifies costs and would be annually set in accordance with specified criteria associated with each sub-sectional area. Any other requisites would be likewise incorporated in the sub-section policy statements.

Board Approval:                      January 1994 – Revised from Original Policy Approved July 1982

- A. **Worthy Cause Reservation Policy** – Mondays are considered to be “**Worthy Cause**” days. Eligible not-for-profit groups or organizations wanting to use the Memorial Hall Building, Park Shelters, or Boonslick Pool (hours to be established annually) on Monday’s must submit a written request to the Park Board for approval not less than 35 days prior to the day of the planned activity. All appropriate rules and regulations would apply to a “Worth Cause” function. Upon approval a “Contract Agreement To Use Memorial Hall Facilities” must be completed and returned along with a \$100.00 Security Deposit. This security deposit is refundable if the facility isn’t damaged and all keys and returned. Additionally set-up, decoration removal, tables and chairs put away and cleaning is the responsibility of approved group or organization. Should the event be canceled after a contract is signed an administrative fee will be charged. Contracts for shelters and/or Boonslick Pool also apply.

Board Approval: January 1994

- B. **Recreation Worthy Cause Policy** – The St. Charles Park and Recreation Department will grant one \$25.00 scholarship for a program or trip per family per brochure period. The department will grant \$1,500.00 total per year, equally distributed per brochure period except as noted later here in; which represents a total of 60 participants per year. This worthy cause would exempt the Summer Fun Program, where donations are received from various organizations.

The Staff may exempt additional people per brochure period should both the funds & requests exist.

Board Approval: January 1994 – Revised from Original Policy Approved December 1989

## 5. **Multiple-Use Discount Policy**

As approved by the City of St. Charles, Missouri Parks and Recreation Board:

Groups or persons using the Memorial Hall facilities twenty-five (25) dates during a calendar year may qualify for a twenty-five (25%) percent discount. An additional discount of 30% may apply for 26 or more use reservations. In addition to a full 30% discount would apply to all rental uses (1 to 26 or more uses) if all of the rent is paid at the time of the initial reservation.

A Class 1 Function (i.e. Wedding Reception) use by a Group or Person not receiving a discount may take precedence over a Class 3 Function (i.e. meeting Non Fee Seminar, or Choral practice” whether multiple-use discounted or not, provided that this Class 1 Function was reserved, the contract is executed and the fees are paid not less than thirty (30) days prior to the scheduled Function date; and, that the scheduled dates is either a Friday or Saturday.

In the event that the Park elects to exercise the precedence clause, the Park will as soon as possible notify the displaced Class 3 Function user and make reasonable efforts to provide a reschedule date. If no reschedule-date can be arranged to the mutual satisfaction of the Park and Class 3 Function user, then the Park shall fully refund to the Class 3 Function, user any fees paid.

Board Approval:       Original Policy December 1992. Revised July 1992 and again  
                                  January 03, 2007

\*\*Discounted or waived fee policies cannot be combined for further discounts

ST. CHARLES PARKS AND RECREATION BOARD

“INSUFFICIENT FUND (BAD) CHECK POLICY”

It is the Policy of the City of St. Charles Parks and Recreation Board that any person who writes a check to the City of St. Charles Parks & Recreation Department which is subsequently returned to the City because of insufficient funds shall pay to the City a fee as established by ordinance.

PARK BOARD APPROVAL: July 15, 1998

NOTE: See the attached City of Saint Charles Code of Ordinance (Section 39.05) for check fee amount.

**St. Charles Parks and Recreation Board**

**MEMORANDUM**

**Date:** June 13, 2024

**From:** Tina Sieker, Administrative Coordinator

**RE:** Consideration of Revoking Polices and adopting a combined new Reservation Policy

**Summary:**

Attached is draft of the Reservation Policy. The requested changes update the wording and incorporate the following Policies into the one document:

- First Come First Served (Approved March 16, 1994)
- Permits for Use of Picnic Shelters/Pavilions (Approved June 15, 1994, Revised January 3, 2013)
- Use of the Stage, Gazebo's, and Rau Garden Area, Special Facilities & Park Picnic Shelters/Pavilions (Approved October 19, 1995)
- Definitions of Park Department Picnic Shelter/Pavilion and Special Use Facilities (Approved July 17, 1996)

The City Legal Department has reviewed and approved the changes to this policy.

Staff recommends favorable consideration for the revisions of the Reservation Policy and to rescind the above listed policies that are now included.



**ST. CHARLES PARKS AND RECREATION BOARD**  
**RESERVATION POLICY**

It is the policy of the St. Charles Parks and Recreation Department that “Reservations” are required to reserve facilities of the Parks and Recreation Department (the “Department”). These reservations will be taken annually (on a calendar basis) January through December, except as noted herein, and shall be considered on a **First Come First Served** basis, as further described below.

The following information was developed to define the “Standard Citizen Usage” of the Parks Department’s Shelter/Pavilions, Stage/Gazebo/Gardens, and other Special Use Facilities/Areas. Reservations of “Exclusive Citizen Usage” of these facilities are issued according to this Parks and Recreation Policy. In addition, different “Fees and Charges” could apply to “City Resident” Reserved Usage and to “Non-City Resident” Reserved Usage. The reservations are for the specified times and only apply to the specific facility, and not to the general park area around the reserved facility.

**FIRST COME FIRST SERVED**

Usage of the Department facilities by citizens shall be on a “**First Come First Served**” basis. The administrative process to make (1) Advance Reservations for the use of these facilities and for (2) General Park Facility Usage in which an advance reservation has not been previously made follows:

- (1.) Advance Reservations and/or permits are encouraged and may be required for various services, specific use of park areas, facilities, equipment, organized recreational opportunities and/or development of specialized facilities, in order to guarantee space availability. Such special consideration may have a cost associated with the reservation and will be taken on a “**First Come First Served**” basis.
  
- (2.) General Park Facility Usage is open and free to the public for the benefit, use and enjoyment of all citizens. Citizen usage of special facilities for which an advance reservation has not been issued by the Department will also be allowed on a “**First Come First Served**” basis (with the exception of community buildings / locked facilities). At all times, however, an advance reservation will have priority over a non-reservation.

**SHELTER/PAVILION, STAGE/GAZEBO/GARDEN & SPECIAL USE  
FACILITY/AREA RESERVATIONS**

**SHELTER/PAVILION RESERVATIONS**

A Shelter/Pavilion is a covered – open sided park facility structure, that is chiefly used for picnics and/or gathering places for groups of citizens. These facilities are used as a shelter from the elements such as sun or inclement weather by citizens. Picnic tables are provided under these structures, with cooking grills and trash receptacles being provided adjacent to these shelters/pavilions.

**Permit Period**

On January's first day of business for the Department Administration Office, reservations for that calendar year will be taken for Shelters/Pavilions on a "First Come First Served" basis.

Shelters/Pavilions may be used on a "reserved" basis from April 15<sup>th</sup> through October 31<sup>st</sup> of any given year. Outside of those dates all shelters/pavilions are first come first served. Under certain circumstances, a reservation may be accepted anytime of the year with approval of the Director of the Parks Department.

