

St. Charles Parks and Recreation Board  
Tentative Agenda  
February 12, 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:  
3 Minute Limit Per Person  
    The Public Comments portion of the meeting is an opportunity for the Parks and Recreation Board to listen to comments from citizens. It is not a question and answer session and the Board will not respond to comments or answer questions. The Board may refer any matter addressed to the Director of Parks and Recreation.  
    A. D. Todd Reineke, Former St Charles Soccer Complex, Information in packet
5. Staff Reports/Presentations:  
    A.
6. Items for Discussion and/or Action:
  - A. Resolution #1, 2025; Request to Declare Surplus Asset\*
  - B. Contract with Perales White LLC DBA Bazan Painting to complete the Wapelhorst Aquatic Facility Painting Project in an amount not to exceed \$99,485\*
  - C. Change Order #1 to contract with Vandalia Bus Lines adding \$7,000 in transportation costs for Christmas in Branson trip in 2025 for a new contract amount of \$33,885\*
  - D. Consideration to Write Off Uncollected Debt of \$8 for 2024\*
  - E. Consideration of Revisions to the Athletic Facility League and Tournament Policy\*
  - F. Consideration of Revisions to the Professional Organization Participation Policy\*
  - G. Consideration of Revisions to Use of the Department Bus\*
7. Minutes-
  - A. Parks & Recreation Board Meeting Minutes January 15, 2024\*
  - B. Parks & Recreation Work Session Meeting Minutes February 5, 2024\*
  - C. Parks & Recreation Closed Session Meeting Minutes December 18, 2024\*\*
  - D. Parks & Recreation Closed Session Meeting Minutes December 30, 2024\*\*
  - E. Parks & Recreation Closed Session Meeting Minutes January 15, 2025\*\*

8. Consent Agenda (items to be received)
  - A. Calendar
  - B. Financial Worksheets and Projects Report
  - C. Accounts Receivable Report- None
  - 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
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: \_\_\_\_\_

## 4 topics for February

- 1) Follow up on the use of parks as collateral. The city charter required a vote by the park board to approve this action, but no such vote ever took place in 2017.
- 2) The last recorded survey of Mueller Park was taken in 1959. It measured the park at 100 acres. Loan documents from 2017, when Mueller Park was used as collateral, also listed it as 100 acres. However, when the park was sold in October 2024, it was recorded as only 60 acres. What accounts for this discrepancy?
- 3) Have received more documents which indicate that after the measure for the new city hall passed in April 2024, the city lacked sufficient funds to meet its self-imposed two-year timeline. To secure the necessary funds, park land is being sold.
- 4) It was repeatedly stated that Invesco would collaborate with existing groups to allow them continued use of the park. To my knowledge, only one group has successfully negotiated an agreement with Invesco, and this was facilitated by a park board member. Why weren't other groups given similar assistance?

1) *Follow up on the use of parks as collateral. The city charter required a vote by the park board in to approve this action, but no such vote ever took place in 2017.*

The parks being used as collateral for the Certificates of Participation (COPs) issued by the City of St. Charles, Missouri, in 2017 are listed in Schedule 1 of the Base Lease. These include:

1. **Blanchette Park**
2. **Wapelhorst Park**
3. **Mueller Park**
4. **McNair Park**
5. **Dusable Park**

These parks are used as security for financing improvements mainly for stormwater control systems as part of the 2017 COPs transaction.

The breakdown of the total lease obligation of \$58,735,738.67 for the St. Charles 2017 Certificates of Participation (COPs) is as follows:

- **Principal:** \$43,615,000.00
- **Interest:** \$15,120,738.67

**Repayment of Certificates:** The **Principal Portion and the Interest Portion of the Certificates** must be paid in full. This is explicitly stated in the term of the Base Lease, which is set to end no later than **April 1, 2052**, unless terminated earlier due to full repayment of the COPs.

According to **Section 7.2 of the City Charter**, the **Parks and Recreation Board** must approve the use of park land as collateral or for any other purposes involving the transfer, exchange, lease, or disposal of park land or facilities. This approval is a prerequisite for such actions and ensures that the parks are managed in accordance with the established guidelines of the Board. (see 3-A)

I've personally gone through the open and closed park board meeting minutes of 2016 and 2017 there is no record found of a vote to approve the park land as collateral for the lease. Current Park Board members Bichel, Mudrovic and Ryan were on the Park Board during this time. They could confirm if a vote did occur.

