

St. Charles Parks and Recreation Board
Tentative Agenda
January 15, 2025 ~ 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. David Todd Reineke Relative to the Former St. Charles Soccer Complex
5. Staff Reports/Presentations:
 - A.
6. Items for Discussion and/or Action:
 - A. Contract with Gamma Tree Experts to complete the 2025 tree removal/pruning services in an amount not to exceed \$35,000*
 - B. Contract with Aquatic Control to complete the 2025 Pond Management Program in an amount not to exceed \$17,200*
 - C. Purchase Order with Westport pools to provide chemicals for the aquatic facilities in 2025 in an amount not to exceed \$41,000*
 - D. Purchase Order with MBR Management Corp to provide Domino's Pizza at the Wapelhorst Aquatic Facility for resale in 2025 in an amount not to exceed \$15,000*
 - E. Purchase Order with Old Time Servicing Company to provide Cool Beads Ice Cream for resale at concession stands in 2025 in an amount not to exceed \$38,000*
 - F. Contract with Capri Pools & Aquatics to perform opening and closing of aquatic facilities and maintenance support in 2025 in an amount not to exceed \$34,000*
 - G. Contract with First Student Inc. to provide motor coach transportation for Day Camp and COPS Camp participants in 2025 in an amount not to exceed \$31,000*
 - H. Revisions to Aquatic Facility Admissions Policy*
 - I. Consideration for approval Budget Amendment #1, 2025, Re-appropriations*
 - J. 97 Acre Park Update of Phasing Plan
7. Minutes-
 - A. Parks & Recreation Board Meeting Minutes December 18, 2024*
 - B. Parks & Recreation Board Special Work Session Meeting Minutes December 30, 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.
11. Director's Report
- A. Thank You's and Comments (As Available)
 - B. General Department Update
 - C. February 19, 2025 Meeting
12. Board Member Announcements and Reminders
13. Council Liaison Announcements and Reminders
14. Park Board Liaisons' Comments
- A. Foundation Report
 - B. Legislative Report
15. Closed Session (As Needed or Indicated)
- A. Legal actions, causes of action, or litigation. (RSMo 610.021.1)
 - B. Leasing, purchase or sale of real estate where public knowledge of the transaction might adversely affect the legal consideration thereof. (RSMo 610.021.2)
 - C. Hiring, firing, disciplining or promoting of particular employees when information relating to the performance or merit of individual employees is discussed or recorded. (RSMo 610.021.3)**
 - D. Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment. (RSMo 610.021.13)
16. Adjournment

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

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

Posted by: _____ Date: _____ Time: _____

St. Charles Parks and Recreation Board

MEMORANDUM

Date: January 7, 2025

From: Chris Atkinson, Assistant Director of Parks & Recreation

RE: Contract with Gamma Tree Experts to provide tree pruning and removal in 2025 for the
Parks & Recreation Department*

Summary:

In 2023, the Public Works Department advertised bid specifications (Bid#4649) for tree pruning and removal services on City Right of Way and in response to storm damage.

This was a potential 3 year bid that would cover 2023, 2024 and 2025. They received four bids. They awarded the contract to Gamma Tree Experts (A contractor that we have used multiple times over the years including 2024 for Park's needs).

Parks & Recreation staff would like to utilize the bidding provided by Gamma Tree Experts to the Public Works Department for our needs again in 2025.

Funds for the Parks & Recreation Departments and Cemetery contract would come from the following sources:

217 451 873 109	25PARKS001	Landscaping	\$5,000
217 401 742 008		Maintenance Tree Removal	\$25,000
001 431 791 742 008		Cemetery Tree Removal	\$5,000

Park Board approval for this purchase is required.

Staff requests favorable consideration of the contract with Gamma Tree Experts in an amount not to exceed \$35,000.00.

**Tabulation Sheet
Bid #4649
Tree Maintenance Services**

Description	Gamma Tree Experts (St. Louis, MO)	T&L Tree Service, Inc. (Hazelwood, MO)	B&B Tree & Landscapes, LLC (Wentzville, MO)	Looks Great Services of MS (Columbia, MS)
Labor - Trim, Cut & Remove Debris:	\$35.00/Hour	\$49.00/Hour	\$75.00/Hour	\$55.00/Hour
Climber - Climb, Trim & Cut:	\$50.00/Hour	\$58.00/Hour	\$90.00/Hour	\$150.00/Hour
Bucket Truck & Driver:	\$85.00/Hour	\$98.00/Hour	N/A	\$270.00/Hour
Stump Grinder & Driver:	\$35.00/Hour	\$44.00/Hour	\$100.00/Hour	\$180.00/Hour
Renewal Increase Percentages:	2024: 0% 2025: 0%	2024: 3% 2025: 3%	2024: 5% 2025: 5%	2024: 3% 2025: 3%
Additional Equipment/Services:				
Crane Truck:	\$85.00/Hour	\$120.00/Hour	\$200.00/Hour	
Small Crane Truck:			\$175.00/Hour	
Bobcat:	\$55.00/Hour	\$60.00/Hour		
Log Trucks:	\$45.00/Hour			
Chipper Trucks & Chipper:	\$55.00/Hour		\$120.00/Hour	
Spray Trucks:	\$55.00/Hour + Chemicals			
Mini Skid Loader & Operator:	\$50.00/Hour	\$40.00/Hour	\$90.00/Hour	
Grapple Truck & Operator:			\$200.00/Hour	
Backyard Lift with Operator (Alt to Bucket):			\$130.00/Hour	

Bid 4649 was advertised in the St. Louis Countian, the St. Charles Business Record and on the City's Website beginning December 16, 2022.

Bids were due prior to 2:00 pm on January 6, 2023.

This is only a tabulation sheet. It does not indicate who has or will be awarded the Bid.

Willie Hantack
Purchasing Manager
200 North Second Street
St. Charles, Missouri 63301
william.hantack@stcharlescitemo.gov

BID FORM

Signature of bidder indicates that bidder understands and will comply with all terms and conditions and all other specifications made a part of this Invitation for Bid and any subsequent award or contract. All terms, conditions and representations made in this invitation will become an integral part of the contract.

In compliance with this Invitation for Bid Number 4649 and to all the conditions imposed herein, the undersigned offers and agrees to furnish all labor, material, equipment, supervision, delivery, removals, dumping, fuel surcharges, insurance, traffic control, safety items, and all other related items necessary for Tree Maintenance Services in accordance with the specifications attached herein at the following price(s):

Item	Description	Hourly Rate
1	Labor – Trim, Cut & Remove Debris	\$ 35.00
2	Climber -- Climb, Trim & Cut	\$ 50.00
3	Bucket Truck & Driver	\$ 85.00
4	Stump Grinder & Driver	\$ 35.00
RENEWAL OPTIONS:		
5	2024 Calendar Year - Maximum Percentage Increase above 2023 Prices:	0 %
6	2025 Calendar Year - Maximum Percentage Increase above 2024 Prices:	0 %

Indicate form of proposer:

- Sole Proprietor
- Limited Liability Company (Attach a Copy of Annual Registration Report with Proposal)
- Partnership
- Corporation (Attach a Copy of Annual Registration Report with Proposal)
- Other: _____

Full Legal Name of Proposer: Gamma Tree Experts

Street Address: 1298 Fee Fee Rd

City/State/Zip Code: St. Louis Mo, 63146

City of St. Charles business license number: _____
(if located within city)

Last 4 Digits of FEIN or SSN: 7258

Telephone: 314-867-2363

Name: Thomas Gsmma Title: Owner

Signature:  Date: 1-6-2023

Email Address: Tom@gammatree.com

St. Charles Parks and Recreation Board

MEMORANDUM

Date: January 7, 2025

From: Chris Atkinson, Assistant Director of Parks & Recreation

RE: Contract Renewal #1 with Aquatic Control Inc. to provide aquatic vegetative control for lakes and ponds in 2025 for the Parks & Recreation Department*

Summary:

The Department through private contractors maintains the following park lakes and ponds: Wapelhorst, Vogt Brothers, Fox Hill, Heatherbrook and Oak Grove Cemetery.

This service involves aquatic vegetative control (control of algae with chemical treatments during bi-weekly visits).

On January 9th, 2024 bid specifications were emailed out to 3 vendors. In 2024 the contract to provide these services was awarded to Aquatic Control Inc.

Staff would like to renew this contract with Aquatic Control Inc. for 2025.

Per the bid submitted in 2024 the costs for 2025 are:

\$14,870 per year (\$12,915 Parks, \$1,955 Cemetery)

Staff would like to add some extra funds to the known monthly costs in case there are extra needs/call outs.

Parks portion of the contract is \$15,000 and \$2,200 for the Cemetery.

Park Board approval for this purchase is required.

Staff requests favorable consideration of Renewal Contract #1 with Aquatic Control Inc. in an amount not to exceed \$17,200.

CITY OF SAINT CHARLES, MISSOURI
REQUEST FOR QUOTE

WRITTEN QUOTE IS TO BE RETURNED NO LATER THAN:

Time: 3:00 PM CDT
Date: Wednesday, January 24th, 2024.

Page: 1 of 13

FOR INFORMATION CONTACT:
Parks Superintendant: Peter VanLinn
Peter.VanLinn@stcharlesparks.com
(636) 949-3372

The City of St. Charles, Missouri is seeking a written quote for the following services/supplies:

DESCRIPTION

POND MANAGEMENT AND NUISANCE AQUATIC VEGETATION CONTROL IN 2024, 2025 & 2026

This document constitutes a request for a written quote from qualified individuals and organizations to furnish those services and/or items as described herein.

Each bidder must submit one (1) original.

Signature of bidder indicates that he/she understands and will comply with all terms and conditions and all other specifications made a part of this invitation for quote and any subsequent award or contract. All terms, conditions and representations made in this invitation will become an integral part of the contract.

Indicate whether () Individual; () Partnership; (X) Corporation.

INCORPORATED IN THE STATE OF Missouri.

FEDERAL ID # 35-1263215.

THIS SECTION MUST BE COMPLETED FOR QUOTE TO BE CONSIDERED VALID

COMPANY Aquatic Control SIGNATURE [Signature]

ADDRESS 2500 S Spocde Ln NAME Randy Kramer

CITY Truesdale TITLE Office Manager

STATE MO ZIP 63380 PHONE NO. 636-456-7008

RETURN WITH BID

SAINT CHARLES PARKS AND RECREATION DEPARTMENT
NUISANCE AQUATIC VEGETATIVE CONTROL
BID FORM

CY - 2024

Park Ponds

Aquatic Vegetative Control – Wapelhorst Pond. Per month: \$ 545.83 Total: \$ 3,275
Aquatic Vegetative Control – Fox Hill Ponds (2). Per month: \$ 703.33 Total: \$ 4,220
Aquatic Vegetative Control – Vogt Brothers Pond. Per month: \$ 280 Total: \$ 1,680
Aquatic Vegetative Control – Heatherbrook Pond. Per month: \$ 473.33 Total: \$ 2,840

Total - Park Ponds Vegetative Control Per month: \$ 2,002.5 Total: \$ 12,015

Add – Cattail Control - Vogt Brothers Ponds (2) Total: \$ 500

Cemetery Pond

Aquatic Vegetative Control - Cemetery Pond . Per month: \$ 316.67 Total: \$ 1,900

Name of Company: Aquatic Control

Name of Representative: Randy Kramer

Signature of Representative: 

Date: 1-17-24

The City of Saint Charles reserves the right to reject any or all bids.