**Reservation Requests**

Reservations for Shelters/Pavilions may be made in person, on-line, by phone or by mail. Reservation requests received by mail or other "written" means within twenty-four hours prior to the first business day in January shall be recorded as to order of receipt and processed as if received at the moment of opening for business in the new year. Written reservation requests received before the twenty-four hour period shall be recorded in the order received; but shall be processed subsequent to the other requests being completed. Written reservation requests must be accompanied with payment in full.

If a Shelter/Pavilion reservation requires a large area of the park outside of the shelter/pavilion space that creates adverse rental availability for private reservations, it may be treated as a "Special Use Area" and be subject to Special Use fees.

**Reservation Confirmation**

Reservations for Shelters/Pavilions shall not be considered confirmed until a paid receipt is issued to the requestor. All rules, regulations, ordinances and laws shall apply. The Department reserves the right to void any reservation issued if the necessary payment has not been received/legally transferred into the Department account.

**Non Reserved Use of Shelters/Pavilions**

General Park Facility Usage is open and free to the public for the benefit, use and enjoyment of all citizens. Citizen usage of a shelter for which a reservation has not been issued

would be allowed under the First Come First Served policy. However, a reservation has priority over a non-reservation and the non-reservation user must vacate the facility if a group with a reservation arrives.

### **Hours for Reservation**

Shelters/Pavilions are reserved for all day (subject to the designated hours of operation for said Park\*), except for special groups that may make a reservation for a shorter duration. An example of such would be the Summer Fun Day Camp, which uses the facility part of the day. On those occasions a shorter function may be scheduled to follow, and will be evaluated on a case by case basis.

- \* Special Use/Special Event reservations in the Park may be an exception to this reservation schedule.

### **STAGE/GAZEBO/GARDEN RESERVATIONS**

The Stage/Gazebo/Garden areas are park facilities/areas that require extensive annual maintenance, including labor and materials. These facilities are located in high traffic areas although their usage is mainly passive. They are often associated with extensive landscape/floral displays or were designed for specific use. As a result of this landscaping and/or design, citizen requests for exclusive special use functions (e.g., weddings, receptions, pictures, productions and performances, etcetera.) are a significant use of all these facilities.

### **Permit Period**

Reservations will be taken for the Jaycee Stage, Gazebo(s) and the Rau Garden throughout the year. They may be used on a “reserved” basis from April 15<sup>th</sup> through October 31<sup>st</sup> of any given year. Outside those dates, all reservations for these facilities/areas are “First Come First Served.”

### **Reservation Requests**

Reservations for a Stage/Gazebo/Garden may be made in person, on-line, by phone or by mail throughout the year on a “First Come First Served” basis. Written requests for reservations must be accompanied with payment in full.

### **Reservation Confirmation**

Reservations for a Stage/Gazebo/Garden shall not be considered confirmed until a paid receipt is issued to the requestor. The Department reserves the right to void any reservation issued if the necessary payment has not been received/legally transferred into the Department account.

### **Hours for Reservation**

The Jaycee Stage, Gazebos and the Rau Garden may be reserved from 10:00 a.m. to 2:00 p.m., and from 3:00 p.m. to 7:00 p.m.\*

- \* Special Use/Special Event reservations in the Park may be an exception to this reservation schedule.

### **SPECIAL USE FACILITY/AREA RESERVATIONS**

In the event reserved usage of large areas of a park creates an adverse rental availability for private reservations, such usage may not be viewed as a simple “facility/area rental,” but may be treated as a special event. As such, the reserving party may be required to pay “Special Use Fees” that align with all of the space and facilities being used. A Special Use Facilities/Area might be used to expand an event to the green area around a Shelter/Pavilion or Stage/Gazebo/Garden. It may also include open park spaces used for Special Events or businesses under the Business Use of Parks Policy.

### **Permit Period**

Groups that return to the Park each year and require a reservation on a specific date as part of a Special Event will be given an opportunity to reserve space on a first right of refusal basis in the fall of the prior year. If a recurring event does not return in a specific year, or does not respond to the request for Preliminary Special Event Application, the group will lose the privilege of first refusal and will need to reserve the facility/area after returning groups have reserved their space. New groups will be considered on a “First Come First Served” basis throughout the year.

### **Reservation Requests**

Returning groups will be sent a Preliminary Special Event Application in the fall of the prior year that must be filled out and returned by the stated deadline to reserve facilities with the right of first refusal. If this application/process is not completed within the designated time period, groups will need to contact the Department Administrative Office to make reservations for these events/areas. These reservations are taken throughout the year. Fees and charges for these exclusive reservations and Special Use Areas include all administrative and maintenance costs associated with the use reservation.

### **Hours for Reservation**

Special Use Facilities/Areas are reserved for the duration of the event (from the opening to the closing hours). Such would be to avoid conflict that could be created by large numbers of people/vehicles and/or non-conforming uses.

## **TERMS OF USE – ALL RESERVATIONS**

Reservations will be issued for use of a specific facility/area only. All rules, regulations, ordinances and laws shall apply. Responsibility/liability for use of the park facility rests with the person or entity who made the reservation.

The Department reserves the right on an emergency basis to cancel any reservation previously issued or to request that non-reservation holding citizens vacate an area or park. Such would be for the safety/protection of park patrons, facilities and resources, or for the misrepresentation of the purpose for facility usage. In the event of an emergency condition (natural disaster, war, civil unrest, etcetera) all agreements, rental contracts, permits and/or advance reservations as deemed necessary may be subject to termination or amendment.

### **Prohibition of Peddling, Vending, Solicitation or Sales**

No peddling, vending, solicitation or sales of any kind, including but not limited to garage sales, food/beverage sales or goods may be conducted from a park pavilion or special use area without written consent by the Department at least two (2) weeks in advance of the reserved use.

### **Spectator Chairs, Tents and Decorations**

Spectator chairs are prohibited from use at the Kister and McNair Park Gazebos due to limited land space around these facilities. Such use of chairs block the walkways restricting the access to the rest of the facilities in the area. Chairs are prohibited on the Jaycee Stage as guest seating. An exception applies for those persons within the performance or reserving party, such as band members playing a concert, or the bride, groom, officiant and wedding party for a wedding. (For clarification, guests, such as wedding guests, may not be seated on the stage.)

Chairs set up on the Jaycee Stage or in Rau Garden must be set-up and removed during the allotted reservation period. If chair removal cannot be accomplished during the renter's reservation time, then an additional reservation adjacent to the original reservation time will be required. This includes the drop off or pick up by private rental companies. The Department reserves the right to charge according to the current "Rates and Fees" policy for any chairs/tents/decorations not removed at the end of an event.

Chairs are not provided by the Department and is the sole responsibility of the renter.

Decorations must be installed and removed during the allotted reservation time. Damage shall not be caused to any park facility/area as a result of the installation/removal of decorations. Decorations that cannot be readily removed/cleaned from the facility or area near the facility shall not be used (e.g., glitter, confetti, colored powders). Facilities/areas should be returned to their original state within the allotted reservation period. Such is to avoid infringement upon the next groups reservation and to maintain the beauty and integrity of park facilities/areas.

Groups requesting the use of tents must receive prior approval from the Department. The use of "pop-up tents," generally of 10 foot x 10 foot dimensions, are permitted. Tents requiring water barrels or stakes to secure the tent will require additional permitting through the

Department of Community Development, and approval by the Department. Tents must be set up and removed within the allotted reservation time frame or additional fees may apply.