ARTICLE VII  
Administrative Organization

**Section 7.1. Administrative Code.<sup>1</sup> [R.O. 2011; Approved by electorate, November 3, 1981; Amending Ord. 06-206 approved by electorate, November 7, 2006; Amending Ord. 03-333 approved by electorate on April 6, 2004, to be effective on April 3, 2007 Mayoral Election]**

Within 12 months after the adoption of this charter, the council shall adopt by ordinance an administrative code providing a complete plan of organization and structure for the City government. The administrative code may authorize the mayor to promulgate regulations dealing with questions of organization and structure. The administrative code and any regulations adopted shall be approved by ordinance and consistent with this charter.

The administrative code shall provide for at least the following departments: Finance Department, Public Works Department, Fire Department, Police Department, Department of Law, and the following boards and commissions: Board of Adjustment, Planning and Zoning Commission, Parks and Recreation Board, and Police and Fire Personnel Board. Additional departments, boards, and commissions may be created by ordinance. Nothing in this charter shall prevent the council from combining the police and fire departments into a Department of Public Safety.

All boards and commissions shall have such powers and perform such duties as are prescribed by law or by charter, and if not so prescribed, then such as shall be prescribed by ordinance.

**Section 7.2. Parks And Recreation Board. [R.O. 2011; Approved by electorate, November 3, 1981; Amending Ord. 01-3 approved by electorate, April 3, 2001; Amending Ord. 06-201 approved by electorate, November 11, 2006]**

The parks and recreation board shall be appointed by the mayor with the approval of the City council. The board shall consist of nine members chosen from the residents of the City at large who shall be over twenty-one (21) years of age and with other qualifications as may be established by ordinance. No member of the City government shall be a parks and recreation board member. Members shall serve three-year terms, with three appointments expiring each year. An appointment to fill a vacancy shall be made only for the unexpired vacant term. Members shall serve until a successor has been appointed, approved and sworn in. The Mayor shall appoint a member to the parks and recreation board within thirty days after the expiration of a current member's term or sixty days after a vacancy and shall continue to propose alternative members for appointment every forty-five days after City council action thereon until a member is approved by the City council. Nothing contained in this provision shall limit the number of terms which may be served by any member. Members may be removed during their term by either the mayor with the approval of the council or by a four-fifths (4/5) majority vote of the entire council.

All taxes collected from the tax for parks and recreation noted in Section 3.15 of this charter; all revenues received from the general operation of parks and recreation grounds, facilities and programs; any bond issue proceeds, donations, grant monies, Metropolitan Park and Recreation District sales tax distributed by St. Charles County in the form of grant revenue sharing funds, and non-designated allocations from other City funds which are designated for park and recreation purposes; and the interest earned from any fund balances resulting therefrom shall be used solely for the purposes of parks, recreation and related facilities as the budget and capital improvement plan is exclusively approved and/or amended by the parks and recreation board for the sources of taxes and revenues described in this section; notwithstanding Article VIII of this charter. The parks and recreation board shall review and consider any modifications to the

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1. Cross Reference--As to administration, see Title I of the Municipal Code.

parcs and recreation budget and capital improvement program that may be recommended by the Mayor, Council or City Administrator during their procedural roles as described within Article VIII of this charter; however, the ultimate approval of all such expenditures shall remain with the parks and recreation board.

The director and assistant director of parks and recreation shall be appointed and may be disciplined, including but not limited to removal, by a majority of the entire Parks and Recreation Board. The parks and recreation board shall set the compensation for the director and assistant director and all other persons employed by the parks and recreation department. The board may authorize other positions necessary for the operation of the parks and recreation department and may appoint and discipline, including but not limited to removal, persons in those positions, or may delegate the authority to appoint and discipline. The manner of appointments or discipline shall be governed by the personnel code as provided in Section 7.9 of this charter, to the extent that the personnel code is consistent with this section. The parks and recreation board shall direct and supervise the administration of the parks and recreation department.

The parks and recreation board shall have the authority to purchase and to approve contracts for services, materials, supplies and equipment necessary for the operations of the parks and recreation department. The acquisition, improvement, transfer, exchange, lease from or to others, and the disposal of park land or the facilities thereon shall not be done without the approval of the parks and recreation board.

The parks and recreation board shall make and adopt such bylaws, policies, rules and regulations for its own guidance and for the government of the parks and of the recreation programs of the City. The terms of this Section shall supersede and prevail over any and all conflicting language contained in this Charter.

**Section 7.3. Department Of Finance. [R.O. 2011; Approved by electorate, November 3, 1981]**

The head of the department of finance shall be the director of finance. The director of finance shall have knowledge of municipal accounting and taxation, and shall have experience in budgeting and financial control.