CY 2025 - CITY OPTION

Park Ponds

Aquatic Vegetative Control – Wapelhorst Pond. Per month: \$ 562.5 Total: \$ 3,375

Aquatic Vegetative Control – Fox Hill Ponds (2). Per month: \$ 724.17 Total: \$ 4,345

Aquatic Vegetative Control – Vogt Brothers Pond. Per month: \$ 296.67 Total: \$ 1,780

Aquatic Vegetative Control – Heatherbrook Pond. Per month: \$ 487.5 Total: \$ 2,925

Total - Park Ponds Vegetative Control Per month: \$ 2070.83 Total: \$ 12,425

Add – Cattail Control - Vogt Brothers Ponds (2) Total: \$ 500

Cemetery Pond

Aquatic Vegetative Control - Cemetery Pond . Per month: \$ 325.83 Total: \$ 1,955

CY 2026 - CITY OPTION

Park Ponds

Aquatic Vegetative Control – Wapelhorst Pond. Per month: \$ 579.17 Total: \$ 3,475

Aquatic Vegetative Control – Fox Hill Ponds (2). Per month: \$ 745.83 Total: \$ 4,475

Aquatic Vegetative Control – Vogt Brothers Pond. Per month: \$ 305.83 Total: \$ 1,835

Aquatic Vegetative Control – Heatherbrook Pond. Per month: \$ 502.5 Total: \$ 3,015

Total - Park Ponds Vegetative Control Per month: \$ 2,133.33 Total: \$ 12,800

Add – Cattail Control - Vogt Brothers Ponds (2) Total: \$ 500

Cemetery Pond

Aquatic Vegetative Control - Cemetery Pond . Per month: \$ 335.83 Total: \$ 2,015

St. Charles Parks and Recreation Board

MEMORANDUM

Date: January 7, 2025

From: Chris Atkinson, Assistant Director of Parks & Recreation

RE: Purchase Order with Westport Pools to provide chemicals for use at the two aquatic facilities in 2025 for the Parks & Recreation Department*

Summary:

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

In 2024 The City of St. Charles in coordination with the City of St. Peters, the City of O'Fallon and the City of Wentzville bid out the purchase of pool chemicals that would be used by each municipality at their aquatic facilities. This was a one year bid with two possible additional years in 2025 and 2026.

The Department utilized this bid in 2024. 2025 will be the first renewal, second year of the bid.

The Department only purchases Sodium Hypochlorite (Liquid Chlorine) from the vendor.

In 2024 the amount budgeted was \$39,000 and the bid stated that there could be a maximum 3% increase in 2025.

Staff would like to recommend a purchase amount of \$41,000 to cover the cost of supplying the chemicals for our 2 aquatic facilities in 2025.

Park Board approval for this purchase is required.

Staff requests favorable consideration of a Purchase Order with Westport Pools to provide aquatic facility chemicals in 2025 in an amount not to exceed \$41,000.

CITY OF O'FALLON, MISSOURI

City of St. Charles

The following represents the estimated quantities that may be used by the City of St. Charles from May 1, 2024 - April 30, 2025. However, actual amounts may vary (+/-). It should be noted that sodium hypochlorite 12% may need to be delivered on a pre-arranged schedule in 100 gallon to 1,000 gallon amounts at the following locations:

Wapelhorst Aquatic Center
1875 Muegge Road
St. Charles, MO 63303

Blanchette Aquatic Center
1900 Randolph Street
St. Charles, MO 63301

All deliveries shall be made Monday through Friday between the hours of 8:00 a.m. to 5:00 p.m. unless arrangements have been made otherwise.

ITEM	CHEMICAL	ESTIMATED QUANTITIES	PREFERRED CONTAINER
1.	Sodium Hypochlorite	17,000 gallons	liquid

Billing Address:
City of St. Charles
200 N 2nd St,
St. Charles, MO 63301
Contact Person: Missy Hollander

CITY OF O'FALLON, MISSOURI

PRICING

The pool chemical pricing worksheet below includes estimated quantities for the City of O'Fallon, the City of St. Charles, the City of St. Peters, and the City of Wentzville. All prices are FOB to address indicated on order. Each City reserves the right to purchase or not purchase any of the chemicals priced below regardless if it is or is not specifically referenced on their individual City breakdown.

	CHEMICAL	% BY VOLUME	ESTIMATED QUANTITY	UNIT	PRICE PER UNIT	EXTENDED PRICE
1	Calcium Chloride Flake	77% - 94%	2200	lbs	\$.41	\$ 902.00
2	Calcium Hypochlorite	65% - 75%	100	lbs	\$ 2.90	\$ 290.00
3	Clarifier (Super Sea Klear OR approved equal)	n/a	20	quarts	\$ 15.64	\$ 312.80
4	Defender Filter Cleaner	100%	275	lbs	\$.65	\$ 178.75
5	Hydrochloric Acid (Muriatic Acid) - 15 gallon	31%	540	gallons	\$ 5.80	\$ 3,132.00
8	Muriatic Acid (1x4)	31%	167	gallons	\$ 4.78	\$ 798.26
9	Monopersulfate	85%	200	lbs	\$ 4.33	\$ 866.00
10	Omni Bromine Tablets	63% bromine & 31% chlorine	350	lbs	\$ 5.51	\$ 1,928.50
11	Phosphate Remover (Seal Klear OR approved equal)	n/a	22	quarts	\$ 42.07	\$ 925.54
12	Pulsar Shock	n/a	120	lbs	\$ 3.75	\$ 450.00
13	Pulsar Briquettes	n/a	4850	lbs	\$ 140	\$ 13,580.00
14	Perlite	n/a	1275	lbs	\$ 1.35	\$ 1,721.25
15	Soda Ash	100%	100	lbs	\$.43	\$ 43.00
16	Sodium Hypochlorite	12% - 15%	39000	gallons	\$ 2.30	\$ 89,700.00
17	Sodium Bicarbonate	100%	790	lbs	\$.41	\$ 323.90
18	Sodium Bisulfate	100%	200	lbs	\$.57	\$ 114.00
19	Sodium Thiosulfate	100%	400	lbs	\$ 1.26	\$ 504.00

CITY OF O'FALLON, MISSOURI

20	Stabilizer (Cyanuric Acid)	100%	750	lbs	\$ 1.45	\$ 1,087.50
21	Metal Magnet	n/a	60	quarts	\$ 30.00	\$ 1,800.00
22	90 Day Algecide	n/a	25	quarts	28.00	700.00
23	CPO/AFO Certifications provided prior to the end of the contract (not to exceed two per city)	n/a	8	each	\$ 250.00	\$ 2,000.00
Grand Total						\$ 121,357.50

Renewal & Extension:

The successful bidder will be awarded a one (1) year agreement effective May 1, 2024 – April 30, 2025. Prices must not be increased for the entire agreement period. At the City’s option, the agreement may be renewed for two (2) additional one (1) year periods at the terms of the original contract, allowing for up to a 3% increase in unit cost per bid item, executable solely at the discretion of the owner upon acceptance by the company. In no event shall the term plus renewals exceed three (3) years. The items purchased under this agreement may be subject to a price increase at the time of renewal, by mutual agreement. Price decreases are allowed at any time. Request for a price increase must be presented to the City at least sixty (60) days before the expiration of the current agreement. If a request for increase is not presented, the prices will remain.

Renewal Clause:

In the event that the City exercises its options to renew the contract for two (2) additional periods pursuant to the applicable provisions outlined in this document, the Bidder shall provide below, the maximum percentages of increase for each renewal period. The bidder is cautioned that the percentages shall be computed against the ORIGINAL contract/unit prices during renewal periods. Furthermore, the Bidder is advised that the City does not automatically grant increases at the time of renewing the contract and that if an increase isn’t requested, documentation of need must be provided at the time of renewal.

1st Renewal Period Maximum % Increase over Original Bid Price: 3 %

2nd Renewal Period Maximum % Increase over Original Bid Price: 5 %

St. Charles Parks and Recreation Board

MEMORANDUM

Date: January 7, 2025
From: Chan Smoot, Concession Coordinator
RE: Purchase Order for Domino's Pizza for Resale at Wapelhorst Aquatic Concession Stand in 2025

Summary:

The Concession Stand at the Wapelhorst Aquatic Facility would like to continue the partnership MBR Management who is the vendor for Domino's Pizza. The concession stand has been selling Domino's Pizza by the slice for the past 11 summers and staff would like to continue doing so for 2025 season.

The purchase price in 2025 will be \$9.25 per large 6-slice pizza (tip included in this amount) and a delivery fee of \$4.99 per delivery.

Staff used the sales of Domino's Pizza by the slice from 2024 to come up with the amount that the purchase order should be for 2025.

\$15,000 at the Wapelhorst Aquatic Facility.

Since the overall quote price is at \$15,000, Park Board Approval is needed.

Staff requests favorable consideration for approval by the Park Board for the purchase of Domino's Pizza from MBR Management to supply pizza for resale in the amount not to exceed \$15,000.

Hello,

I just heard back from the marketing director. She said we can do the \$7.75 again, with the same amounts as last year. The current delivery fee is \$4.75 (could go up to \$4.99 by summer).

Please let me know if you need anything else.

Jeune Schmitt

Payroll/Accounting Specialist

MBR Management, Inc.

Db a Domino's

201 North Main St., Suite 300

St. Charles, MO 63301

(636) 947-4433 Ext. 2012

jschmitt@mbrmgt.com

Hours Mon-Fri 8:00-5:00, except Thurs, leave at noon

From: Chan Smoot <Chan.Smoot@stcharlesparks.com>

Sent: Friday, January 3, 2025 10:13 AM

To: Jeune Schmitt <jschmitt@mbrmgt.com>

Subject: 2025 Pizza Pricing for Wapelhorst Pool

Good Morning,

My name is Chan and I work along-side Missy and I am typically the one who places all the orders for the weekends and my staff places the weekly orders, so upon talking with Missy it made sense for me to take this over completely, so she sent me all your contact info. Wapelhorst Pool would still like to continue our partnership with Domino's Pizza for the upcoming 2025 season, if it still works for you all? Domino's has been great to work with over the years, including great and speedy deliveries! Would you be able to help me with getting pricing established for 2025?

This is what I show we had in 2024...

*The St. Charles Parks and Recreation Department agrees to pay MBR Management Corporation d/b/a Domino's Pizza \$7.75 for a Large One-Topping pizza and will add **\$1.50** per pizza for a driver tip, plus a delivery fee rate of \$4.00. (Delivery fee may increase without notice based on gas prices.)*

Can you please let me know if there will be any changes for the 2025 season?

Thank you very much for your time and help,



Chan Smoot

Concession Coordinator

St. Charles Parks and Recreation Department

Office: 636-949-3577

www.stcharlesparks.com

"An Extension of Your Own Backyard"

St. Charles Parks and Recreation Board

MEMORANDUM

Date: January 7, 2025
From: Chan Smoot, Concession Coordinator
RE: Purchase Order for Cool Beads Premium Ice Cream for Resale at Concession Stands
in 2025

Summary:

The Concession Stands at the Blanchette Aquatic Facility, Wapelhorst Aquatic Facility and the Wapelhorst Ball Field Complex would like to continue the partnership with Old Time Servicing Company who is the vendor for Cool Beads Premium Ice Cream. The concession stands have been selling Cool Beads Premium Ice Cream for the past 4 seasons and staff would like to continue doing so for the 2025 season.

Agreed upon terms include provisions with specialty freezers at each Concession Stand (provided free of charge to keep the product at the necessary temperature), color promotional signage that can be placed at point of purchase and outside the stands, service to or replacement of equipment when needed and 1-2 times per week of on-site stocking of product based on business volume and need.

The purchase price in 2025 will be \$52.56 per case of 24, no delivery fee.

Staff used the sales of Cool Beads Premium Ice Cream from 2024 to come up with the amount that the purchase order should be for 2025.

\$34,000 at the Aquatic Facilities and \$4,000 at the Ball Field Complex.

Since the overall quote price is above \$15,000, Park Board Approval is needed.

Staff requests favorable consideration for approval by the Park Board for the purchase of Cool Beads Premium Ice Cream from Old Time Servicing Company to supply ice cream for resale in the amount not to exceed \$38,000.