ST. CHARLES PARKS AND RECREATION BOARD

"FIRST COME FIRST SERVED" Policy

It is the policy of the St. Charles Parks and Recreation Board that usage of departmental facilities/programs by citizens shall be on a "First Come First Served" basis. This policy applies to the administrative process to make (1) advance reservations for use of these facilities /programs and for (2) general park facility usage in which an advance reservation has not been done.

- (1). Advance Reservations and/or permits are encouraged and may be required for various services, specific use of park areas, facilities, equipment, organized recreational opportunities and/or development of specialized facilities, in order to guarantee space availability. Such special consideration may have a cost associated with the reservation and will be taken on a "First Come First Served" basis.
- (2). General Park Facility Usage is open & free to the public for the benefit, use and enjoyment of all citizens. Citizen usage of special facilities for which an advance reservation has not been issued, would also be allowed on a "First Come First Served" basis. However, an advance reservation would have priority over a non-reservation.
- (3). Exception: The Park reserves the right on an emergency basis to cancel any reservation or permit previously issued. Such would be for the safety/protection of park patrons, facilities, and resources. In the event of an emergency condition (natural disasters, war, civil unrest, etc) all agreements, rental contracts, permits and/or advance reservations as deemed necessary, may be subject to dissolution or amendment.

Board Approval:

March 16, 1994

ST. CHARLES PARKS AND RECREATION BOARD  
**"Permits For Use of Picnic Shelter/Pavilion Policy"**

It is the policy of the St. Charles Parks and Recreation Board that **"Advanced Reservations and Permits are required to reserve Picnic Shelters/Pavilions"**. These reservations will be taken annually (on a calendar basis) January through December, except as noted herein.

**Permit Period**

On January's first day of business for the Park Office (in a given calendar year) reservations for that calendar year will be taken on a "First Come First Served" bases, per policy.

**Reservation Requests**

Reservations may be made in person, by phone or other electronic means as available, or by mail. Reservation requests received by mail or other "written" electronic means within twenty-four hours prior to the first business day in January, shall be recorded as to order of receipt and processed as if received at the moment of opening for business in the new year. Written reservation requests received before the twenty-four hour period shall be recorded in the order received; but shall be processed subsequent to the other requests being completed.

**Reservation Confirmation**

Reservations shall not be considered confirmed until a written facility use permit has been issued. Said permit is to be issued subsequent to the "Application For Use Of Park Facilities Form" being completed and payment of service fees, if apropos, being received by the Park Office (within 10 days of the application form being received). All rules & regulations, ordinances and laws shall apply. The Park reserves the right to void any permit issued if the necessary payment has not been received or where the payment has not been legally transferred into the Park Department account.

Reservations and/or Permits will be issued for use of a shelter/pavilion only. Responsibility/liability for use of the park facility rests with the person or entity who made the reservation. The Park Department reserves the right on an emergency basis to cancel any reservation or permit previously issued. Such would be for the safety/protection of park patrons, facilities, resources or misrepresentation of the purpose for facility usage. In the event of an emergency condition (natural disaster, war, civil unrest, etc.) all agreements, rental contracts, permits and/or advance reservations as deemed necessary, may be subject to dissolution or amendment.

**Advanced Reservations**

Advanced reservations shall not be taken before the annual January start date. Advanced reservations are available with a non-refundable fee equal to five (5) times the annual reservation fee (due when the reservation is made) plus the annual use fee (due 120 days prior to the yearly function). Failure to pay the annual use fee or use of the facility would result in discontinuing the advanced reservation status of the park facility. This advanced reservation fee would be renewable every five years to maintain the advance status. Advance registration/fee would apply

to each shelter/pavilion reserved.

**Prohibition of peddling, vending, soliciting or sales.**

No peddling, vending, solicitation or sales of any kind, including but not limited to garage sales, food/beverages sales, or goods, may be conducted from a park pavilion.

Special events using large areas of a park which creates adverse rental availability for private reservations shall be charged fees associated with the pavilion rental as it is unavailable to the general public.

Board Approval: June 15, 1994; January 3, 2013

**ST. CHARLES PARKS AND RECREATION BOARD**  
**USE OF THE STAGE, GAZEBO('S), AND RAU GARDEN AREA, SPECIAL**  
**FACILITIES & PARK PICNIC SHELTERS/PAVILIONS**

It is the policy of the St. Charles Park and Recreation Board, to reserve Park Picnic Shelters/Pavilions, the Jaycee Stage, Kister & McNair (Lions Trail) Gazebo('s), and Rau Garden Area; as defined in the "Permits For Use of Picnic Shelters/Pavilions" Policy. This "Use of the Stage, Gazebo('s) and Rau Garden Area" Policy, defines the hours of reservations and rules/regulations, as they relate to these special uses areas. IT shall be used in-conjunction with the aforementioned "Permits For Use of Picnic Shelters/Pavilions" Policy as follows:

<b>FACILITY</b>	<b>HOURS FOR RESERVATION</b>
Jaycee Stage:	*10:00a – 2:00p, 3:00p – 7:00p
Kister Gazebo	*10:00a – 2:00p, 3:00p – 7:00p
McNair Gazebo	*10:00a – 2:00p, 3:00p – 7:00p
Rau Garden Area	*10:00a – 2:00p, 3:00p – 7:00p

[Picnic Shelters/Pavilions: are reserved for all day; except for specific groups that may make a reservation for a shorter duration. An example of such would be the Summer Fun Day Camp; which uses the facility part of the day. On those occasions a shorter function may be scheduled to follow such. These are evaluated on a case by case basis.]

Note:           \* Indicates an exception to this reservation schedule. Such would be for Special Events held in the Park Area/Names Facility. At that time the Park/Facility would be reserved for the duration of the Special Event (from the opening to the closing hours). Such would be to avoid conflict that could be created by large numbers of people/vehicles and/or non-conforming uses.

In addition it is the rule/regulation policy that spectator chairs are prohibited from use in Kister and McNair (Lions Trail) Park Gazebo('s). This policy was enacted because of limited land space around these facilities. Such use of chairs blocks the walkways restricting the access to the rest of the facilities in the area. The restriction is for the Kister and McNair Park Gazebo facilities only; however, if chairs are to be used at the Jaycee Stage or Rau Garden they must be set-up and removed during the individual's allotted reservation time. Such is to minimize infringement on the next reservation time.

Also included in this policy is a restriction on the amount of decorations that may be used at any of the noted special use facilities. Only an amount that can be installed and removed during the allotted reservation time shall be used. Such is to help with infringement on the next group's reservation.

Board Approval:       October 19, 1995

St. Charles Parks & Recreation Board  
DEFINITIONS OF PARK DEPARTMENT  
"PICNIC SHELTER/PAVILION AND SPECIAL USE FACILITIES"

The following was developed to provide information/define the Standard Citizen Usage of "Park Picnic Shelters/Pavilions and Other Special Use Facilities." "Reservations/Permits for Exclusive Citizen Usage of these Facilities" are issued according to Park Board Policy. In addition (per Policy), different "Fees and Charges" could apply to City Resident Reserved Usage and also to Non-City Resident Reserved Usage. The reservations are for the specified times and only apply to the specific facility and not the general park area around the reserved facility. These park facilities may also be used by any citizen on a first come first served basis w/o a reservation; provided that a reservation/permit for the facility has not been issued.

