

St. Charles Parks and Recreation Board  
Tentative Agenda  
December 18, 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. D. Todd Reineke, St Charles Soccer Park
5. Staff Reports/Presentations:
  - A.
6. Items for Discussion and/or Action:
  - A. Revisions to the Seasonal and Part-Time Wage Grid for 2025\*
  - B. Purchase Order with Vermont Systems Inc. to provide annual service and support in 2025 in an amount not to exceed \$29,660.16\*
  - C. Change Order #1 to contract with Vandalia Bus Lines adding \$10,220 for an additional trip to original contract amount of \$16,685.00 for new contract amount not to exceed \$26,885\*
  - D. Contract with Menger Hotel to provide overnight lodging for trip participants during the “San Antonio – Riverwalk” Trip May 3-9, 2026 in an amount not to exceed \$50,762.88\*
  - E. Payment to Saint Charles Football Club for termination of license agreement for use of fields at the St. Charles Soccer Complex in the amount of \$20,277\*
  - F. Contract with Kohl Wholesale to provide food and food supplies for resale at concession stands from 2025 through 2029 in an amount not to exceed \$542,000\*
  - G. Contract renewal #5 with ProTronics Technologies Inc. to provide wireless connectivity, internet, WAN/LAN, Firewall, Web Solutions and Monthly Server Maintenance in 2025 in an amount not to exceed \$80,250\*
  - H. Contract with Heartland Coca Cola to provide beverages for resale at concession stands from 2025 through 2029 in an amount not to exceed \$240,000\*
  - I. Consideration of revisions to the Aquatics Fee Schedule\*
  - J. Consideration of revisions to the Summer Fun Day Camp Fee Schedule\*
7. Minutes-
  - A. Parks & Recreation Board Closed Session Minutes March 20, 2024\*\*
  - B. Parks & Recreation Board Closed Session Minutes September 18, 2024\*\*
  - C. Parks & Recreation Board Closed Session Minutes, November 6, 2024\*\*
  - D. Parks & Recreation Board Meeting Minutes November 20, 2024\*

8. Consent Agenda (items to be received)
  - A. Calendar
  - B. Financial Worksheets and Projects Report
  - C. Accounts Receivable Report
  - D. Financial Transactions from \$10,000 to \$15,000 - None
  - E. Oak Grove Cemetery Report
9. Items Removed from the Consent Agenda
  - A.
10. President's Announcements and Reminders
  - A. January 1, 2025 Meeting Canceled- Holiday
11. Director's Report
  - A. Thank You's and Comments (As Available)
  - B. General Department Update
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: \_\_\_\_\_

**Muller Park  
Comments  
Park Board Meeting  
December 2024**

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**Public Parks  
Being put up as  
Collateral**

**from Oct 1, 2024 City Council closed work session minutes:**

**CLOSED SESSION OF CITY COUNCIL WORK SESSION  
OF THE CITY OF SAINT CHARLES, MISSOURI  
October 1, 2024**

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*Ordinance Declaring Real Property Commonly Known As 5001 Maenner Road As Surplus Property; Authorizing Disposal By Sale To Invesco Group, LLC, For The Sale Price Of \$3,000,000.00; And Granting Continuing Authority To Execute Documents Necessary To Carry Out The Intent Of This Ordinance ) which is on this evening's agenda for final passage, was designated as collateral under a Declaration of Trust, Base Lease and a Lease Purchase*

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Agreement, which were entered in conjunction with certain financing obtained by the City through the issuance of Series 2017 and Series 2020A Certificates of Participation. Should the ordinance be approved tonight, the Mayor will delay signing the Purchase Sale Agreement until the property is released as collateral.

# **2024 Timeline**

## **February 2024:**

**14<sup>th</sup>** – Park board approves \$150,000 to improve the playground at Mueller Park/St. Charles Soccer Complex (this indicates there was not a plan or thought to sell the park at this time).

## **APRIL 2024:**

**2<sup>nd</sup>** – City of St. Charles votes for \$85 million tax measure to build a new city center for city hall. The Mayor's plan is to have it built within two years. The vote was for no new taxes. Instead, the City pays off old debt from previous bonds each year, so it can borrow more as the loan balance decreases. The tax rate is extended, but not increased. The details on where the money is coming to pay off the debt is not clear.

**9<sup>th</sup>** - Seven new park board members are appointed by the Mayor and approved by the city council to the nine member board during the city council meeting.

Anne Zerr for Denise Childress whose term expired May 2022

TJ Slattery for Mike Hannegan whose term expired May 2023

Brian Scheidegger for Russell Peluchetter whose term expired May 2023

Tim Gloser for Patrick Caskey who resigned on 11-17-2022

Sandy Bichel for Brad Harmon whose term expired May 2021

Anna Shy for Thomas Smith who resigned 4-27-2023

Larry Muench for Merle Schneider whose term expired 2022

## **May 2024:**

**15<sup>th</sup>** – Mayor addresses park board suggesting it could be in city's best interest to sell park land.

## **June 2024:**

**5<sup>th</sup>** – During the first of many closed sessions around the sale of Mueller Park, Park director announces to park board, she received a letter of intent to buy Mueller Park.

**19<sup>th</sup>** – Another closed park board session, it is noted SCCYSA and SLYSA (both non profits) have been informed of the possible sale and meeting will be help with the groups. No mention that any other group was informed or to make the sale public in order to solicit higher bids.

## **July 2024:**

**2<sup>nd</sup>** - Director of Administration Larry Dobrosky reported the city is currently negotiating the purchase of three buildings in the amount of \$11,500,000.00 for the development of the City Centre Complex, with the agreement to include the purchase the remaining buildings from the seller within five years.

**17<sup>th</sup>** – Another closed park board session, SLYSA offered a letter of intent to lease the park fields. Board was uninterested. (From the closed session minutes)

**23<sup>rd</sup>** - Another closed park board session, The board reviewed potential plans from buyer Sidik Nuhanovic and Brad Davis the future property manager. He stated the plans include artificial turf on the majority of the fields and an indoor facility. Phasing the project should occur within 4 years. They are hopeful of maybe attracting approximately 80,000 visitors per year (less than the current number of 100,000 visitors). Executive board felt as though the questions were answered and information would be presented to full board next meeting.

#### **August 2024:**

**07<sup>th</sup>** – Another closed park board session, the points expressed at the July 23 meeting were reviewed, next steps would include formal documents to sell the complex with the terms agreed upon.

#### **September 2024:**

**04<sup>th</sup>** – Another closed park board session. A draft contract is being reviewed by the Legal Department and estimated to be on City Council Agenda for September 24.

**18<sup>th</sup>** – First non-closed session park board meeting on sale of park, unanimously votes to sell St. Charles Soccer Complex to Invesco Group, LLC (owner Sidik Nuhanovic) without any public input, members include: Sandy Bichel; Tim Glosier; Kathy Mudrovic; Larry Muench; Mike Ryan; Brian Scheidegger; Anna Shy; TJ Slattery; Anne Zerr.

**24<sup>th</sup>** - City Council introduces Bill 13896 declaring property at “3801 Mueller Road” as Surplus and authorizing the sale to Invesco Group (no mention of the property being a park was included in wording).

#### **October 2024:**

**1<sup>st</sup>** - City Council passes Bill 13896 declaring property at 3801 Mueller Road as Surplus and authorizing the sale to Invesco Group.

**St. Charles Parks and Recreation Board**

**MEMORANDUM**

**Date:** December 9, 2024

**From:** Don Borgmeyer, Enterprise Superintendent

**RE:** Revisions to the Part-Time Seasonal Wage Grid

**Summary:**

At the September 4, 2024 Work Session, the part-time seasonal wage grid for 2025 was approved during the budget discussions. On November 5, Missouri voters approved Proposition A increasing the minimum wage to \$13.75 per hour effective January 1, 2025 and \$15.00 per hour effective January 1, 2026.

In order to stay competitive with the new minimum wage attracting and retaining employees, the proposed changes are attached. It reflects a \$.75 increase per hour across the grid.

In addition, Staff is proposing to move the Bus Driver position to the Seasonal Specialty Level from the Skilled Level to stay current with the market.

All recommendations are highlighted in red replacing the verbiage struck through.

The estimated increase in costs between the already approved and the proposed wage grid are as follows:

Administration - \$1,100  
Maintenance - \$15,500  
Rangers - \$4,500  
Aquatics - \$40,000  
Concessions - \$3,000  
Memorial Hall - \$500  
Recreation - \$26,000

Adjustments to fees and charges are being evaluated for future consideration by the Board to assist in offsetting the wage increase.

Staff recommends favorable consideration for the proposed 2025 Seasonal Wage Grid.

St Charles Parks and Recreation Department  
 Seasonal/Part-time Wage Grid  
 Effective January 1, 2025

2025 Min Wage -- \$13.75  
 2026 Min Wage -- \$15.00

Approved 9/4/24

	2025	2025
Minimum Wage Rate	\$12.30	\$13.75
<b>S -1 Entry</b>		
Entry Level: General Recreation Programs, Concession, Office, Cashier, Sports Instructor, Day Camp Support Counselors, Aquatic Slide Attendant	<del>\$13.50</del>	<b>\$14.25</b>
<b>S - 2 Intermediate</b>		
Entry Level: Lifeguards, Maintenance, Asst. Swim Team Coaches, Group Swim Instructors, Lead Sports Instructors, Lead Pool Concessions, Day Camp Lead Counselors, Day Camp One on One Counselors	<del>\$14.50</del>	<b>\$15.25</b>
<b>S - 3 Semi-Skilled</b>		
Semi-Skilled Staff: Program Instructors, Over 21 Concessions, Lead Lifeguards, Day Camp Assistants, Experienced Maintenance with min 3 years relevant experience, Trip Escorts, Administrative Support, Intern	<del>\$15.50</del>	<b>\$16.25</b>
<b>S - 4 Skilled</b>		
Skilled Staff with more than 6 Years Experience:-Recreation Specialists with No Degree, Aquatic Managers, Day Camp Directors, Skilled Maintenance w/Trades Certifications, <del>Bus Drivers</del> , Communication Specialist, Memorial Hall Maintenance with 6 or more Experience, Enterprise Maintenance.	<del>\$16.75</del>	<b>\$17.50</b>
<b>(S - Specialty</b>		
Softball Umpires are paid per game rates; Private Event Bartenders, <del>Bus Drivers</del> , Specialty Instructors (Swim Team Head Coach, Private Swim Lesson Instructors, aquazumba, pilaties, Tae Kwon Do, etc...) fall within the range per market value of position.	<del>\$15.00 – \$45.00</del>	<b>\$16.00 - \$45.00</b>
<b>PT - 6 Entry</b>		
Asst. Aquatic Coordinator, Asst. Concessions Coordinator. Recreation Specialist with 4 year Park and Recreation Degree; Highly Skilled Construction/ Maintenance with 10 to 15 years relevant experience/education and certifications/diplomas in relevant area of expertise. Ranger with 4 or less years of ranger/police experience. Administrative Associate.	<del>\$18.50</del>	<b>\$19.25</b>
<b>PT - 7 Intermediate</b>		
Ranger with 5 to 8 years of ranger/police experience.	<del>\$20.50</del>	<b>\$21.25</b>
<b>PT - 8 Skilled</b>		
Ranger with 9+ years of ranger/police experience.	<del>\$22.50</del>	<b>\$23.25</b>

~~Returning Employees must work the following minimum hours annually to be considered for an increase above the base pay rate, unless recommended by the Division Supervisor, approved by the Director, and meeting expectations of performance without disciplinary action.~~

50 to 300 hours Base Pay Rate Only  
 301 to 600 hours Base Entry plus \$0.25  
 601+ hours Base Entry plus \$0.50

Any increase above the base pay rate for a returning employee will be recommended by the Division Supervisor and must be approved by the Director, based on expectations of performance.

**St. Charles Parks and Recreation Board**

**MEMORANDUM**

**Date:** December 5, 2024  
**From:** Chris Atkinson, Assistant Director  
**RE:** Contract with Vermont Systems Inc. (VSI) for support services in 2025.

**Summary:**

In accordance with City Ordinance 145.260 (Sole Source Provider) where there is only one acceptable vendor capable of furnishing a particular service or item, the purchasing agent may negotiate a tentative contract without following bidding procedures.

Vermont Systems Inc. (VSI) provides ongoing support to proprietary, essential software used by the Parks & Recreation Department.

This includes: Registrations, Reservations, Point of Sale (POS) systems, RecTrac, WebTrac and our Cell Phone App.

They also provide the credit card machines in the parks system for the PayTrac module.

In 2025, Staff will also be adding the MainTrac Maintenance software system that will be used for work orders, asset inventory and tracking etc. An additional \$2,500 will be added to this year’s contract to cover a 1 time training cost for this new module.

217 451 753 099	\$170 per month	\$2,040 per year
217 301 753 099	\$350 per month	\$4,200 per year
217 302 753 099	\$350 per month	\$4,200 per year
217 451 733 002		\$16,720.16 annual one-time payment
Total Estimate		\$27,160.16
217 451 874 106	25PRKTBD	\$2,500 1 time training cost on MainTrac
Total		\$29,660.16

Since this purchase is over \$15,000 Board approval is required.

**Staff requests favorable consideration of the purchase order with Vermont Systems Inc. to provide annual maintenance and support of their software in 2025 in the amount not to exceed \$29,660.16.**

**PHYSICAL ADDRESS:**

RecTrac, LLC  
 dba Vermont Systems  
 12 Market Place  
 Essex Junction, VT 05452  
 Phone: (802)490-7672

**Estimate #:** EST-000664  
**Estimate Date:** 10/31/2024  
**Estimate is valid for:** 10 Months

**Bill To:** **City of St Charles Parks & Recreation**  
 1900 West Randolph  
 Saint Charles, MO 63301-0897

**Ship To:** **City of St Charles Parks & Recreation**  
 1900 West Randolph  
 Saint Charles, MO 63301-0897

Item	Description	Quantity	Amount
VS-V-RT-MU-AR-M	Activity Reg-M/U Annual MA.	1	\$668.54 1
VS-V-RT-MU-FR-M	Facility Res-M/U Annual MA	1	\$668.54 1
VS-V-RT-MU-PI-M	Pass Mgmt Photo/Print PVC	1	\$826.55 1
VS-V-RT-MU-PS-M	POS Inventory-/Inventory/	1	\$668.54 1
VS-V-RT-MU-SA-M	RT SystemAdmin. M/U Annual	1	\$486.20 1
VS-V-RT-MU-AU-M	RecTrac Add'l User Annual MA	18	\$1,312.75 1
VS-V-WT-MU-IS-M	WebTrac Internet Software,	1	\$1,640.94 1
VS-V-WT-MU-AR-M	WebTrac Activity Reg Annual	1	\$352.51 1
VS-V-WT-MU-FR-M	WebTrac Facility Reserv,	1	\$352.51 1
VS-V-WT-MU-PS-M	WebTrac POS Ticket Sales	1	\$352.51 1
VS-V-WT-MU-AU-M	WebTrac Workgroup	1	\$303.88 1
VS-RR-VS-PT-Monthly	PayTrac Payments - Monthly Services per Merchant	12	\$1,260.00 1
VS-T-PG-M	Database Platform Annual Maintenance (formerly Progress)	1	\$1,526.69 1
VS-RR-S-WT-APP-WG	WebTrac App (powered by MyFitApp) Workgroup Level (10-25 RecTrac Users)	12	\$3,900.00 1
VS-H-POSPortal-L-LANE3000	Ingenico Lane 3000 Credit Card Terminal Ethernet -LEASE	12	\$10,080.00 1
VS-H-POSPortal - Link 2500*	Ingenico Link 2500 Companion Wireless Card Reader	12	\$360.00 1
VS-V-SS-MT-BS	MainTrac	12	\$2,400.00 1

Total	27,160.16
Estimate 2	

1 Estimates do not contain the unit price. To calculate the unit price, divide the amount by the quantity.  
2 This estimate is based on current Customer specifications as of the Estimate Date. Actual costs are subject to change should specifications, quantities, or other aspects of the services be requested or utilized by the Customer; **please ensure a sufficient budget appropriation to account for such changes.**

**St. Charles Parks and Recreation Board**

**MEMORANDUM**

**Date:** November 25, 2024

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

**RE:** Change Order #1 to Motor coach transportation for trip participants during overnight trips in 2025. Adding an additional trip.

**Summary:**

At the November 20, 2024 Park Board meeting the Board approved a contract with Vandalia Bus Lines, Inc. to provide transportation for our trip program in 2025.

The contract amount was \$16,685 and included the following trips.

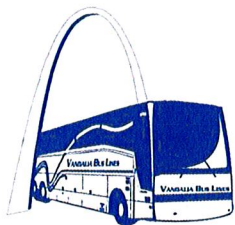
May 18, 2025 and May 25, 2025 – Airport Transfer - \$2,650

October 5-12, 2025 for "Albuquerque, New Mexico" Trip - \$14,035

Staff has been working with Vandalia Bus Lines for them to provide a 56 seat passenger bus and driver that will be used for our 2025 “Mystery Trip”. That quote is attached to this memo.

Staff is still working on transportation pricing for the 2025 Christmas Trip. Once we receive that quote we will bring it before the Board for another Change Order.

**Staff requests favorable consideration for the approval for Change Order #1 to the contract with Vandalia Bus Lines to provide motor coach transportation for trip participants during overnight trips in 2025. The Change Order will add \$10,200 making the new contract amount \$26,885.**



Vandalia

**Quote: 6663-0**

Departure Date

Quotation Date

08/03/2025

11/20/2024

**Mystery trip - (Mystery trip)****Customer Information**

JOHN PIKE  
 ST CHARLES PARKS DEPARTMENT  
 1900 RANDOLPH ST  
 ST CHARLES, MO, 63301  
 john.pike@stcharlesparks.com  
 636-949-3580

**Salesperson**

Kayla Hancock

**Contact****Total Miles**

1042.42

**# of Passengers**

-

**Trip Details 08/03/2025 - 08/08/2025**

**08-03-2025 06:30 am** - Vehicle Onsite at Blanchette Park, Blanchette Park, 1900 W Randolph St, St Charles, MO 63301, USA

**08-03-2025 07:00 am** - Depart from Blanchette Park, Blanchette Park, 1900 W Randolph St, St Charles, MO 63301, USA

**08-03-2025 08:15 am** - Arrive at Love's Travel Stop, 8349 Enterprise Rd, Bloomsdale, MO 63627, USA

**08-03-2025 08:30 am** - Depart from Love's Travel Stop, 8349 Enterprise Rd, Bloomsdale, MO 63627, USA

**08-03-2025 10:25 am** - Arrive at Marston Welcome Center & Rest Area Southbound, I-55, Portageville, MO 63873, USA

**08-03-2025 10:30 am** - Depart from Marston Welcome Center & Rest Area Southbound, I-55, Portageville, MO 63873, USA

**08-03-2025 12:15 pm** - Arrive at Wendy's, Washington St, Collierville, TN 38017, USA

**08-03-2025 01:15 pm** - Depart from Wendy's, Washington St, Collierville, TN 38017, USA

**08-03-2025 01:30 pm** - Arrive at Rock 'n' Soul Museum, Just South of Beale at FedExForum, 191 Beale St, Memphis, TN 38103, USA

**08-03-2025 03:15 pm** - Depart from Rock 'n' Soul Museum, Just South of Beale at FedExForum, 191 Beale St, Memphis, TN 38103, USA

**08-03-2025 04:00 pm** - Arrive at Marlowe's Ribs & Restaurant, 4381 Elvis Presley Blvd, Memphis, TN 38116, USA

**08-03-2025 05:30 pm** - Depart from Marlowe's Ribs & Restaurant, 4381 Elvis Presley Blvd, Memphis, TN 38116, USA

**08-03-2025 05:40 pm** - Arrive at Guest House at Graceland, 3600 Elvis Presley Blvd, Memphis, TN 38116, USA

**08-05-2025 08:30 am** - Depart from Guest House at Graceland, 3600 Elvis Presley Blvd, Memphis, TN 38116, USA

**08-05-2025 11:00 am** - Arrive at Wendy's, 1401 S 1st St, Union City, TN 38261, USA

**08-05-2025 12:00 pm** - Depart from Wendy's, 1401 S 1st St, Union City, TN 38261, USA

**08-05-2025 03:30 pm** - Arrive at Hampton Inn Evansville/Airport, 5701 US-41, Evansville, IN 47711, USA

**08-05-2025 04:30 pm** - Depart from Hampton Inn Evansville/Airport, 5701 US-41, Evansville, IN 47711, USA

**08-05-2025 05:00 pm** - Arrive at Biaggi's Ristorante Italiano, 6401 E Lloyd Expy #3, Evansville, IN 47715, USA

**08-05-2025 06:30 pm** - Depart from Biaggi's Ristorante Italiano, 6401 E Lloyd Expy #3, Evansville, IN 47715, USA

**08-05-2025 06:50 pm** - Arrive at Hampton Inn Evansville/Airport, 5701 US-41, Evansville, IN 47711, USA

**08-06-2025 08:00 am** - Depart from Hampton Inn Evansville/Airport, 5701 US-41, Evansville, IN 47711, USA

**08-06-2025 08:45 am** - Arrive at Toyota Motor Manufacturing Indiana, 4000 Tulip Tree Dr, Princeton, IN 47670, USA

**08-06-2025 10:45 am** - Depart from Toyota Motor Manufacturing Indiana, 4000 Tulip Tree Dr, Princeton, IN 47670, USA  
**08-06-2025 11:30 am** - Arrive at Chick-fil-A, 7101 E Indiana St, Evansville, IN 47715, USA