Old Time Servicing Company
 25 Taylor Lane
 Perryville, MO 63775
 314-435-7599 phone
 573-605-1555 fax
 Ben@OldTimeServicingCompany.com
 www.OldTimeServicingCompany.com

2025 Retail Price List

<u>Products</u>	<u>Case Cost</u>	<u>Case Pack</u>	<u>Unit Cost</u>
Alligator Ice			(1 Case Creates 18 frozen gallons of sellable product)
<u>Frozen Slush Mix</u>			
Cherry	\$ 140.00	6- 1/2 gallon jugs	
Watermelon	\$ 140.00	6- 1/2 gallon jugs	
Strawberry	\$ 140.00	6- 1/2 gallon jugs	
Blue Raspberry	\$ 140.00	6- 1/2 gallon jugs	
Lemonade	\$ 140.00	6- 1/2 gallon jugs	
Strawberry Lemonade	\$ 140.00	6- 1/2 gallon jugs	
<u>Cups</u>			
12 Oz. Alligator Ice logo cups	\$ 199.00	1000	\$0.20
20 Oz. Alligator Ice logo cups	\$ 205.00	1000	\$0.21
<u>Lids - Universal fit</u>	\$ 89.00	1000	\$0.09
<u>Straws</u>			
Alligator Ice Wrapped Spoon straws	\$ 11.43	300	\$0.04



Old Time Servicing Company
 25 Taylor Lane
 Perryville, MO 63775
 314-435-7599 phone
 573-605-1555 fax
 Ben@OldTimeServicingCompany.com
 www.OldTimeServicingCompany.com

2025 Retail Price List

<u>Products</u>	<u>Case Cost</u>	<u>Case Pack</u>	<u>Unit Cost</u>
Cool Beads Ice Cream			
Cookies 'N Cream	\$ 52.56	24	\$ 2.35
Chocolate Chip Cookie Dough	\$ 52.56	24	\$ 2.35
Chocolate	\$ 52.56	24	\$ 2.35
Banana Split	\$ 52.56	24	\$ 2.35
Cotton Candy	\$ 52.56	24	\$ 2.35
Rainbow	\$ 52.56	24	\$ 2.35
Mint Chocolate	\$ 52.56	24	\$ 2.35
Cotton Candy Bags	\$ 168.00	84	\$ 2.00 case: 42 blue/42pink
Blue Raspberry		42	\$ 2.00
Pink Strawberry		42	\$ 2.00
Pretzels			
Pretzels	\$ 75.00	50	\$ 1.50
Cheese Cups			
Prepackaged cheese cup	\$ 48.00	48	\$ 1.00



Old Time Servicing Company
 25 Taylor Lane
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 www.OldTimeServicingCompany.com

2025 Retail Price List

<u>Products</u>	<u>Case Cost</u>	<u>Case Pack</u>	<u>Unit Cost</u>
Bill's Lemonade - Bubblers			
Strawberry lemonade - mix	\$ 185.00	12 bags	1 case yields 30 gallons per case
Lemonade - mix	\$ 185.00	12 bags	1 case yields 30 gallons per case
24 oz logo paper cup	\$ 155.00	500	
24 oz paper cup lid	\$ 155.00	1000	
wrapped thick green straws	\$ 85.00	1500	
Bill's Lemonade - Fresh			
Bill's Sugar Blend	\$ 120.00	2 bags	yields 240 servings
32 oz Plastic Cup logo	\$ 250.00	720 cups	
Yellow dome lid	\$ 250.00	720 lids	
wrapped thick green straws	\$ 85.00	1500	
Bill's Lemonade - Frozen			
frozen lemonade mix	\$ 295.00	12 bags	1 case yields 30 gallons per case
frozen strawberry lemonade mix	\$ 295.00	12 bags	
frozen lid	\$ 0.20	1000 per case	
frozen logo cup	\$ 0.35	1000 per case	

St. Charles Parks and Recreation Board

MEMORANDUM

Date: January 8, 2025

From: Chris Atkinson, Assistant Director of Parks & Recreation

RE: Contract with Capri Pools and Aquatics for Spring Opening and Winterization and maintenance call outs/projects at Blanchette and Wapelhorst Aquatic Facilities in 2025*

Summary:

On December 18th, 2024 a Bid Notice was posted for the spring opening and winterization and for an hourly labor rate for call outs and projects at the Blanchette and Wapelhorst Aquatic Facilities. The deadline to submit a bid was 2:00pm on Wednesday January 8th, 2025.

There was only one submittal from Capri Pools and Aquatics. (Their bid is attached). Capri Pools & Aquatics built these new facilities and have been performing these services for the Department since the new facilities opened. The bid outlined pricing for 2025, 2026 & 2027. This recommendation is just for the 2025 budget year.

In addition to the opening and closing costs for 2025 (\$14,000) staff would also like to add additional funds (\$20,000) as we have done in the previous years for possible call outs for any mechanical issues that are beyond what Parks staff can handle at the aquatic facilities during the swim season.

Park Board approval for this purchase is required.

Staff requests favorable consideration of a contract with Capri Pools and Aquatics to provide spring opening and winterization and projects/call outs in 2025 in an amount not to exceed \$34,000.

**CITY OF SAINT CHARLES, MISSOURI
INVITATION TO BID
PR25-0100**

RETURN WITH BID

BIDS ARE TO BE RETURNED NO LATER THAN:

Date: Wednesday, January 8th, 2025
Time: 2:00 p.m.
Location: St. Charles Parks & Recreation Department (page 2)
FOR INFORMATION CONTACT:
Chris Atkinson
Department: Parks & Recreation (636) 949-3372

Page: 1 of 14

The City of St. Charles, Missouri is seeking bids for the following:

DESCRIPTION

Aquatic Facility Winterization and Spring Opening for Blanchette and Wapelhorst Aquatic Facilities and Call Out Services for the St. Charles Parks & Recreation Department

This document constitutes a request for bids from qualified individuals and organizations to furnish those services and/or items as described herein.

Each bidder must submit one (1) original bid that must be legible and meet all specifications as listed.

Signature of bidder indicates that he/she understands and will comply with all terms and conditions and all other specifications made a part of this invitation for bid and any subsequent award or contract. All terms, conditions and representations made in this invitation will become an integral part of the contract.

Indicate whether () Individual; (X) Partnership; () Corporation.

INCORPORATED IN THE STATE OF Illinois.

THIS SECTION MUST BE COMPLETED FOR BID TO BE CONSIDERED VALID:

COMPANY Capri Pools & Aquatics SIGNATURE *Sherri Polys*

ADDRESS 22 Gateway Commerce Center Dr W NAME Sherri Polys

CITY Edwardsville TITLE Service Manager

STATE IL ZIP 62025 PHONE NO. 618-219-4894

FEDERAL VENDOR ID NUMBER 46-3730550

YEAR BUSINESS BEGAN 2013

PRICING SCHEDULE

Spring Opening (Spring 2025) -	Blanchette Aquatic Facility: _____	\$1,800.00
	Wapelhorst Aquatic Facility: _____	\$2,400.00
Pool Winterization (Fall 2025) -	Blanchette Aquatic Facility: _____	\$4,750.00
	Wapelhorst Aquatic Facility: _____	\$4,900.00
2025 Call Out Hourly Rate -	_____	\$130.00
Spring Opening (Spring 2026) -	Blanchette Aquatic Facility: _____	\$1,855.00
	Wapelhorst Aquatic Facility: _____	\$2,475.00
Pool Winterization (Fall 2026) -	Blanchette Aquatic Facility: _____	\$4,892.50
	Wapelhorst Aquatic Facility: _____	\$5,047.00
2026 Call Out Hourly Rate -	_____	\$135.00
Spring Opening (Spring 2026) -	Blanchette Aquatic Facility: _____	\$1,910.00
	Wapelhorst Aquatic Facility: _____	\$2,545.00
Pool Winterization (Fall 2026) -	Blanchette Aquatic Facility: _____	\$5,040.00
	Wapelhorst Aquatic Facility: _____	\$5,200.00
2027 Call Out Hourly Rate -	_____	\$140.00

Signature:  Date: 01/08/2025

Bids are to be returned to the Parks Administration Building, 1900 Randolph, St. Charles, MO 63301 prior to 2:00 p.m. City Time, Wednesday, January 8th, 2025.

Returned envelopes must be clearly marked on the outside: "PR25-0100. Annual Service, Winterization and Spring Opening for Blanchette & Wapelhorst Aquatic Facilities".

The City reserves the right to reject any or all bids in part, entirely or waive any variations which are considered in the best interest of the City.

St. Charles Parks and Recreation Board

MEMORANDUM

Date: January 9, 2025

From: Adi Naumann, Recreation Coordinator

RE: 2025 Bus Service for Summer Day Camp Program

Summary:

The Recreation Division requested a quote from First Student Inc. to provide bus service transportation for the Summer Fun Day Camp program and COPS Camp program field trips. First Student is the company we have utilized since 2017.

The Summer Fun Day Camp program will travel to a different field trip location for 10 weeks through the program. Bus services are needed to transport camp participants to and from each trip site.

St. Charles Parks and Recreation Department has received a quote of \$26,191.50 towards field trip transportations for Summer Fun Day Camp and \$3,100.50 for COPS Camp field trips. This totals \$29,292.00 and we are requesting \$31,000.00 to give additional funds for unforeseen circumstances.

Park Board approval is required.



email to: zsummercamps@firstgroup.com
 (Please send in Excel format only)
 PLEASE CHECK ONE OF THE BOXES BELOW:
 Quote

Book- must provide credit card or be approved for terms

***REQUESTING AIR CONDITIONED BUSES WHENEVER POSSIBLE, ESPECIALLY ON TRIPS LONGER**

Customer Account Information	
Company Name	St. Charles Parks and Recreation Department
Main Contact Name	Adi Naumann
Main Contact Email	adi.naumann@stcharlesparkevents.com
Phone	636-541-1863
Address	1900 Randolph Street St. Charles, MO 63301
City, State, Zip	St. Charles, MO 63301
Person's payable contact, who would receive the bill	
AP contact - phone	636-849-3579
AP contact - email	adi.naumann@stcharlesparkevents.com
please email invoices & confirmations to Adi Naumann	
All fields must be completed on this form! Only Excel attachments are accepted.	
<i>Bus capacity: 47 sitting 2 per seat & 21 sitting 3 per seat. 3 per seat applies to 4th grade and younger</i>	
** BELOW SECTION FOR FIRST STUDENT TO COMPLETE **	
Booked per:	2244628
ID#	
Service Location	St. Louis Union 70
Shell Quote #	
Minimum Hours and Hourly Rate	
DH Rate	
Payment method	Payment Method

Trip Information

Trip Date(s)	Name of Pick-up location with detailed address information - Zip code must be included (Name, Street address, City, State, Zip Code)	Start Time - What time should we show up for loading?	Name of Destination with detailed address information (including zip code) - Where are you going?	Return time - What time do you want to leave your destination to return back? If this is a 1-way trip only, please indicate in the remarks.	End time - What time will you be back to pick up	Contact person on date of trip	Contact person - cell	# of passengers	How many of these passengers are 4th grade and younger?	# of buses needed	Special bus requirements (seabelts, wheelchair spots, A/C, or N/A) **	Price per bus Internal use only	Grand total Internal use only
5/28/2025	Blanchette Park- 1900 Randolph Street Charles, MO 63301	9:00am	Great Skate- MO 63376 130 Boone Hills Dr. St. Peters,	12:00pm	12:45pm	Adi Naumann	(636)541-1863	48	0	1	N/A	\$ 409.50	\$409.50
5/28/2025	Wappelhorst Park- 1875 Muegge Road St. Charles, MO 63303	9:00am	Great Skate- MO 63376 130 Boone Hills Dr. St. Peters,	12:00pm	12:45pm	Adi Naumann	(636)541-1863	48	0	1	N/A	\$ 409.50	\$409.50
5/29/2025	Blanchette Park- 1900 Randolph Street Charles, MO 63301	9:00am	Myseum- Town and Country, MO 63017 283 Lamp and Lantern Village	12:00pm	12:45pm	Adi Naumann	(636)541-1863	90	75	2	N/A	\$ 409.50	\$819.00
5/29/2025	Wappelhorst Park- 1875 Muegge Road St. Charles, MO 63303	11:00am	Myseum- Town and Country, MO 63017 283 Lamp and Lantern Village	2:00pm	2:45pm	Adi Naumann	(636)541-1863	90	75	1	N/A	\$ 409.50	\$409.50
6/4/2025	Wappelhorst Park- 1875 Muegge Road St. Charles, MO 63303	9:00am	St. Louis Zoo- St. Louis, MO 63110 1 Government Dr.	1:45pm	2:30pm	Adi Naumann	(636)541-1863	144	60	2	requested**	\$ 546.00	\$1,092.00
6/5/2025	Blanchette Park- 1900 Randolph Street Charles, MO 63301	9:00am	St. Louis Zoo- St. Louis, MO 63110 1 Government Dr.	1:45pm	2:30pm	Adi Naumann	(636)541-1863	144	60	2	requested**	\$ 546.00	\$1,092.00
6/10/2025	Wappelhorst Park- 1875 Muegge Road St. Charles, MO 63303	9:00am	Grants Farm MO 63123 10501 Gravois Rd St. Louis,	1:00pm	1:45pm	Adi Naumann	(636)541-1863	96	60	2	requested**	\$ 478.50	\$957.00
6/12/2025	Blanchette Park- 1900 Randolph Street Charles, MO 63301	9:00am	Grants Farm MO 63123 10501 Gravois Rd St. Louis,	1:00pm	1:45pm	Adi Naumann	(636)541-1863	96	60	2	requested**	\$ 478.50	\$957.00
6/12/2025	Wappelhorst Park- 1875 Muegge Road St. Charles, MO 63303	10:00am	Busch Stadium St. Louis, MO 63102 700 Clark Ave	4:00pm	4:45pm	Adi Naumann	(636)541-1863	48	0	1	requested**	\$ 643.50	\$643.50
6/11/2025	Blanchette Park- 1900 Randolph Street Charles, MO 63301	10:00am	Busch Stadium St. Louis, MO 63102 700 Clark Ave	4:00pm	4:45pm	Adi Naumann	(636)541-1863	48	0	1	requested**	\$ 643.50	\$643.50
6/24/2025	Wappelhorst Park- 1875 Muegge Road St. Charles, MO 63303	9:00am	Meramec Caverns Sullivan, MO 63080 1135 Hwy W	1:30pm	2:50pm	Adi Naumann	(636)541-1863	48	0	1	requested**	\$ 585.00	\$585.00
6/24/2025	Blanchette Park- 1900 Randolph Street Charles, MO 63301	9:00am	Meramec Caverns Sullivan, MO 63080 1135 Hwy W	1:30pm	2:50pm	Adi Naumann	(636)541-1863	60	0	2	requested**	\$ 585.00	\$1,170.00