**Section 7.4. Director Of Finance — Duties. [R.O. 2011; Approved by electorate, November 3, 1981; Amending Ord. 03-333 approved by electorate on April 6, 2004, to be effective on April 3, 2007 Mayoral Election]**

Subject to the executive power of the mayor, the director of finance shall have charge of the administration of financial affairs of the City, and to that end the director of finance shall have authority and be required to:

- (a) Accounting System. Maintain a general accounting system for the City and each of its departments and offices; exercise financial control over the same; keep such books and records and submit such financial statements to the mayor and the council as they may require.
- (b) Forms. Prescribe the forms of all financial records, receipts, vouchers, bills and claims used by all departments and offices of the City.
- (c) Disbursement Of Monies. Supervise and be responsible for the disbursement of all monies of the City, and have control over all expenditures to insure that they are proper and that appropriations are not exceeded.
- (d) Expenditures. Certify, before any contract, order, or other document is executed by which the City would incur financial obligation, that the expenditure 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.

2) *The last recorded survey of Mueller Park was taken in 1959. It measured the park at 100 acres. Loan documents from 2017, when Mueller Park was used as collateral, also listed it as 100 acres. However, when the park was sold in October 2024, it was recorded as only 60 acres. What accounts for this discrepancy?*

The loan documents that used Mueller Park as collateral list the park's size as 100 acres (see docs 4-A and 4-B). However, during the sale of Mueller Park, its size was stated as approximately 60 acres.

The last known survey was conducted in 1959, and no appraisal or new survey was completed before the sale, despite this being common practice. Why was this overlooked? (see docs 4-C and 4-D).

Many may recall a trial in New York this past summer, which highlighted that overstating a property's size for a loan is a crime. Similarly, misrepresenting a property's size during a sale is not allowed and can potentially void the transaction.

Since the most recent legal document verifying the park's size is the 1959 survey, it stands to reason that Mueller Park was 100 acres. This document was available to the Park Board at the time of the sale. So why did the Park Board list the park's size as only 60 acres during the sale?

4-A

**EXHIBIT A TO UCC-1**

Debtor: City of St. Charles  
200 North Second Street  
St. Charles, MO 64401

Secured Party: U.S. Bank National Association, as Trustee  
One U.S. Bank Plaza  
St. Louis, MO 63101

The real estate covered by this Financing Statement includes, but is not limited to, the following property:

**BLANCHETTE PARK**

**PARCEL 1:**

A TRACT OF LAND BEING PART OF LOTS 21, 22 AND 23 OF BLOCK FOUR OF THE ST. CHARLES COMMONS, SITUATED IN ST. CHARLES COUNTY, MISSOURI, AND DESCRIBED AS: BEGINNING AT A DISTANCE OF 20.80 CHAINS NORTH 33 DEGREES 15 MINUTES WEST FROM A STONE SET AT THE INTERSECTION OF RANDOLPH STREET WITH KINGSHIGHWAY IN THE CITY OF ST. CHARLES, MISSOURI; THENCE NORTH 33 DEGREES 15 MINUTES WEST 18.28 CHAINS; THENCE NORTH 56 DEGREES 45 MINUTES EAST 21.68 CHAINS; THENCE SOUTH 85 DEGREES EAST 6.40 CHAINS; THENCE SOUTH 21 DEGREES 30 MINUTES EAST 3.03 CHAINS; THENCE SOUTH 35 DEGREES EAST 1.75 CHAINS; THENCE SOUTH 16 DEGREES EAST 3.91 CHAINS; THENCE SOUTH 16 DEGREES 45 MINUTES EAST 3.63 CHAINS; THENCE SOUTH 85 DEGREES 30 MINUTES WEST 3.45 CHAINS; THENCE SOUTH 88 DEGREES 30 MINUTES WEST 4.00 CHAINS; THENCE SOUTH 2 DEGREES 30 MINUTES EAST 7.21 CHAINS; THENCE SOUTH 56 DEGREES 45 MINUTES WEST 13.95 CHAINS TO THE LACE OF BEGINNING.