**08-06-2025 12:30 pm** - Depart from Chick-fil-A, 7101 E Indiana St, Evansville, IN 47715, USA  
**08-06-2025 01:30 pm** - Arrive at Bluegrass Music Hall of Fame & Museum, 311 W 2nd St, Owensboro, KY 42301, USA

**08-06-2025 03:30 pm** - Depart from Bluegrass Music Hall of Fame & Museum, 311 W 2nd St, Owensboro, KY 42301, USA  
**08-06-2025 03:35 pm** - Arrive at Hampton Inn & Suites Downtown Owensboro/Waterfront, 401 W 2nd St, Owensboro, KY 42301, USA

**08-06-2025 04:45 pm** - Depart from Hampton Inn & Suites Downtown Owensboro/Waterfront, 401 W 2nd St, Owensboro, KY 42301, USA  
**08-06-2025 05:00 pm** - Arrive at The Miller House, 301 E 5th St, Owensboro, KY 42303, USA

**08-06-2025 06:30 pm** - Depart from The Miller House, 301 E 5th St, Owensboro, KY 42303, USA  
**08-06-2025 06:35 pm** - Arrive at Hampton Inn & Suites Downtown Owensboro/Waterfront, 401 W 2nd St, Owensboro, KY 42301, USA

**08-07-2025 09:30 am** - Depart from Hampton Inn & Suites Downtown Owensboro/Waterfront, 401 W 2nd St, Owensboro, KY 42301, USA  
**08-07-2025 10:00 am** - Arrive at Preservation Station Market, Restaurant, and Event Center, 9321 9661 KY-56, Owensboro, KY 42301, USA

**08-07-2025 11:50 am** - Depart from Preservation Station Market, Restaurant, and Event Center, 9321 9661 KY-56, Owensboro, KY 42301, USA  
**08-07-2025 12:00 pm** - Arrive at The Cottage Farm Stand, 6869 KY-56, Owensboro, KY 42301, USA

**08-07-2025 01:30 pm** - Depart from The Cottage Farm Stand, 6869 KY-56, Owensboro, KY 42301, USA  
**08-07-2025 01:50 pm** - Arrive at Owensboro, KY, USA

**08-07-2025 02:45 pm** - Depart from Owensboro, KY, USA  
**08-07-2025 03:00 pm** - Arrive at Green River Distillery Co., 10 Distillery Rd, Owensboro, KY 42301, USA

**08-07-2025 04:30 pm** - Depart from Green River Distillery Co., 10 Distillery Rd, Owensboro, KY 42301, USA  
**08-07-2025 05:00 pm** - Arrive at Moonlite Bar-b-q Inn, 2840 W Parrish Ave, Owensboro, KY 42301, USA

**08-07-2025 06:30 pm** - Depart from Moonlite Bar-b-q Inn, 2840 W Parrish Ave, Owensboro, KY 42301, USA  
**08-07-2025 06:45 pm** - Arrive at Hampton Inn & Suites Downtown Owensboro/Waterfront, 401 W 2nd St, Owensboro, KY 42301, USA

**08-08-2025 09:45 am** - Depart from Hampton Inn & Suites Downtown Owensboro/Waterfront, 401 W 2nd St, Owensboro, KY 42301, USA  
**08-08-2025 10:00 am** - Arrive at Reid's Orchard, 4818 KY-144, Owensboro, KY 42303, USA

**08-08-2025 11:30 am** - Depart from Reid's Orchard, 4818 KY-144, Owensboro, KY 42303, USA  
**08-08-2025 01:00 pm** - Arrive at Red Geranium Restaurant, 520 North St, New Harmony, IN 47631, USA

**08-08-2025 02:15 pm** - Depart from Red Geranium Restaurant, 520 North St, New Harmony, IN 47631, USA  
**08-08-2025 02:30 pm** - Arrive at Atheneum Visitors Center, Historic New Harmony, 401 Arthur St, New Harmony, IN 47631, USA

**08-08-2025 03:30 pm** - Depart from Atheneum Visitors Center, Historic New Harmony, 401 Arthur St, New Harmony, IN 47631, USA  
**08-08-2025 06:00 pm** - Arrive at Blanchette Park, Blanchette Park, 1900 W Randolph St, St Charles, MO 63301, USA

**Quotation Total : \$10,200.00**

#	Vehicle Type	Seats/Total
1	56 Pax Motorcoach	56 / 56

**Additional Route Details**

**Sunday, August 3, 2025**

7:00am Depart Blanchette Park, St Charles, MO for Bloomsdale, MO with rest stop for coffee & donuts  
8:00am-8:30am Rest stop

Loves Travel Stop  
8349 Enterprise Rd  
Bloomsdale. MO 63627  
8:30am Depart for Portageville, MO  
10:10am Rest stop at Marston Welcome Center & Rest area  
Marston Welcome Center & Rest area  
I-55 Portageville MM41  
10:30am Depart for Memphis, TN  
12:15pm-1:15pm Lunch at Wendy's  
Wendy's  
315 Washington St  
Memphis, TN  
1:15pm Depart for Rock n Soul Museum  
1:30pm-3:15pm Visit the Rock n Soul Museum  
Rock n Soul Museum  
191 Beale Street  
Memphis, TN 38103  
3:15pm Depart for dinner  
4:00pm-5:30pm Dinner at Marlow's  
Marlow's Ribs & Restaurant  
4381 Elvis Presley Blvd  
Memphis, TN 38116  
5:30pm Depart for overnight lodging  
5:45pm Check into overnight lodging for 2-nights  
Guest House at Graceland  
3600 Elvis Presley Blvd  
Memphis, TN 38116

**Monday, August 4, 2025**

We will not need the bus all day—Travelers will be visiting Elvis exhibits all day

**Tuesday, August 5, 2025**

8:30am Depart for Evansville, IN  
11:00am-12:00pm Lunch at Wendy's  
Wendy's  
1401 S 1st Street  
Union City, TN 38261  
12:00pm Depart for Evansville, IN  
3:30pm check into overnight lodging  
Hampton Inn-Evansville/Airport  
5701 Highway 41 North  
Evansville, IN 47711  
4:30pm Depart for dinner  
5:00pm-6:30pm Dinner at Biaggi's  
Biaggi's Ristorante Italiano  
6401 East Lloyd Expressway  
Evansville, IN 47715  
6:30pm Depart for Hampton Inn-Evansville/Airport

**Wednesday, August 6, 2025**

8:00am Depart for Princeton, IN  
8:45am-10:45am Tour Toyota Manufacturing Plant  
Toyota Motor Manufacturing Indiana  
4000 S Tulip Tree Dr  
Princeton, IN 47670  
10:45am Depart for Evansville, IN  
11:30am-12:30pm Lunch at Chick fil A  
Chick fil A  
7101 E Indiana Street  
Evansville, IN 47715  
12:30pm Depart for Owensboro, KY  
1:30pm-3:30pm Visit the Bluegrass Music Hall of Fame & Museum  
The Bluegrass Music Hall of Fame & Museum  
311 W 2nd Street  
Owensboro, KY 42301  
3:30pm Check into overnight lodging for two nights  
Hampton Inn & Suites-Owensboro/Downtown  
401 W 2nd Street  
Owensboro, KY 42301

4:45pm Depart for dinner at the Miller House  
5:00pm-6:30pm Dinner at The Miller House  
The Miller House  
301 East 5th Street  
Owensboro, KY 42303  
6:30pm Return to Hampton Inn & Suites-Owensboro

**Thursday, August 7, 2025**

9:30am Depart for Reservation Station Market  
10:00am-11:50am Visit the Preservation Station Market  
Preservation Station Market  
9661 Highway 56  
Owensboro, KY 42301  
11:50am Depart for The Cottage  
12:00pm-1:30pm visit The Cottage for lunch  
The Cottage  
6869 Route 56  
Owensboro, KY 42301  
1:30pm Depart for down town Owensboro for shopping  
2:45pm Depart for Green River Distilling CO  
3:00pm-4:30pm Tour the Green River Distilling CO  
Green River Distilling CO  
10 Distillery Rd  
Owensville, KY 42301  
4:30pm Depart for Moonlite BBQ  
5:00pm-6:30pm Dinner at Moonlite BBQ  
Moonlite BBQ  
2840 W Parrish Ave  
Owensboro, Ky 42301  
6:30pm Depart for Hampton Inn & Suites-Owensboro

**Friday, August 8, 2025**

9:45am Depart for Reid's Orchard  
10:00am-11:30am Visit Reid's Orchard  
Reid's Orchard  
520 North Street  
Owensboro, KY 42303  
11:30am Depart for New Harmony, IN  
1:00pm-2:15pm Lunch at The Red Geranium  
The Red Geranium Restaurant  
520 North Street  
New Harmony, IN 47631  
2:30pm-3:30pm Visit the New Harmony Visitor Center  
Atheneum Visitor Center  
401 N Author Street  
New Harmony, IN  
3:30pm Depart for St Charles, MO  
6:00pm Arrive Blanchette Park, St Charles, MO

*I have reviewed the details above and agree that they are correct. I confirm that I would like to request this booking. I accept the above price and understand that it may be subject to changes and additions if details of the trip change or if direct travel expenses are incurred.*

**Signature**

**Printed Name**

**Date**

*\*Bookings are not complete until confirmed by a Salesperson. Direct travel fees including tolls, parking, and city travel fees that are incurred may not be included in your quote and will be billed separately.*

*\*If you would like to confirm this trip, please email your sales rep requesting to book your trip. We look forward to working with you.*

**St. Charles Parks and Recreation Board**

**MEMORANDUM**

**Date:** December 9, 2024

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

**RE:** Overnight Lodging and breakfast for trip participants during overnight trip in 2026.

**Summary:**

Staff has been working with the Menger Hotel in San Antonio, TX for them to provide overnight lodging and breakfast during the “San Antonio – Riverwalk & Magnolia Silo’s” trip in May 2026.

The stay is for 7 nights @ \$187.62 a night and includes breakfast @ \$24.00 extra.

This type of purchase is exempt from competitive bidding practices according to Section 145.180 (7) of the City Code due to the fact that the items being purchased are for resale to our trip participants.

**Staff requests favorable consideration for the approval to enter into a contract with the Menger Hotel to provide overnight lodging and breakfast during an overnight trip in 2026 in an amount not to exceed \$50,762.88**

# MENGER HOTEL

204 Alamo Plaza • San Antonio, TX 78205 • 210-223-4361 (p) • 210-223-1328 (f)

December 4, 2024

Mr. John Pike  
St. Charles Parks Dept.  
1900 W Randolph St  
St. Charles, MO 63301

Dear Mr. Pike,

Thank you for choosing the Menger Hotel.

Enclosed please find your agreement to be signed and returned promptly for definite confirmation of these plans.

Mandy Saldana, Convention Service Manager, will be handling all your sleeping room arrangements within 30 days of arrival. In the meantime, don't hesitate to call with any questions or concerns you may have. Mandy can be reached at 210-293-3414 or via email [msaldana@mengerhotel.com](mailto:msaldana@mengerhotel.com)

Once again, thank you for choosing the historic Menger Hotel.

Sincerely,

*Stacy Peak*

Stacy Peak  
Sales Manager

SP/ms

Menger Hotel • 204 Alamo Plaza • San Antonio, TX 78205 •  
210-223-4361 (p) • 210-223-1328 (f) • 1-800-345-9285

# MENGER HOTEL

## Group Confirmation Agreement

**NAME OF GROUP:** St. Charles Parks Dept.  
**POST AS:** St. Charles Parks Dept. Tour  
**NAME OF CONTACT:** John Pike  
**ADDRESS OF CONTACT:** 1900 W Randolph St  
 St. Charles, MO 63301  
**TELEPHONE NUMBER:** 636-734-8840      **EMAIL:** jpike3836@gmail.com  
**ARRIVAL DATE:** Sun, May 3, 2026      **DEPARTURE DATE:** Sun, May 10, 2026  
**SALES MANAGER:** Stacy Peak

### GUEST ROOM BLOCK COMMITMENT:

The following is the guest block requested from the Menger Hotel. Bed type is not guaranteed, subject to availability upon check-in.

	Sun 05/03/26	Mon 05/04/26	Tue 05/05/26	Wed 05/06/26	Thu 05/07/26	Fri 05/08/26	Sat 05/09/26
Classic King	7	7	7	7	7	7	7
Classic Two Doubles w/Balcony	25	25	25	25	25	25	25
<b>TOTAL ROOMS</b>	<b>32</b>	<b>32</b>	<b>32</b>	<b>32</b>	<b>32</b>	<b>32</b>	<b>32</b>

**TOTAL ROOM NIGHTS: 224**

### ROOM RATES:

	Single	Double	Triple	Quad
Classic King	\$159.00	\$159.00	\$159.00	\$159.00
Classic Two Doubles with Balcony	\$159.00	\$159.00	\$159.00	\$159.00

**Cut-Off Date:** Above Room Block and Group Rate will be held until the **April 20, 2026** at which time unused rooms will be released for resale by the hotel at a rate specified by the hotel. Any reservations received after this date **will be based on Room and Rate Availability.**

Guest room rates are net, non-commissionable and subject to tax which is currently 16.75%, unless occupancy tax exempt form signed, then local city/county occupancy tax is 10.75%. The hotel will also collect a 1.25% San Antonio Tourism Public Improvement District Fee. This will apply to each taxable room occupied beginning Jan 1, 2019. The San Antonio Tourism PID Fee is in addition to the 16.75% Hotel Occupancy Taxes.

If any participant decides to leave earlier than the scheduled departure date when participant is in-house at the hotel, there will be a charge of \$75.00 plus 16.75% tax early departure fee.

- Portable cribs at no charge; based on availability.

- Roll-away, one -time fee \$20 plus 16.75% tax. Room type permitting. Based on availability.
- Check-in time is after **4:00PM** and Check-out time is **11:00AM**.

Group rate is honored three days before the group block starts and three days after the group block ends, **based on availability**.

It is agreed that St. Charles Parks Dept. will guarantee all rooms for arrival after 4:00PM and thereby agrees to pay the "No Show" penalty of one night's room and tax. Guaranteed arrivals will be held until 12:00AM of the arrival date, unless alternate arrangements are made.

**Special Arrangements:**

**Deposit:**

A deposit of **\$1,000.00** will be required by **Monday, March 2, 2026** in order for the Menger Hotel assures group room block. If deposit is not received by the due date, rooms will be released.

**Porterage (Optional):**

The Menger Hotel will provide baggage service on arrival and departure of \$10.00 per person round trip, subject to change. This charge will be applied to (a) Master Account.

**Breakfast Coupons** will be provided for St. Charles Parks Dept. at **\$24.00 each inclusive, billed to Group master.**

**Guestroom Attrition:**

Group is responsible to pick-up 50% of the contracted room block. Should group not pick-up 50% of the contracted room block, Group will be required to pay the Hotel the shortage of guestroom nights.

**Parking:**

Valet parking is available for hotel-registered guests at a fee of \$30.00 and 8.25% tax per day (subject to availability and change). Day or Event parking is \$25.00 plus tax, (subject to availability and change). **Bus parking is available through the City of San Antonio. Group must contact City of San Antonio to make arrangements for payment and permit issuance for bus parking. Cost is \$65 inclusive per bus.**

Ruben Rios

*Utility Coordinator*

**Public Works Department/Right-of-Way Management**

**3500 NW Loop 410, Suite 321 | San Antonio, TX 78229**

[Ruben.Rios2@sanantonio.gov](mailto:Ruben.Rios2@sanantonio.gov)

**O: 210.207.6949 C: 210-214-5578**

**Transportation:**

Available through Uber, Lyft or Taxi service with friendly drivers to get you wherever you need to go download app and get a ride.

**Reservations By:**

All Room Reservations will be made by the Group Rooming List, to be supplied by the group contact listed herein. Please submit a typewritten rooming list. Any changes to the final rooming list must be communicated in writing, to the Service Manager.

The Menger Hotel will receive Reservations requests through Independent Housing Department and confirm Reservations directly to group attendees.

**Rooms Method of Payment: Room, Tax, Breakfast to Group Master. All other incidentals on own.**

**Individual Cancellation:**

On Individual reservations and Rooming Lists - must be guaranteed by a major credit card or first night's full deposit. Reservations cancelled after 48 hours prior to arrival will be assessed one night's room and tax.

Payment for Master Account will be due 30 days prior to arrival. Any remaining balance will be due at conclusion.

**Complimentary Agreement:**

As a special consideration to your group, the Menger Hotel will extend:

With each 25 rooms occupied each night we will extend one guestroom complimentary per night; will only apply to a standard room not a suite. Complimentary room reservation names will be submitted in writing no later than 10 days to arrival or complimentary rooms will be forfeited.

**Internet Access:** To ensure we meet your internet access requirements, please complete a quick online **Group Internet Access Questionnaire** as instructed below **Ctrl + Click** to follow link and submit your Questionnaire.

The Menger Hotel provides complimentary basic internet access to hotel guests in guest rooms and meeting space. While the hotel provides a total available bandwidth of 10Mbps download, speed and 10Mbps upload speed this bandwidth is shared among all guests and is not available to just one guest or group. The hotel will discuss your group/individual needs to ensure your expectations are met. Please complete the [Group Internet Access Questionnaire](#) at least a week prior to your meeting or function. In some cases, additional charges may be applicable depending on your meeting requirements

**Signs and Banner:**

No signage or banners may be hung or displayed in any public areas of the Hotel other than those associated with the pre-approved exhibit display, Registration desk or theme party. Limited signage is permitted in meeting rooms provided it meets the standards established by the Hotel. The Catering Department must approve all signage requests in advance and in writing.

**Door drop delivery to guest rooms:**

Outside Room & Inside Room - \$5.00 each

**Package Delivery & Shipping: Bellman delivery \$3.00 per box**

If a Group Representative is shipping packages or envelopes during or after their stay, they may call UPS or FED-EX and make arrangements to pay for shipping and pick up surcharge. The pickup confirmation number must be written on the package label. Even if the Group Representative provides their own return shipping label, they must call UPS or FED-EX and arrange to pay for pick up fees.

After the package has the proper label and pick up confirmation information, the Group Representative may call Valet Services and the bellman will deliver the prepared packages to the shipping dock.

The Group Representative may also use the Menger Hotel Business Center to arrange to ship their UPS and FED-EX packages. We will not provide labels or packing materials for this purpose.

UPS contact telephone number: 800-742-5877 or [www.ups.com](http://www.ups.com)

FED-EX contact telephone number: 800-463-3339 or [www.fedex.com](http://www.fedex.com)

**Group Cancellation** the event the room block is cancelled, St. Charles Parks Dept. to pay the hotel the following cancellation charges:

Notification of Cancellation Prior to Arrival Date	Cancellation Policy
60 Days or more	No charge
59 Days or Less	100% of peak night's room and tax on all guest rooms reserved on the peak night.

**Hotel Relocation Policy:**

In the event of a relocation situation, the Menger Hotel will provide the following for any individuals we are unable to accommodate on the arrival night:

- Individuals will be provided with Complimentary accommodations at a nearby property for the first night.
- One Complimentary Long-distance phone call to communicate the new location.
- Upon return, upgraded accommodations at the Group rate. Upgrade based on availability.

While guest relocation is avoided at all times, our policy is to accommodate the guest when, and if, it should occur.

**ADA Regulations:**

The Menger Hotel warrants that, as a place of "public accommodation," it is in compliance with the Americans Disabilities Act.

**Force Majeure Clause:**

The performance of this contract is subject to acts of God, government authority, disaster, pandemic, or other emergencies, any of which make it illegal or impossible for either party to perform its obligations. It is provided that this contract may be terminated for any one or more of such reasons by written notice from one party to the other without liability.