Wapelhorst Park- 1875 Muegge Road Blanchette Park- 1900 Randolph Street Charles, MO 63301	10:00am	Jaycee Park St. Charles, MO 63301	2805 Elm Street	1:00pm	1:30pm	Adi Naumann	(636)541-1863	90	75	3 N/A	\$	390.00	\$1,170.00
Wapelhorst Park- 1875 Muegge Road Blanchette Park- 1900 Randolph Street Charles, MO 63301	10:00am	Jaycee Park St. Charles, MO 63301	2805 Elm Street	1:00pm	1:30pm	Adi Naumann	(636)541-1863	90	75	3 N/A	\$	390.00	\$1,170.00
Wapelhorst Park- 1875 Muegge Road Blanchette Park- 1900 Randolph Street Charles, MO 63301	11:00am	Alligator's Creek 63366	403 Civic Park Dr. O'Fallon, MO	2:00pm	2:30pm	Adi Naumann	(636)541-1863	144	60	3 N/A	\$	390.00	\$1,170.00
Wapelhorst Park- 1900 Randolph Street Charles, MO 63301	11:00am	Alligator's Creek 63366	403 Civic Park Dr. O'Fallon, MO	2:00pm	2:30pm	Adi Naumann	(636)541-1863	144	60	3 N/A	\$	390.00	\$1,170.00
Wapelhorst Park- 1875 Muegge Road Blanchette Park- 1900 Randolph Street Charles, MO 63301	9:30am	Science Center-5050 Oakland Ave St. Louis, MO 63110		2:00pm	2:45pm	Adi Naumann	(636)541-1863	144	60	**A/C 2 requested**	\$	526.50	\$1,053.00
Wapelhorst Park- 1875 Muegge Road Blanchette Park- 1900 Randolph Street Charles, MO 63301	9:30am	Science Center-5050 Oakland Ave St. Louis, MO 63110		2:00pm	2:45pm	Adi Naumann	(636)541-1863	144	60	**A/C 2 requested**	\$	526.50	\$1,053.00
McNair Park- Day Camp 3200 Droste Rd. St. Charles, MO 63301	9:15am	Blanchette Park Aquatic Center-1900 Randolph Street St. Charles, MO 63301		11:45am	12:00pm	Lenny Sylcox	(636)493-5207	40	8	1 N/A	\$	331.50	\$331.50
McNair Park- Day Camp 3200 Droste Rd. St. Charles, MO 63301	9:15am	18 North Central O'Fallon, MO 63366	18 N Central Dr	12:00pm	12:30pm	Lenny Sylcox	(636)493-5207	40	8	1 N/A	\$	370.50	\$370.50
McNair Park- Day Camp 3200 Droste Rd. St. Charles, MO 63301	9:15am	Blanchette Park Aquatic Center-1900 Randolph Street St. Charles, MO 63301		11:45am	12:00pm	Lenny Sylcox	(636)493-5207	40	8	1 N/A	\$	331.50	\$331.50
McNair Park- Day Camp 3200 Droste Rd. St. Charles, MO 63301	9:15am	18 North Central O'Fallon, MO 63366	18 N Central Dr	12:00pm	12:30pm	Lenny Sylcox	(636)493-5207	40	8	1 N/A	\$	370.50	\$370.50
Wapelhorst Park- 1875 Muegge Road Blanchette Park- 1900 Randolph Street Charles, MO 63301	11:00am	Marcus Wehrenberg Movie Theater Charles, MO 63303	1830 S 1st Capitol Dr, St	2:00pm	2:30pm	Adi Naumann	(636)541-1863	144	60	3 N/A	\$	390.00	\$1,170.00
McNair Park- Day Camp 3200 Droste Rd. St. Charles, MO 63301	9:15am	Blanchette Park Aquatic Center-1900 Randolph Street St. Charles, MO 63301		11:45am	12:00pm	Lenny Sylcox	(636)493-5207	40	8	1 N/A	\$	331.50	\$331.50
McNair Park- Day Camp 3200 Droste Rd. St. Charles, MO 63301	9:15am	18 North Central O'Fallon, MO 63366	18 N Central Dr	12:00pm	12:30pm	Lenny Sylcox	(636)493-5207	40	8	1 N/A	\$	370.50	\$370.50
Blanchette Park- 1900 Randolph Street Charles, MO 63301	St. 11:00am	Marcus Wehrenberg Movie Theater Charles, MO 63303	1830 S 1st Capitol Dr, St	2:00pm	2:30pm	Adi Naumann	(636)541-1863	144	60	3 N/A	\$	390.00	\$1,170.00
McNair Park- Day Camp 3200 Droste Rd. St. Charles, MO 63301	9:15am	Wapelhorst Park Aquatic Center- St. Charles, MO 63303	1875 Muegge Road	11:30am	12:00pm	Lenny Sylcox	(636)493-5207	120	8	3 N/A	\$	331.50	\$994.50
Wapelhorst Park- 1875 Muegge Road Blanchette Park- 1900 Randolph Street Charles, MO 63301	9:00am	Magic House St. Louis, MO 63122	516 S Kirkwood Rd	1:45pm	2:30pm	Adi Naumann	(636)541-1863	120	60	**A/C 2 requested**	\$	546.00	\$1,092.00
Wapelhorst Park- 1875 Muegge Road Blanchette Park- 1900 Randolph Street Charles, MO 63301	7:30am	The Rafting Company McDonalds-1450 N MAIN STREET ST CLAIR, MO 63077 on way home) 95 McCormick Road Steelville, MO 65565	(Float Trip with additional stop at McDonalds-1450 N MAIN STREET ST CLAIR, MO 63077 on way home) 95 McCormick Road Steelville, MO 65565	5:00pm	8:00pm	Adi Naumann	(636)541-1863	48	0	**A/C 1 requested**	\$	1,092.00	\$1,092.00
Blanchette Park- 1900 Randolph Street Charles, MO 63301	St. 7:30am	The Rafting Company McDonalds-1450 N MAIN STREET ST CLAIR, MO 63077 on way home) 95 McCormick Road Steelville, MO 65565	(Float Trip with additional stop at McDonalds-1450 N MAIN STREET ST CLAIR, MO 63077 on way home) 95 McCormick Road Steelville, MO 65565	5:00pm	8:00pm	Adi Naumann	(636)541-1863	48	0	**A/C 1 requested**	\$	1,092.00	\$1,092.00
Blanchette Park- 1900 Randolph Street Charles, MO 63301	St. 9:00am	Magic House St. Louis, MO 63122	516 S Kirkwood Rd	1:45pm	2:30pm	Adi Naumann	(636)541-1863	120	60	**A/C 2 requested**	\$	546.00	\$1,092.00
Wapelhorst Park- 1875 Muegge Road Blanchette Park- 1900 Randolph Street Charles, MO 63301	11:00am	Aquaport- heights, MO 63043	2344 McKehevy Rd. Maryland	2:00pm	2:30pm	Adi Naumann	(636)541-1863	144	60	**A/C 3 requested**	\$	390.00	\$1,170.00
Blanchette Park- 1900 Randolph Street Charles, MO 63301	St. 11:00am	Aquaport- heights, MO 63043	2344 McKehevy Rd. Maryland	2:00pm	2:30pm	Adi Naumann	(636)541-1863	144	60	**A/C 3 requested**	\$	390.00	\$1,170.00
Wapelhorst Park- 1900 Randolph Street Charles, MO 63301	St. 11:00am	Wapelhorst Park Aquatic Center- St. Charles, MO 63303	1875 Muegge Road	2:00pm	2:30pm	Adi Naumann	(636)541-1863	144	60	3 N/A	\$	390.00	\$1,170.00

total

\$29,292.00

St. Charles Parks and Recreation Board

MEMORANDUM

Date: January 9, 2025

From: Missy Hollander, Aquatics Coordinator

RE: Proposed Revisions to the Aquatic Facility Admissions Policy

Summary:

Attached is the Aquatic Facility Admissions Policy with recommended revisions.

The following changes are proposed:

- 1.) Renaming Parks Passport Card to City Passport Card.
- 2.) Revision to a St. Charles City Resident visiting without City Resident Card.

Staff requests favorable consideration of the revisions to the Aquatic Facility Admissions Policy.



St. Charles Parks and Recreation Board Aquatic Facility Admissions Policy

It is the policy of the St. Charles Parks and Recreation Board to provide our residents with the upmost quality services and access to the aquatic facilities. The aquatic facilities have a set capacity and to ensure our residents have access to the aquatic facilities, non-residents of the City of St. Charles will be limited daily.

Aquatic Season Passes:

- Aquatic season passes may be purchased by St. Charles residents and non-residents for the designated fee associated to their residency status.
- As a season pass holder, 2 guests per pass, per visit is permitted. Season Pass Holder Guests will not be required to pre-purchase tickets in advance and will pay the non-resident rate the day of the visit at the admissions gate when entering with the Season Pass Holder.

St. Charles and St. Peters Residents:

- St. Peters City residents are included in our city resident policy as a part of the Cooperative Use Agreement between the two cities.
- Residents must present a [ParksCity](#) Passport Card or St. Peters Privilege Card at the admissions gate to receive the resident admission rate.
- All residents must have a card to present at the admissions gate.
- Residents entering the facilities with a daily admission fee will not be allowed to bring additional guests.
- [ParksCity](#) Passport Cards may be obtained for free at the St. Charles Parks and Recreation Administration Office in Blanchette Park or through the mobile app. St. Peters Privilege Cards may be obtained for free at the Citizen Action Center at the St. Peters City Hall or the St. Peters Rec-Plex. See each cities website to view the hours and proof of residency that is required to be presented in order to receive your resident cards.
- If a St. Charles City resident does not have a [ParksCity](#) Passport Card, the resident will have the option to complete one of the following:
 - 1.) The resident may present a driver's license and proof of residency with their current address to the Aquatics staff. The Aquatics Staff will verify residency status and ~~assist provide~~ the guest with information to acquire the City Passport Card ~~in sending them a digital Parks Passport Card~~. The resident will receive entrance to the facility at the resident daily admission rate. This service will be offered at both facilities as the need exists.

- 2.) The resident may go to the Administration Office in Blanchette Park to acquire their ParksCity Passport Card.
- 3.) The resident may follow the non-resident process or they may attend as the guest of a Season Pass Holder paying the non-resident daily admission rate. ~~Residents will receive one raincheck per Parks Passport Card, when they bring their receipt to the Administration Office to get their cards.~~
- 4.) If a St. Peters City resident does not have a Privilege Card, they will be required to follow the non-resident process until they obtain a resident card or they may attend as the guest of a Season Pass Holder paying the non-resident admission rate.