"PICNIC SHELTER/PAVILION"

1. A Park Picnic Shelter/Pavilion is a covered - open sided park facility structure, that is chiefly used for picnics and/or gathering places for groups of citizens. These facilities are used as a shelter from the elements such as sun or inclement weather by citizens. Picnic tables are provided under these structures; with cooking grills and trash receptacles being provided adjacent to these park facilities, for shelter/pavilion usage.

"SPECIAL USE FACILITIES"

2. A Special Use Facility is a park facility that requires extensive (labor & material) annual maintenance. These facilities are located in high traffic areas although their usage is mainly passive. They are usually associated with extensive landscape/floral displays or were designed for a specific use. As a result of this landscaping and/or design, citizen requests for exclusive special use functions (eg: weddings, receptions, pictures, productions & performances, etc.) are a significant use of these facilities. Currently these Park Facilities include the Kister Park - Gazebo, the McNair Park - Lion's Gazebo/Trail Area, the Blanchette Park - Rau Garden Area, and the Frontier Park - Jaycee Stage.

The Fees and Charges for these Exclusive Reservations include all administrative and maintenance costs associated with the use reservation, per Park Board Policy. Electric usage (where available) is a separate fee; which covers the estimated usage & maintenance labor to turn it on and off for the specific use.

Board Approved: July 17, 1996



Date: June 13, 2024  
To: St Charles Parks and Recreation Board  
From: Maralee Britton, Director  
RE: Transfers over \$15,000

Transfer to stabilize the river bank in Frontier Park from the failure of the Perry Street Storm Water pipe. Funds are to be paid back to parks from City as this is a storm water project.

Funds temporarily used from the 97 Acre Park Project until repaid by City.

**Project**

Amount Transferred	Transferred From			Transferred To		
	Project Code	Project	Account #	Project Code	Project	Account #
\$ 55,000.00	23PRK4	Recreational Site	217-451-873-109	24PRK7	Parks Storm Water	217-451-873-109
<b>\$ 55,000.00</b>						



**St. Charles Parks and Recreation Board**

**MEMORANDUM**

Date: June 14, 2024

From: Chris Atkinson, Assistant Director

RE: Contract with Kolb Grading to complete the Frontier Park Storm Sewer Bank Stabilization Project

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Amount: \$53,125      Project: 24PRK7      Account: 217-451-873-109

Fund: Parks and Recreation Property Tax Fund      Operational \_\_\_\_\_      Capital  \_\_\_\_\_

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Summary:

As has been discussed with the Board at previous meetings, the City replaced a storm water pipe that runs underneath Frontier Park as part of the Perry Street Storm Water project in 2021. Since the FEMA recognized rain event in July 2022 the pipe and the park land around it has began to erode and began falling into the creek. Parks staff notified City Engineering about the issue and they monitored the area also. In late 2023 and early 2024 after every major rain event, the speed of the erosion increased taking more park land/dirt along with it. The erosion site is now within 10-15 feet of the park trail.

Following numerous discussions with City Engineering and City Administration, the decision was made to request bids from contractors to do a repair project of the pipe/park land that would reset and stabilize the pipe, restore the park ground and slow down/prevent further erosion issues. The City would then work to allocate funds for the engineered solution in the future.

Staff have received 3 quotes from contractors who do this type of work to make the needed repairs to the pipe and re-stabilize the ground in the park. Since there is a large variance between the 3 bids staff had to confirm that the contractors understood the scope of the project and were comfortable with their proposals. Kolb Grading were confident in the proposal.

Kolb Grading - \$48,295  
Ideal Landscape Group - \$76,100  
SweenCo LLC - \$195,000

Favorable consideration for approval is requested for a contract with Kolb Grading to complete the Frontier Park Storm Sewer Bank Stabilization Project in an amount not to exceed \$53,125 (Includes a 10% contingency).





5731 Westwood Dr  
St. Charles, MO 63304  
636-441-0200  
[www.kolbgrading.com](http://www.kolbgrading.com)

Proposal Date: 6/4/2024

KG Esitimator(s)  
Jeff Kolb jdkolb@kolbgrading.com

Company: City of St. Charles

Project Name: Frontier Park Pipe Repair  
Plan Date:

The following is our budgetary proposal for the above referenced project

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Pipe Repair (Utilizing Existing Pipe)	1.00	LS	\$	48,295.00	48,295.00
					<b>48,295.00</b>

Reinstallation of 40ft +/- of 48" RCP Pipe on an 8' - 10' thick shot rock bedding to stabilize the area

Add fill dirt to bring back up to grade

Armor the bank with 125 ton of large rip rap

Install 4 cy toe wall at the end of the pipe to hold everything back

City trail to be covered with (2) 8' wide 20' long steel plates to protect trail

Any damaged lawn areas will be seeded and strawed

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Please see Terms & Conditions for additional information.





BETTER. FROM THE GROUND UP.

April 19, 2024

City of St. Charles  
200 N Second St  
Saint Charles, MO 63301

**RE: Frontier Park – Stormwater Pipe/Sink Hole**

Ideal Landscape Construction, Inc. submits the following proposal for consideration:

**Proposal Includes:**

- Reinstallation of 40ft +/- of 48" RCP Pipe on an 8'-10' thick shot rock bedding to stabilize the area
- Add fill dirt to bring back up to grade
- Armor the bank with 125 ton of large rip rap
- Install 4cy toe wall at the end of the pipe to hold everything back
- City trail to be covered with (2) 8' wide 20' long steel plates to protect the trail
- Any damaged lawn areas will be seeded and strawed

**Proposal Amount.....\$76,100.00**

Please call with any questions related to this proposal.

Sincerely,

David Buckel  
David Buckel  
President  
Ideal Landscape Construction, Inc.

<p>1. I hereby certify that the undersigned is the duly authorized signatory of the above-named company and that the contents of this proposal are true and correct.</p>	<p>2. I hereby certify that the undersigned is the duly authorized signatory of the above-named company and that the contents of this proposal are true and correct.</p>	<p>3. I hereby certify that the undersigned is the duly authorized signatory of the above-named company and that the contents of this proposal are true and correct.</p>	<p>4. I hereby certify that the undersigned is the duly authorized signatory of the above-named company and that the contents of this proposal are true and correct.</p>
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**SweenCo**

3722 Mueller Rd  
Saint Charles, MO 63301  
+16366996882  
Sales@SweenCo.com



# Estimate

**ADDRESS**

Chris Atkinson  
St. Charles Parks & Recreation  
1900 Randolph Street  
St. Charles, MO 63301 US

**ESTIMATE #** 1739

**DATE** 05/30/2024

**ACTIVITY**

	QTY	RATE	AMOUNT
<b>Project</b>	1	0.00	0.00
<b>Services</b>	1	195,000.00	195,000.00

**Project**  
St. Charles Stormwater Project - Frontier Park

**Services**

Included in Proposal:

- Reinstallation of 40ft +/- of 48" RCP Pipe on an 8'-10' thick shot rock bedding to stabilize the area
- Add fill dirt to bring back up to grade
- Armor the bank with 125 ton of large rip rap
- Install 4cy toe wall at the end of the pipe to hold everything back
- City trail to be covered with (2) 8' wide 20' long steel plates to protect the trail
- Any damaged lawn areas will be seeded and strawed

Thank you for your business!  
If you have any questions, don't hesitate to call.