**Indemnification Clause:** To the extent allowed by applicable law and subject to sovereign immunities afforded to Group, each party hereby agrees to indemnify, defend and hold the other harmless from any loss, liability, costs or damages arising from actual or threatened claims or causes of action resulting from breach of any of its representatives, warranties or covenants herein or the negligence, gross negligence or intentional misconduct of the party indemnifying or its respective officers, directors, employees, agents, contractors, members or participants (as applicable), provided that with respect to officers, directors, employees, and agents, such individuals are acting within scope of their employment or agency, as applicable.

**Acceptance:**

The contents of the Contract meet with my approval. As an authorized representative, I consider all arrangements definite and confirmed as stated herein. Compliance with this contract is subject to acts of God, war, disaster, pandemic, terrorism or other emergencies beyond the reasonable control of either party.

To enable the Menger Hotel to establish these arrangements on a definite basis, please sign and date the contract and return by **December 18, 2024**. This confirmation establishes acceptance, in full, of the Agreement and the Meeting Room Agenda.

It is our understanding that the undersigned is authorized by St. Charles Parks Dept. to accept this Agreement. Any changes must be agreed to in writing by both parties.

Sales Signature: \_\_\_\_\_  
Sales Person: Stacy Peak  
Title: Sales Manager  
Date: \_\_\_\_\_

Client Signature: \_\_\_\_\_  
Client Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**WE LOOK FORWARD TO SERVING YOU!  
THE MENGER HOTEL**

*“Where Tradition Is Our Signature and  
Quality is Always Authentic”*

**St. Charles Parks and Recreation Board**

**MEMORANDUM**

**Date:** December 9, 2024

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

**RE:** Payment to St. Charles Football Club for termination of license agreement for use of soccer fields at the St. Charles Soccer Complex.

**Summary:**

In September 2023 the Board and City Council approved a License Agreement between the City/ Parks & Recreation Department and the St. Charles Football Club (SCFC). The License Agreement allowed SCFC to have exclusive access to fields 5 & 6 for use by their club on weekdays for the length of the initial 5 year agreement. SCFC through their private contractor would be responsible for upgrading and maintaining the turf and mowing of the two fields.

Due to the sale of the Soccer Complex to Invesco Group, the City terminated the existing License Agreements that were in place at the complex. One agreement was with the Royal Ramblers Rugby Club and the other was with SCFC. The Legal Department drafted the Notice of Termination letters and both letters were executed by the different groups. Specifically, for this memo the letter with SCFC was fully executed on 12/2/2024 (See attached).

As part of the Termination Notice, Article 12 of the License Agreement detailed the terms if the agreement was terminated by the City.

**In the event the Agreement is terminated for convenience by the City, the City shall return to SCFC a Pro-rata amount of the costs incurred by SCFC for the construction of improvements at the rate of 5% per year for the first two years and then 10% per year in years three through five.**

SCFC provided documentation that they had expended \$27,660. A letter was also provided by their contractor stating that SCFC had paid all of their invoices. (See attached).

Since the agreement was terminated by the City in the first year per the agreement the City needs to pay back 95% of the cost of improvements. 95% of that is \$26,277. Since the City did not collect the license fee for 2024, \$6,000, due to the possible pending sale of the complex, that amount was deducted from \$26,277 leaving a total of \$20,277 owed to STFC.

Funds to make this payment are coming from the remaining operational budget of the Department in 2024.

Since the amount is over \$15,000, Board approval is required.

**Staff requests favorable consideration for the approval to make the final payment to SCFC to complete the termination of the license agreement. The payment amount will be \$20,277.**



November 27, 2024

**VIA FIRST CLASS MAIL & EMAIL**

St. Charles Football Club Foundation, Inc.  
Attn: Sean Hart  
1939 Wentzville Parkway, Suite 182  
Wentzville, Missouri 63385  
Via Email: [sean.hart@stc2020fc.com](mailto:sean.hart@stc2020fc.com)

**Re: Notice of Termination of the City of St. Charles, Missouri, Soccer Complex Cooperative License Agreement, dated November 27, 2024.**

Dear Mr. Hart:

This letter serves as formal notice to you of the termination of the Cooperative License Agreement between the City of St. Charles and the St. Charles Football Club Foundation, Inc. ("SCFC") pursuant to Section 12.3 ("Termination for Convenience") of the agreement. We are in the process of calculating the pro-rata return of the costs incurred by SCFC for the construction of certain improvements.

Please acknowledge receipt of this notice by signing below and returning the same to me via US Mail to City of St. Charles, Missouri, c/o Parks and Recreation Department, 1900 W. Randolph Street, St. Charles, Missouri 63301, or email, at [maralee.britton@stcharlesparks.com](mailto:maralee.britton@stcharlesparks.com). If you have any questions, please contact me. If you dispute any of the foregoing, please advise of the same within 10 business days of the date of this letter.

Sincerely,

DocuSigned by:  
*Maralee Britton* 11/27/2024  
39A939B89B544DA  
Maralee M. Britton  
Director of Parks and Recreation

I hereby acknowledge receipt of this letter, DocuSigned by: Sean Hart 12/2/2024  
53D7833754CE405

TRUTURF SOLUTIONS  
3259 GREEN TRAILS CT  
WENTZVILLE MO 63385

December 10, 2024

To whom it may concern

For the year 2024, St Charles F.C. contracted TruTurf Solutions to do field maintenance at Mueller Park located at 3801 Mueller Rd. in St Charles MO. St Charles F.C. has been billed \$27, 660 for services. All invoices have been paid in full.

Elizabeth Burt

TruTurf Solutions

President

314-574-0010

**St. Charles Parks and Recreation Board**

**MEMORANDUM**

**Date:** December 11, 2024  
**From:** Chan Smoot, Concession Coordinator  
**RE:** 5 year Contract with Kohl Wholesale for the purchase of concession items and food supplies for the Department in 2025, 2026, 2027, 2028 and 2029.

**Summary:**

Concession items are purchased for resale and therefore exempt from the Competitive Bidding requirements in Section 145.180 (7) of the City Code.

The Parks & Recreation Department operated 8 concession stands in 2024. This includes 6 stand-alone concession stands in the parks and 2 concession stands in the aquatic facilities in the summer. With the sale of the St. Charles Soccer Complex this will be reduced to 6 total concession stands in 2025.

Kohl Wholesale has been our provider for concession supplies for our concession stands for over 15 years. They have provided excellent customer service over the years and have provided us the extra attention that the larger companies do not.

The current 5-year contract expires December 31, 2024 so staff have been meeting with them and feel the best option so we would like to do a new 5 year contract. The current pricing list is attached.

Staff would like to reduce that amount encumbered in the concession line in 2025 by 10% due to operating 2 less stands. The 5-year estimated breakdown including the 8% maximum possible annual increase is as follows:

- 2025 - \$92,000
- 2026 - \$100,000
- 2027 - \$108,000
- 2028 - \$116,000
- 2029 - \$126,000

Since this purchase is over \$15,000 Park Board approval is required.

**Staff requests approval by the Parks and Recreation Board to enter into a new 5 year contract with Kohl Wholesale for them to provide concession supplies for resale for the years 2025, 2026, 2027, 2028 and 2029 in an amount not to exceed \$542,000.**

Item No	Description	brand	Fut Sell Price
001176	BACON DICED CKD 3/8	HORMEL	69.32
040493	BAG QUART ZIP 7X8	COMPAN	20.39
040480	BAG SANDWICH ZIP 6.5X5.8	INTPLS	10.02
055553	BANANA *GRN* CTN* GUAT	DOLE	8.58
001794	BEEF GROUND FINE 90/10	J & B	95.43
001689	BEEF PTY FLMBRL	PIERRE	79.48
001643	BEEF PTY FLMBRL SSND CKD	KINGS	80.48
001186	BEEF PTY FLMBRL SSND CKD	KINGS	87.31
001639	BEEF STK PTY OLD FSHN CKD	RNGLNE	77.84
090623	BLEACH GERMICIDAL 8.25%	CLOROX	21.50
086790	BLOW-POPS ASSORTED	CHARMS	17.04
001024	BRATWURST SKNLS CKD 5/1	JHNSVL	40.62
008833	BREAD SLICE BANANA WG IW	SUPER	50.00
008765	BREAD SLICE BLUBRY WG IW	SUPER	50.57
008798	BUN HAMBURGER *RETAIL* 4	GONELA	19.88
008978	BUN HAMBURGER SLCD YLW 4	ROTLA	22.53
008993	BUN HAMBURGER SLICED 4	OVNSTN	25.97
066690	BUN HMBRGR SLCD WG 3.5	FLOWER	30.75
008976	BUN HOT DOG *RETAIL* 5	GONELA	20.35
008826	BUN HOT DOG WG 6	FLOWER	34.33
086465	CANDY BAR KIT KAT	HERSHY	36.31
086510	CANDY BAR SNICKERS	MARS	46.59
086500	CANDY BAR MILKY WAY	MARS	35.24
086505	CANDY BAR 3 MUSKETEERS	MARS	35.24
086450	CANDY BAR BUTTERFINGER	NESTLE	34.56
086475	CANDY BAR MILK CHOCOLATE	HERSHY	35.47
086540	CANDY BAR PAYDAY PNT	LEAF	25.22
086520	CANDY BAR TWIX CARAMEL	MARS	35.24
086485	CANDY BAR WHATCHAMACALLIT	HERSHY	37.97
086674	CANDY M&M'S PEANUT BUTTER	MARS	23.77
086675	CANDY M&M'S PLAIN	MARS	34.94
086670	CANDY M&M'S PNT	MARS	46.59
086605	CANDY PEANUT BUTTER CUP	REESES	35.47
086610	CANDY REESES PIECES	REESES	19.32
043530	CARRIER 4 CUP W/FOOD TRAY	CHINET	78.17
039031	CHEESE AMERICAN 120SLC	BFARMS	18.12

039224	CHEESE CHED/JACK FTTHRSHRD	BFARMS	55.30
004289	CHEESE CHED/JCK FTTHR SHRD	LNDOLK	72.54
006318	CHEESE CURD WHT CHED BTRD	FREDS	73.47
006364	CHEESE STIK MOZZ BRD	GRABIT	46.23
006380	CHEESE STIK MOZZ BRD WG	FRMRCH	81.16
039202	CHEESE STRING MOZZ	LNDOLK	48.25
033190	CHEETOS CRUNCHY HOT	FRITO	46.59
033129	CHIP BAKED VARIETY PACK	FRITO	22.88
033128	CHIP BAKED VARIETY PACK	FRITO	40.96
033136	CHIP DORITOS COOL RANCH	FRITO	46.59
033134	CHIP DORITOS NACHO CHEESE	FRITO	46.59
033073	CHIP DORITOS NACHO CHEESE	FRITO	46.98
033076	CHIP LAYS BBQ	FRITO	48.77
033078	CHIP LAYS ORIGINAL	FRITO	48.77
033067	CHIP LAYS SOUR CRM ONION	FRITO	48.77
033125	CHIP LSS VARIETY PACK	FRITO	22.88
033124	CHIP LSS VARIETY PACK	FRITO	41.03
006905	CHIP POTATO SKIN-ON	LAMBWS	59.26
033097	CHIP SUNCHIPS GARDN SALSA	FRITO	48.77
033148	CHIP SUNCHIPS ORIGINAL	FRITO	46.59
033052	CHIP SUNCHIPS ORIGINAL	FRITO	49.13
033092	CHIP TORTILLA RND WHT WG	AZTECA	29.26
033210	CHIP TORTILLA RND YLW	ELSAB	24.86
033176	CHIP TORTILLA ROUND YLW	ELSAB	25.56
033116	CHIP TORTILLA W/CLAMSHELL	GEHLS	32.54
067208	CHIP TORTILLA WHT NO SALT	MSSION	38.89
033224	CHIP TORTILLA WHT RND	MSSION	39.69
002715	CHIX BRST STRIP GLD'N'SPC	BRKBSH	38.67
002799	CHIX BRST TENDER FRTR BRD	KOCH	36.96
002515	CHIX PULLED WHITE CKD	TYSON	59.84
002666	CHIX TENDER BRD CKD 3Z	PERDUE	59.80
002622	CHIX WING BNLS TEMPURA PR	BRKBSH	43.62
027860	COFFEE CLASSIC ROAST FLTR	FOLGER	122.67
027771	COFFEE REST BLEND W/FLTR	WRIGHT	53.48
039772	COLE SLAW EXTRA CREAMY	GERRYS	15.15
041338	CONT BAGASSE 6 1CMP	DART	43.34
044303	CONT CLEAR 8X4X2.5 1CMP	PACTIV	105.84

032938	COOKIE CHOC BRWNIE BIG	GRNDMA	37.60
032935	COOKIE CHOC CHIP BIG 4	GRNDMA	37.60
033615	COOKIE FDG STRIPE MINI IW	KEEBLR	33.25
019420	COOKIE FORTUNE IW	BAILY	13.94
033384	COOKIE OREO	NABSCO	30.99
032940	COOKIE PEANUT BUTTER BIG	GRNDMA	37.60
032936	COOKIE VANILLA CRM MINI	GRNDMA	36.45
032818	CRACKER CHEEZ-IT IW	SUNSHN	26.37
034762	CREAMER NON-DAIRY PKT 2GM	GMTTBL	44.20
041382	CUP FOAM 16Z	DART	63.46
041396	CUP FOAM 24Z	DART	46.56
041388	CUP FOAM 32Z	DART	58.80
041550	CUP FOAM VIO 14Z	WINCUP	63.88
042782	CUP PLASTIC CLEAR PET 12Z	SOLO	65.55
042786	CUP PLASTIC CLEAR PET 24Z	SOLO	65.34
043075	CUP PLASTIC POLYSTYRN 16Z	COMPAN	74.56
043060	CUP PLASTIC TRNS SQT 12Z	DART	63.49
043062	CUP PLSTC POLYSTRYN 14Z	FABRKL	66.61
046550	CUTLERY KIT F/SP/K MED	BERKLY	21.83
044550	DELI PAPER FLAT 12X12	COMPAN	26.49
044549	DELI PAPER FLAT 12X12	COMPAN	113.10
039834	DESSERT COOKIES & CREAM	GERRYS	21.55
024062	DRESSING BLUE CHEESE 1.5Z	KRAFT	31.60
024174	DRESSING BUTTERMILK RANCH	MRZETI	36.41
024060	DRESSING GOLDEN ITAL 1.5Z	KRAFT	26.20
024058	DRESSING RANCH 1.5Z	KRAFT	27.23
020531	DRESSING RANCH BUTTERMILK	KRAFT	21.69
006452	EGG ROLL CHIX SANTA FE	ANCHOR	105.86
097055	FOOD TRAY 5# PLAIN #500	COMPAN	18.95
097037	FOOD TRAY NAT #300 3LB	SQP	22.89
097043	FOOD TRAY RED PLAID #200	COMPAN	33.94
097048	FOOD TRAY RED PLAID #300	COMPAN	22.83
097053	FOOD TRAY RED PLAID #500	COMPAN	41.53
046580	FORK HVY WHT POLYSTYRENE	COMPAN	29.08
046672	FORK MEDIUM POLY WHITE	BERKLY	9.55
006982	FRIES KK A LINE 1/2	OREIDA	36.11
010166	FRUIT CUP MAND ORNG/JCE	NTHEST	41.42

033882	FRUIT SNACK MIXED FRUIT	WELCHS	40.58
007731	FUNNEL CAKE 5 HT-N-SRV	J & J	33.84
049317	GLOVE POLY *IMP* LARGE	VLUGRD	8.30
049318	GLOVE POLY *IMP* MEDIUM	VLUGRD	8.30
049323	GLOVE POLY QUICKSERVE	HNDGRD	26.36
049458	GLOVE VINYL PF LARGE	COMPAN	26.67
049460	GLOVE VINYL PF XL	COMPAN	26.67
034076	GRANOLA BAR CHEWY VAR	NATURE	51.53
034074	GRANOLA BAR OATS N HONEY	NATURE	13.60
034072	GRANOLA BAR PEANUT BUTTER	NATURE	13.39
055578	GRAPES GRN SDLS LG *CHILE	PACKER	43.43
055577	GRAPES RED SDLS *CHILE	PROMRK	19.12
086338	GUM SPEARMINT SUGARLESS	TRIDNT	11.90
086325	GUM BUBBLE SUGARLESS	TRIDNT	11.77
086340	GUM ORIGINAL SF	TRIDNT	11.90
009053	HOAGIE WHT SLCD 6	BKCRFT	37.86
027525	HOT COCOA MIX	HSPTAL	51.52
027595	HOT COCOA MIX	REDMND	59.80
001026	HOT DOG ALL MEAT 6 8/1	SMTHFD	46.81
001289	HOT DOG ALL MEAT CN 8/1	RNGLNE	23.00
007785	ICE CREAM BAR ORNG DREAM	BUNNY	21.54
007858	ICE CREAM BAR SNICKERS	M&M	64.18
008560	ICE CREAM CHOCOLATE CUP	SCHOEP	18.63
008566	ICE CREAM CUP VANILLA	SCHOEP	18.63
007771	ICE CREAM SNDWCH VANILLA	BUNNY	30.66
007862	ICE CRM SNDWCH COOKIE M&M	CCREST	42.46
007721	ICEE SQUEEZE TUBE CHERRY	J & J	21.14
007720	ICEE SQZTUBE BLUE RSPBRY	J & J	21.14
006478	JALAPENO STFD CRM CHS BRD	FREDS	67.55
023912	KETCHUP 33% PKT SQZ 9GM	GMTTBL	30.04
023908	KETCHUP W/SUGAR CUP 1Z	REDGLD	34.15
046673	KNIFE MEDIUM POLY WHT	BERKLY	9.55
086762	LAFFY TAFFY BLUE RSPBRY	FERARA	16.09
086765	LAFFY TAFFY SOUR APPLE	WONKA	16.09
007712	LEMONADE CUP LEMON	MNMAID	20.84
007710	LEMONADE CUP STRAWBERRY	MNMAID	20.84
041666	LID LIFT TAB VIO (12-22Z)	WINCUP	39.06

042706	LID PORTION CUP 2Z	COMPAN	31.72
042702	LID SOUFFLE 1.5Z/2Z/2.5Z	DART	21.85
042705	LID SOUFFLE 3.25Z/4Z/5.5Z	DART	3.26
042704	LID SOUFFLE 3.25Z/4Z/5.5Z	DART	36.95
041412	LID STRAW (32TJ32)	DART	69.95
041408	LID STRAW (12/20/24J16)	DART	29.05
039707	MACARONI & CHEESE PREM	GERRYS	38.67
005756	MACARONI ELBOW CKD	MRZETI	28.41
038945	MILK WHITE LF 1% 1/2 PINT	PFARMS	16.48
033169	MUNCHIES SNACK MIX CHEESE	FRITO	45.80
023780	MUSTARD 5.5GM SQZ	WOEBER	11.69
041297	NAPKIN XPRESS NAT 1-PLY	TORK	65.74
038018	OIL FRYING LIQ CLEAR *ZTF	VERSA	30.34
006284	ONION RINGS 5/8 BEER BTRD	FRY	32.80
019052	PEPPER JALAPENO SLCD	MRSRNF	21.56
018988	PEPPER JALAPENO SLCD	VRTULO	40.35
019141	PEPPER JALAPENO SLICED	SNTALC	8.31
019140	PEPPER JALAPENO SLICED	SNTALC	39.45
068908	PICKLE DILLY BITE	OHSNAP	14.16
097592	PIZZA CHS DP DSH IW 5	TONYS	33.61
005545	PIZZA CHS GALAXY WG 4	TONYS	69.23
097594	PIZZA PEPP DP DSH IW 5	TONYS	33.64
005413	PIZZA ROLL PEPP 50CT	TOTINO	52.63
097598	PIZZA SUPEME DP DSH IW 5	TONYS	33.00
046850	PLATE PAPER WHT 9	AJM	32.81
046852	PLATE PAPER WHT COAT 9	AJM	48.34
035078	POPCORN KIT 10.5Z	JOLYTM	36.09
035075	POPCORN KIT 8Z	JOLYTM	29.55
033152	POPCORN WHITE CHEDDAR	SMRTFD	46.59
007772	POPSICLE BOMB POP JR ORIG	BUNNY	20.28
001401	PORK CARNITA	HORMEL	4.29
001352	PORK LOIN FRTR HOMESTYLE	HOLTEN	54.80
007632	PRETZEL BAVARIAN SOURDGH	J & J	55.90
007715	PRETZEL JALAPENO CHS FLLD	J & J	44.70
007725	PRETZEL ROD SOFT WG 51%	J & J	33.06
007733	PRETZEL SOFT KING	SUPER	41.60
007698	PRETZEL SOFT NSLTA	J & J	50.55