Non-St. Charles City Residents:

- A limited number of non-resident tickets will be sold per day, per facility. Daily tickets for non-residents are estimated at Wapelhorst 300 and Blanchette 300 and could be modified depending on resident daily attendance.
- Non-residents must pre-purchase tickets prior to coming to the facility. Non-resident entry without a pre-purchased ticket will not be allowed.
- Tickets can be purchased online through the St. Charles Parks and Recreation Department's website or through the mobile app. www.stcharlesparks.com
- No refunds will be given if tickets are purchased and not used for any reason.
- In the event the aquatic facility does not open for the day or closes due to inclement weather and tickets have not been used, refunds will be issued.
- In the event that the facility closes early and the ticket has been used, the Rain Check Policy will be followed.

Modifications

- The Parks and Recreation Board appoint the Director, or Director's designee, to reserve the right to modify the limited number of non-residents as deemed necessary and in the best interest of the City.

Parks and Recreation Board Adopted 12/2/22; 1/17/2024.

MEMORANDUM

Date: January 10, 2025

To: St. Charles Parks and Recreation Board

From: Maralee M. Britton, Director

RE: Budget Amendment #1, 2025 - Re-appropriations to the 2025 Capital Budget

Each year, it is necessary for remaining project funding from the previous year be re-appropriated in to the new year budget to continue projects. This is also an opportunity for project line items to be cleaned up and funds transferred into corresponding projects if necessary.

There are several spreadsheets attached appropriately numbered as summarized below.

1. Re-appropriations Budget Amendment Overview:
The Overview provides the funds available from the previous year's projects, encumbrances and recommended appropriation for capital projects and the balance will be reverted to the cash balance of the fund.
2. Encumbered Project Funds from 2024 to 2025- Purchase Orders:
These are existing contracts with businesses in progress from 2023 and necessary to continue funding in 2024 to complete the various projects.
3. Request for Re-Appropriations for 2025 Budget:
These funds to specific projects are not currently under contract and necessary to appropriate to 2024 continue the stated projects. Some projects require multiple years of planning and development to be completed.
4. 2024 Projects Closing with Remaining Funds:
At the end of 2024 and project completion, these projects had funding remaining. We recommend closing the projects reverting the funds to the cash balance of the appropriate funding mechanism. These funds stay within Parks and Recreation accounts and do not revert to any City Accounts.

Your favorable consideration to the re-appropriations and budget amendment is requested.

2024 Re-Appropriations Budget Amendment Overview

Property Tax/Equipment Replacement Funds

Project Funds Available	\$759,587
Encumbered Re-Appropriations	\$395,547
Non-Encumbered Re-Appropriations	\$360,673
Re-Appropriation Request	\$756,220
Closed Projects Reverting to Cash Balance	\$3,367

Metro Sales Tax Funds

Project Funds Available	\$23,316
Encumbered	\$3,779
Non-Encumbered	\$19,537
Re-Appropriation Request	\$23,316
Closed Projects Reverting to Cash Balance	\$0

Prop P Capital Sales Tax

Project Funds Available	\$886,548
Encumbered	\$0
Non-Encumbered	\$884,730
Re-Appropriation Request	\$884,730
Closed Projects Reverting to Cash Balance	\$1,818

Encumbered Project Funds from 2024 to 2025 - Purchase Orders

PARKS & RECREATION DEPARTMENT

P.O. #	Project	Project Name	Account	Fund	Account Description	Amount	Justification/Explanation
Property Tax/Replacement Fund							
2024-775	23PRK4	RECREATIONAL SITE DEVELOPMENT	217-451-873-109	Parks	Property Tax	\$ 8,500.00	Project will be completed in early 2025.
2024-704	24PRK33	BOSCHERT TRAIL PROJECT	217-451-873-109	Parks	Property Tax	\$ 346,500.00	Trail work will be completed in first half of 2025
2024-704	24PRK2	SEAL ASPHALT	217-451-873-104	Parks	Property Tax	\$ 26,915.00	Trail work will be completed in first half of 2025
2024-458	24PRK23	PC REPLACEMENT	217-451-874-106	Parks	Property Tax	\$ 13,632.00	IT are working on some invoice issues for the equipment

Property Tax/Replacement Fund \$ 395,547.00

Metro Sales Tax Funds

2023-704	23PRK2	Trails and Parking Lot Rehab	216-451-873-109	Metro	Metro	\$ 3,779.00	Trail work will be completed in first half of 2025
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Metro Sales Tax Funds \$ 3,779.00

Prop P Sales Tax Funds

--	--	--	--	--	--	--	--

Prop P Sales Tax Funds \$ -

OAK GROVE CEMETERY

P.O. #	Project	Project Name	Account	Fund	Account Description	Amount	Justification/Explanation

General Fund \$ -

REQUEST FOR RE-APPROPRIATIONS TO 2025 BUDGET YEAR - PARKS & RECREATION BOARD PROPOSED JANUARY 15, 2025

PARKS

Account #	Project #	Project Name	Funds Requested for Re-Appropriation	Detailed Description/Timeline for Completion	To Project	Project Name
217-451-769-083	22PRK25	FEMA/Disaster Assistance	\$16,370	Contingency for project issues	22PRK25	FEMA/Disaster Assistance
217-451-874-105	24PRK16	Furnishings Replacement	\$11,469	Will be used in spring 2025	24PRK16	Furnishings Replacement
217-451-874-105	24PRK17	Concession Equipment	\$6,304	Will be used in spring 2025	25PARKS010	Concession Equipment
217-451-873-104	24PRK2	Seal Asphalt - Parks	\$15,705	Will be used in spring 2025	25PARKS002	Seal Asphalt - Parks
217-451-874-199	24PRK12	Aquatics Features & Signage	\$2,250	Will be used in spring 2025	25PARKS026	Aquatics Features & Signage
217-451-874-106	24PRK21	Printer Replacement	\$3,673	Will be used in spring 2025	25PARKS025	Printer Replacement
217-451-873-109	24PRK1	Landscaping	\$2,000	Will be completed in 2025	25PARKS001	Landscaping
217-451-873-109	23PRK4	Recreational Site Development	\$32,250	For future development of park	25PARKS013	Recreational Site Development
217-451-873-199	24PRK22	Recreation Equipment	\$3,378	Will be used in spring 2025	24PRK22	Recreation Equipment
217-451-874-103	24PRK24	Memorial Hall Furnishings	\$2,333	Will be used in spring 2025	25PARKS011	Memorial Hall Furnishings
217-451-872-102	24PRK3	HVAC Replacements	\$2,645	Will be used in spring 2025	25PARKS003	HVAC Replacements
217-451-873-109	24PRK33	Boschert Trail Project	\$109,275	Will be used in spring 2025	24PRK33	Boschert Trail Project
217-451-873-109	24PRK35	Frontier Park Stormwater Repair	\$53,021	Will be used in spring 2025	24PRK35	Frontier Park Stormwater Repair
217-451-873-109	24PRK9	McNair Park Improvements	\$50,000	Will be used in 2025	24PRK9	McNair Park Improvements
217-303-872-102	24PRK22	Memorial Hall Deductible	\$50,000	Will be used in 2025	24PRK22	Memorial Hall Deductible
Parks Total			\$360,673			

Prop P Sales Tax

Account #	Project #	Project Name	Funds Requested for Re-Appropriation	Detailed Description/Timeline for Completion	To Project	Project Name
417-451-873-109	23PRK4	Recreational Site Development	\$759,730	For future development of park	25PARKS013	Recreational Site Development
417-451-873-109	24PRK9	McNair Park Improvements	\$125,000	Will be used in 2025	24PRK9	McNair Park Improvements
Prop P Total			\$884,730			

Metro Funds

Account #	Project #	Project Name	Funds Requested for Re-Appropriation	Detailed Description/Timeline for Completion	To Project	Project Name
216-451-873-109	23PRK4	Recreational Site Development	\$19,537	For future development of park	25PARKS013	Recreational Site Development
Metro Total \$			19,537			

Cemetery

Account #	Project #	Project Name	Funds Requested for Re-Appropriation	Detailed Description/Timeline for Completion	To Project	Project Name
Cemetery Total			\$0			

Total Funds Re-appropriated in 2025 for Future Park \$811,517

**2024 Projects Closing with Remaining Funds
Parks and Recreation Board Proposed January 15, 2025**

Property Tax Funds

Project Number	Project Description	Account Number	Remaining Funds
24PRK7	Storm Water	216-451-873-109	\$79.88
24PRK7	Storm Water	217-451-873-109	\$756.31
24PRK8	Concession Stand Reno	217-451-873-109	\$824.45
24PRK10	Athletic Field Reno	217-451-873-109	\$31.83
24PRK13	Aquatic Features and Signage	217-451-873-109	\$278.00
24PRK18	Maintenance - Vehicles	217-451-874-102	\$662.00
24PRK26	Picnic Tables	217-451-874-103	\$287.00
24PRK27	Maintenance Facilities Improve	217-451-873-109	\$83.81
24PRK36	1921 Muegge Road	217-451-871-101	\$364.00

Closed Funds \$3,367.28

Metro Funds

Project Number	Project Description	Account Number	Remaining Funds

Closed Funds \$0.00

Prop P Sales Tax

Project Number	Project Description	Account Number	Remaining Funds
24PRK32	Facility Repairs	417-451-873-109	\$1,818.03

Closed Funds \$1,818.03

Oak Grove Cemetery

Project Number	Project Description	Account number	Remaining Funds

Total Funds \$0.00

St. Charles Parks and Recreation Board

MEMORANDUM

Date: December 10, 2025

From: Chris Atkinson, Assistant Director of Parks & Recreation

RE: 97 Acre Park Update of Phasing Plan

Summary:

In late November 2024 the Parks & Recreation Department entered into a contract with Navigate Building Solutions in the amount of \$12,750 for them to assist the Department with different phasing options to get the development of the 97 Acre Park underway.

Navigate are under contract with the City of St. Charles to provide professional services and are doing so on several current City projects. Navigate were also the Construction Manager for the Department during the Prop P Aquatic Facility construction.

The Scope of Work (attached) will include Navigate looking at multiple budgets to see what can be built and how the park development can be built in phases over time when funds become available.

Navigate are going to develop initial phasing plans based up the following budgets:

\$3,000,000
\$5,000,000
\$10,000,000

The deliverable phasing plans are due by February 28, 2025 so further Park Board discussions will need to take place after their report is received.

PURCHASE CONTRACT

THIS CONTRACT, made and entered into as of the contract date last signed below by and between the City of Saint Charles, Missouri by and through its Parks and Recreation Board hereinafter referred to as PARKS and Navigate Building Solutions, hereafter referred to as CONSULTANT. For the consideration herein expressed, it is agreed by and between PARKS and CONSULTANT as follows:

1. Specific PARKS and CONSULTANT responsibilities, terms, and conditions are outlined in the Navigate Building Solutions Task Order #9 that will be separately signed, and is attached as Exhibit A.
2. It is hereby further agreed that the Contract Sum shall not exceed Twelve Thousand Seven Hundred and Fifty Dollars & Zero Cents (\$12,750.00).
3. Notwithstanding other terms to the contrary, the obligation of Parks under this Contract shall cease immediately for a fiscal year in which the City or its Parks & Recreation Board does not, for any reason, appropriate funds for this Contract.
4. PARKS may terminate the contract at any time by giving seven (7) days written notice. If the contract is terminated because the project is abandoned or postponed by the PARKS, the CONSULTANT will be paid for services performed to the date of termination.

If the contract is terminated due to the CONSULTANT service being unsatisfactory in the judgment of the PARKS, or if the CONSULTANT fails to prosecute the work with due diligence, the PARKS may procure completions of the work in such a manner as it deems to be in the best interest of the PARKS. The CONSULTANT will be paid for the services performed to the date of termination.

5. CONSULTANT is an independent contractor and nothing contained herein shall constitute or designate CONSULTANT or any of its agents or employees as employees of PARKS.
6. CONSULTANT agrees in the performance of this agreement that it will not discriminate against any employee or applicant for employment because of race, creed, color, age, sex, national origin, ancestry, religion, or political opinion or affiliation.
7. This contract shall be deemed to have been fully executed, made by the parties in, and governed by the laws of the State of Missouri for all purpose and intents. Venue shall be vested in courts of appropriate jurisdiction in St. Charles County, Missouri.
8. CONSULTANT shall comply with City Code of Ordinance Section 145.040 regarding the registration of sex offenders with the Police Department.
9. CONSULTANT in accordance with City Code of Ordinance Section 145.160, neither the Contractor/Supplier/Consultant or an affiliated business entity of the Contractor/Supplier/Consultant shall: (1) be in arrears to the City on any taxes or debt; be in default of any contractual obligation to the City; (2) be in default as security or otherwise of any obligation to the City; or (3) be a party to a non-adjudicated, non-traffic related citation for a code violation. For complete text of Section 145.160, please contact the Purchasing Office.
10. CONSULTANT acknowledges award of this City Contract requires compliance with Section 208.009 RSMo. which requires CONSULTANT to provide City with affirmative proof that he/she is a citizen or permanent resident of the United States or is lawfully present in the United States prior to the City awarding CONSULTANT with this contract.