**PARCEL 2:**

A TRACT OF LAND BEING PART OF LOT 26 OF BLOCK 4 OF EVANS SURVEY ST. CHARLES COMMONS, IN ST. CHARLES COUNTY, MISSOURI, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT A POINT IN THE WEST LINE OF NORTH FIFTH STREET (FORMERLY DEPOT AVE.) WHERE THE NORTHERLY LINE OF OLIVE STREET IF PROJECTED WESTWARDLY WILL INTERSECT THE SAME, THENCE NORTH 68 DEGREES WEST 300 FEET TO THE EASTERLY LINE OF FAIRGROUNDS SUBDIVISION ACCORDING TO A PLAT RECORDED IN PLAT BOOK 3, PAGE 58, IN THE OFFICE OF THE RECORDER OF DEEDS OF ST. CHARLES COUNTY, MISSOURI, THENCE NORTH 2 DEGREES WEST ALONG SAID EASTERLY LINE OF FAIRGROUNDS SUBDIVISION AND THE EASTERLY LINE OF BLANCHETTE PARK 1,181.15 FEET TO A CONCRETE POST IN THE NORTHWEST CORNER OF A TRACT OF LAND CONVEYED TO THE BOYS CLUB OF ST. CHARLES MISSOURI BY QUIT CLAIM DEED RECORDED IN BOOK 356, PAGE 618 IN THE OFFICE OF THE RECORDER OF DEEDS FOR ST. CHARLES COUNTY, MISSOURI SAID CONCRETE POST BEING THE POINT OF BEGINNING; THENCE FROM SAID CONCRETE POST NORTH 88 DEGREES EAST 53.00 FEET; THENCE SOUTH 2 DEGREES EAST 251 FEET; THENCE NORTH 88 DEGREES EAST 7.93 FEET; THENCE SOUTH 2 DEGREES 31 MINUTES 58 SECONDS WEST 549.14 FEET THENCE SOUTH 59 DEGREES 21 MINUTES 30 SECONDS WEST 19.97 FEET; THENCE NORTH 2 DEGREES WEST 808.00 FEET TO THE PLACE OF BEGINNING.

**WAPELHORST PARK**

**PARCEL 1:**

A TRACT OF LAND, BEGINNING AT THE NORTHWEST CORNER OF LOT NO. 10 OF BLOCK NO. 8 OF STEEN AND CUNNINGHAMS SURVEY OF THE ST. CHARLES COMMONS, A ROCK FROM WHICH A WALNUT TREE 9 INCHES IN DIAMETER BEARS NORTH 55 DEGREES EAST 64 LINKS; THENCE SOUTH 34 DEGREES 30 MINUTES EAST 15 CHAINS AND 3 LINKS TO A STAKE; THENCE SOUTH 53 1/2 DEGREES

WEST 19 CHAINS AND 59 LINKS, TO A STAKE IN THE SOUTHWEST LINE OF LOT NO. 10; THENCE NORTH 34 DEGREES WEST 15 CHAINS AND 5 LINKS TO THE NORTHWEST CORNER OF SAID LOT, A ROCK; THENCE NORTH 53 1/2 DEGREES EAST 19 CHAINS AND 59 LINKS TO THE PLACE OF BEGINNING, CONTAINING 30 ACRES, MORE OR LESS, AND BEING THE UNDIVIDED NORTHWEST ONE HALF OF LOT NO. 10 OF BLOCK NO. 8 OF CUNNINGHAM AND STEEN'S SURVEY OF THE ST. CHARLES COMMONS. EXCEPT THEREFROM 3.04 ACRES CONVEYED TO FOSTER MAINS, ET AL BY DEED DATED JUNE 25, 1955 RECORDED IN BOOK 280, AT PAGE 7 IN THE OFFICE OF THE RECORDER OF DEEDS FOR THE COUNTY OF ST. CHARLES, MISSOURI; SITUATED IN ST. CHARLES COUNTY, MISSOURI.

PARCEL 2:

A TRACT OF LAND KNOWN AND DESIGNATED ON THE PLAT OF CUNNINGHAM AND STEEN'S SURVEY OF ST. CHARLES COMMONS AS LOT NO. 17 IN BLOCK 8, CONTAINING 60 ACRES, DESCRIBED AS: COMMENCING AT THE NORTHWEST CORNER; THENCE SOUTH 42 DEGREES EAST DISTANT 120 POLES; THENCE SOUTH 48 1/2 DEGREES WEST DISTANT 80 POLES; THENCE NORTH 42 DEGREES WEST DISTANT 120 POLES AND THENCE NORTH 48 DEGREES 20 MINUTES EAST DISTANT 80 POLES TO THE BEGINNING. AND BOUNDED AS FOLLOWS, TO-WIT: ON THE NORTHWEST BY LOT NO. 20 OF BLOCK 8; ON THE NORTHEAST BY LOT NO. 18 OF SAID BLOCK NO. 8, ON THE SOUTHEAST BY LOT NO. 10 OF BLOCK NO. 8 AND ON THE SOUTHWEST BY LOT NO. 16 OF SAID BLOCK NO. 8;

EXCEPTING THEREFROM 0.516 ACRES PART CONVEYED TO EDWARD THOMPSON AND WIFE BY DEED DATED APRIL 18, 1967 AND RECORDED BOOK 471, PAGE 630 AND RE-RECORDED BOOK 746, PAGE 1438 IN SAID RECORDER'S OFFICE SITUATED IN ST. CHARLES COUNTY, MISSOURI;

ALSO EXCEPTING THEREFROM 10.80 ACRES CONVEYED TO CARLTON RENKEN, ET AL, BY DEED DATED OCTOBER 2, 1968 AND RECORDED IN BOOK 511, PAGE 719 IN SAID RECORDER'S OFFICE.