007635	PRETZEL STIK CINN STFD IW	J & J	35.07
007701	PRETZEL STIK SOFT BAVRN	J & J	45.26
097638	RAVIOLI BEEF TOASTED	ANDORO	37.34
097600	RAVIOLI BEEF TOASTED	LOUISA	26.97
024192	RELISH SWEET POUCH 9GRAM	SAUER	16.02
086682	RING POP FRT FEST	TOPPS	14.82
025200	S/O*21 SLUSH FLVR LIME	RIO	65.26
025210	S/O*21 SLUSH FLVR ORANGE	RIO	63.14
008768	S/O*3 BAR PNTUT BUTR IW	BESTMD	40.83
067476	S/O*3 CANDY SR PATCH KIDS	SRPTCH	325.38
032942	S/O*3 COOKIE OAT/RASN IW	GRNDMA	38.47
068371	S/O*3 HUMMUS W/PRETZEL	SABRA	34.57
066716	S/O*3 MACARONI & CHEESE	CHFBOY	20.30
030257	S/O*3 PEANUT SALTED IW	PLNTRS	61.79
038936	S/O*7 MILK WHT 1% SS	PFARMS	21.05
039749	SALAD POTATO STKHSE	GERRYS	25.04
039881	SALAD SEAFOOD SUPREME	GERRYS	22.42
039880	SALAD SEAFOOD SUPREME	GERRYS	40.51
023770	SALT .5GM PKT	GMTTBL	11.83
023733	SAUCE BBQ BULLSEYE 1Z CUP	KRAFT	22.24
015033	SAUCE BBQ KC CLASSIC	CATLMN	18.10
019164	SAUCE CHEESE CHED WHT BAG	GEHLS	94.29
019167	SAUCE CHEESE JALAPENO BAG	GEHLS	64.23
015138	SAUCE CHEESE MONTEREY JCK	LCKYLF	12.15
023668	SAUCE MARINARA 1Z CUP	TSTPLS	27.34
076289	SAUCE MARINARA SUPREMO	LNZRTI	46.04
072580	SAUCE PIZZA	RAGU	20.45
019403	SAUCE SOY	FIRST	9.24
023749	SAUCE SOY 6GM SQZ	KIKKMN	16.83
086647	SKITTLES SOURS	WRIGLY	24.38
086646	SKITTLES ORIGINAL	WRIGLY	36.18
086648	SKITTLES TROPICAL	WRIGLY	34.99
086649	SKITTLES WILDBERRY	WRIGLY	35.91
086810	SLIM JIM ORIGINAL GIANT	SLMJIM	26.54
025220	SLUSH BASE NEUTRAL	RIO	60.29
025184	SLUSH FLAVOR BLUE RSPBRY	RIO	63.14
025180	SLUSH FLAVOR CHERRY	RIO	63.14

025178	SLUSH FLAVOR STRAWBERRY	RIO	63.11
025190	SLUSH FLVR GRAPE	RIO	63.14
043820	SNACK TRAY 2-CMP 5X6	DART	71.17
043816	SNACK TRAY 2-CMP 6X8	DART	110.53
042682	SOUFFLE CUP POLYSTRN 4Z	DART	41.43
042686	SOUFFLE CUP POLYSTRN 5.5Z	DART	65.64
042676	SOUFFLE CUP PP 2Z	DART	26.11
042684	SOUFFLE CUP PP 5.5Z	DART	68.55
017277	SOUP BASE CHIX PASTE	MINORS	10.47
046671	SPOON TEA MEDIUM WHITE	BERKLY	9.55
086645	STARBURST ORIGINAL	WRIGLY	36.20
043130	STRAW JUMBO CLEAR 8 WRPD	COMPAN	77.33
043174	STRAW JUMBO CLR IW 10.25	COMPAN	28.57
043121	STRAW JUMBO FLEX 7.75WHT	COMPAN	5.24
043120	STRAW JUMBO FLEX 7.75WHT	COMPAN	94.15
043172	STRAW SPOON NEON 8.25	BERKLY	120.22
043170	STRAW STIR W/R STRIP 5.2	COMPAN	23.30
035650	SUGAR PACKETS 1/10Z	DOMINO	17.92
035692	SUGAR SUB PINK 1GM	DOMINO	15.60
033149	SUNCHIPS HARVEST CHEDDAR	FRITO	46.59
086834	SUNFLOWER SEEDS(MSTR CSE)	DAVID	18.38
025988	SYRUP BLUE RASPBERRY	RIO	50.32
025132	SYRUP CHERRY	RIO	49.63
045820	TABLECVR PLSTC 40X300 WHT	PRIME	14.98
006460	TACO MINI BEEF .5Z	FRNDOS	43.17
006470	TACO MINI CHIX .47Z	POSADA	82.75
007039	TATER TOTS	OREIDA	53.97
084587	TEA DIET SWEETENED RTD	GOLDPK	21.56
084585	TEA SWEETENED RTD	GOLDPK	21.56
084589	TEA UNSWEETENED RTD	GOLDPK	21.56
072405	TOMATO DCD W/GRN CHILE	ROTEL	40.53
002301	TORNADO BACON/EGG/CHEESE	ELMNTY	21.01
005648	TORTILLA FLOUR PRSSD 6	AZTECA	42.79
019138	TORTILLA FLOUR PRSSD 10	OLE	38.08
019137	TORTILLA FLOUR PRSSD 12	OLE	27.42
030258	TRAIL MIX FRUIT & NUT	PLNTRS	57.94
043538	TRAY CARRY-OUT 4 CUP UNVS	PACTIV	46.49

001201	UNCRUSTABLE GRAPE WG	SMUCKR	62.50
001237	UNCRUSTABLE STRAWBERRY WG	SMUCKR	119.40
084718	WATER PURE DRNKNG FLT CAP .5LT	GLACER	4.69
041071	WIPE WHT FD SRV 13X24	TORK	48.38

**St. Charles Parks and Recreation Board**

**MEMORANDUM**

**Date:** December 11, 2024

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

**RE:** Fifth renewal, final year of possible six year contract with Protronics Technologies Inc. to provide equipment, connectivity, Internet, WAN/LAN, additional IT support in 2025 in an amount not to exceed \$80,250\*

**Summary:**

The Parks & Recreation Department has been contracting with Protronics Technologies, Inc. for numerous years. They provide the department with the equipment and support for all of our wireless connectivity, Internet, WAN/LAN and web solutions.

In basic terms, they allow all of our satellite PC's, POS systems and credit card machines located at the pools, concession stands and maintenance shops to be connected to our main server located in the Administration Building located in Blanchette Park.

In December 2019, the Board awarded a contract to ProTronics Technologies Inc. The bid was for a one year contract and five, possible one year renewals in 2021, 2022, 2023, 2024 and 2025. Staff would like to execute the fifth renewal, sixth and final year of the contract.

The monthly guaranteed costs are \$3,810 per month or \$45,720 per year. Call out costs based upon previous years usage is \$15,280 per year. In addition to the ongoing support, ProTronics will also be completing a PC Replacement project and a New Server install project in 2025 that will cost \$19,250. Total contract amount request for 2025 is \$80,250.

Since this purchase is over \$15,000 Board approval is required.

**Favorable consideration of a contract renewal #5 with Protronics Technologies Inc. to provide equipment, support and complete projects in 2025 in an amount not to exceed \$80,250.**



**Service Order Form**

**MASTER CONTRACT**

Date Submitted	10/9/2019	New <input type="checkbox"/>	Relocation <input type="checkbox"/>	Change of Service <input type="checkbox"/>	Renewal <input checked="" type="checkbox"/>	Upgrade <input checked="" type="checkbox"/>	Add-on <input checked="" type="checkbox"/>
Date(s) Revised	11/27/2024						

<b>Company</b>	City of St. Charles Parks Department			<b>Provider Rep</b>	Andy Kastrup
<b>Contact</b>	Maralee Britton	<b>Billing Address</b>	1900 Randolph St. Charles, MO 63301	<b>Sales Contact</b>	
Phone	636-949-3370			<b>Billing Contact</b>	office@protronics.com
Fax	636-949-3581			Phone	636-940-1835
Mobile/ Pager		<b>Installation Address</b>	Locations listed individually below	Fax	636-940-1858
email	Maralee.Britton@stcharlescity.com			email	support@protronics.com

**Location Addresses**

Blanchette Park 1900 Randolph	McNair Park 3100 Droste	Wapelhorst Park 1875 Muegge Rd.	Oak Grove Cemetery 2100 West Clay
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**PTI Services**

	Services <small>(i. e. Access, Colocation, Dedicated Server, Shared Hosting)</small>	Location	Type	Monthly Charge
1	Microwave Link, 10M bi-directional, w/ VPC for WAN host	Blanchette Administrative Office	Renewal	\$465.00
2	Dedicated Internet Service for Admin LAN, 6M	Blanchette Administrative Office	Renewal	\$200.00
3	Fiber Supplemental Internet Access 300x300Mbps	Blanchette Administrative Office	Renewal/Upgrade	\$135.00
4	Backup Circuit – OSPF Fail-over	Blanchette Administrative Office	Renewal	\$75.00
5	Firewall Service, Managed w/ port exports for web solutions	Blanchette Administrative Office	Renewal	\$150.00
6	WAN Service, 8M (4ms), Mgd-Switch w/ Specific & Streaming	Blanchette Pool	Renewal	\$240.00
7	WAN Service, 8M (4ms), Mgd-Switch w/ Specific & Streaming	Wapelhorst Pool	Renewal	\$240.00
8	WAN Service, 6M (4ms), w/ Specific Internet	Blanchette Concession	Renewal	\$200.00
9	WAN Service, 6M (4ms), w/ Specific Internet	McNair Concession	Renewal	\$200.00
10	WAN Service, 6M (4ms), w/ Specific Internet	McNair Day Camp Concession	Renewal	\$200.00
11	WAN Service, 6M (4ms), w/ Specific Internet	Wapelhorst Concession	Renewal	\$200.00
12	WAN Service, 6M (4ms), w/ Specific Internet	Blanchette Memorial Hall	Renewal	\$200.00
13	WAN Service, 6M (4ms), w/ Specific Internet	Wapelhorst Gould Building Day Camp	Renewal	\$200.00
14	WAN Service, 10M (4ms), Mgd-Switch w/ Internet	McNair Maintenance	Renewal	\$240.00
15	WAN Service, 10M (4ms), Mgd-Switch w/ Internet	Wapelhorst Maintenance	Renewal	\$240.00
16	WAN Service, 10M (4ms), Mgd-Switch w/ Internet	Oak Grove Cemetery Maintenance	Renewal	\$240.00
17	Internet Service with WiFi for Utility Connections	Blanchette Memorial Hall	Add-on	\$60.00
18	Internet Service with WiFi for Utility Connections	Wapelhorst Gould Building Day Camp	Add-on	\$60.00
19				
20				
<b>Monthly Service Total</b>				<b>\$3,545.00</b>

**Term Commitment**

Begins on Date PTI Begins Billing Customer at Rate stated above	12 mos. <input type="checkbox"/>	18 mos. <input type="checkbox"/>	24 mos. <input type="checkbox"/>	36 mos. <input type="checkbox"/>	Other <input checked="" type="checkbox"/>
<b>Contract Dates: 1/1/2020-12/31/2025</b>					

Signature below represents agreement to the monthly charges quoted above for the term indicated, as well as acknowledgement of the previously signed Terms and Conditions, which remain in effect:

Customer Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



# ProTronics Technologies, Inc.

19 Point West Blvd. • St. Charles, MO 63301 • PH: (636) 940-1835 • FAX: (636) 940-1858

December 10, 2024

City of St. Charles  
Parks Department  
1900 Randolph St.  
St. Charles, MO 63301

RE: 2025 Rates

**Monthly Server Maintenance & Monitoring – \$180/mo.**

includes bi-weekly server checkup (check drive space, memory utilization & backup status, review server and anti-virus event logs) on all servers, monitoring with email notification on battery, power & climate conditions, hard drive health/failure & RAID status, as well as server critical events; resulting action needed to be billed separately

**Email Spam & Virus Filtering - \$85/mo.**

**Rates for on-call, as needed approved work:**

**Hourly Rates**

Standard Rate	\$120/hr.
Remote Access (M-F 8am - 5pm)	\$110/hr.
After Hours (including Weekends)	\$150/hr.

Normal Business Hours are Monday through Friday between 8:00 a.m. and 5:00 p.m.  
The Standard Rate applies to On-Site service calls during business hours.

Acceptance:

\_\_\_\_\_  
Initials      Date



**2025 Computer Replacement Project**

**Hardware & Software**

This will need to be a direct PO to the vendor – cannot get government pricing if it goes through ProTronics.

**Software to be installed (Already purchased in 2021 project – no additional cost this year)**

- Microsoft Office Standard Volume License (purchased separately)
- Microsoft Office Professional Volume License (purchased separately)
- Adobe Acrobat (Full version, select machines)

**Labor**

We are estimating 2-3 hours per machine, with a buffer of 2 hours per location which puts the estimate at **\$6,250**. These are estimates, actual time will be billed.

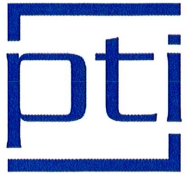
This can be done in groups and includes the following labor:

**New Machines –**

- Verify Monitor connections available and cables needed prior to install
- Backup any files saved on computer to be replaced, Internet Shortcuts & Bookmarks
- Verify any special programs to be installed on a per machine basis
- Unbox, Setup physical computer & Make connections
- Install drivers for peripherals
- Install browsers
- Install Productivity Software (Office, Adobe)
- Install FinTrac, MainTrac, RecTrac, as applicable
- Join to domain
- Verify Mapped network drives
- Verify networked printers installed
- Setup for Remote Access, where warranted

**Summary of Locations**

	<b>Location</b>	<b>WKS</b>
1)	Blanchette - Admin Staff	8
2)	Blanchette - Enterprise	1
3)	Blanchette - Ranger	1
4)	Blanchette - Maintenance	1
5)	Blanchette - Memorial Hall	0
6)	Blanchette – Aquatics	2
7)	McNair – Maintenance	0
8)	McNair – Day Camp	0
9)	Oak Grove – Maintenance	1
10)	Wapelhorst – Maintenance	0
11)	Wapelhorst – Day Camp	0
12)	Wapelhorst - Aquatics	2



## 2025 Server Addition Project for RecTrac

### Summary

Hardware (depends on selection made)	\$4950
Labor	\$3,600-6,000
HTTPS Conversion Labor	\$960-1440
<b>Total</b>	<b>\$9,510-12,390</b>

### Hardware (see next page)

### Labor

To conduct the server migration project, we are estimating labor to be between \$3,600-6,000 depending on which configuration is chosen after discussion of options. Configuration to be done in advance as much as possible. Migration and cutover downtime can be scheduled at the most advantageous times for the Parks Department and PTI. These are estimates, actual time will be billed.

### **Server Roles to split between the Servers**

- PDC / File Server
- Exchange Server / Vipre Antivirus Server
- VSI Application Server(s) - RecTrac, MainTrac, FinTrac, WebTrac

### **Scope: split server roles between the Servers (2 Options)**

- Server 1: PDC & File Server, possibly move FinTrac & MainTrac from PARK03 to this one since current Progress versions installed are supported
- Server 2: Exchange Server & Vipre Antivirus Server, possibly WebTrac?
- Server 3: VSI – RecTrac with new Progress 12 version
- Server 4: Old RecTrac 10.3 Server currently running FinTrac and MainTrac - Keep online or Decommission?

### Https Conversion (est 8-12 hrs)

Option 1:

Install Certificate Authority on a Server & Issue Self Signed Certificate for .local link

Option 2:

Change links to .com domain and add rectrac.stcharlesparks.com to certificate

Switch back to Comodo for SSL certificate

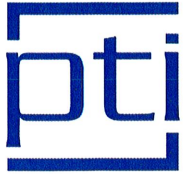
Move domain registrar to Name.com (~3 hrs)

### Software

This will be a direct PO to the vendor using Sourcewell pricing

### **Software to be installed**

- Microsoft Server 2022 (quoted 2022 with downgrade rights to 2019 - purchased separately est \$750-1250)
- Vermont Systems (RecTrac, MainTrac, FinTrac)



# ProTronics Technologies, Inc.

19 Point West Blvd. • St. Charles, MO 63301 • PH: (636) 940-1835 • FAX: (636) 940-1858

## Server Quote

Date: 12-10-2024

For: St. Charles Parks

**RecTrac Server: PTI Intel Server ..... \$4,950**

- Pedestal Tower chassis
- Intel Xeon Series CPU
- 64 GB RAM
- 3/4 bay Hot-Swappable SATA/SAS backplane
- 3 – 960 GB SSD for OS/Storage (mirrored – with Hot Spare)
- Integrated Intel RAID controller
- DVD-RW Drive
- Integrated 10/100/1000 Ethernet

**TOTAL..... \$4,950**

Terms for hardware and software included in this quote are C.O.D. Installation will be billed on Net 30 terms after completion of the migration. This quote is valid for 30 days.

### Quote Approval

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Title

**St. Charles Parks and Recreation Board**

**MEMORANDUM**

**Date:** December 11, 2024  
**From:** Chan Smoot, Concession Coordinator  
**RE:** 5 Year Contract with Heartland Coca Cola Bottling Company for the purchase of beverage supplies for the Department in 2025, 2026, 2027, 2028 and 2029

**Summary:**

Concession items are purchased for resale and therefore exempt from the Competitive Bidding requirements in Section 145.180 (7) of the City Code.

The Parks & Recreation Department operated 8 concession stands in 2024. This includes 6 stand-alone concession stands in the parks and 2 concession stands in the aquatic facilities in the summer. With the sale of the St. Charles Soccer Complex this will be reduced to 6 total concession stands in 2025.

Heartland Coca Cola has been our provider for beverage supplies for our concession stands and Memorial Hall for over 15 years. They have provided excellent customer service over the years and are based here in St. Charles.

The current 5-year contract expires December 31, 2024 so staff have been meeting with them as well as alternative distributors for pricing proposals and have discovered Heartland Coca Cola as the best option so would like to do a new 5 year contract. The current proposal is attached.