11. CONSULTANT acknowledges award of this Contract requires compliance with Section 285.530(2) RSMo. (Cumm. Supp. 2008) regarding enrollment and participation in a federal work authorization program with respect to all persons working in connection with the contracted services. CONSULTANT represents and warrants that it is in compliance with Section 285.530 at the time of award of this Contract. A sworn affidavit and supporting documentation affirming participation or exemption from a qualified federal work authorization program and that does not knowingly employ any person who is an unauthorized alien in connection with the services to be performed pursuant to this Contract is attached to this Contract and incorporated herein by this reference.

12. Pursuant to Section 34.600 RSMo, as amended, Contractor, hereby certifies it is not currently engaged in and shall not, for the duration of this contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel, or that this certification is not applicable as the value of this contract is less than \$100,000 or Contractor has less than ten (10) employees.

ST. CHARLES PARKS AND RECREATION

CITY OF SAINT CHARLES, MISSOURI

DocuSigned by:
Maralee Britton 11/15/2024
39A6388888544DA
 By: Maralee Britton Date
 Director of Parks & Recreation

Attest:

DocuSigned by:
Chris Atkinson 11/15/2024
F684252F83F74F8...
 Chris Atkinson Date
 Assistant Director of Parks 7 Recreation

DocuSigned by:
Lawrence S. Dobrosky, Jr. 11/26/2024
3E05A81A58084AA DS
 By: Lawrence S. Dobrosky Jr. Date
 Director of Administration

Attest:

DocuSigned by:
Kim Hudson 11/27/2024
2AAFD7B1851D472
 Kim Hudson Date
 City Clerk



CONSULTANT
Navigate Building Solutions

Signed by:
Craig Schluter 11/20/2024
971AC8ADCC0A8458
 BY: Craig Schluter Date
 Co-Founder
 (Please Print Name and Title)

CERTIFICATE OF DIRECTOR OF FINANCE

I certify that the expenditure contemplated by this document is within the purpose of the appropriation and the work program contemplated thereby, and that there is a sufficient unencumbered balance in the appropriation account and in the proper fund to pay the obligation.

DocuSigned by:
Jennifer O'Connor 11/25/2024
C5E83E8A408E40D
 Director of Finance Date



CONSTRUCTION MANAGER ADVISOR, ON-CALL PROFESSIONAL SERVICES AGREEMENT

TASK ORDER NUMBER TO 9

DATE: November 13, 2024

MASTER AGREEMENT: On-Call Professional Project Management Services Agreement made between City of St. Charles and Navigate Building Solutions dated November 10, 2020.

PROJECT(s): 97 Acre Park

SCOPE OF WORK:

- Review design/ master planning documents
- Visit the site
- Update current master plan cost opinions to align with future construction start dates and to align with potential phasing. This does not include doing full take offs and detailed cost estimates for all scopes of this project.
- Develop potential phasing plans that could be implemented based on various funding options/ time frames (provided by Owner).
- Collaborate with Owner over multiple meetings.
- Collaborate with SWT to ensure OR knows the design intent.

SCHEDULE:

December 1, 2024 – February 28, 2025

COMPENSATION:

NAVIGATE shall be compensated a lump sum amount of \$12,750 for estimating/ preconstruction services. NAVIGATE will issue 3 invoices in equal amounts.

 11/13/24

 Signature Date

Craig Schluter Member
Printed Name and Title

NAVIGATE Building Solutions, LLC.

DocuSigned by:
 11/15/2024

 Signature Date

Maralee Britton Director of Parks & Recreation
Printed Name & Title

CITY OF ST. CHARLES, Missouri

**SAINT CHARLES PARKS & RECREATION BOARD MINUTES
MEETING HELD
DECEMBER 18, 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, Kathy Mudrovic, Larry Muench, Anne Zerr, Mike Ryan, Brian Scheidegger and Anna Shy were present. Tim Glosier, TJ Slattery and Council Liaison Mary West were present were absent.

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

Others Mayor Dan Borgmeyer, Director of Administration Lawrence Dobrosky, 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 referred to the documents that he had provided titled “Muller Park Comments. Park Board Meeting December 2024”. He stated he did not agree with the City using Park land as collateral. He also presented a timeline from February 2024 through October 2024.

The Board thanked Mr. Reineke for his comments.

5. Staff Reports/Presentations: None

6. Items for Discussion and/or Action-

A. Revisions to the Seasonal and Part-Time Wage Grid for 2025*

Mudrovic made a motion to approve the revised wage grid; seconded by Ryan. Motion Passed.

B. Purchase Order with Vermont Systems Inc. to provide annual service and support in 2025 in an amount not to exceed \$29,660.16*

Muench made a motion to approve the Purchase Order; seconded by Scheidegger. Motion Passed.

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*

Ryan made a motion to approve the Change Order; seconded by Scheidegger. Motion Passed.

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*

Mudrovic made a motion to approve the contract; seconded by Zerr. Motion Passed.

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*

Zerr made a motion to approve the payment; seconded by Scheidegger. Motion Passed.

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*

Mudrovic made a motion to approve the contract; seconded by Zerr. Motion Passed.

At 6:13 pm Ryan Made a Motion to go into Closed Session to discuss;

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

Seconded by Zerr.

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

At 7:04 pm Zerr Made A Motion to come out of Closed Session. Seconded by Muench.

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

At 7:05 Shy left the meeting.

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*

Muench made a motion to approve the contract renewal; seconded by Mudrovic. Motion Passed.

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*

Zerr made a motion to approve the contract; seconded by Muench. Motion Passed.

I. Consideration of revisions to the Aquatics Fee Schedule*

Zerr made a motion to approve the revised fee schedule; seconded by Scheidegger. Motion Passed.

J. Consideration of revisions to the Summer Fun Day Camp Fee Schedule*

Zerr made a motion to approve the revised fee schedule; seconded by Mudrovic. Motion Passed.

7. Meeting 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*

Muench made a motion to approve the closed session meeting minutes (A, B, & C); seconded by Zerr.

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

Mudrovic made a motion to approve the meeting minutes (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

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

9. Items Removed from the Consent Agenda: None.

10. Presidents Announcements and Reminders:

Bichel stated that the January 1st, 2025 Work Session would be cancelled due to the holidays.

11. Directors Report:

- A. Thank You's (As Available)**
- B. General Department Update**

Britton informed the Board that the February Work Session will be a presentation/discussion on the Wapelhorst ball field turf upgrade project and on the McNair Main possible projects.

12. Board Member Announcements and Reminders:

Scheidegger asked about the condition of some of the asphalt trails in Wapelhorst Park. There is some cracking/separation. Staff said they were aware and will possibly include repair work in the 2025 CIP.

Ryan thanked staff for hosting the Board Holiday Party.

13. Council Liaison Announcements and Reminders: None

14. Park Board Liaisons Comments

A. Foundation Report: None

B. Legislative Report: None

As there was no further business to discuss Zerr moved for **Adjournment** at 7:33 pm; Seconded by Scheidegger. The motion passed.

Meeting: December 18, 2024

Respectfully Submitted,

Sandy Bichel, President

Anna Shy, Secretary

**SAINT CHARLES PARKS & RECREATION BOARD MINUTES
SPECIAL WORK SESSION MEETING HELD**

December 30, 2024

The meeting was **Called to Order** by President Bichel at 5:00pm in the Parks & Recreation Administration Conference Room in Blanchette Park:

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

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

Others Attorney Kimberly Mathis

At 5:00 pm Zerr Made A Motion to go into Closed Session to discuss the following:

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

Seconded by Shy.

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

At 7:01 pm Muench Made A Motion to come out of Closed Session. Seconded by Slattery.

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

As there was no further business to discuss Slattery moved for **Adjournment** at 7:02 pm; Seconded by Shy which then passed.

Special Work Session Meeting: December 30, 2024

Respectfully Submitted,

Sandy Bichel, President

Anna Shy, Secretary

Upcoming Events

Meetings:

- o February 5, 2025
- o February 19, 2025 (TBD – Conference Week)

-
- Fire Arts Fest – Friday, January 24, 2025
 - o Foundry Arts Centre, 4P – 9P
 - Fete de Glace/Bowls and Brews – Jan 25, 2025
 - o North Main Street, 9:30A – 3:30P
 - St. Charles Parks Passport Renewal Due – beginning January 2, 2025
 - o Park Administration Office – Blanchette Park, 8A – 5P
 - Shelter Reservations Open for 2025 – January 2, 2025
 - o Park Administration Office – Blanchette Park, 636-949-3372, 8A-5P
 - St. Charles Parks Aquatic Passes 2025 Go On Sale – February 3, 2025
 - o Park Administration Office – Blanchette Park, 636-949-3372, 8A – 5P
 - Once Upon A Valentine – Saturday, February 8 – Sunday, February 9 2025
 - o Historic Main Street, 12P – 3P
 - Motorcycle Safety Course Registration Opens – Monday, February 10, 2025
 - o Park Administration Office – Blanchette Park, 636-949-3372, 8A – 5P
 - First Fridays – Feb 7, March 7, April 4, May 1, June 6 2025
 - o Foundry Art Centre, 5P-8P
 - St. Charles Parks and Recreation Job Fair – Tuesday, February 18, 2025
 - o Memorial Hall, 3P – 5P
 - Mardi Gras Parade and After Party – Saturday, March 1, 2025
 - o Frenchtown, Parade Begins 11A, After Party from 12P – 2P
 - Summer Fun Day Camp Registration Opens – Friday March 7, 2025
 - o Park Administration Office – Blanchette Park, 636-949-3372, 8A – 5P
 - C.O.P.S. Camp Registration Opens – Friday, March 14, 2025
 - o Park Administration Office – Blanchette Park, 636-949-3372, 8A – 5P

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

December EOY 2024 Finances
Parks and Recreation Financials Worksheet-Operating Funds



Estimated Financial Worksheet	2024 Actual	2024 Budget
Total Expenses	\$ (8,953,541)	\$ (9,820,637)
Total Customer Revenue	\$ 3,649,797	\$ 4,147,335
Total Property Tax	\$ 4,129,762	\$ 4,085,270
Total Delinquent Tax	\$ 36,872	\$ 91,550
Total Tax Surtax	\$ 168,182	\$ 157,636
Recovered Exp. - Sale of Assets	\$ 2,859,889	\$ -
Interest	\$ 7,144	\$ -
Total Cell Tower	\$ 67,430	\$ 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
	\$ 3,608,881	\$ 310,858

Beginning Fund Balance	2,874,773	Final Audited
Expenses	\$ (8,953,541)	
Revenue	\$ 12,562,422	
Ending Cash Balance	\$ 6,483,654	
Petty Cash	\$ 8,950	
Estimated Equipment Replacement Fund Total	\$ 2,839,149	
Fund Balance	\$ 3,653,455	

Interfund loan liability for purchase of land	0
2024 Loan Balance	0
2024 Payment Funds	600,000
Boeing Pymt	600,000
2024 Payment	0
Loan Balance	0

Aquatics	2024 Actual	2024 Budget
Personnel Expenditures	\$ (979,326)	\$ (986,905)
Contractual Expenditures	\$ (160,075)	\$ (186,277)
Materials & Supplies Expenditures	\$ (277,080)	\$ (368,877)
Capital Outlay	\$ (28,024)	\$ (35,000)
Equipment Replacement Fund	\$ (119,836)	\$ (119,836)
Total Expenses	\$ (1,564,341)	\$ (1,696,895)

Total Revenue	\$ 1,669,707	\$ 1,703,500
Recovered Expenses	\$ -	\$ -
Total Income	\$ 1,669,707	\$ 1,703,500

Aquatics Net Revenue	\$ 105,366	\$ 6,605
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Concessions	2024 Actual	2024 Budget
Personnel Expenditures	\$ (113,664)	\$ (124,982)
Contractual Expenditures	\$ (39,893)	\$ (48,495)
Materials & Supplies Expenditures	\$ (79,078)	\$ (122,982)
Capital Outlay	\$ -	\$ -
Equipment Replacement Fund	\$ (11,028)	\$ (11,028)
Total Expenses	\$ (243,663)	\$ (307,487)