EXCEPTING THEREFROM 0.206 ACRES CONVEYED TO EDWARD A. THOMPSON AND WIFE BY DEED DATED APRIL 30, 1971 AND RECORDED IN BOOK 604, PAGE 258 AND RE-RECORDED IN BOOK 743, PAGE 103 AND BOOK 746, PAGE 1438 OF SAID RECORDER'S OFFICE.

EXCEPTING THEREFROM 0.836 ACRES CONVEYED TO MICHAEL PRONGUE BY DEED DATED APRIL 30, 1971 AND RECORDED IN BOOK 583, PAGE 626 AND RE-RECORDED IN BOOK 746, PAGE 1452 OF SAID RECORDER'S OFFICE.

EXCEPTING THEREFROM 1.73 ACRES CONVEYED TO NANCY J. BUSE CONVEYED BY DEED DATED APRIL 26, 1975 AND RECORDED IN BOOK 701, PAGE 1182 OF SAID RECORDER'S OFFICE.

ALSO EXCEPTING THEREFROM A STRIP OF LAND 50 FEET WIDE CONVEYED TO MICHAEL L. PRONGUE AND WIFE ACCORDING TO INSTRUMENT RECORDED IN BOOK 769, PAGE 878 OF THE ST. CHARLES COUNTY, MISSOURI RECORDS.

PARCEL 3:

A TRACT OF LAND BEING PART OF LOT 17 OF BLOCK 8 OF STEEN AND CUNNINGHAM'S SUBDIVISION OF THE COMMONS OF ST. CHARLES, TOWNSHIP 46 NORTH, RANGE 4 EAST, ST. CHARLES COUNTY, MISSOURI, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE COMMON CORNERS OF LOTS 16, 17, 20 AND 21 OF SAID BLOCK 8 AND BEING A POINT ON THE CENTERLINE OF HACKMANN ROAD, 40 FEET WIDE; THENCE LEAVING SAID CENTERLINE ALONG THE WESTERN LINE OF SAID LOT 17, SOUTH 33 DEGREES 49 MINUTES 00 SECONDS EAST. A DISTANCE OF 20.01 FEET TO A POINT ON THE SOUTHERN RIGHT-OF-WAY LINE OF SAID HACKMANN ROAD; THENCE LEAVING SAID LOT LINE ALONG SAID SOUTHERN RIGHT-OF-WAY LINE, NORTH 54 DEGREES 22 MINUTES 00 SECONDS EAST, A DISTANCE OF 225.98 FEET TO THE POINT OF BEGINNING OF THE HEREIN DESCRIBED TRACT OF LAND; THENCE CONTINUING ALONG SAID RIGHT-OF-WAY LINE, NORTH 54 DEGREES 22 MINUTES 00 SECONDS EAST, A DISTANCE OF 446.30 FEET TO A POINT, SAID POINT BEING THE NORTHWESTERN CORNER OF PROPERTY NOW OR FORMERLY OF THE CITY OF ST. CHARLES AS RECORDED IN BOOK 771, PAGE 493 OF THE ST. CHARLES

4-A

COUNTY, MISSOURI RECORDS; THENCE LEAVING SAID RIGHT-OF-WAY LINE ALONG THE WESTERN LINE OF SAID CITY OF ST. CHARLES PROPERTY, SOUTH 33 DEGREES 49 MINUTES 00 SECONDS EAST, A DISTANCE OF 679.99 FEET TO A POINT; THENCE SOUTH 54 DEGREES 22 MINUTES 00 SECONDS WEST, A DISTANCE OF 405.57 FEET TO A POINT; THENCE LEAVING THE WESTERN LINE OF SAID CITY OF ST. CHARLES PROPERTY THROUGH PROPERTY NOW OR FORMERLY OF RENKEN AS RECORDED IN BOOK 1168, PAGE 1069 OF THE SAID ST. CHARLES COUNTY, MISSOURI RECORDS THE FOLLOWING COURSES; NORTH 33 DEGREES 42 MINUTES 44 SECONDS EAST, A DISTANCE OF 157.73 FEET TO A POINT; THENCE NORTH 23 DEGREES 25 MINUTES 57 SECONDS WEST, A DISTANCE OF 71.43 FEET TO A POINT; THENCE NORTH 48 DEGREES 28 MINUTES 32 SECONDS EAST, A DISTANCE OF 74.70 FEET TO A POINT; THENCE NORTH 06 DEGREES 10 MINUTES 59 SECONDS EAST, A DISTANCE OF 117.70 FEET TO A POINT; THENCE NORTH 34 DEGREES 26 MINUTES 33 SECONDS WEST, A DISTANCE OF 190.73 FEET TO A POINT; THENCE SOUTH 81 DEGREES 25 MINUTES 39 SECONDS WEST, A DISTANCE OF 63.11 FEET TO A POINT; THENCE SOUTH 65 DEGREES 15 MINUTES 52 SECONDS WEST, A DISTANCE OF 236.09 FEET TO A POINT; THENCE NORTH 73 DEGREES 02 MINUTES 41 SECONDS WEST, A DISTANCE OF 40.56 FEET TO A POINT; THENCE NORTH 44 DEGREES 41 MINUTES 52 SECONDS WEST, A DISTANCE OF 164.61 FEET BACK TO THE POINT OF BEGINNING, ACCORDING TO CALCULATIONS BY PICKETT, RAY & SILVER, INC., DURING THE MONTH OF JULY 1993.