Staff would like to reduce the amount encumbered in the Concession line in 2025 by 10% due to operating 2 less stands. The 5-year estimated breakdown including the 5% maximum possible annual increase is as follows:

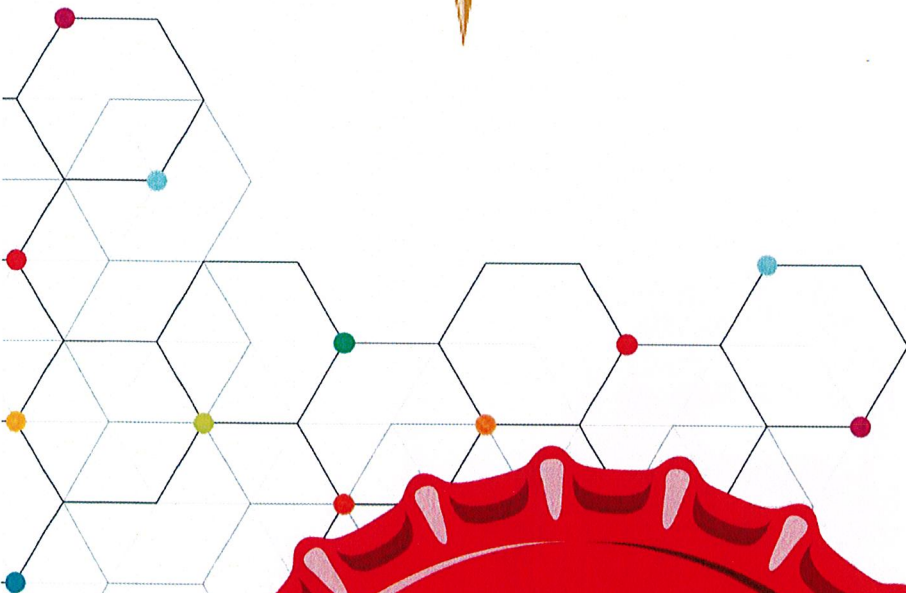
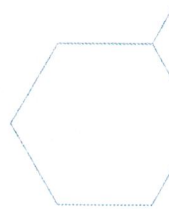
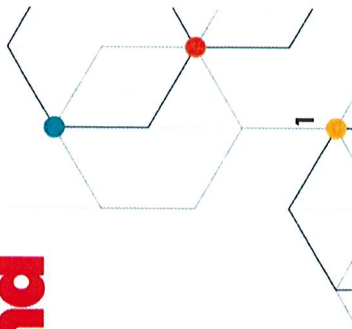
2025 – \$43,000  
2026 – \$45,000  
2027 – \$48,000  
2028 – \$51,000  
2029 – \$53,000

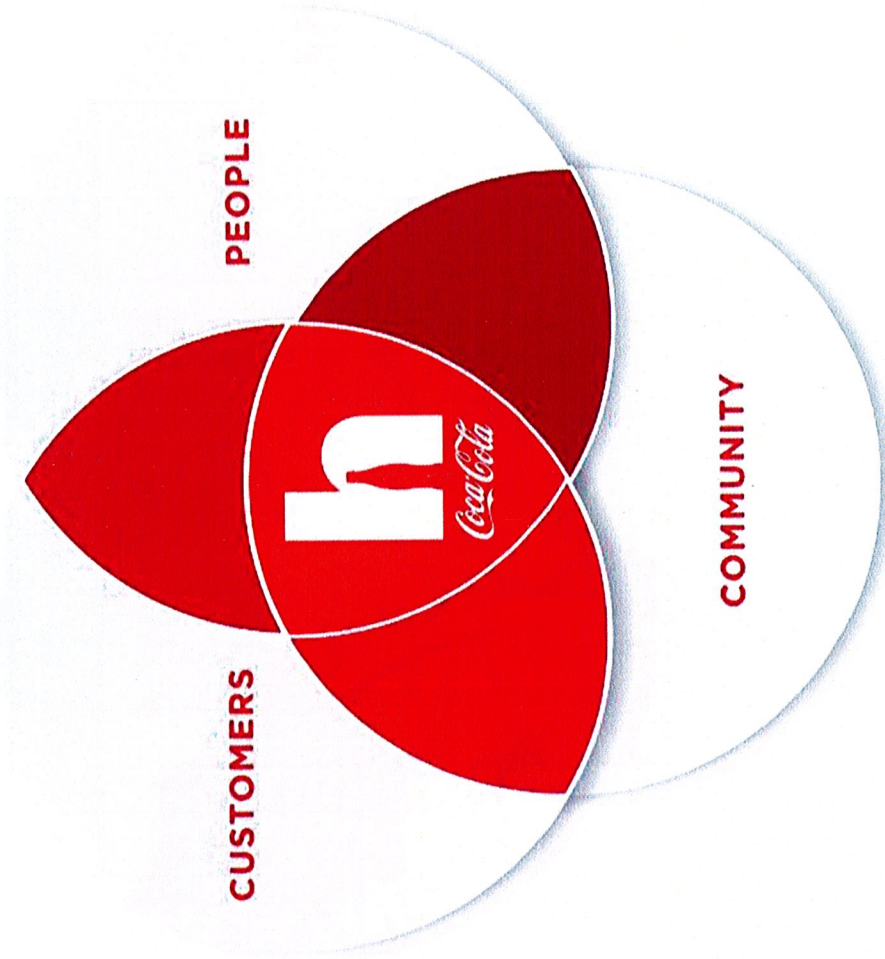
Since this purchase is over \$15,000 Board approval is required.

**Staff requests approval by the Board to enter into a 5-year contract with Heartland Coca Cola to provide beverage supplies for resale for the years 2025, 2026, 2027, 2028 and 2029 in the amount not to exceed \$240,000.**



**heartland**  
*Coca-Cola*  
BOTTLING COMPANY





**HEARTLAND WHO WE ARE | VISION**

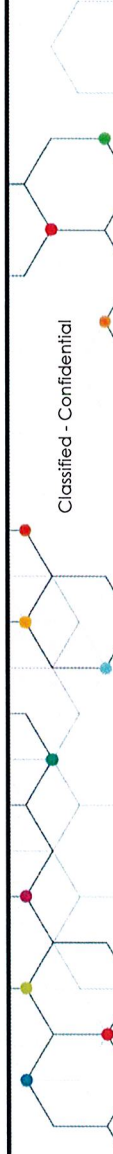
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# HEARTLAND ADVANTAGE



**heartland** *Coca-Cola*  
BOTTLING COMPANY





### HOMETOWN | General Manager

- Area Sales Manager
- District Sales Manager
- On Premise Sales
- Home Market Sales
- Operations Director
- Warehouse Manager
- Merchandise Manager
- Distribution Manager



### ADVANTAGE

- Public/ Community Affairs
- Marketing
- Commercial HR/Capability
- Coca-Cola Company
- Customer Call Center
- MyCoke.com
- Customer Teams



### WAREHOUSE

- Custom SAP based inventory management system minimizes picking and stock availability errors – dedicated team to updating IT needs with weekly meetings and action items to stay at the forefront of our business' and our customer's needs
- Vast network of warehouses throughout Heartland – 10 wet facilities and 7 local delivery only facilities
- High quality standards both in how we handle product to get it to the customer but also in how we store and rotate product



### PRODUCTION

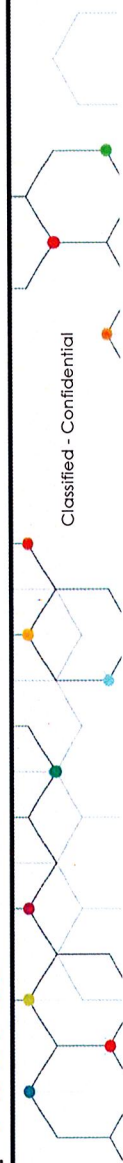
- Significant investments to improve efficiency and quality, including a Nano filtration water system that eliminated water quality failure
- Strong continuous improvement program leading to low out of stocks
- High first-time right performance due to strong food safety culture
- Strong Safety culture with zero loss time accidents and 61% of our workforce has worked for us over three years



### DISTRIBUTION

- Large fleet across 17 Heartland facilities (LL/MO/KS), including 10 emission reduction technology trucks
- Designed to fit all types of customers and delivery needs – bulk (straight trailer rear door delivery), OFS (modified lift gate delivery), side load (side door smaller format delivery), 8 bay truck (similar to side load but smaller format), full service (single unit delivery for vending customers)
- Customer focused leadership team – if our drivers are on the road making deliveries, we have a supervisor working to see they are supported and that our customers needs are being met

## HEARTLAND ADVANTAGE | PEOPLE



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## TRAINING

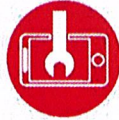


- Service Employees receive monthly safety training on various topics that include: Hazardous Material Handling, Proper lifting techniques, Emergency Preparedness, etc.
- Technicians attend regular manufacture training on the equipment they service (example: Prism Valve)
- Supervisor Ride-a-longs are conducted monthly to review, evaluate and engage with the front-line employee.
- Quarterly audits are completed to ensure technicians are achieving all the targeted goals.

## TECHNOLOGY



CUSTOMER CARE CENTER



PHONE FIX



COKESERVICE.COM AND MYCOKE.COM

## PERFORMANCE



	YTD DEC 2019	YTD SEPT 2020	YTD DEC 2021
Fix Right First Visit Goal (above):	95.2%	95.8%	94.9%
	96.0%	96.0%	96.0%
Completion under 12HR Goal (above):	59.0%	62.7%	57.0%
	56.0%	59.0%	59.0%
B/C Days to Deliver Goal (below):	9.8	9.3	9.4
	10.0	10.0	10.0

## EQUIPMENTS



COOLER



FOUNTAIN

Pours up to 8 brands and dispenses both sparkling and still beverages to meet consumer flavor and variety needs



## RATIO

What does this ratio advantage mean to Coca-Cola Customers?\*

\*Calculations based on a 1,000 gallon account (24% diet), 24oz avg. drink size with 1/3 ice fill, avg. retail price of \$1.99, and an average estimated gross profit per serving of \$1.49



5.5:1 Water to Syrup Ratio  
832 Finished Ounces

**+8.3%**  
64 more finished ounces per gallon



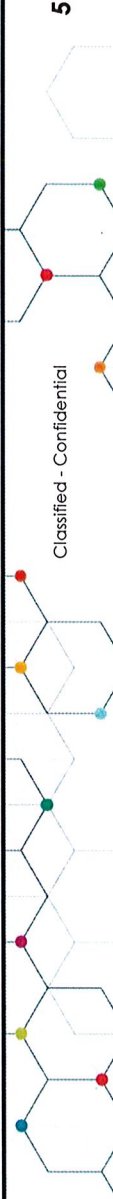
5:1 Water to Syrup Ratio  
768 Finished Ounces

**More Drinks Sold**  
An estimate of 960 drinks sold per year

## HEARTLAND ADVANTAGE | EQUIPMENT SERVICE

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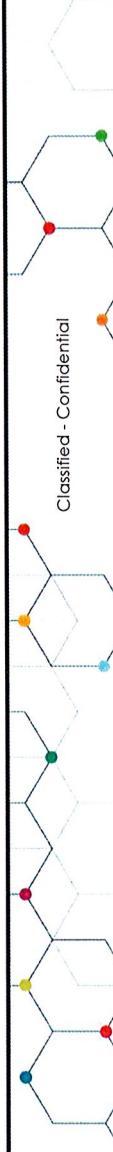
5



# BRANDS



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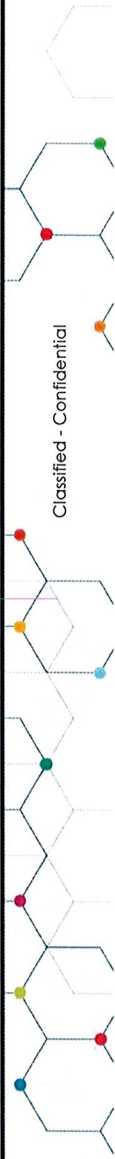


# HYDRATE

YOUR DAY, YOUR WAY

**Still Beverages (Water, Sparkling Water, Flavored Water, Isotonics, Tea, Protein/Milk, Juice):**

**HEARTLAND BRANDS | CATEGORIES**



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# HEARTLAND BRANDS | CONSUMER PREFERENCES

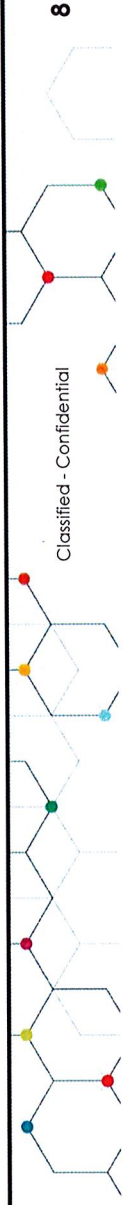
## FAVORITE BRAND VS. PRIMARY COMPETITOR



Source: Beverage (BP) Exec Sum Table, "Incl'd Fan Brand", Liberty CC Holdings, LLC, FYD thru Aug 2021; Favorite Brand Across Category - Incl'd (2020); "what is your favorite brand of (insert category prompt)" (show visual brand prompt); \*vitaminwater vs. Hint is from CCV report.

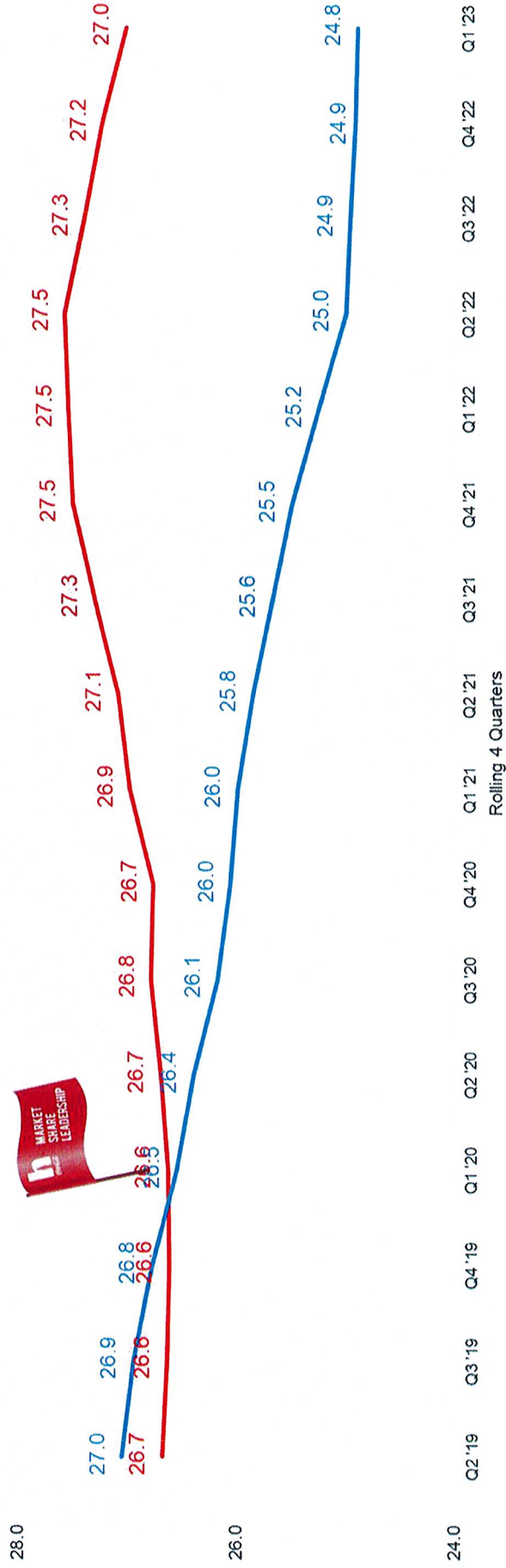


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# Dollar Share Trends By Manufacturer



— CCNA SYSTEM BRANDS — PBNA SYSTEM BRANDS

Source: Nielsen Connect/Heartland Ownership AllC, YTD Mar 01, 2023 vs same time YAG



# WE'RE COMMITTED TO DELIVERING A VARIETY OF BETTER-FOR-YOU OPTIONS

## REDUCING SUGAR

Reducing sugar and calories across many of our brands; offering more low- and no-sugar options



## INNOVATIVE EQUIPMENT

Coca-Cola Freestyle machines provide many low/no-calorie options while new bubbler dispensers dispense new, crafted drinks

## EVOLVING RECIPES

Making many of our beverages better and more nutritious and adding new flavors



## INTRODUCING NEW DRINKS

Expanding offerings including organic tea, coconut water, ready-to-drink coffee, juices and purified water

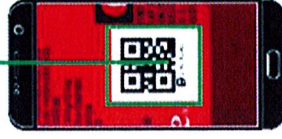


## ACCESSIBLE INFORMATION

Clear, easy-to-find calorie counts and information help consumers make informed choices



SCAN CODE



In-depth product information via SmartLabel QR codes on all beverage packaging in the U.S.

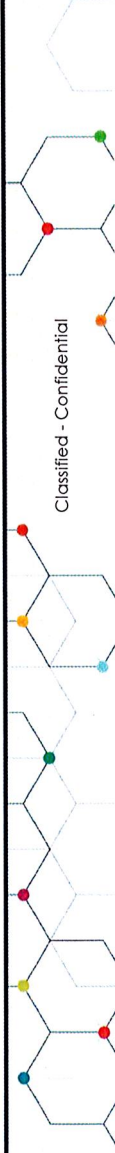
## HEARTLAND BRANDS | SUB-CATEGORIES

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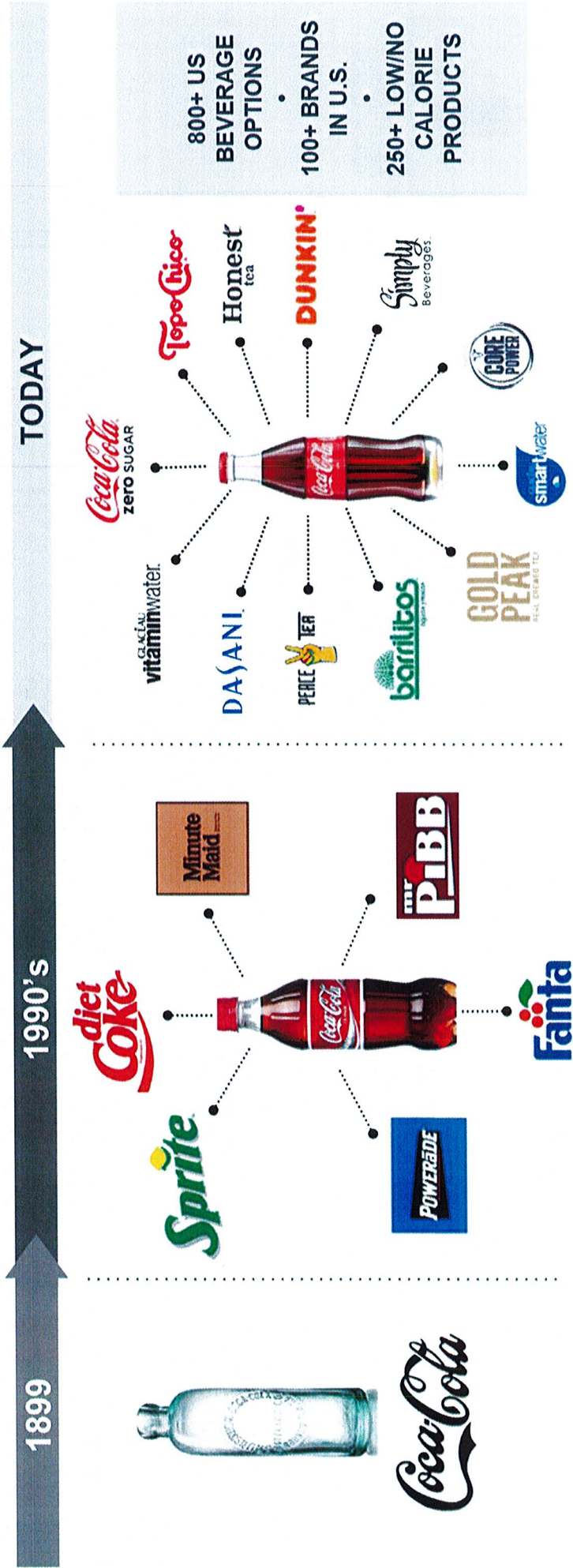


10

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WHILE CONSTANTLY REFRESHING AND GROWING OUR PORTFOLIO



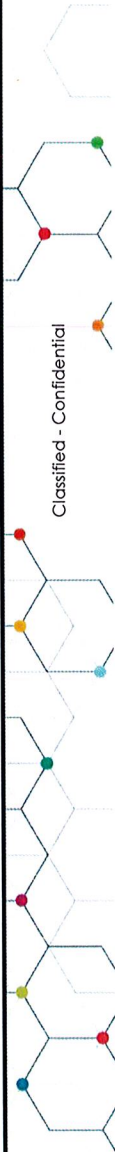
800+ US BEVERAGE OPTIONS

100+ BRANDS IN U.S.