Total Revenue	\$ 149,953	\$ 325,500
Recovered Expenses	\$ -	\$ -
Total Income	\$ 149,953	\$ 325,500

Concession Net Revenue	\$ (93,709)	\$ 18,013
-------------------------------	--------------------	------------------

Memorial Hall	2024 Actual	2024 Budget
Personnel Expenditures	\$ (45,962)	\$ (50,609)
Contractual Expenditures	\$ (9,108)	\$ (11,237)
Materials & Supplies Expenditures	\$ (23,247)	\$ (29,273)
Capital Outlay	\$ 521	\$ (5,000)
Equipment Replacement Fund	\$ (21,528)	\$ (21,528)
Total Expenses	\$ (99,324)	\$ (117,647)

Total Revenue	\$ 64,185	\$ 110,015
Total Tax Revenue (.2%)	\$ 8,333	\$ 8,354
Recovered Expenses	\$ -	\$ -
Total Income	\$ 72,518	\$ 118,369

Memorial Hall Net Revenue	\$ (26,806)	\$ 722
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December EOY 2024 Finances
Parks and Recreation Financials Worksheet-Operating Funds

8. B.

Recreation		2024 Actual	2024 Budget
Personnel Expenditures	\$	(859,966)	\$ (833,841)
Contractual Expenditures	\$	(123,828)	\$ (145,286)
Materials & Supplies Expenditures	\$	(508,580)	\$ (542,084)
Capital Outlay	\$	-	\$ -
Equipment Replacement Fund	\$	(14,857)	\$ (14,857)
Total Expenses	\$	<u>(1,507,232)</u>	\$ <u>(1,536,068)</u>
Total Revenue	\$	1,413,239	\$ 1,330,295
Total Tax Revenue (5%)	\$	208,332	\$ 208,841
Recovered Expenses	\$	-	\$ -
Total Income	\$	<u>1,621,570</u>	\$ <u>1,539,136</u>
Recreation Net Revenue	\$	114,338	\$ 3,068
Maintenance		2024 Actual	2024 Budget
Personnel Expenditures	\$	(1,788,091)	\$ (1,709,979)
Contractual Expenditures	\$	(420,579)	\$ (448,601)
Materials & Supplies Expenditures	\$	(173,685)	\$ (191,340)
Capital Outlay	\$	-	\$ -
Equipment Replacement Fund	\$	(156,671)	\$ (156,671)
Total Expenses	\$	<u>(2,539,026)</u>	\$ <u>(2,506,591)</u>
Total Revenue	\$	92,628	\$ 231,600
Total Tax Revenue (57.33%)	\$	2,388,731	\$ 2,394,571
Total Surtax (83%)	\$	139,591	\$ 130,838
Recovered Expenses	\$	-	\$ -
MO Conservation Grant	\$	-	\$ 10,000.00
Total Income	\$	<u>2,620,950</u>	\$ <u>2,767,009</u>
Maintenance Net Revenue	\$	81,925	\$ 260,418
Administration		2024 Actual	2024 Budget
Personnel Expenditures	\$	(860,224)	\$ (815,924)
Contractual Expenditures	\$	(114,105)	\$ (133,914)
Materials & Supplies Expenditures	\$	(47,047)	\$ (65,059)
Capital Outlay	\$	-	\$ -
Equipment Replacement Fund	\$	(13,604)	\$ (13,604)
Total Expenses	\$	<u>(1,034,980)</u>	\$ <u>(1,028,501)</u>
Total Revenue	\$	178,124	\$ 259,425
Total Tax Revenue (21%)	\$	874,993	\$ 877,132
Recovered Expenses	\$	-	\$ -
Total Income	\$	<u>1,053,117</u>	\$ <u>1,136,557</u>
Administration Net Revenue	\$	18,137	\$ 108,056
Rangers		2024 Actual	2024 Budget
Personnel Expenditures	\$	(505,708)	\$ (483,949)
Contractual Expenditures	\$	(86,810)	\$ (97,942)
Materials & Supplies Expenditures	\$	(24,247)	\$ (28,755)
Capital Outlay	\$	-	\$ -
Equipment Replacement Fund	\$	(50,115)	\$ (50,115)
Total Expenses	\$	<u>(666,880)</u>	\$ <u>(660,761)</u>
Total Revenue	\$	81,961	\$ 187,000
Total Tax Revenue (12%)	\$	499,996	\$ 501,218
Total Surtax (17%)	\$	28,591	\$ 26,798
Recovered Expenses	\$	-	\$ -
Total Income	\$	<u>610,548</u>	\$ <u>715,017</u>
Rangers Net Revenue	\$	(56,332)	\$ 54,256
Parks Capital		2024 Actual	2024 Budget
Total Expenses	\$	<u>(1,298,095)</u>	\$ <u>(1,966,687)</u>
Total Revenue/ Replacement Fund	\$	642,000	\$ 642,000
Total Tax Revenue (4.47%)	\$	186,249	\$ 186,704
Re-Appropriations	\$	313,374	\$ 313,374
Other Revenue Contributions	\$	21,911	\$ 21,910
Budget Amendments	\$	-	\$ 377,500
Total Income	\$	<u>1,163,533</u>	\$ <u>1,541,488</u>
Capital Net Revenue	\$	(134,562)	\$ (425,199)
Cemetery		2024 Actual	2024 Budget
Personnel Expenditures	\$	(176,691)	\$ (177,254)
Contractual Expenditures	\$	(23,190)	\$ (31,520)
Materials & Supplies Expenditures	\$	(12,138)	\$ (14,350)
Capital Outlay	\$	-	\$ -
Total Expenses	\$	<u>(212,019)</u>	\$ <u>(223,124)</u>
Total Revenue	\$	46,200	\$ 80,325
Cemetery Net Revenue	\$	<u>(165,819)</u>	\$ <u>(142,799)</u>

Project Report -December 2024

Project Name	Project Code	Budget	Encumbrances	Expenses	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	\$ -	\$ 7,930.59	\$ 171.41	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	\$ -	\$ 200,629.30	\$ 16,370.70	Property Tax
TRAILS AND PARKING LOT REHAB	Project Code: 23PRK2	\$ 96,343.00	\$ 3,779.00	\$ 92,564.00	\$ -	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	\$ 8,500.00	\$ 4,250.00	\$ 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	\$ 7,600.00	\$ 11,828.62	\$ 2,000.37	Property Tax
SEAL ASPHALT ALL PARKS	Project Code: 24PRK2	\$ 102,500.00	\$ 26,915.00	\$ 59,879.57	\$ 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	\$ -	\$ 37,403.69	\$ 756.31	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	\$ -	\$ 39,980.00	\$ 20.00	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	Encumbrances	Expenses	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	\$ 13,632.00	\$ 18,224.26	\$ 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	\$ -	\$ 28,916.19	\$ 83.81	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	\$ -	\$ 39,990.23	\$ 9.77	Parks Capital
BOSCHERT TRAIL PROJECT	Project Code: 24PRK33	\$ 490,000.00	\$ 346,500.00	\$ 34,225.00	\$ 109,275.00	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	\$ -	\$ 377,136.00	\$ 364.00	Property Tax
Project Funding Source Totals						
		Budget	Encumbrances	Expenses	Remaining Amount	
Equipment Replacement Fund	TOTAL	\$ 723,502.89	\$ 13,632.00	\$ 676,539.88	\$ 33,331.01	Replacement Fund
Taxes	TOTAL	\$ 1,601,676.99	\$ 389,515.00	\$ 877,655.17	\$ 334,506.82	Property Taxes
Metro Parks & Recreation Fund	TOTAL	\$ 628,984.00	\$ 3,779.00	\$ 605,588.93	\$ 19,616.07	Metro
Prop P Parks Capital	TOTAL	\$ 1,406,669.97	\$ -	\$ 519,303.97	\$ 887,366.00	Prop P - Parks Capital
Gaming Funds	TOTAL					Gaming
Cash Balance	TOTAL					Cash
TOTAL PROJECTS		\$ 4,360,833.85	\$ 406,926.00	\$ 2,679,087.95	\$ 1,274,819.90	
Capital Sales Tax (Cemetery only)	TOTAL	\$ 51,252.00	\$ -	\$ 50,027.28	\$ 5,483.22	
New Park Development Balance		\$ 1,086,729.97	\$ 8,500.00	\$ 266,713.81	\$ 811,516.16	

January 2025 Finances
Parks and Recreation Financials Worksheet-Operating Funds

8. B.



Estimated Financial Worksheet	2025 Actual	2025 Budget
Total Expenses	\$ (384,756)	\$ (9,528,566)
Total Customer Revenue	\$ (628)	\$ 4,427,230
Total Property Tax	\$ -	\$ 4,085,270
Total Delinquent Tax	\$ 168	\$ 91,550
Total Tax Surtax	\$ -	\$ 157,636
Recovered Exp. - Sale of Assets	\$ 517	\$ -
Interest	\$ -	\$ -
Total Cell Tower	\$ -	\$ 62,420
Capital Reappropriations	\$ -	\$ -
Other Revenue Contributions	\$ -	\$ 21,910
Grants	\$ -	\$ 10,000
Replacement Fund	\$ 518,100	\$ 518,100
	\$ 133,402	\$ (154,450)

Beginning Fund Balance	6,412,172	Unaudited fund balance as of 12/31/2024
Expenses	\$ (384,756)	
Revenue	\$ 518,158	
Ending Cash Balance	\$ 6,545,574	

Petty Cash	\$ 8,950
Asset Disposition of Soccer Park	\$ 3,000,000
Estimated Equipment Replacement Fund Total	\$ 2,839,149

Fund Balance	\$ 715,375
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Aquatics	2025 Actual	2025 Budget
Personnel Expenditures	\$ -	\$ (1,059,851)
Contractual Expenditures	\$ (16,995)	\$ (226,186)
Materials & Supplies Expenditures	\$ (1,094)	\$ (332,346)
Capital Outlay	\$ -	\$ (35,000)
Equipment Replacement Fund	\$ (100,118)	\$ (100,118)
Total Expenses	\$ (118,207)	\$ (1,753,501)

Total Revenue	\$ -	\$ 1,753,500
Recovered Expenses	\$ -	\$ -
Total Income	\$ -	\$ 1,753,500

Aquatics Net Revenue	\$ (118,207)	\$ (1)
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Concessions	2025 Actual	2025 Budget
Personnel Expenditures	\$ -	\$ (125,397)
Contractual Expenditures	\$ (657)	\$ (71,483)
Materials & Supplies Expenditures	\$ -	\$ (120,900)
Capital Outlay	\$ -	\$ (5,000)
Equipment Replacement Fund	\$ (17,721)	\$ (17,721)
Total Expenses	\$ (18,378)	\$ (340,501)

Total Revenue	\$ -	\$ 340,500
Recovered Expenses	\$ -	\$ -
Total Income	\$ -	\$ 340,500

Concession Net Revenue	\$ (18,378)	\$ (1)
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Memorial Hall	2025 Actual	2025 Budget
Personnel Expenditures	\$ -	\$ (57,896)
Contractual Expenditures	\$ -	\$ (13,275)
Materials & Supplies Expenditures	\$ -	\$ (29,927)
Capital Outlay	\$ -	\$ (4,000)
Equipment Replacement Fund	\$ (16,258)	\$ (16,258)
Total Expenses	\$ (16,258)	\$ (121,356)

Total Revenue	\$ (628)	\$ 112,975
Total Tax Revenue (.2%)	\$ 0	\$ 8,354
Recovered Expenses	\$ -	\$ -
Total Income	\$ (628)	\$ 121,329

Memorial Hall Net Revenue	\$ (16,886)	\$ (27)
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January 2025 Finances
Parks and Recreation Financials Worksheet-Operating Funds