#### MUELLER PARK

A TRACT OF LAND IN TOWNSHIP 47 NORTH, RANGE 4 EAST IN ST. CHARLES COUNTY, MISSOURI, BEING A PART OF SECTIONS 13 AND 18 AND SURVEYS 187 AND 188 OF THE ST. CHARLES COMMON FIELDS, MORE PARTICULARLY DESCRIBED AS FOLLOWS, TO-WIT:- COMMENCING AT THE CONCRETE MONUMENT IN THE SOUTHWESTERN LINE OF THE COUNTY ROAD ALONG THE NORTHEASTERN SIDE OF SAID SURVEYS 187 AND 188 AT THE NORTHEAST CORNER OF A TRACT OF LAND NOW OR FORMERLY OWNED BY CLEVELAND AND STOREY; THENCE SOUTH 57 DEGREES 10 1/2 MINUTES WEST ALONG THE NORTHWESTERN LINE OF SAID TRACT OF CLEVELAND AND STOREY 1203.6 FEET TO A CONCRETE MONUMENT IN THE NORTHWESTERN LINE OF U.S. SURVEY NO. 1667; THENCE NORTH 48 DEGREES 41 MINUTES WEST 1899.9 FEET TO A CONCRETE MONUMENT; THENCE NORTH 75 DEGREES 27 1/2 MINUTES WEST 752 FEET TO A CONCRETE MONUMENT; THENCE NORTH 2 DEGREES 27 1/2 MINUTES WEST 1892.8 FEET TO A CONCRETE MONUMENT IN THE LINE BETWEEN A 30 FOOT PRIVATE ROAD AND A 50 FOOT DRAINAGE DITCH RIGHT-OF-WAY; THENCE NORTH 88 DEGREES 58 MINUTES EAST ALONG THE SOUTHERN SIDE OF SAID 30 FOOT PRIVATE ROAD RIGHT-OF-WAY 503.8 FEET TO A POINT IN THE CENTER LINE OF THE COUNTY ROAD KNOWN AS THE CHITTENDEN ROAD; THENCE SOUTH 52 DEGREES 30 MINUTES WEST ALONG SAID CENTER LINE 213.7 FEET TO A CONCRETE MONUMENT IN SAID ROAD; THENCE SOUTH 48 DEGREES 41 MINUTES EAST ALONG THE CENTER LINE OF SAID COUNTY ROAD 3878.7 FEET TO AN IRON PIPE AND SOUTH 57 DEGREES 10 1/2 MINUTES WEST 20.8 FEET TO THE PLACE OF BEGINNING, CONTAINING 100 ACRES, AS SHOWN ON A PLAT OF A SURVEY THEREOF MADE BY WILLIAM G. VANCLEVE, JR., SURVEYOR, DATED JUNE 8, 1959.

#### MCNAIR PARK

##### PARCEL 1:

A PART OF LOTS NUMBERS EIGHT (8) AND SEVENTEEN (17) BLOCK SIX (6) OF STEEN AND CUNNINGHAM'S SURVEY OF COMMONS OF ST. CHARLES, IN TOWNSHIP 47 NORTH, RANGE 4 EAST, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT AN OLD STONE AT THE NORTHWEST CORNER OF LOT NO. 8, SAID STONE MARKING THE COMMON CORNER OF LOTS 8, 17 AND 30 OF SAID BLOCK 6; THENCE NORTH 55 DEGREES 29 MINUTES 30 SECONDS EAST, ALONG THE NORTHWEST LINE OF SAID LOT 8, 641.97 FEET TO A CONCRETE MONUMENT; THENCE SOUTH 36 DEGREES 26 MINUTES 30 SECONDS EAST 1,355.51 FEET TO A CONCRETE MONUMENT SET ON THE SOUTHEAST LINE OF SAID LOT 8; THENCE SOUTH 55 DEGREES 58 MINUTES 30 SECONDS WEST, ALONG THE SOUTHEAST LINE OF LOT 8, 676.48 FEET TO AN OLD STONE, SAID OLD STONE MARKING THE CORNERS OF LOTS 17, 8, 16 AND 9 OF SAID BLOCK 6; THENCE SOUTH 55 DEGREES 52 MINUTES 30 SECONDS WEST ALONG THE SOUTHEAST LINE OF LOT