250+ LOW/NO CALORIE PRODUCTS

HEARTLAND BRANDS | EVOLUTION

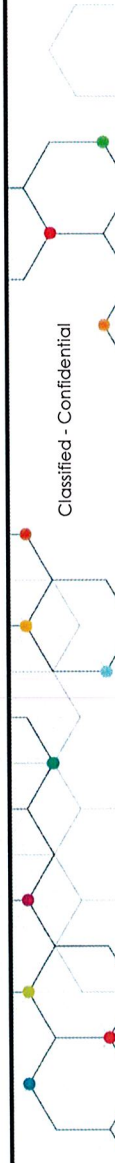
**heartland** *Coca-Cola*  
BOTTLING COMPANY



# 2024 Innovation Calendar – Immediate Consumption

Q1 2024	Q2 2024	Q3 2024	Q4 2024
<p><b>Coca-Cola Spiced Raspberry</b></p> <p>2/19/24 20oz Coca-Cola Spiced Raspberry 12oz sleek (FS &amp; ZS)</p> <p><b>FPO</b></p> 	<p><b>FPO</b></p> <p>Chill Cherry Lime LTO 20oz PET - Full Sugar April 22 – July 21, 2024</p> 	<p><b>LTO</b> 20 oz – Zero Sugar September – December 2024</p> 	<p><b>LTO - Sprite Holiday WSC</b> 20oz PET – Full Sugar 10/14/24 - 12/31/24</p> 
<p>Seagrams Ginger Ale 20oz PET March 1st</p> 	<p>POWERADE 28oz Sours LTO Apple zinger, Blue Razz, Watermelon Lime May 6<sup>th</sup>, 2024</p> 	<p>POWERADE 28oz Sours LTO Apple zinger, Blue Razz, Watermelon Lime May 6<sup>th</sup>, 2024</p> 	<p>Seagrams Ginger Ale 20oz PET March 1st</p> 
<p>Dunkin' Caramel 13.7oz PET Feb 26<sup>th</sup>, 2024</p> 	<p>POWERADE 28oz Zero Sugar lemon lime, fruit punch &amp; orange Jan 1<sup>st</sup>, 2024</p> 	<p>POWERADE 28oz Sours LTO Apple zinger, Blue Razz, Watermelon Lime May 6<sup>th</sup>, 2024</p> 	<p>smartwater: alkaline / antioxidant 700ml Sports Cap March 2024</p> 
<p>12oz Sleek Can Coke, Coke Zero Sugar, Sprite &amp; Fanta</p> 	<p>POWERADE 28oz Tropical Passionfruit Jan 1<sup>st</sup>, 2024</p> 	<p>POWERADE 28oz Tropical Passionfruit Jan 1<sup>st</sup>, 2024</p> 	<p>BODYARMOR 16oz Zero Sugar lemon lime, fruit punch, orange &amp; cherry lime Jan 1<sup>st</sup>, 2024</p> 
<p>12oz Reign Storm Guava Strawberry &amp; Citrus Zest</p>	<p>12oz Reign Ultra Ruby Red</p>	<p>16oz Reserve Peaches 'n Crème</p>	<p>BODYARMOR 16oz FLASH I.V. Straw Kiwi, Tropical Punch, Grape, Orange Jan 1<sup>st</sup>, 2024</p>
<p>12oz Reign Storm Guava Strawberry &amp; Citrus Zest</p>	<p>16oz Juice Rio Punch</p>	<p>16oz Reserve Peaches 'n Crème</p>	<p>BODYARMOR 16oz FLASH I.V. Straw Kiwi, Tropical Punch, Grape, Orange Jan 1<sup>st</sup>, 2024</p>
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# DELIVERING OPERATIONAL EXCELLENCE



Dedicated representative for Coca-Cola to handle all service and support.

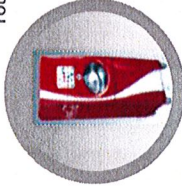


One Call to Handle All of Your Needs



Service Network for Multiple Beverage Categories

Flexible Distribution Across Multiple Beverage Categories



Equipment Innovation Tailored to Your Needs

## Coca-Cola Advantage:

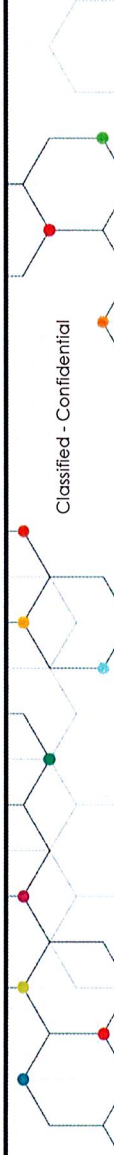
- **Service representatives – routing personnel**
- **Routes based on severity and priority of issues**
- **36 service technicians dedicated to St. Louis area**

Operational support and performance from one trusted source

## HEARTLAND SERVICE | OVERVIEW



BOTTLING COMPANY



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## **QUALITY SERVICE CALL**

Our commitment to quality service begins when you call our Customer Care Center (CCC) to report the issue. Our CCC Representatives are trained to gather as much information as possible from the customers to isolate the issue and to ensure the technician is properly equipped to fix the equipment.

## **APPEARANCE – THE LOOK OF SUCCESS**

During each visit by a service technician, we will ensure that all graphics are updated and all brands are represented appropriately. Our service technician will inspect the machine for cleanliness and ensure that all electronic components are functioning properly.

## **MECHANICAL OPERATIONS**

During all service calls, Coca-Cola's technicians will inspect the compressor for proper operation including all fans, condensers and evaporators. For vending machines, the technician will test vend each column in the machine to ensure proper function.

## **VERIFY SATISFACTION**

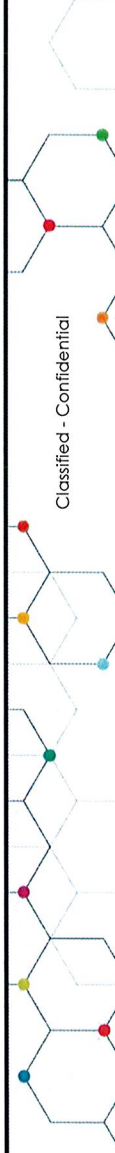
Before leaving, our technician will meet with the appropriate decision-maker and review the work done and verify your satisfaction.

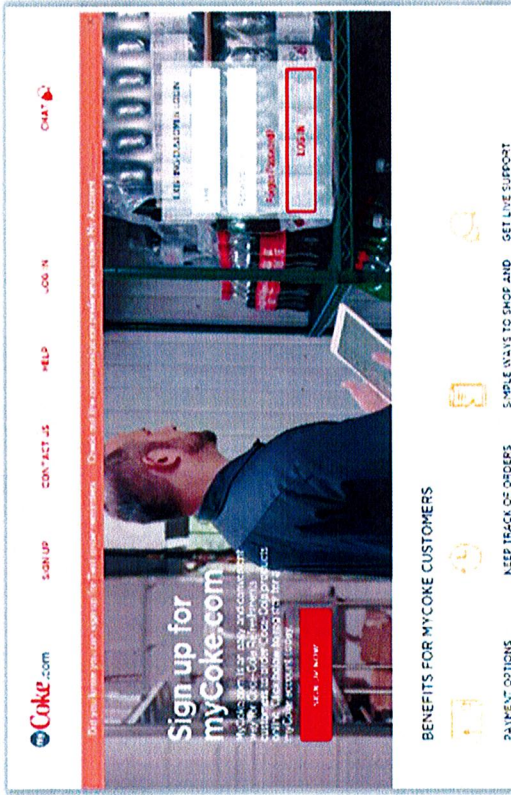
## **FIXED RIGHT FIRST TIME**

One of the most critical measurements Coca-Cola uses to grade the quality of our service is Fixed Right First Time. It is our goal to have the required tools and parts on hand to correct the problem the first time we visit and get your machine operating as quickly as possible.

**HEARTLAND SERVICE | OPERATING PROCEDURE**

**heartland**  
BOTTLING COMPANY  
*Coca-Cola*





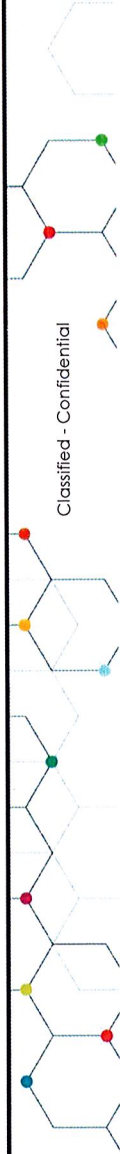
## Customers are able to:

- View Order History up to 2 years
- Use Order Tools to Place Orders
- Select Off Day Deliveries
- Place Orders on via Computer or Smart Devices
- Place Service Calls
- Use Credit Card as Additional Payment Option
- View Newsflash Banner
- Set Communication Preference
  - Text and/or Email Order Reminders
  - Opt-in/out general and marketing email communications
- Receive Email Order Confirmations
- Use Multiple Help Features:
  - FAQs
  - Live Chat
  - Use the 'Contact Us' Online Form
  - Call 888-3MY-COKE for the myCoke Support Team



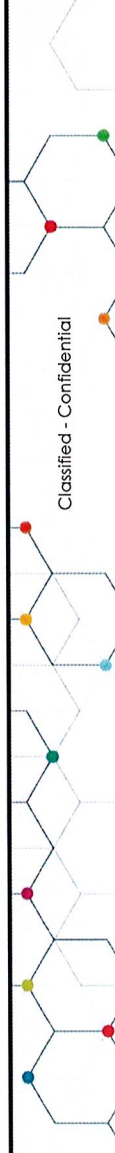
HEARTLAND SERVICE | MYCOKE.COM

**heartland** *Coca-Cola*  
BOTTLING COMPANY



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# PROGRAM DETAILS



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# Program Details

**Term: 5-year term**

**Exclusive Brand Agreement**

**Yearly Volume Commitment: 518 gallons and 456 cases**

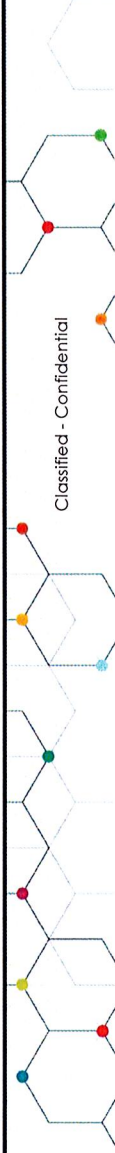
**Annual Price Increase 5%**

**Sponsorship: Option 1 - \$2,000 per year  
Option 2 – Rebates only**

**HEARTLAND PROGRAM DETAILS**

**heartland**  
BOTTLING COMPANY

*Coca-Cola*



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## Supporting your growth strategies over the next 5 years

### Partnership Investment

- Heartland will provide POS materials, banners and digital assets at no charge

### Equipment Investment (\$)

- All Equipment will be loaned and serviced at no charge

### Funding Payment

- Provided to support you for growth and marketing

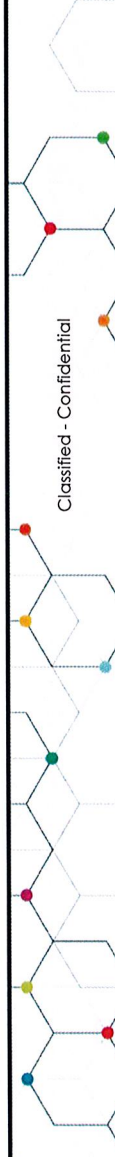
HEARTLAND PROGRAM DETAILS

**heartland** *Coca-Cola*  
BOTTLING COMPANY



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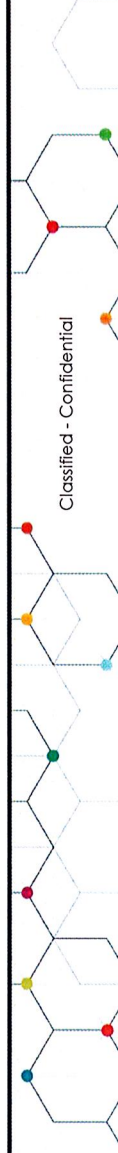


# Pricing

Product	Case Cost	Gallon Cost	Option 2 Rebate
KO SSD & STILL BIB (5.0 Gal)	\$111.70	\$22.34	\$1.75
Dr Pepper BIB (5.0 Gal)	\$111.70	\$22.34	\$1.75
KO SSD & Still BIB (2.5 Gal)	\$58.23	\$23.29	\$1.75

Product	Case Price	Unit Cost	Option 2 Rebate
20oz Dasani	\$15.43	\$0.64	\$3.00
20oz SSD	\$29.86	\$1.24	\$3.00
2L liter SSD	\$14.44	\$1.81	\$0.00
20oz Powerade	\$27.76	\$1.16	\$3.00
12oz Cans	\$12.36	\$0.52	\$0.00
12oz Topo Chico	\$19.78	\$0.82	\$3.00
16oz Bodyarmor	\$17.65	\$1.47	\$3.00
13.7oz Dunkin Donuts	\$25.71	\$2.14	\$3.00
18.5oz Gold Peak Tea	\$17.74	\$1.48	\$3.00
16oz Minitue Maid Aguas Frescas	\$24.33	\$1.01	\$3.00
Juice Tum E Yummies	\$9.77	\$0.81	\$3.00
16oz Monster	\$40.65	\$1.69	\$3.00
20oz Smartwater	\$29.01	\$1.21	\$3.00
20oz Vitamin Water	\$17.65	\$1.47	\$3.00

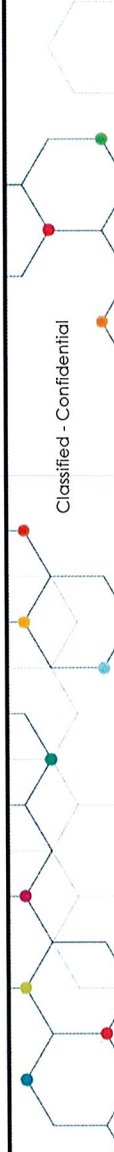
## HEARTLAND PROGRAM DETAILS



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**THANK YOU**



**St. Charles Parks and Recreation Board**

**MEMORANDUM**

**Date:** 12/11/2024

**From:** Missy Hollander, Aquatics Coordinator

**RE:** Proposed Revisions to the Aquatic Fee Schedule for 2025

**Summary:**

Attached is the 2025 proposed Aquatic Fee Schedule.

Included with the 2025 proposed Aquatic Fee Schedule are the total revenues and expenses from 2023, 2024, and the projections for 2025. With the estimated \$70,000 labor cost increase to retain staff and remain competitive in the job market, as well as the \$42,000 increase for the City Cost Allocations, Staff is recommending a fee adjustment for admissions, rentals, and season passes. Additional anticipated expenses for chemicals and other material expenses above the 2024 expenses are projected.

Due to the increased expenses, staff recommends the following:

- 1.) \$.50 increase for Resident and \$1.00 for Non-Resident Entry
- 2.) 10% increase for Facility Rentals and Aquatic Season Passes

A fee comparison sheet is also included for surrounding facilities reflecting their 2024 pricing.

**Staff recommends favorable consideration for the 2025 Aquatic Fee Schedule.**

**2025 Proposed Aquatic Fee Schedule**

<b>Daily Admission Prices</b>	<b>2023</b>			<b>2024</b>			<b>2025 Potential Fee Adjustment</b>		
<b>Blanchette Pool</b>	<b>Price</b>	<b>Attendance</b>	<b>Total Revenue</b>	<b>Price</b>	<b>Attendance</b>	<b>Total Revenue</b>	<b>Price</b>	<b>Attendance</b>	<b>Total Revenue</b>
Adult Non-Resident	\$14.00	3,575	\$50,050.00	\$15.00	3,837	\$57,555.00	\$16.00	3,837	\$61,392.00
Adult w/ Parks Passport or Privilege Card	\$10.00	3,226	\$32,260.00	\$10.50	4,002	\$42,021.00	\$11.00	4,002	\$44,022.00
Child/Senior Non-Resident	\$12.00	2,815	\$33,780.00	\$13.00	2,488	\$32,344.00	\$14.00	2,488	\$34,832.00
Child/Senior w/ Parks Passport or Privilege Card	\$9.00	2,408	\$21,672.00	\$9.50	2,395	\$22,752.50	\$10.00	2,395	\$23,950.00
Adult Non-Resident after 4:00 PM	\$13.00	291	\$3,783.00	\$14.00	695	\$9,730.00	\$15.00	695	\$10,425.00
Adult after 4:00 PM w/ Parks Passport or Privilege Card	\$9.00	723	\$6,507.00	\$9.50	769	\$7,305.50	\$10.00	769	\$7,690.00
Child/Senior Non-Resident after 4:00 PM	\$11.00	186	\$2,046.00	\$12.00	398	\$4,776.00	\$13.00	398	\$5,174.00
Child/Senior after 4:00 PM w/ Parks Passport or Privilege Card	\$8.00	492	\$3,936.00	\$8.50	521	\$4,428.50	\$9.00	521	\$4,689.00
Sunday Family Night (5-7 PM)	\$6.00	157	\$942.00	\$6.50	230	\$1,495.00	\$7.00	230	\$1,610.00
Child Under 2 Years Old Non-Resident	\$4.25	437	\$1,857.25	\$5.25	453	\$2,378.25	\$6.25	453	\$2,831.25
Child Under 2 Years Old w/ Parks Passport or Privilege Card	\$3.75	333	\$1,248.75	\$4.25	427	\$1,814.75	\$4.75	427	\$2,028.25
Tiny Tot Swim	\$4.50	756	\$3,402.00	\$5.00	823	\$4,115.00	\$5.50	823	\$4,526.50
Blanchette Lap Swim	\$5.50	405	\$2,227.50	\$6.00	307	\$1,842.00	\$6.50	307	\$1,995.50
<b>Group Rates</b>									
Group Rate Resident Adult	\$8.00	219	\$1,752.00	\$8.50	204	\$1,734.00	\$9.00	204	\$1,836.00
Group Rate Non-Resident Adult	\$12.00	391	\$4,692.00	\$13.00	376	\$4,888.00	\$14.00	376	\$5,264.00
Group Rate Resident Child/Senior	\$7.00	966	\$6,762.00	\$7.50	895	\$6,712.50	\$8.00	895	\$7,160.00
Group Rate None-Resident Child/Senior	\$10.00	1,726	\$17,260.00	\$11.00	1,704	\$18,744.00	\$12.00	1,704	\$20,448.00
<b>Daily Admission Prices</b>	<b>2023</b>			<b>2024</b>			<b>2025 Potential Fee Adjustment</b>		
<b>Wapelhorst Pool</b>									
Adult Non-Resident	\$15.00	11,699	\$175,485.00	\$16.00	13,134	\$210,144.00	\$17.00	13,134	\$223,278.00
Adult w/ Parks Passport or Privilege Card	\$11.00	5,994	\$65,934.00	\$11.50	5,839	\$67,148.50	\$12.00	5,839	\$70,068.00
Child/Senior Non-Resident	\$13.00	9,597	\$124,761.00	\$14.00	9,712	\$135,968.00	\$15.00	9,712	\$145,680.00
Child/Senior w/ Parks Passport or Privilege Card	\$10.00	4,892	\$48,920.00	\$10.50	4,648	\$48,804.00	\$11.00	4,648	\$51,128.00
Adult Non-Resident after 4:00 PM	\$14.00	376	\$5,264.00	\$15.00	1,161	\$17,415.00	\$16.00	1,161	\$18,576.00
Adult after 4:00 PM w/ Parks Passport or Privilege Card	\$10.00	1,333	\$13,330.00	\$10.50	1,382	\$14,511.00	\$11.00	1,382	\$15,202.00
Child/Senior Non-Resident after 4:00 PM	\$12.00	199	\$2,388.00	\$13.00	678	\$8,814.00	\$14.00	678	\$9,492.00
Child/Senior after 4:00 PM w/ Parks Passport or Privilege Card	\$9.00	913	\$8,217.00	\$9.50	874	\$8,303.00	\$10.00	874	\$8,740.00
Sunday Family Night (5-7 PM)	\$6.00	313	\$1,878.00	\$6.50	480	\$3,120.00	\$7.00	480	\$3,360.00
Child Under 2 Years Old Non-Resident	\$4.25	875	\$3,718.75	\$5.25	1,023	\$5,370.75	\$6.25	1,023	\$6,393.75
Child under 2 Years Old w/ Parks Passport or Privilege Card	\$3.75	523	\$1,961.25	\$4.25	640	\$2,720.00	\$4.75	640	\$3,040.00
Tiny Tot Swim	\$4.50	1,785	\$8,032.50	\$5.00	1,881	\$9,405.00	\$5.50	1,881	\$10,345.50
Wapelhorst Lazy River Walk	\$5.50	2,172	\$11,946.00	\$6.00	2,416	\$14,496.00	\$6.50	2,416	\$15,704.00
<b>Group Rates</b>									
Group Rate Resident Adult	\$8.00	391	\$3,128.00	\$8.50	557	\$4,734.50	\$9.00	557	\$5,013.00
Group Rate Non-Resident Adult	\$12.00	735	\$8,820.00	\$13.00	651	\$8,463.00	\$14.00	651	\$9,114.00
Group Rate Resident Child/Senior	\$7.00	388	\$2,716.00	\$7.50	537	\$4,027.50	\$8.00	537	\$4,296.00
Group Rate Non-Resident Child/Senior	\$10.00	1,758	\$17,580.00	\$11.00	1,384	\$15,224.00	\$12.00	1,384	\$16,608.00
			\$698,257.00			\$803,304.25			\$855,911.75



**2023, 2024, & Projected 2025 Total Revenues & Expenses**

	<b>Actual 2023 Totals</b>	<b>Actual 2024 Totals</b>	<b>Projected 2025 Totals</b>
Admissions/Rentals/Pass Revenue	\$1,136,257	\$1,261,291	\$1,396,712
Program Revenue	\$81,327	\$86,822	\$84,074
Concessions Revenue	\$302,442	\$320,341	\$311,391.50
Other Revenue (Uniforms, Lockers, etc.)	\$2,263	\$1,154	\$1,708.40
Total Revenue	\$1,522,289	\$1,669,607	\$1,793,886
Total Expenses	\$1,508,484	\$1,554,579	\$1,685,446
Total	\$13,805	\$115,028	\$108,440

Total Yearly Attendance	119,485	120,499	120,499
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**Season Aquatic Pass Rates-**