**TOTAL**

**\$195,000.00**

Accepted By

Accepted Date



**SAINT CHARLES PARKS & RECREATION BOARD MINUTES**  
**MEETING HELD**  
**May 15, 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, Brian Scheidegger, Anna Shy, TJ Slattery, Anne Zerr and Council Liaison Denise Mitchell were present.

**Staff** Maralee Britton - Director, Chris Atkinson – Assistant Director, Don Borgmeyer - Enterprise Superintendent, Peter VanLinn – Maintenance Superintendent.

**Others** Mayor Dan Borgmeyer

**3. Pledge of Allegiance**

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

Mayor Borgmeyer addressed the Board. He thanked everyone for agreeing to serve on the Parks & Recreation Board. He asked the Board to be a “strategic” rather than a “functional” Board. This would include thinking outside the box and into the future. He would like the Board to think about how the Department will be in 2040 and what plans are needed to be successful. That could be adding park property or selling park property. Think about “Impact” or “User” fees. Overall, Mayor Borgmeyer is trying to run the City as a business instead of typical government. He would like the Board to be more in sync with the City Council and City Administration. Looking at the future, what does our youth want from parks and recreation. For that perspective a member of the from the Youth Advisory Task Force will join upcoming meetings. Big picture from the City he talked about the City Centre Complex (CCC) on the ACF Property, the future growth area of the City to the North and the 2,500 acres that the City see as the growth area of expansion. This could include new housing, executive golf courses and housing, new parks and commercial developments.

**5. Staff Reports/Presentations: None**

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

**A. Transfers over \$15,000\***

Britton explained the transfer. This was replacing project funds that were transferred out earlier in the year. Muench made a motion to approve the transfer; Seconded by Bichel. The motion passed.

**B. Resolution #2 – 2024, Destruction of Documents\***

Atkinson explained the process to the Board. These documents are eligible to be destroyed under the document destruction policy. Pending Board approval City Council also need to approve at a future meeting. Zerr made a motion to approve Resolution #2; Seconded by Mudrovic. The motion passed.

**C. Review of the Low Water Crossing Project at Fountain Lakes Park**

Atkinson updated the Board on the history and the timeline for this project. The Board in 2024 decided to move forward with this project to relocate the trail crossing from the “low water/creek” crossing that was damaged in the flooding of July 2022 and to replace it with a new trail connection along Fountain Lakes Blvd. The plan is to bid out the project in July 2024 after final approval is received by the City.

**D. Review of the potential new park on Hawk’s Nest Road.**

VanLinn updated the Board on the potential new park along Haws Nest Road. The property is 1.71 acres of undeveloped land. The project is being guided by Councilperson Mary West along with support from the Ferris Family and Parks & Recreation staff. Property donation is currently in process and the park has potential for many sponsors and partners. The goal is to create a natural/educational park that could have the following amenities: mowed path system, learning stations, gardens and planted beds, shelter/gazebo and potential parking area along Lynbrook Drive. Updates will be given at future Board meetings.

Board Member Shy asked about restrooms. Staff said that was still under discussion but would likely not be in the first phase of this project as most of our small “neighborhood” parks do not have restrooms as most users walk in from the surrounding neighborhoods.

**E. Review of the 97-acre park Master Plan and Feasibility Study**

Britton updated the Board on the 97 Acre Recreation Site. She provide a history of the original 100 acre/Boeing Park Master Plan. How Boeing provided funds to lease that property that then allowed the Department to purchase 97 acres at the intersection of Highway 94 and Highway B. In partnership with the Orchard Farm School District (Who also purchased 97 acres for future school development) that property was then divided to better suite both agency’s needs.

Parks & Recreation Department then conducted a yearlong Master Plan for the property with Community engagements, open houses and online surveys. The public wanted to

build a park that was multi-generational and also a park that did not duplicate amenities elsewhere in the parks system.

Britton then went on to update the Board on the progress of the Feasibility Study for the Field House and Hub component of the park property. This included a Needs Assessment, Design, layout with cost estimates, a Business Operations Plan and also a Cost-Benefit and Economic Analysis. This process is currently wrapping up. The current field house layout includes 6 basketball courts with 12 overlay volleyball courts in addition to 7 v 7 indoor turf soccer field and a 7000 square foot restaurant. The hub includes a mini golf course, batting cages, food truck plaza and game lawn, a lake and outdoor dining.

Next steps are a Joint Meeting with the City Council to determine how this project could be funded.

**7. Meeting Minutes:**

- A. Parks & Recreation Board Meeting Minutes April 17, 2024\*
- B. Parks & Recreation Board Work Session Meeting Minutes May 1,2024\*

Slattery made a motion to approve the meeting minutes; seconded by Scheidegger. The motion passed.

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

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

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

Slattery made a motion to accept the consent agenda; Seconded by Zerr. The motion passed.

**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.

Ryan also referenced the very complimentary article in the MPRA Magazine about the Department being the host for the 2024 MPRA Conference. Ryan thanked Britton and all the staff for their hard work on the conference.

**11. Directors Report:**

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

**B. General Department Update**

**C. Staffing Report**

Britton updated the Board on the southern sinkhole in Frontier Park. Staff have been and will continue to work with City Engineering and Public Works to make sure the Park is protected. Zerr wanted to make sure that the Parks & Recreation Department were not going to be financially responsible for an issue that was not caused by the Department.

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

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

Mitchell updated the Board about the Paint the Town event in Frenchtown on May 18 & 19. Maifest in New Town on May 19 and the Ward 5 meeting on May 23<sup>rd</sup>.

**14. Park Board Liaisons Comments**

**A. Foundation Report:** Working on investment policy updates.

**B. Legislative Report:** None.

At 7:58 pm Mudrovic Made a Motion to go into Closed Session to discuss;

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)\*\*

Seconded by Muench.

Roll Call: Sandy Bichel – Yes, Tim Glosier - Yes,– Kathy Mudrovic -Yes, Larry Muench - Yes, Mike Ryan – Yes, Brian Scheidegger - Yes, Anna Shy – Yes, TJ Slattery - Yes, Anne Zerr – Yes. Motion passed.

At 8:03 pm Muench Made a Motion to come out of Closed Session. Seconded by Slattery.

Roll Call: Sandy Bichel – Yes, Tim Glosier - Yes,– Kathy Mudrovic -Yes, Larry Muench - Yes, Mike Ryan – Yes, Brian Scheidegger - Yes, Anna Shy – Yes, TJ Slattery - Yes, Anne Zerr – Yes. Motion passed.

As there was no further business to discuss Slattery moved for **Adjournment** at 8:04 pm; Seconded by Scheidegger. The motion passed.

Meeting: May 15, 2024

Respectfully Submitted,

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President

**SAINT CHARLES PARKS & RECREATION BOARD MINUTES**  
**MEETING HELD**  
**June 5, 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, Brian Scheidegger, Anna Shy, Anne Zerr and Council Liaison Mary West were present. TJ Slattery was Absent.