## SCHEDULE A

### *First American Title Insurance Company*

Name and Address of the issuing Title Insurance Company:

First American Title Insurance Company  
8182 Maryland Ave., Suite 400  
St. Louis, MO 63105

File No.: **NCS-815881-STLO**

Policy No.: **815881 O**

Amount of Insurance: \$43,615,000.00

Total Charge: \$19,360.00

Date of Policy: February 1, 2017 at 10:31 a.m.

Premium: \$14,666.50

1. Name of Insured:

U.S Bank National Association, Trustee under Declaration of Trust dated February 1, 2017

2. The estate or interest in the Land that is insured by this policy is:

Leasehold Estate created by that certain Base Lease dated as of February 1, 2017 by and between the City of St. Charles, Missouri as Lessor and U.S. Bank National Association as Trustee and Lessee recorded February 1, 2017 in Book DE6694, Page 40 (the "Base Lease").

3. Title is vested in:

Fee Simple: City of St. Charles, Missouri

Leasehold: U.S Bank National Association, Trustee under Declaration of Trust dated February 1, 2017

4. The Land referred to in this policy is described as follows:

BLANCHETTE PARK

PARCEL 1:

A TRACT OF LAND BEING PART OF LOTS 21, 22 AND 23 OF BLOCK FOUR OF THE ST. CHARLES COMMONS, SITUATED IN ST. CHARLES COUNTY, MISSOURI, AND DESCRIBED AS: BEGINNING AT A DISTANCE OF 20.80 CHAINS NORTH 33 DEGREES 15 MINUTES WEST FROM A STONE SET AT THE INTERSECTION OF RANDOLPH STREET WITH KINGSHIGHWAY IN THE CITY OF ST. CHARLES, MISSOURI; THENCE NORTH 33 DEGREES 15 MINUTES WEST 18.28 CHAINS; THENCE NORTH 56 DEGREES 45 MINUTES EAST 21.68 CHAINS; THENCE SOUTH 85 DEGREES EAST 6.40 CHAINS; THENCE SOUTH 21 DEGREES 30 MINUTES EAST 3.03 CHAINS; THENCE SOUTH 35 DEGREES EAST 1.75 CHAINS; THENCE SOUTH 16 DEGREES EAST 3.91 CHAINS; THENCE SOUTH 16 DEGREES 45 MINUTES EAST 3.63 CHAINS; THENCE SOUTH 85 DEGREES 30 MINUTES WEST 3.45 CHAINS; THENCE SOUTH 88 DEGREES 30 MINUTES WEST 4.00 CHAINS; THENCE SOUTH 2 DEGREES 30 MINUTES EAST 7.21 CHAINS; THENCE SOUTH 56 DEGREES 45 MINUTES WEST 13.95 CHAINS TO THE LACE OF BEGINNING.

PARCEL 2:

A TRACT OF LAND BEING PART OF LOT 26 OF BLOCK 4 OF EVANS SURVEY ST. CHARLES COMMONS, IN ST. CHARLES COUNTY, MISSOURI, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT A POINT IN THE WEST LINE OF NORTH FIFTH STREET (FORMERLY DEPOT AVE.) WHERE THE NORTHERLY LINE OF OLIVE STREET IF PROJECTED WESTWARDLY WILL INTERSECT THE SAME, THENCE NORTH 68 DEGREES WEST

300 FEET TO THE EASTERLY LINE OF FAIRGROUNDS SUBDIVISION ACCORDING TO A PLAT RECORDED IN PLAT BOOK 3, PAGE 58, IN THE OFFICE OF THE RECORDER OF DEEDS OF ST. CHARLES COUNTY, MISSOURI, THENCE NORTH 2 DEGREES WEST ALONG SAID EASTERLY LINE OF FAIRGROUNDS SUBDIVISION AND THE EASTERLY LINE OF BLANCHETTE PARK 1,181.15 FEET TO A CONCRETE POST IN THE NORTHWEST CORNER OF A TRACT OF LAND CONVEYED TO THE BOYS CLUB OF ST. CHARLES MISSOURI BY QUIT CLAIM DEED RECORDED IN BOOK 356, PAGE 618 IN THE OFFICE OF THE RECORDER OF DEEDS FOR ST. CHARLES COUNTY, MISSOURI SAID CONCRETE POST BEING THE POINT OF BEGINNING; THENCE FROM SAID CONCRETE POST NORTH 88 DEGREES EAST 53.00 FEET; THENCE SOUTH 2 DEGREES EAST 251 FEET; THENCE NORTH 88 DEGREES EAST 7.93 FEET; THENCE SOUTH 2 DEGREES 31 MINUTES 58 SECONDS WEST 549.14 FEET THENCE SOUTH 59 DEGREES 21 MINUTES 30 SECONDS WEST 19.97 FEET; THENCE NORTH 2 DEGREES WEST 808.00 FEET TO THE PLACE OF BEGINNING.