**12/11/2024**

City/ # of Facilities Outdoor	Adult Resident Pass	Adult Non-Resident Pass	Child Resident Pass	Child Non-Resident Pass	Senior Resident Pass	Senior Non-Resident Pass	Family Pass Resident	Family Pass Non- Resident	# of Members in Family Pass	Additional Fee per person Family Pass
<b>One Aquatic Facility</b>										
Ballwin- 1	\$125	\$216	\$97	\$153	\$97	\$153	\$239	\$364	Unlimited	-
Bridgeton- 1	\$100	\$175	\$85	\$140	\$85	\$140	\$190	\$300	4	\$20/\$20
Chesterfield- 1	\$105	\$160	\$95	\$145	\$95	\$145	\$230	\$360	4	\$20/\$30
Clayton- 1	\$134	\$274	\$104	\$204	\$109	\$219	\$239	\$539	Unlimited	-
Des Peres-1	\$345	\$540	\$220	\$357	\$283	\$415	\$575	\$925	Unlimited	-
Hazelwood-1	\$75	\$140	\$75	\$140	\$75	\$140	\$180	\$275	4	\$45
Kirkwood-1	\$110	\$175	\$90	\$150	\$90	\$150	\$240	\$375	3	\$20/\$30
Maryland Heights- 1	\$156	\$232	\$124	\$186	\$124	\$186	\$232	\$356	Unlimited	-
O'Fallon- 1	\$130	\$165	\$105	\$140	\$105	\$140	\$250	\$295	5	\$40/\$65
Maplewood- 1	\$95	\$200	\$85	\$180	\$25	\$170	\$180	\$385	4	\$25/\$35
Sunset Hills- 1	\$135	\$210	\$120	\$170	\$120	\$170	\$275	\$385	5	\$20/\$40
<b>Two Aquatic Facilities</b>										
St. Peters- 2	\$138	\$193	Does Not Offer	Does Not Offer	\$110	\$175	\$231	\$319	6	\$25/\$25
Wentzville- 2	\$145	\$195	\$125	\$170	\$125	\$170	\$295	\$360	5	\$30/\$40
St Charles- 2 Current	\$145	\$175	\$125	\$145	\$125	\$145	\$330	\$375	4	\$35/\$35
St. Charles- 2 Proposed	\$160	\$200	\$140	\$160	\$140	\$160	\$365	\$415	4	\$40/\$40

**Daily Admission Rates-**

**12/11/2024**

City/ Name of Outdoor Facility	Adult Resident	Adult Non-Resident	Child Resident	Child Non-Resident	Senior Resident	Senior Non-Resident
Ballwin- North Pointe	\$7	\$15	\$6	\$15	\$6	\$15
Bridgeton	\$6	\$10	\$5	\$9	\$5	\$9
Chesterfield	\$7	\$11	\$6	\$11	\$6	\$11
Clayton- Shaw Park	\$8	\$12	\$6	\$10	\$7	\$11
Des Peres- The Lodge	\$8	\$12	\$8	\$12	\$8	\$12
Hazelwood- White Birch	\$8	\$16	\$7	\$14	\$7	\$14
Kirkwood Aquatic Center	\$9	\$17	\$8	\$17	\$8	\$17
Maryland Heights- Aquaport	\$7	\$17	\$6	\$12	\$6	\$12
O'Fallon- Alligator's Creek	\$10	\$12	\$9	\$11	\$9	\$11
Maplewood	\$8	\$10	\$5	\$10	\$5	\$10
Sunset Hills	\$9	\$11	\$8	\$11	\$8	\$11
St. Peters- The Cove	\$8	\$12	\$7	\$10	\$7	\$10
St. Peters- Laurel Park	\$6	\$8	\$5	\$6	\$5	\$6
Wentzville- Splash Station	\$10	\$13	\$9	\$12	\$9	\$12
Wentzville- Progress Pool	\$8	\$11	\$6	\$9	\$6	\$9
<b>St Charles- Current</b>						
Wapelhorst Aquatic Center	\$11.50	\$16	\$10.50	\$14	\$10.50	\$14
Blanchette Aquatic Center	\$10.50	\$15	\$9.50	\$13	\$9.50	\$13
<b>St. Charles- Proposed*</b>						
Wapelhorst Aquatic Center	\$12	\$17	\$11	\$15	\$11	\$15
Blanchette Aquatic Center	\$11	\$16	\$10	\$14	\$10	\$14

**St. Charles Parks and Recreation Board**

**MEMORANDUM**

**Date:** December 11, 2024

**From:** Adi Naumann, Recreation Coordinator

**RE:** Proposed Revision to Day Camp Fees for 2025

**Summary:**

Attached is the 2025 recommended fee adjustments to Day Camp for 2025.

Included in the recommended fee adjustments is the total revenue and expenses from 2023, 2024 and estimated 2025, fees history and comparisons in St. Charles County. Projected is an additional \$30,500 labor cost increase as well as nearly \$17,000 increase in City Cost Allocation.

The recommended adjustment is \$10 per child for the main camp hours, a \$10 increase for before and after care, \$5 for either/or care and \$5 increase for Splash Zone.

**Staff requests favorable consideration for approval of the Day Camp Fee adjustment.**

**Fee History & 2025 Proposed Fee Increase**

Summer Fun Day Camp					Sunrise/Sunset Camp			
Hours: 9:00AM - 3:00PM					Hours: 6:30A - 9:00AM and 3:00PM - 6:00PM			
Year	Resident	Fee Increase	Non-Resident	Fee Increase	Both	Fee Increase	Either	Fee Increase
2016	\$100.00	\$10.00	\$110.00	\$10.00	\$45.00	\$5.00	\$30.00	\$5.00
2017	\$100.00	---	\$110.00	---	\$45.00	---	\$30.00	---
2018	\$110.00	\$10.00	\$120.00	\$10.00	\$50.00	\$5.00	\$35.00	\$5.00
2019	\$120.00	\$10.00	\$130.00	\$10.00	\$60.00	\$10.00	\$40.00	\$5.00
2020	\$135.00	\$15.00	\$155.00	\$25.00	\$70.00	\$10.00	\$45.00	\$5.00
2021	\$145.00	\$10.00	\$165.00	\$10.00	\$80.00	\$10.00	\$50.00	\$5.00
2022	\$145.00	\$0.00	\$165.00	\$0.00	\$80.00	\$0.00	\$50.00	\$0.00
2023	\$150.00	\$5.00	\$175.00	\$10.00	\$88.00	\$8.00	\$55.00	\$5.00
2024	\$160.00	\$10.00	\$190.00	\$15.00	\$95.00	\$7.00	\$60.00	\$5.00
2025	\$170.00	\$10.00	\$200.00	\$10.00	\$105.00	\$10.00	\$65.00	\$5.00

*2016 (Week 1 & 6)	\$80.00	---	\$90.00	\$10.00	\$35.00	\$10.00	\$20.00	\$5.00
*2017 (Week 1 & 6)	\$80.00	---	\$90.00	---	\$35.00	---	\$20.00	---
*2018 (Week 1 & 6)	\$90.00	\$10.00	\$100.00	\$10.00	\$40.00	\$5.00	\$25.00	\$5.00
*2019 (Week 1 & 6)	\$100.00	\$10.00	\$110.00	\$10.00	\$50.00	\$10.00	\$30.00	\$5.00
*2020 (Week 1 & 6)	\$120.00	\$20.00	\$140.00	\$25.00	\$60.00	\$10.00	\$35.00	\$5.00
*2021 (Week 1 & 6)	\$130.00	\$10.00	\$150.00	\$10.00	\$70.00	\$10.00	\$40.00	\$5.00
*2022 (Week 1 & 6)	\$130.00	\$0.00	\$150.00	\$0.00	\$70.00	\$0.00	\$40.00	\$0.00
*2023 (Week 1 & 6)	\$135.00	\$5.00	\$160.00	\$10.00	\$78.00	\$8.00	\$45.00	\$5.00
*2024 (Week 1 & 6)	\$145.00	\$10.00	\$175.00	\$15.00	\$85.00	\$7.00	\$50.00	\$5.00
*2025 (Week 1 & 6)	\$155.00	\$10.00	\$185.00	\$10.00	\$90.00	\$5.00	\$55.00	\$5.00

\*4 Day Weeks

Day Camp - Fees Comparison									
Municipality/Location	Ages	Resident Camp Rate	Non-Resident Camp Rate	Resident Before OR After Care	Non-Resident Before OR After Care	Resident Before AND After Care	Non-Resident Before AND After Care	Additional Membership Fee	Field Trip Fees Included
St. Charles Summer Day Camp (2024)	6 to 14	\$ 160.00	\$ 190.00	\$ 60.00	\$ 60.00	\$ 95.00	\$ 95.00		X
St. Charles County YMCA Day Camp (2024)	5 to 13	\$ 155.00	\$ 195.00	\$ 45.00	\$ 55.00	n/a	n/a	X	X
O'Fallon Family YMCA Day Camp (2024)	5 to 12	\$ 160.00	\$ 200.00	\$ 45.00	\$ 55.00	n/a	n/a	X	X
St. Peters Rec-Plex Day Camp (2024)	5 to 12	\$ 144.00	\$ 180.00	n/a	n/a	n/a	n/a		X
City of O'Fallon Day Camp (2024)	5 to 12	\$ 159.00	\$ 176.00	\$ 40.00	\$ 45.00	\$ 65.00	\$ 73.00		X
Lake St. Louis Summer Day Camp (2024)	6 to 12	\$ 140.00	\$ 155.00	\$ 30.00	\$ 35.00	n/a	n/a		X
City of Wentzville Summer Camp (2024)	6 to 12	\$ 220.00	\$ 270.00	\$ 40.00	\$ 50.00	n/a	n/a		X

## Revenue/Expenditure Totals

### 2023 Summer Fun Day Camp Revenue Summarized

Type of Camp Program	Cost	# of Participants	Total Revenue	Expenses	Total Labor	Total Expenses	Total Profit/Loss
Summer Fun Day Camp Resident	\$150	2,159	\$323,850	Program Supplies	Full Time Staff 18%		
Summer Fun Day Camp Non-Resident	\$175	765	\$133,875	Cost Allocation	All Day Camp Staff		
Sunrise Camp	\$55	207	\$11,385	Credit Card Fees			
Sunset Camp	\$55	286	\$15,730				
Both: Sunrise and Sunset	\$88	493	\$43,384				
Splash Zone	\$75	230	\$17,250				
		4,140	\$545,474	\$85,476	\$324,803	\$410,280	\$135,194

### 2024 Summer Fun Day Camp Revenue Summarized

Type of Camp Program	Cost	# of Participants	Total Revenue	Expenses	Total Labor	Total Expenses	Total Profit/Loss
Summer Fun Day Camp Resident	\$160	1,984	\$317,440	Program Supplies	Full Time Staff 18%		
Summer Fun Day Camp Non-Resident	\$190	750	\$142,500	Cost Allocation	All Day Camp Staff		
Sunrise Camp	\$60	206	\$12,360	Credit Card Fees			
Sunset Camp	\$60	221	\$13,260				
Both: Sunrise and Sunset	\$95	448	\$42,560				
Splash Zone	\$75	188	\$14,100				
		3,797	\$542,220	\$104,728	\$360,486	\$465,213	\$77,007

### 2025 Projected Summer Fun Day Camp Revenue/Expenditure

Type of Camp Program	Cost	# of Participants	Total Revenue	Expenses	Total Labor	Total Expenses	Total Profit/Loss
Summer Fun Day Camp Resident	\$170	1,984	\$337,280	Program Supplies	Full Time Staff 18%		
Summer Fun Day Camp Non-Resident	\$200	750	\$150,000	Cost Allocation	All Day Camp Staff		
Sunrise Camp	\$65	206	\$13,390	Credit Card Fees			
Sunset Camp	\$65	221	\$14,365				
Both: Sunrise and Sunset	\$105	448	\$47,040				
Splash Zone	\$80	188	\$15,040				
		3,797	\$577,115	\$122,107	\$397,002	\$519,109	\$58,006

**SAINT CHARLES PARKS & RECREATION BOARD MINUTES  
MEETING HELD  
November 20, 2024**

The meeting was **Called to Order** by President Bichel 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, TJ Slattery, Anne Zerr and Council Liaison Mary West were present. Mike Ryan, Brian Scheidegger and Anna Shy were absent.

**Staff** Maralee Britton - Director, Chris Atkinson – Assistant Director.  
Mike Wilkins – Chief Park Ranger

**Others** Mayor Dan Borgmeyer, D. Todd Reineke

**3. Pledge of Allegiance**

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

Mr. Reineke was informed by Board President Bichel that he had 3 minutes to discuss his topic during the Public Comment section.

Mr. Reineke distributed a document to the Board titled “Mueller Park: Establishment, Development, Sale and Impact. Draft Version C – November 19, 2024.”

Mr. Reineke said that he did not agree with the Park Boards/City Council to sell the St. Charles Soccer Complex to Invesco Group LLC. He questioned the sale price, the sale process, and had concerns about what SCCYSA and other groups who currently utilize the complex will do in the future.

The Board thanked Mr. Reineke for his comments.

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

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

- A. **Resolution #7, 2024 Declaring Equipment Surplus\***
- B. **Contract with Playpower/Hutchinson Recreation for the purchase and install of new playground equipment in Boone’s Lick Park in 2025 in an amount not to exceed \$124,000.00\***
- C. **Contract with SofSurfaces for the purchase and install of the new playground safety surfacing in Boone’s Lick Park in 2025 in an amount not to exceed \$88,000.00\***

- D. Contract with Deere & Company for purchase of 5 new propane mowers with 5 trade in mowers in an amount not to exceed \$49,439.20\***
- E. Purchase Order with Deere & Company for purchase of 1 new diesel mower with 1 trade in mower for Oak Grove Cemetery in an amount not to exceed \$19,653.42\***
- F. Purchase Order with ATT Mobility/FirstNet to provide cellular phone service and equipment in 2025 in an amount not to exceed \$32,300.00\***

Muench made a motion to approve Action Items A, B, C, D, E & F; seconded by Zerr.  
Motion Passed.

- G. Purchase Order with WEX Bank to provide fleet fuel cards for use in 2025 in an amount not to exceed \$99,500.00\***
- H. Purchase Order with NAPA Auto Parts to supply vehicle and equipment parts in 2025 in an amount not to exceed \$17,900.00\***
- I. Second Renewal Contract with Minuteman Press to provide brochure printing in 2025 in an amount not to exceed \$34,000.00\***
- J. Purchase Order with Imperial Dade to provide janitorial supplies in 2025 in an amount not to exceed \$30,000.00\***
- K. First Renewal of contract with STL Shirt Co. to provide all screen-printed shirts and apparel for staff and program participants in 2025 in an amount not to exceed \$39,550.00\***

Glosier made a motion to approve Action Items G, H, I, J, & K; seconded by Mudrovic.  
Motion Passed.

- L. Purchase Order with Krey Distributing to provide alcoholic beverages for resale at Concession Stands in 2025 in an amount not to exceed \$20,000.00\***
- M. Purchase Order with Concentra Medical Services for related medical and testing for employees in the Parks & Recreation Department in 2025 in an amount not to exceed \$20,000.00\***
- N. Contract with Vandalia Bus Lines to provide transportation services for trip participants in 2025 in an amount not to exceed \$16,685.00\***
- O. Contract with the Guest House at Graceland LLC. to provide overnight lodging, meals and tours for trip participants in 2025 in an amount not to exceed \$22,457.21\***
- P. Purchase Order with MTI Distributing for purchase of 2 Toro Groomers with 2 trade in Toro Groomers in an amount not to exceed \$25,869.28\***
- Q. Contract with Pundmann Motor Company for the purchase of 4 new trucks and attachments with 4 trade in trucks in an amount not to exceed \$189,735\***
- R. Contract with Jeff Ellis & Associates Inc. to provide aquatics risk management and safety certifications in 2025 in an amount not to exceed \$18,995.00\***

Mudrovic made a motion to approve Action Items L, M, N, O, P, Q, & R; seconded by Glosier. Motion Passed

**7. Meeting Minutes:**

- A. Parks & Recreation Board Meeting Minutes September 18, 2024\***
- B. Parks & Recreation Board Work Session Meeting Minutes October 2, 2024\***
- C. Parks & Recreation Board Bus Tour Minutes, October 16, 2024\***
- D. Parks & Recreation Board Work Session Meeting Minutes November 6, 2024\***

Slattery made a motion to approve the meeting minutes (A, B, C & D); seconded by Zerr. 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 and Project Report
- C. Accounts Receivable Report
- D. Financial Transactions from \$10,000 to \$15,000- None
- E. Oak Grove Cemetery Report

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

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

**10. Presidents Announcements and Reminders:**

Bichel asked if anyone was interested in attending the 2025 MPRA Conference in Branson, MO on February 18-21, 2025 that they should let Britton know.

**11. Directors Report:**

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

**B. General Department Update**

Britton reminded the Board about the upcoming Board Holiday Social event that will take place on Thursday December 12<sup>th</sup>, 2024 from 6:00 – 9:00pm. Asked Board members to RSVP to staff.

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

Slattery asked about parking at Booneslick Park. Since the building of the pickleball courts in the park the park usage has increased significantly. Due to a lack of a dedicated park parking lot most park users park on street. Staff said that the parking lot project is currently in the outer years of the 6 year CIP but we will more than likely have to move the project up so that it can be completed earlier.

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

Council Liaison West asked for an update on the Pundmann Park Property. Staff said that City Engineering have been engaged and they have hired a design consultant and are working on the layout and construction documents for the on street parking, sidewalk extension and “dry creek” drainage channel that will be in the park. Parks staff are finalizing the items that will be in the “Donor Gift” catalog that can be used for fundraising purposes.

Mayor Borgmeyer updated the Board on current and future projects around the City.

**14. Park Board Liaisons Comments**

**A. Foundation Report:** Mudrovic updated the Board that the Parks Foundation Board is still working on their financial planning/investment document. They are looking to retain an attorney to assist with the project. Also said that the Turkey Bowl on November 9<sup>th</sup>, 2024 was successful with a great attendance.

**B. Legislative Report:** None.

As there was no further business to discuss Slattery moved for **Adjournment** at 6:49 pm; Seconded by Muench. The motion passed.