**Staff** Maralee Britton – Director, Chris Atkinson- Assistant Director,

**Other** Mayor Dan Borgmeyer, Larry Dobrosky – Director of Administration, Adam Glosier - City Consultant

**3. Pledge of Allegiance**

**4. Discussion and Consideration of Amendment to the 2025 Parks and Recreation CIP\***

Britton presented to the change to the 2025 – 2030 Capital Improvements Plan (CIP). The plan was approved at the last meeting. However, since that time staff have met with City Administration about the future Hawks Nest Park Project. It was decided that there would be \$50,000 of City funds added in their CIP to cover the cost of a potential parking lot at the park. \$60,000 of Parks Funds would also be needed to build out the park if needed beyond donations.

Muench made a motion to approve the amendment to the 2025-2030 Capital Improvements Plan; Seconded by Mudrovic. Motion passed.

**5. Action Tracker Report**

No discussion

**6. 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.

**7. At 6:10 pm Zerr Made a Motion to go into Closed Session to discuss;**

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)\*\*

Seconded by Scheidegger.

Roll Call: Sandy Bichel – Yes, Tim Glosier - Yes,– Kathy Mudrovic -Yes, Larry Muench - Yes, Mike Ryan – Yes, Brian Scheidegger - Yes, Anna Shy – Yes, TJ Slattery - Absent, Anne Zerr – Yes. Motion passed.

At 7:14 pm Mudrovic Made a Motion to come out of Closed Session. Seconded by Zerr.

Roll Call: Sandy Bichel – Yes, Tim Glosier - Yes,– Kathy Mudrovic -Yes, Larry Muench - Yes, Mike Ryan – Yes, Brian Scheidegger - Yes, Anna Shy – Yes, TJ Slattery - Absent, Anne Zerr – Yes. Motion passed.

As there was no further business to discuss Scheidegger moved for **Adjournment** at 7:15 pm; Seconded by Zerr. Motion passed.

Meeting: June 5, 2024

Respectfully Submitted,

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President



## Upcoming Events

### Meetings:

- o July 3, 2024 (no meeting)
  - o July 17, 2024
- 

- St. Charles Riverwalk Market – Saturdays through November 30, 2024
  - Foundry Art Centre – 7:30A – 1:00P
- Storytime in the Park – June 21, July 19, August 16, Sept 20, Oct 4, 2024
  - Shelter 2 at Wapelhorst Park – 10:00A
- Newtown Concert Series – June 22, 2024
  - New Town Amphitheater – 7:00P
- History in Harmony – June 23 & 30, 2024
  - Main Street, 1:00P – 4:00P
- La Fete du Midsummer – June 24, 2024
  - Foundry Art Centre, 5:00P 0 9:00P
- St. Charles Parks and Recreation Food Truck Events –
  - August 13, 2024 – Blanchette Park – 5:00P – 8:00P
  - September 10, 2024 – Frontier Park – 5:00P – 8:00P
- St. Charles Big Band – Jazz at the Riverfront July 14, August 11, September 1, 2024
  - Frontier Park, Jaycee Stage, 7:30P
- St. Charles Municipal Band – Every Thursday June through August (except 8/15), 2024
  - Frontier Park, Jaycee Stage,
- First Fridays – July 5, August 2, 2024
  - Foundry Art Centre 5:00P – 8:00P
- Hot Summer Nights – July 13, August 10, September 14, 2023
  - Frenchtown (Second Street), 6:00P – 10:00P
- Riverfest – July 4-5, 2024
  - Frontier Park – 12:00noon – 10:00P
  - (Parade at 10:00A on July 4, 2024)
- Sister Cities International Festival – July 14, 2024
  - Boathouse Parking Lot – 12:00P – 6:00P
- St. Charles Parks and Recreation Photo Contest Ends – July 19, 2024



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



Estimated Financial Worksheet	2024 Actual	2024 Budget
Total Expenses	\$ (3,568,559)	\$ (9,559,324)
Total Customer Revenue	\$ 1,554,918	\$ 4,097,335
Total Property Tax	\$ 1,816,808	\$ 4,085,270
Total Delinquent Tax	\$ 8,452	\$ 91,550
Total Tax Surtax	\$ 150,221	\$ 157,636
Recovered Exp. - Sale of Assets	\$ 29,981	\$ -
Interest		
Total Cell Tower	\$ 28,102	\$ 62,420
Capital Reappropriations	\$ 313,374	\$ 313,374
Other Revenue Contributions	\$ 10,955	\$ 21,910
Grants	\$ -	\$ 10,000
Other Revenue Misc	\$ 560	
Transfer from CIP Sales Tax Fund (Boeing Payment)	\$ -	\$ 600,000
Replacement Fund	\$ 642,000	\$ 642,000
	\$ 986,812	\$ 522,171

Beginning Fund Balance	2,874,773	Final Audited
Expenses	\$ (3,568,559)	
Revenue	\$ 4,555,371	
Ending Cash Balance	\$ 3,861,585	
Petty Cash	\$ 8,950	
Estimated Equipment Replacement Fund Total	\$ 2,839,149	
Fund Balance	\$ 1,031,386	

Interfund loan liability for purchase of land	
<b>2024 Loan Balance</b>	600,000
	<u>2024 Payment Funds</u>
	Boeing Pymt 600,000
<b>2024 Payment</b>	
<b>Loan Balance</b>	<u>600,000</u>

Aquatics	2024 Actual	2024 Budget
Personnel Expenditures	\$ (130,140)	\$ (1,006,405)
Contractual Expenditures	\$ (66,284)	\$ (173,904)
Materials & Supplies Expenditures	\$ (63,896)	\$ (363,950)
Capital Outlay	\$ (268,037)	\$ (35,000)
Equipment Replacement Fund	\$ (119,836)	\$ (119,836)
<b>Total Expenses</b>	\$ (648,193)	\$ (1,699,095)

Total Revenue	\$ 322,882	\$ 1,703,500
Recovered Expenses	\$ -	\$ -
<b>Total Income</b>	\$ 322,882	\$ 1,703,500

<b>Aquatics Net Revenue</b>	<b>\$ (325,311)</b>	<b>\$ 4,405</b>
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Concessions	2024 Actual	2024 Budget
Personnel Expenditures	\$ (48,209)	\$ (135,643)
Contractual Expenditures	\$ (19,461)	\$ (50,477)
Materials & Supplies Expenditures	\$ (47,621)	\$ (123,000)
Capital Outlay	\$ -	\$ (5,000)
Equipment Replacement Fund	\$ (11,028)	\$ (11,028)
<b>Total Expenses</b>	\$ (126,318)	\$ (325,148)

Total Revenue	\$ 61,278	\$ 325,500
Recovered Expenses	\$ -	\$ -
<b>Total Income</b>	\$ 61,278	\$ 325,500