8. B.

Recreation	2025 Actual	2025 Budget
Personnel Expenditures	\$ -	\$ (961,287)
Contractual Expenditures	\$ 766	\$ (197,535)
Materials & Supplies Expenditures	\$ -	\$ (493,500)
Capital Outlay	\$ -	\$ (3,000)
Equipment Replacement Fund	\$ (16,695)	\$ (16,695)
Total Expenses	\$ (15,929)	\$ (1,672,017)
Total Revenue	\$ -	\$ 1,462,500
Total Tax Revenue (5%)	\$ 8	\$ 208,841
Recovered Expenses	\$ -	\$ -
Total Income	\$ 8	\$ 1,671,341
Recreation Net Revenue	\$ (15,921)	\$ (676)
Maintenance	2025 Actual	2025 Budget
Personnel Expenditures	\$ 58,610	\$ (1,972,350)
Contractual Expenditures	\$ (235)	\$ (500,173)
Materials & Supplies Expenditures	\$ -	\$ (195,375)
Capital Outlay	\$ -	\$ -
Equipment Replacement Fund	\$ (139,782)	\$ (139,782)
Total Expenses	\$ (81,407)	\$ (2,807,680)
Total Revenue	\$ -	\$ 232,200
Total Tax Revenue (57.33%)	\$ 97	\$ 2,394,571
Total Surtax (83%)	\$ -	\$ 130,838
Recovered Expenses	\$ -	\$ -
MO Conservation Grant	\$ -	\$ 10,000.00
Total Income	\$ 97	\$ 2,767,609
Maintenance Net Revenue	\$ (81,310)	\$ (40,071)
Administration	2025 Actual	2025 Budget
Personnel Expenditures	\$ (30,580)	\$ (963,222)
Contractual Expenditures	\$ 98	\$ (158,935)
Materials & Supplies Expenditures	\$ (6,502)	\$ (64,600)
Capital Outlay	\$ -	\$ -
Equipment Replacement Fund	\$ (28,766)	\$ (28,766)
Total Expenses	\$ (65,751)	\$ (1,215,523)
Total Revenue	\$ -	\$ 335,555
Total Tax Revenue (21%)	\$ 35	\$ 877,132
Recovered Expenses	\$ -	\$ -
Total Income	\$ 35	\$ 1,212,687
Administration Net Revenue	\$ (65,715)	\$ (2,836)
Rangers	2025 Actual	2025 Budget
Personnel Expenditures	\$ (18,492)	\$ (546,234)
Contractual Expenditures	\$ (219)	\$ (102,323)
Materials & Supplies Expenditures	\$ -	\$ (30,216)
Capital Outlay	\$ -	\$ -
Equipment Replacement Fund	\$ (50,115)	\$ (50,115)
Total Expenses	\$ (68,826)	\$ (728,888)
Total Revenue	\$ -	\$ 190,000
Total Tax Revenue (12%)	\$ 20	\$ 501,218
Total Surtax (17%)	\$ -	\$ 26,798
Recovered Expenses	\$ -	\$ -
Total Income	\$ 20	\$ 718,017
Rangers Net Revenue	\$ (68,806)	\$ (10,871)
Parks Capital	2025 Actual	2025 Budget
Total Expenses	\$ -	\$ (889,100)
Total Revenue/ Replacement Fund	\$ 518,100	\$ 518,100
Total Tax Revenue (4.47%)	\$ 8	\$ 186,704
Re-Appropriations	\$ -	\$ -
Other Revenue Contributions	\$ -	\$ 21,910
Budget Amendments	\$ -	\$ -
Total Income	\$ 518,108	\$ 726,714
Capital Net Revenue	\$ 518,108	\$ (162,386)
Cemetery	2025 Actual	2025 Budget
Personnel Expenditures	\$ 5,135	\$ (192,044)
Contractual Expenditures	\$ -	\$ (31,288)
Materials & Supplies Expenditures	\$ -	\$ (14,350)
Capital Outlay	\$ -	\$ -
Total Expenses	\$ 5,135	\$ (237,682)
Total Revenue	\$ -	\$ 87,500
Cemetery Net Revenue	\$ 5,135	\$ (150,182)

Project Report -January 2025

Project Name	Project Code	Budget	Expenses	Encumbrances	Remaining Funds	Funding Source
LANDSCAPING - ALL PARKS	Project Code: 25PARKS001	\$ 9,500.00	\$ -	\$ -	\$ 9,500.00	Property Tax
SEAL ASPHALT - ALL PARKS	Project Code: 25PARKS002	\$ 22,500.00	\$ -	\$ -	\$ 22,500.00	Property Tax
HVAC REPLACEMENTS	Project Code: 25PARKS003	\$ 12,000.00	\$ -	\$ -	\$ 12,000.00	Property Tax
RESTROOM REHAB	Project Code: 25PARKS004	\$ 12,000.00	\$ -	\$ -	\$ 12,000.00	Property Tax
PLAYGROUND SAFETY SURFACING	Project Code: 25PARKS005	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	Property Tax
ADA RENOVATIONS	Project Code: 25PARKS006	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	Property Tax
PARKS STORM WATER	Project Code: 25PARKS007	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	Property Tax
TRAIL/PARKING LOT REHAB	Project Code: 25PARKS008					
	216-451-873-109	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	Metro
	217-451-873-109	\$ -	\$ -	\$ -	\$ -	Property tax
GROUNDS EQUIPMENT	Project Code: 25PARKS009	\$ 37,265.00	\$ -	\$ -	\$ 37,265.00	Replacement Fund
CONCESSION EQUIPMENT	Project Code: 25PARKS010	\$ 7,500.00	\$ -	\$ -	\$ 7,500.00	Replacement Fund
MEMORIAL HALL FURNISHINGS	Project Code: 25PARKS011	\$ 16,500.00	\$ -	\$ -	\$ 16,500.00	Replacement Fund
ATHLETIC FIELD RENOVATIONS	Project Code: 25PARKS012	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00	Property Tax
97/REC SITE DEVELOPMENT	Project Code: 25PARKS013					
	216-451-873-109	\$ 160,000.00	\$ -	\$ -	\$ 160,000.00	Metro
	417-451-873-109	\$ 210,000.00	\$ -	\$ -	\$ 210,000.00	Parks Capital
FACILITY REPAIRS	Project Code: 25PARKS014	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00	Parks Capital
MAINTENANCE VEHICLES	Project Code: 25PARKS015	\$ 189,735.00	\$ -	\$ -	\$ 189,735.00	Replacement Fund
RANGER VEHICLES & SUPPORT ITEMS	Project Code: 25PARKS016	\$ 41,500.00	\$ -	\$ -	\$ 41,500.00	Replacement Fund
CONCESSION STAND RENOVATIONS	Project Code: 25PARKS017	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	Property Tax
MAINTENANCE FACILITIES IMPROVEMENTS	Project Code: 25PARKS018	\$ 24,000.00	\$ -	\$ -	\$ 24,000.00	Property Tax
PC REPLACEMENT	Project Code: 25PARKS019	\$ 34,000.00	\$ -	\$ -	\$ 34,000.00	Replacement Fund
MAINTENANCE MOWING EQUIPMENT	Project Code: 25PARKS020	\$ 70,000.00	\$ -	\$ -	\$ 70,000.00	Replacement Fund
WAP PAVILION REPLACEMENT	Project Code: 25PARKS021					
	217-451-874-103	\$ 36,000.00	\$ -	\$ -	\$ 36,000.00	Property Tax
	417-451-872-102	\$ 79,000.00	\$ -	\$ -	\$ 79,000.00	Parks Capital
PLAYGROUND REPLACEMENT BOONESLICK	Project Code: 25PARKS022	\$ 212,000.00	\$ -	\$ -	\$ 212,000.00	Parks Capital
COPIER REPLACEMENT	Project Code: 25PARKS023	\$ 13,900.00	\$ -	\$ -	\$ 13,900.00	Replacement Fund
SOFTWARE UPGRADES	Project Code: 25PARKS024	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	Replacement Fund
PRINTER REPLACEMENT	Project Code: 25PARKS025	\$ 2,700.00	\$ -	\$ -	\$ 2,700.00	Replacement Fund
AQUATIC FEATURES	Project Code: 25PARKS026	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	Replacement Fund
MASTERPLAN	Project Code: 25PARKS027	\$ 200,000.00	\$ -	\$ -	\$ 200,000.00	Property Tax
HAWKS NEST/PUNDMANN	Project Code: 25PARKS028	\$ 60,000.00	\$ -	\$ -	\$ 60,000.00	Parks Capital
Project Funding Source Totals						

Project Report -January 2025

Project Name	Project Code	Budget	Expenses	Encumbrances	Remaining Funds	Funding Source
		Budget	Expenses	Encumbrances	Remaining Amount	
Equipment Replacement Fund	TOTAL	\$ 518,100.00	\$ -	\$ -	\$ 518,100.00	Replacement Fund
Taxes	TOTAL	\$ 371,000.00	\$ -	\$ -	\$ 371,000.00	Property Taxes
Metro Parks & Recreation Fund	TOTAL	\$ 260,000.00	\$ -	\$ -	\$ 260,000.00	Metro
Prop P Parks Capital	TOTAL	\$ 591,000.00	\$ -	\$ -	\$ 591,000.00	Prop P - Parks Capital
Gaming Funds	TOTAL					Gaming
Cash Balance	TOTAL		\$ -			Cash
TOTAL PROJECTS		\$ 1,740,100.00	\$ -	\$ -	\$ 1,740,100.00	
Capital Sales Tax (Cemetery only)	TOTAL					
New Park Development Balance		\$ 370,000.00	\$ -	\$ -	\$ 370,000.00	

JANUARY Accounts Receivable Report

2023 Individual			Status
Programs			
Daycamp		\$ 205.00	Certified letters sent.
Facility			
2023 TOTAL		\$ 205.00	
2024 Individual			Status
Programs			
Trip			
Daycamp		\$ 8.00	Short paid before care; have tried to contact multiple times to no avail.
Facility			
2024 TOTAL		\$ 8.00	
2024 Organizations			Status
Organizations with multiple uses paying monthly, quarterly or by season			
SCCYSA	League Fees	\$ 9,814.00	Billed 11/8/2024 and followed up multiple times.
2024 TOTAL		\$ 9,814.00	
2025 Individual			Status
Programs			
Trip			
Daycamp			
Facility			
2025 TOTAL		\$ -	
2025 Organizations			Status
Organizations with multiple uses paying monthly, quarterly or by season			
2025 TOTAL		\$ -	
	Total Due	\$ 10,027.00	
<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 - 12/31/24

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	6	\$ 4,800.00
Total:		33	\$ 42,600.00

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	\$ -
Total:		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	\$ -
Total:		0	\$ -

Infant's Grave Disinterment

Disinterment (Completed before Closing)	Fee	Quantity	Total
Monday - Friday	\$ 470.00	0	\$ -
Total:		0	\$ -

Single Depth Grave

Burial Day (Completed before Closing)	Fee	Quantity	Total
Monday - Friday	\$ 1,600.00	24	\$ 38,400.00
Saturday	\$ 1,800.00	5	\$ 9,000.00
Sunday	\$ 2,100.00	0	\$ -
City Holidays	\$ 2,100.00	0	\$ -
Burial Day (Completed after closing - 3:00P.M.)	Fee	Quantity	Total
Monday - Friday	\$ 1,800.00	0	\$ -
Total:		29	\$ 47,400.00

Single Depth Grave Disinterment

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

Double Depth Grave

Burial Day (Completed before Closing)	Fee	Quantity	Total
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	\$ -
Burial Day (Completed after closing - 3:00P.M.)	Fee	Quantity	Total
Monday - Friday	\$ 2,200.00	0	\$ -
Total:		9	\$ 18,000.00

Double Depth Grave Disinterment

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

Cremations without a Service

Burial Day (Completed before Closing)	Fee	Quantity	Total
Monday - Friday	\$ 500.00	18	\$ 9,000.00
Saturday	\$ 850.00	6	\$ 5,030.00
Sunday	\$ 1,100.00	0	\$ -
City Holidays	\$ 1,100.00	0	\$ -
Burial Day (Completed after closing - 3:00P.M.)	Fee	Quantity	Total
Monday - Friday	\$ 850.00	0	\$ -
Total:		24	\$ 14,030.00

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	\$ -
Total:		1	\$ 850.00

Cremations Disinterment

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

Memorial Trees

Type	Fee	Quantity	Total
Tree	\$ 125.00	0	\$ -
Total:		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	\$ -
Total:		0	\$ -

Year End Totals	Quantity	Revenue
Total Grave Sales	27	\$ 37,800.00
Total Cremation Grave Sales	6	\$ 4,800.00
Total Grave Burials	38	\$ 65,400.00
Total Cremation Burials	25	\$ 14,880.00
Total Income		\$ 122,880.00