Meeting: November 20, 2024

Respectfully Submitted,

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Sandy Bichel, President

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Anna Shy, Secretary

## Upcoming Events

### Meetings:

- January 1, 2024 (No January Work Session – Happy New Year!)
  - January 15, 2024 (Board Meeting)
- 
- Christmas Traditions – each Friday, Saturday, Sunday through December 22, 2024
    - Historic Main Street, Fri 6P – 8:30P; Sat 12P – 8:30P; Sun 12P – 5P
  - Christmas Traditions - “A Christmas Carol” Stroll, every Wed through December 18, 2024
    - Historic Main Street, 6P – 8:30P
  - Live From Freezer’s Palace – Sunday, December 22, 2024
    - Foundry Arts Centre, 6-7:30P (Tickets required)
  - St. Charles Flea – Monthly 2<sup>nd</sup> Saturday
    - St. Charles City Hall Parking Garage – 8A – 1P
  - First Fridays –Jan 3, Feb 7, March 7, April 4, 2025
    - Foundry Art Centre, 5P-8P
  - St. Charles Parks Winter Bingo – Tuesday, January 14, 2025
    - Memorial Hall, Blanchette Park – 11:30A – 2P
  - Fire Arts Fest – Friday, January 24, 2025
    - Foundry Arts Centre, 4P – 9P
  - Fete de Glace/Bowls and Brews – Jan 25, 2025
    - North Main Street, 9:30A – 3:30P
  - St. Charles Parks Passport Renewal Due – beginning January 2, 2025
    - Park Administration Office – Blanchette Park, 8A – 5P
  - Shelter Reservations Open for 2025 – January 2, 2025
    - Park Administration Office – Blanchette Park, 636-949-3372, 8A-5P
  - St. Charles Parks Aquatic Passes 2025 Go On Sale – February 3, 2025
    - Park Administration Office – Blanchette Park, 636-949-3372, 8A – 5P
  - Once Upon A Valentine – Saturday-Sunday, February 8 – 9, 2024
    - Historic Main Street, 12-3P
  - Parks & Recreation Job Fair 2025– Tuesday, February 18<sup>th</sup>, 2025
    - Blanchette Park, Memorial Hall – 3-5P

St. Charles Parks and Recreation Photo Contest ends January 24, 2025. Visit <https://stcharlesparks.com/parks-photo-contest/> to learn more

December 2024 Finances  
Parks and Recreation Financials Worksheet-Operating Funds



Estimated Financial Worksheet	2024 Actual	2024 Budget
Total Expenses	\$ (8,290,194)	\$ (9,820,637)
Total Customer Revenue	\$ 3,649,983	\$ 4,147,335
Total Property Tax	\$ 1,884,223	\$ 4,085,270
Total Delinquent Tax	\$ 35,819	\$ 91,550
Total Tax Surtax	\$ 168,182	\$ 157,636
Recovered Exp. - Sale of Assets	\$ 39,889	\$ -
Interest	\$ 7,144	\$ -
Total Cell Tower	\$ 61,812	\$ 62,420
Capital Reappropriations	\$ 313,374	\$ 313,374
Other Revenue Reimb - Rec Exp	\$ 55	\$ 21,910
Grants	\$ -	\$ 10,000
Other Revenue Contributions	\$ 21,911	\$ -
Other Revenue Misc	\$ 66,007	\$ -
Transfer from CIP Sales Tax Fund (Boeing Payment)	\$ 600,000	\$ 600,000
Replacement Fund	\$ 642,000	\$ 642,000
	<b>\$ (799,796)</b>	<b>\$ 310,858</b>

Beginning Fund Balance	2,874,773	Final Audited
Expenses	\$ (8,290,194)	
Revenue	\$ 7,490,398	
Ending Cash Balance	<u>\$ 2,074,977</u>	
Petty Cash	\$ 8,950	
Estimated Equipment Replacement Fund Total	<u>\$ 2,839,149</u>	
Fund Balance	\$ (755,222)	

Interfund loan liability for purchase of land	0
<b>2024 Loan Balance</b>	0
	2024 Payment Funds
	Boeing Pymt 600,000
<b>2024 Payment</b>	<u>0</u>
<b>Loan Balance</b>	<u>0</u>

Aquatics	2024 Actual	2024 Budget
Personnel Expenditures	\$ (969,573)	\$ (986,905)
Contractual Expenditures	\$ (159,731)	\$ (186,277)
Materials & Supplies Expenditures	\$ (274,677)	\$ (368,877)
Capital Outlay	\$ (23,777)	\$ (35,000)
Equipment Replacement Fund	\$ (119,836)	\$ (119,836)
<b>Total Expenses</b>	<u>\$ (1,547,594)</u>	<u>\$ (1,696,895)</u>

Total Revenue	\$ 1,669,707	\$ 1,703,500
Recovered Expenses	\$ -	\$ -
<b>Total Income</b>	<u>\$ 1,669,707</u>	<u>\$ 1,703,500</u>

<b>Aquatics Net Revenue</b>	<u>\$ 122,113</u>	<u>\$ 6,605</u>
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Concessions	2024 Actual	2024 Budget
Personnel Expenditures	\$ (109,871)	\$ (124,982)
Contractual Expenditures	\$ (39,343)	\$ (48,495)
Materials & Supplies Expenditures	\$ (77,009)	\$ (122,982)
Capital Outlay	\$ -	\$ -
Equipment Replacement Fund	\$ (11,028)	\$ (11,028)
<b>Total Expenses</b>	<u>\$ (237,251)</u>	<u>\$ (307,487)</u>

Total Revenue	\$ 150,139	\$ 325,500
Recovered Expenses	\$ -	\$ -
<b>Total Income</b>	<u>\$ 150,139</u>	<u>\$ 325,500</u>

<b>Concession Net Revenue</b>	<u>\$ (87,112)</u>	<u>\$ 18,013</u>
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Memorial Hall	2024 Actual	2024 Budget
Personnel Expenditures	\$ (41,379)	\$ (50,609)
Contractual Expenditures	\$ (8,940)	\$ (11,237)
Materials & Supplies Expenditures	\$ (21,714)	\$ (29,273)
Capital Outlay	\$ -	\$ (5,000)
Equipment Replacement Fund	\$ (21,528)	\$ (21,528)
<b>Total Expenses</b>	<u>\$ (93,561)</u>	<u>\$ (117,647)</u>

Total Revenue	\$ 64,185	\$ 110,015
Total Tax Revenue (.2%)	\$ 3,840	\$ 8,354
Recovered Expenses	\$ -	\$ -
<b>Total Income</b>	<u>\$ 68,025</u>	<u>\$ 118,369</u>

<b>Memorial Hall Net Revenue</b>	<u>\$ (25,536)</u>	<u>\$ 722</u>
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December 2024 Finances  
Parks and Recreation Financials Worksheet-Operating Funds

<b>Recreation</b>		2024 Actual	2024 Budget
Personnel Expenditures	\$	(829,348)	\$ (833,841)
Contractual Expenditures	\$	(121,599)	\$ (145,286)
Materials & Supplies Expenditures	\$	(461,693)	\$ (542,084)
Capital Outlay	\$	-	\$ -
Equipment Replacement Fund	\$	(14,857)	\$ (14,857)
<b>Total Expenses</b>	\$	<u>(1,427,496)</u>	<u>\$ (1,536,068)</u>
Total Revenue	\$	1,413,239	\$ 1,330,295
Total Tax Revenue (5%)	\$	96,002	\$ 208,841
Recovered Expenses	\$	-	\$ -
<b>Total Income</b>	\$	<u>1,509,241</u>	<u>\$ 1,539,136</u>
<b>Recreation Net Revenue</b>	<b>\$</b>	<b>81,744</b>	<b>\$ 3,068</b>
<b>Maintenance</b>		2024 Actual	2024 Budget
Personnel Expenditures	\$	(1,665,831)	\$ (1,709,979)
Contractual Expenditures	\$	(389,471)	\$ (448,601)
Materials & Supplies Expenditures	\$	(164,902)	\$ (191,340)
Capital Outlay	\$	-	\$ -
Equipment Replacement Fund	\$	(156,671)	\$ (156,671)
<b>Total Expenses</b>	\$	<u>(2,376,875)</u>	<u>\$ (2,506,591)</u>
Total Revenue	\$	92,628	\$ 231,600
Total Tax Revenue (57.33%)	\$	1,100,760	\$ 2,394,571
Total Surtax (83%)	\$	139,591	\$ 130,838
Recovered Expenses	\$	-	\$ -
MO Conservation Grant	\$	-	\$ 10,000.00
<b>Total Income</b>	\$	<u>1,332,979</u>	<u>\$ 2,767,009</u>
<b>Maintenance Net Revenue</b>	<b>\$</b>	<b>(1,043,896)</b>	<b>\$ 260,418</b>
<b>Administration</b>		2024 Actual	2024 Budget
Personnel Expenditures	\$	(800,809)	\$ (815,924)
Contractual Expenditures	\$	(110,749)	\$ (133,914)
Materials & Supplies Expenditures	\$	(151,318)	\$ (65,059)
Capital Outlay	\$	-	\$ -
Equipment Replacement Fund	\$	(13,604)	\$ (13,604)
<b>Total Expenses</b>	\$	<u>(1,076,480)</u>	<u>\$ (1,028,501)</u>
Total Revenue	\$	178,124	\$ 259,425
Total Tax Revenue (21%)	\$	403,209	\$ 877,132
Recovered Expenses	\$	-	\$ -
<b>Total Income</b>	\$	<u>581,333</u>	<u>\$ 1,136,557</u>
<b>Administration Net Revenue</b>	<b>\$</b>	<b>(495,147)</b>	<b>\$ 108,056</b>
<b>Rangers</b>		2024 Actual	2024 Budget
Personnel Expenditures	\$	(467,864)	\$ (483,949)
Contractual Expenditures	\$	(85,049)	\$ (97,942)
Materials & Supplies Expenditures	\$	(22,670)	\$ (28,755)
Capital Outlay	\$	-	\$ -
Equipment Replacement Fund	\$	(50,115)	\$ (50,115)
<b>Total Expenses</b>	\$	<u>(625,698)</u>	<u>\$ (660,761)</u>
Total Revenue	\$	81,961	\$ 187,000
Total Tax Revenue (12%)	\$	230,405	\$ 501,218
Total Surtax (17%)	\$	28,591	\$ 26,798
Recovered Expenses	\$	-	\$ -
<b>Total Income</b>	\$	<u>340,957</u>	<u>\$ 715,017</u>
<b>Rangers Net Revenue</b>	<b>\$</b>	<b>(284,741)</b>	<b>\$ 54,256</b>
<b>Parks Capital</b>		2024 Actual	2024 Budget
<b>Total Expenses</b>	\$	<u>(905,239)</u>	<u>\$ (1,966,687)</u>
Total Revenue/ Replacement Fund	\$	642,000	\$ 642,000
Total Tax Revenue (4.47%)	\$	85,826	\$ 186,704
Re-Appropriations	\$	313,374	\$ 313,374
Other Revenue Contributions	\$	21,911	\$ 21,910
Budget Amendments	\$	-	\$ 377,500
<b>Total Income</b>	\$	<u>1,063,110</u>	<u>\$ 1,541,488</u>
<b>Capital Net Revenue</b>	<b>\$</b>	<b>157,872</b>	<b>\$ (425,199)</b>
<b>Cemetery</b>		2024 Actual	2024 Budget
Personnel Expenditures	\$	(166,436)	\$ (177,254)
Contractual Expenditures	\$	(21,787)	\$ (31,520)
Materials & Supplies Expenditures	\$	(11,274)	\$ (14,350)
Capital Outlay	\$	-	\$ -
Total Expenses	\$	<u>(199,497)</u>	<u>\$ (223,124)</u>
Total Revenue	\$	45,400	\$ 80,325
<b>Cemetery Net Revenue</b>	<b>\$</b>	<b>(154,097)</b>	<b>\$ (142,799)</b>

**Project Report -December 2024**

Project Name	Project Code	Budget	Expenses	Encumbrances	Remaining Funds	Funding Source
MONUMENT REFURBISHING	Project Code: 21CEM1					
	410-431-791-873-101	\$ 1,053.31	\$ -	\$ -	\$ 1,053.31	Capital Sales Tax
	410-431-761-873-199	\$ 8,102.00	\$ 3,672.09	\$ -	\$ 4,429.91	Capital Sales Tax
SURVEY & PLOTTING GRAVE SPACES	Project Code: 22CEM1	\$ 12,250.00	\$ 12,250.00	\$ -	\$ -	Capital Sales Tax
ROAD SEALING	Project Code: 23CEM1	\$ 29,846.69	\$ 29,846.69	\$ -	\$ -	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	\$ 217,000.00	\$ 165,068.92	\$ 50,240.53	\$ 1,690.55	Property Tax
TRAILS AND PARKING LOT REHAB	Project Code: 23PRK2	\$ 96,343.00	\$ 92,564.00	\$ 3,779.00	\$ -	Metro
RECREATIONAL SITE DEVELOPMENT	Project Code: 23PRK4	\$ -	\$ -	\$ -	\$ -	
	216-518-873-109	\$ 282,000.00	\$ 262,463.81	\$ -	\$ 19,536.19	Metro
	217-451-873-109	\$ 45,000.00	\$ -	\$ 12,750.00	\$ 32,250.00	Property Taxes
	417-451-873-109	\$ 759,729.97	\$ -	\$ -	\$ 759,729.97	Parks Capital
AQUATIC PUMPS & MOTORS	Project Code: 23PRK18	\$ 14,303.00	\$ 14,303.00	\$ -	\$ -	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	\$ 239,333.74	\$ -	\$ 2,606.26	Prop P
MEMORIAL HALL - FLOORING	Project Code: 23PRK26	\$ 22,785.00	\$ 22,784.50	\$ -	\$ 0.50	Replacement Fund
LANDSCAPING - ALL PARKS	Project Code: 24PRK1	\$ 21,428.99	\$ 11,828.62	\$ 7,600.00	\$ 2,000.37	Property Tax
SEAL ASPHALT ALL PARKS	Project Code: 24PRK2	\$ 102,500.00	\$ 59,879.57	\$ 26,915.00	\$ 15,705.43	Property Tax
HVAC REPLACEMENTS - ALL PARK FACILITIES	Project Code: 24PRK3	\$ 49,000.00	\$ 46,354.30	\$ -	\$ 2,645.70	Property Tax
RESTROOM REHABS - ALL PARKS	Project Code: 24PRK4	\$ 11,338.00	\$ 11,338.00	\$ -	\$ -	Property Tax
PLAYGROUND SAFETY SURFACING	Project Code: 24PRK5	\$ 3,125.00	\$ 3,125.00	\$ -	\$ -	Property Tax
ADA RENOVATIONS	Project Code: 24PRK6	\$ -	\$ -	\$ -	\$ -	Property Tax
PARKS STORM WATER	Project Code: 24PRK7			\$ -		Property Tax
	216-451-873-109	\$ 641.00	\$ 561.12	\$ -	\$ 79.88	Metro
	217-451-872-102	\$ -	\$ -	\$ -	\$ -	Property Tax
	217-451-873-109	\$ 38,160.00	\$ 36,513.02	\$ -	\$ 1,646.98	Property Tax
	217-451-874-103	\$ -	\$ -	\$ -	\$ -	Property Tax
	217-451-874-106	\$ -	\$ -	\$ -	\$ -	Property Tax
	217-451-874-199	\$ -	\$ -	\$ -	\$ -	Property Tax
CONCESSION STAND RENOVATIONS	Project Code: 24PRK8	\$ 15,000.00	\$ 14,175.55	\$ -	\$ 824.45	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	\$ 39,077.50	\$ -	\$ 922.50	Property Tax
FRISBEE DISC COURSE	Project Code: 24PRK11	\$ 40,000.00	\$ 36,300.00	\$ 3,700.00	\$ -	Parks Capital
AQUATICS - FACILITY SAFETY EQUIPMENT	Project Code: 24PRK12	\$ 26,000.00	\$ 23,749.81	\$ -	\$ 2,250.19	Replacement Fund
AQUATICS - FEATURES & SIGNAGE	Project Code: 24PRK13	\$ 133,341.00	\$ 133,063.00	\$ -	\$ 278.00	Replacement Fund
RANGER VEHICLES & SUPPORT ITEMS	Project Code: 24PRK15	\$ 139,444.81	\$ 139,444.81	\$ -	\$ -	Replacement Fund
FURNISHING REPLACEMENTS	Project Code: 24PRK16	\$ 12,700.00	\$ 1,230.62	\$ -	\$ 11,469.38	Replacement Fund
CONCESSION EQUIPMENT REPLACEMENT	Project Code: 24PRK17	\$ 7,042.00	\$ 738.00	\$ -	\$ 6,304.00	Replacement Fund
MAINTENANCE - VEHICLES & ATTACHMENTS	Project Code: 24PRK18	\$ 108,717.19	\$ 108,055.19	\$ -	\$ 662.00	Replacement Fund

**Project Report -December 2024**

Project Name	Project Code	Budget	Expenses	Encumbrances	Remaining Funds	Funding Source
MAINTENANCE - MOWING EQUIPMENT	Project Code: 24PRK19	\$ 141,304.00	\$ 141,303.20	\$ -	\$ 0.80	Replacement Fund
SOFTWARE UPGRADES	Project Code: 24PRK20	\$ -	\$ -	\$ -	\$ -	
PRINTER REPLACEMENT	Project Code: 24PRK21	\$ 8,916.00	\$ 5,242.99	\$ -	\$ 3,673.01	Replacement Fund
RECREATION EQUIPMENT	Project Code: 24PRK22					
	217-451-873-109	\$ 6,250.00	\$ 3,576.11	\$ -	\$ 2,673.89	Replacement Fund
	217-451-873-199	\$ 10,200.00	\$ 6,821.48	\$ -	\$ 3,378.52	Replacement Fund
PC REPLACEMENT	Project Code: 24PRK23	\$ 32,000.00	\$ 18,224.26	\$ 13,632.00	\$ 143.74	Replacement Fund
MEMORIAL HALL FURNISHINGS	Project Code: 24PRK24	\$ 20,500.00	\$ 18,166.22	\$ -	\$ 2,333.78	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	\$ 28,330.00	\$ -	\$ 670.00	Property Tax
TRAILS AND PARKING LOT REHAB	Project Code: 24PRK28	\$ 105,000.00	\$ 105,000.00	\$ -	\$ -	Metro
PLAYGROUND REPLACEMENT	Project Code: 24PRK30					
	217-451-873-109	\$ 3,125.00	\$ 3,125.00	\$ -	\$ -	Property Tax
	417-451-873-109	\$ 200,000.00	\$ 200,000.00	\$ -	\$ -	Parks Capital
PARK RESTROOM ADDITIONS	Project Code: 24PRK31	\$ 95,000.00	\$ 95,000.00	\$ -	\$ -	Metro
FACILITY REPAIRS	Project Code: 24PRK32	\$ 40,000.00	\$ 38,226.73		\$ 1,773.27	Parks Capital
BOSCHERT TRAIL PROJECT	Project Code: 24PRK33	\$ 490,000.00	\$ 346,500.00	\$ 26,975.00	\$ 116,525.00	Property Tax
MEMORIAL HALL DEDUCTIBLE	Project Code: 24PRK34	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	Property Tax
FRONTIER PARK STORM SEWER REPAIR	Project Code: 24PRK35					
	217-451-873-109	\$ 55,000.00	\$ 1,978.45		\$ 53,021.55	Property Tax
	420-502-502-873-103	\$ 11,410.51	\$ 11,410.51		\$ -	Streets Funds
	517-500-581-873-110	\$ 38,188.79	\$ 38,188.79	\$ -	\$ -	Streets Funds
	517-502-502-873-110	\$ 3,525.70	\$ -	\$ 3,525.70	\$ -	PW Storm Water Funds
1921 MUEGGE ROAD	Project Code: 24PRK36	\$ 377,500.00			\$ 377,500.00	Property Tax
<b>Project Funding Source Totals</b>						
		Budget	Expenses	Encumbrances	Remaining Amount	
Equipment Replacement Fund	TOTAL	\$ 723,502.89	\$ 676,539.88	\$ 13,632.00	\$ 33,331.01	Replacement Fund
Taxes	TOTAL	\$ 1,601,676.99	\$ 771,506.93	\$ 124,480.53	\$ 705,689.53	Property Taxes
Metro Parks & Recreation Fund	TOTAL	\$ 628,984.00	\$ 605,588.93	\$ 3,779.00	\$ 19,616.07	Metro
Prop P Parks Capital	TOTAL	\$ 1,406,669.97	\$ 513,860.47	\$ 3,700.00	\$ 889,109.50	Prop P - Parks Capital
Gaming Funds	TOTAL					Gaming
Cash Balance	TOTAL					Cash
<b>TOTAL PROJECTS</b>		\$ 4,360,833.85	\$ 2,567,496.21	\$ 145,591.53	\$ 1,647,746.11	
<b>Capital Sales Tax (Cemetery only)</b>	TOTAL	\$ 51,252.00	\$ 45,768.78	\$ -	\$ 5,483.22	
<b>New Park Development Balance</b>		\$ 1,086,729.97	\$ 262,463.81	\$ 12,750.00	\$ 811,516.16	

**DECEMBER 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>Trip</b>			
Daycamp		\$ 8.00	Short paid before care; have tried to contact multiple times to no avail.
<b>Facility</b>			
<b>2024 TOTAL</b>		<b>\$ 8.00</b>	
<b>2024 Organizations</b>			
<b>Organizations with multiple uses paying monthly, quarterly or by season</b>			
Boeing Flag Football	League Fees	\$ 2,433.00	Billed 11/25/24.
SCCYSA	League Fees	\$ 9,814.00	Billed 11/8/2024. Will follow up.
St. Charles High School	League Fees	\$ 315.00	Billed 11/6/2024. Will mail on 13th - had to go to board meeting for signature.
<b>2024 TOTAL</b>		<b>\$ 12,562.00</b>	
	<b>Total Due</b>	<b>\$ 12,775.00</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 - 12/10/24

### 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	27	\$ 37,800.00
Cremation (3 feet by 3 feet)	\$ 800.00	5	\$ 4,000.00
<b>Total:</b>		32	\$ 41,800.00

### 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	22	\$ 35,200.00
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>		27	\$ 44,200.00

### 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	9	\$ 18,000.00
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>		9	\$ 18,000.00

### 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	17	\$ 8,500.00
Saturday	\$ 850.00	6	\$ 5,030.00
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>		23	\$ 13,530.00

### Cremations with a Service

Burial Day (Completed before Closing)	Fee	Quantity	Total
Monday - Friday	\$ 850.00	1	\$ 850.00
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>		1	\$ 850.00

### 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	27	\$ 37,800.00
Total Cremation Grave Sales	5	\$ 4,000.00
Total Grave Burials	36	\$ 62,200.00
Total Cremation Burials	24	\$ 14,380.00

**Total Income** \$ 118,380.00