<b>Concession Net Revenue</b>	<b>\$ (65,041)</b>	<b>\$ 352</b>
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Memorial Hall	2024 Actual	2024 Budget
Personnel Expenditures	\$ (18,350)	\$ (50,609)
Contractual Expenditures	\$ (4,441)	\$ (11,037)
Materials & Supplies Expenditures	\$ (9,831)	\$ (29,273)
Capital Outlay	\$ -	\$ (5,000)
Equipment Replacement Fund	\$ (21,528)	\$ (21,528)
<b>Total Expenses</b>	\$ (54,150)	\$ (117,447)

Total Revenue	\$ 40,223	\$ 110,015
Total Tax Revenue (.2%)	\$ 3,651	\$ 8,354
Recovered Expenses	\$ -	\$ -
<b>Total Income</b>	\$ 43,873	\$ 118,369

<b>Memorial Hall Net Revenue</b>	<b>\$ (10,277)</b>	<b>\$ 922</b>
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## June 2024 Finances

### Parks and Recreation Financials Worksheet-Operating Funds

<b>Recreation</b>	2024 Actual	2024 Budget
Personnel Expenditures	\$ (221,238)	\$ (845,899)
Contractual Expenditures	\$ (57,949)	\$ (140,651)
Materials & Supplies Expenditures	\$ (116,212)	\$ (462,000)
Capital Outlay	\$ -	\$ (3,000)
Equipment Replacement Fund	\$ (14,857)	\$ (14,857)
<b>Total Expenses</b>	<b>\$ (410,257)</b>	<b>\$ (1,466,407)</b>
Total Revenue	\$ 911,397	\$ 1,280,295
Total Tax Revenue (5%)	\$ 91,263	\$ 208,841
Recovered Expenses	\$ -	
<b>Total Income</b>	<b>\$ 1,002,660</b>	<b>\$ 1,489,136</b>
<b>Recreation Net Revenue</b>	<b>\$ 592,403</b>	<b>\$ 22,729</b>
<b>Maintenance</b>	2024 Actual	2024 Budget
Personnel Expenditures	\$ (717,169)	\$ (1,709,979)
Contractual Expenditures	\$ (157,518)	\$ (444,401)
Materials & Supplies Expenditures	\$ (88,275)	\$ (195,540)
Capital Outlay	\$ -	
Equipment Replacement Fund	\$ (156,671)	\$ (156,671)
<b>Total Expenses</b>	<b>\$ (1,119,633)</b>	<b>\$ (2,506,591)</b>
Total Revenue	\$ 46,500	\$ 231,600
Total Tax Revenue (57.33%)	\$ 1,046,422	\$ 2,394,571
Total Surtax (83%)	\$ 124,683	\$ 130,838
Recovered Expenses	\$ -	
MO Conservation Grant	\$ -	\$ 10,000.00
<b>Total Income</b>	<b>\$ 1,217,604</b>	<b>\$ 2,767,009</b>
<b>Maintenance Net Revenue</b>	<b>\$ 97,971</b>	<b>\$ 260,418</b>
<b>Administration</b>	2024 Actual	2024 Budget
Personnel Expenditures	\$ (359,499)	\$ (815,924)
Contractual Expenditures	\$ (54,699)	\$ (132,164)
Materials & Supplies Expenditures	\$ (16,549)	\$ (66,809)
Capital Outlay	\$ -	
Equipment Replacement Fund	\$ (13,604)	\$ (13,604)
<b>Total Expenses</b>	<b>\$ (444,351)</b>	<b>\$ (1,028,501)</b>
Total Revenue	\$ 116,783	\$ 259,425
Total Tax Revenue (21%)	\$ 383,305	\$ 877,132
Recovered Expenses	\$ -	\$ -
<b>Total Income</b>	<b>\$ 500,087</b>	<b>\$ 1,136,557</b>
<b>Administration Net Revenue</b>	<b>\$ 55,736</b>	<b>\$ 108,056</b>
<b>Rangers</b>	2024 Actual	2024 Budget
Personnel Expenditures	\$ (201,329)	\$ (483,949)
Contractual Expenditures	\$ (48,242)	\$ (97,942)
Materials & Supplies Expenditures	\$ (6,082)	\$ (28,755)
Capital Outlay	\$ -	
Equipment Replacement Fund	\$ (50,115)	\$ (50,115)
<b>Total Expenses</b>	<b>\$ (305,767)</b>	<b>\$ (660,761)</b>
Total Revenue	\$ 55,857	\$ 187,000
Total Tax Revenue (12%)	\$ 219,031	\$ 501,218
Total Surtax (17%)	\$ 25,537	\$ 26,798
Recovered Expenses	\$ -	
<b>Total Income</b>	<b>\$ 300,426</b>	<b>\$ 715,017</b>
<b>Rangers Net Revenue</b>	<b>\$ (5,342)</b>	<b>\$ 54,256</b>
<b>Parks Capital</b>	2024 Actual	2024 Budget
<b>Total Expenses</b>	<b>\$ (459,890)</b>	<b>\$ (1,755,374)</b>
Total Revenue/ Replacement Fund	\$ 642,000	\$ 642,000
Total Tax Revenue (4.47%)	\$ 81,589	\$ 186,704
Re-Appropriations	\$ 313,374	\$ 313,374
Recovered Expenses	\$ -	\$ 21,910
<b>Total Income</b>	<b>\$ 1,036,963</b>	<b>\$ 1,163,988</b>
<b>Capital Net Revenue</b>	<b>\$ 577,073</b>	<b>\$ (591,386)</b>
<b>Cemetery</b>	2024 Actual	2024 Budget
Personnel Expenditures	\$ (72,717)	\$ (177,254)
Contractual Expenditures	\$ (11,280)	\$ (31,520)
Materials & Supplies Expenditures	\$ (6,687)	\$ (14,350)
Capital Outlay	\$ -	
<b>Total Expenses</b>	<b>\$ (90,684)</b>	<b>\$ (223,124)</b>
Total Revenue	\$ 19,000	\$ 80,325

**Project Report -June 2024**

Project Name	Project Code	Budget	Expenses	Encumbrances	Remaining Funds	Funding Source
MONUMENT REFURBISHING	Project Code: 21CEM1	\$ 6,252.00	\$ 3,672.09	\$ -	\$ 2,579.91	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	\$ 209,237.35	\$ 62,962.65	\$ 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	\$ 236,294.30	\$ 5,000.00	\$ 645.70	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	\$ 7,600.00	\$ 4,031.47	\$ 9,797.52	Property Tax
SEAL ASPHALT ALL PARKS	Project Code: 24PRK2	\$ 102,500.00	\$ 33,160.00	\$ -	\$ 69,340.00	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	\$ 2,800.00	\$ -	\$ 23,200.00	Replacement Fund
AQUATICS - FEATURES & SIGNAGE	Project Code: 24PRK13	\$ 133,341.00	\$ 18,453.35	\$ 47,923.96	\$ 66,963.69	Replacement Fund
RANGER VEHICLES & SUPPORT ITEMS	Project Code: 24PRK15	\$ 140,000.00	\$ 136,865.85	\$ 186.76	\$ 2,947.39	Replacement Fund
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

**Project Report -June 2024**

Project Name	Project Code	Budget	Expenses	Encumbrances	Remaining Funds
MAINTENANCE - MOWING EQUIPMENT	Project Code: 24PRK19	\$ 144,000.00	\$ 141,303.20	\$ -	\$ 2,696.80
SOFTWARE UPGRADES	Project Code: 24PRK20	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
PRINTER REPLACEMENT	Project Code: 24PRK21	\$ 8,916.00	\$ 289.99	\$ -	\$ 8,626.01
RECREATION EQUIPMENT	Project Code: 24PRK22	\$ 10,200.00	\$ 571.48	\$ -	\$ 9,628.52
PC REPLACEMENT	Project Code: 24PRK23	\$ 32,000.00	\$ 13,012.26	\$ 18,844.00	\$ 143.74
MEMORIAL HALL FURNISHINGS	Project Code: 24PRK24	\$ 20,500.00	\$ 11,936.22	\$ 8,550.00	\$ 13.78
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	\$ 103,110.00	\$ 1,890.00	\$ -
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	\$ 200,000.00	\$ -	\$ -
PARK RESTROOM ADDITIONS	Project Code: 24PRK31	\$ 95,000.00	\$ 57,110.18	\$ 19,064.12	\$ 18,825.70
FACILITY REPAIRS	Project Code: 24PRK32	\$ 40,000.00	\$ 19,720.66	\$ -	\$ 20,279.34

Funding Source
Replacement Fund
Replacement Fund
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	\$ 402,894.54	\$ 182,919.72	\$ 143,384.63
Taxes	TOTAL	\$ 675,928.99	\$ 180,838.26	\$ 43,297.68	\$ 451,793.05
Metro Parks & Recreation Fund	TOTAL	\$ 628,984.00	\$ 462,021.53	\$ 137,695.77	\$ 29,266.70
Prop P Parks Capital	TOTAL	\$ 1,406,669.97	\$ 466,014.96	\$ 35,000.00	\$ 905,655.01
Gaming Funds	TOTAL				
Cash Balance	TOTAL				
<b>TOTAL PROJECTS</b>		<b>\$ 3,440,781.85</b>	<b>\$ 1,511,769.29</b>	<b>\$ 398,913.17</b>	<b>\$ 1,530,099.39</b>
<b>Capital Sales Tax (Cemetery only)</b>	<b>TOTAL</b>	<b>\$ 51,252.00</b>	<b>\$ 33,518.78</b>	<b>\$ 13,275.16</b>	<b>\$ 4,458.06</b>
<b>New Park Development Balance</b>		<b>\$ 1,141,729.97</b>	<b>\$ 209,237.35</b>	<b>\$ 62,962.65</b>	<b>\$ 869,529.97</b>

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

**JUNE 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 Individual</b>			<b>Status</b>
<b>Programs</b>	<b>Trips</b>	\$ 290.00	Trip Balances - Verifying with Ava and calling participants to collect
	<b>Aquatic</b>	\$ 240.00	There was apparently a glitch in RecTrac (maybe initially put in as one amount and changed to another) that was collecting \$80 rather than \$180. Collected one family this morning and continuing efforts to collect other two.
<b>Daycamp</b>		226.00 349.34	Wk 3 DC owed - calling to collect. RecCouncil - will be billed at end of June..
<b>Facility</b>			
<b>2024 TOTAL</b>		<b>\$ 1,105.34</b>	
<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
St. Charles Junior Baseball		\$ 1,495.00	Billed 6/10/24
Play 9 Sports		\$ 1,590.00	Billed 5/23/24
<b>2024 TOTAL</b>		<b>\$ 3,385.00</b>	
	<b>Total Due</b>	<b>\$ 4,695.34</b>	
<p>For balances that are due in RecTrac, there are notes within those households that they have to pay off the balance due before registering for any Park programs, facilities, pool passes, etc. Each household has been locked out of their WebTrac accounts so they have to call the office.</p>			



# 2024 Oak Grove Cemetery Report

01/01/24 - 06/14/24

## Grave Fees

Grave Type	Fee	Quantity	Total
Infants (1.5 feet by 3 feet)	Included in interment fee		
Regular (4 feet by 10 feet)	\$ 1,400.00	14	\$ 19,600.00
Cremation (3 feet by 3 feet)	\$ 800.00	1	\$ 800.00
<b>Total:</b>		15	\$ 20,400.00

## 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

<b>Burial Day (Completed before Closing)</b>	<b>Fee</b>	<b>Quantity</b>	<b>Total</b>
Monday - Friday	\$ 1,600.00	10	\$ 16,000.00
Saturday	\$ 1,800.00	5	\$ 9,000.00
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>		15	\$ 25,000.00

### 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	6	\$ 3,000.00
Saturday	\$ 850.00	3	\$ 2,480.00
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>		9	\$ 5,480.00

### Cremations with a Service

<b>Burial Day (Completed before Closing)</b>	<b>Fee</b>	<b>Quantity</b>	<b>Total</b>
Monday - Friday	\$ 850.00	0	\$ -
Saturday	\$ 1,100.00	0	\$ -
Sunday	\$ 1,650.00	0	\$ -
City Holidays	\$ 1,650.00	0	\$ -
<b>Burial Day (Completed after closing - 3:00P.M.)</b>	<b>Fee</b>	<b>Quantity</b>	<b>Total</b>
Monday - Friday	\$ 1,100.00	0	\$ -
<b>Total:</b>		0	\$ -

### Cremations Disinterment

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

### Memorial Trees

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

### Charitable Burials

<b>Type</b>	<b>Fee</b>	<b>Quantity</b>	<b>Total</b>
Regular Grave Space	\$ 1,400.00	0	\$ -
Single Depth Burial	\$ 1,600.00	0	\$ -
Infant Burial	\$ 680.00	0	\$ -
<b>Total:</b>		0	\$ -

<b>Year End Totals</b>	<b>Quantity</b>	<b>Revenue</b>
Total Grave Sales	14	\$ 19,600.00
Total Cremation Grave Sales	1	\$ 800.00
Total Grave Burials	18	\$ 31,000.00
Total Cremation Burials	9	\$ 5,480.00
<b>Total Income</b>		\$ 56,880.00



## Maralee Britton

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**From:** Shelly Roy <shelly.roy67@yahoo.com>  
**Sent:** Monday, May 13, 2024 10:17 AM  
**To:** Maralee Britton; Chris Atkinson; Adi Naumann; Don Borgmeyer  
**Subject:** Memory Cafe Nature Walk

Dear Parks & Recreation Department,

I hope this message finds you well. I wanted to take a moment to extend my deepest gratitude for the incredible experience during the recent nature walk at Braille Trail for our Memory Cafe participants. Thanks to Adi and Dee's dedication and passion, it was a truly memorable afternoon.

Adi's meticulous coordination ensured every aspect of the nature walk was seamless and enjoyable. Her attention to detail and commitment to creating a meaningful experience did not go unnoticed. Dee's engaging anecdotes and fascinating facts added a layer of depth to our journey through nature, making the walk educational and incredibly enriching.

We want to thank Adi, Dee, and the entire Parks & Recreation Department for supporting our Memory Cafe community. Your commitment to providing inclusive and engaging activities speaks volumes about your dedication to enhancing the lives of individuals in our community.

We are looking forward to more enriching experiences with your team in the future.

With sincere gratitude,

Shelly

Shelly Roy

Founder

Bev Roy Hope Foundation

(520) 576-8894

<http://www.bevroyhopefoundation.org>