#### WAPELHORST PARK

##### PARCEL 1:

A TRACT OF LAND, BEGINNING AT THE NORTHWEST CORNER OF LOT NO. 10 OF BLOCK NO. 8 OF STEEN AND CUNNINGHAMS SURVEY OF THE ST. CHARLES COMMONS, A ROCK FROM WHICH A WALNUT TREE 9 INCHES IN DIAMETER BEARS NORTH 55 DEGREES EAST 64 LINKS; THENCE SOUTH 34 DEGREES 30 MINUTES EAST 15 CHAINS AND 3 LINKS TO A STAKE; THENCE SOUTH 53 1/2 DEGREES WEST 19 CHAINS AND 59 LINKS, TO A STAKE IN THE SOUTHWEST LINE OF LOT NO. 10; THENCE NORTH 34 DEGREES WEST 15 CHAINS AND 5 LINKS TO THE NORTHWEST CORNER OF SAID LOT, A ROCK; THENCE NORTH 53 1/2 DEGREES EAST 19 CHAINS AND 59 LINKS TO THE PLACE OF BEGINNING, CONTAINING 30 ACRES, MORE OR LESS, AND BEING THE UNDIVIDED NORTHWEST ONE HALF OF LOT NO. 10 OF BLOCK NO. 8 OF CUNNINGHAM AND STEEN'S SURVEY OF THE ST. CHARLES COMMONS. EXCEPT THEREFROM 3.04 ACRES CONVEYED TO FOSTER MAINS, ET AL BY DEED DATED JUNE 25, 1955 RECORDED IN BOOK 280, AT PAGE 7 IN THE OFFICE OF THE RECORDER OF DEEDS FOR THE COUNTY OF ST. CHARLES, MISSOURI; SITUATED IN ST. CHARLES COUNTY, MISSOURI.

##### PARCEL 2:

A TRACT OF LAND KNOWN AND DESIGNATED ON THE PLAT OF CUNNINGHAM AND STEEN'S SURVEY OF ST. CHARLES COMMONS AS LOT NO. 17 IN BLOCK 8, CONTAINING 60 ACRES, DESCRIBED AS: COMMENCING AT THE NORTHWEST CORNER; THENCE SOUTH 42 DEGREES EAST DISTANT 120 POLES; THENCE SOUTH 48 1/2 DEGREES WEST DISTANT 80 POLES; THENCE NORTH 42 DEGREES WEST DISTANT 120 POLES AND THENCE NORTH 48 DEGREES 20 MINUTES EAST DISTANT 80 POLES TO THE BEGINNING. AND BOUNDED AS FOLLOWS, TO-WIT: ON THE NORTHWEST BY LOT NO. 20 OF BLOCK 8; ON THE NORTHEAST BY LOT NO. 18 OF SAID BLOCK NO. 8, ON THE SOUTHEAST BY LOT NO. 10 OF BLOCK NO. 8 AND ON THE SOUTHWEST BY LOT NO. 16 OF SAID BLOCK NO. 8;

EXCEPTING THEREFROM 0.516 ACRES PART CONVEYED TO EDWARD THOMPSON AND WIFE BY DEED DATED APRIL 18, 1967 AND RECORDED BOOK 471, PAGE 630 AND RE-RECORDED BOOK 746, PAGE 1438 IN SAID RECORDER'S OFFICE SITUATED IN ST. CHARLES COUNTY, MISSOURI;

ALSO EXCEPTING THEREFROM 10.80 ACRES CONVEYED TO CARLTON RENKEN, ET AL, BY DEED DATED OCTOBER 2, 1968 AND RECORDED IN BOOK 511, PAGE 719 IN SAID RECORDER'S OFFICE.

EXCEPTING THEREFROM 0.206 ACRES CONVEYED TO EDWARD A. THOMPSON AND WIFE BY DEED DATED APRIL 30, 1971 AND RECORDED IN BOOK 604, PAGE 258 AND RE-RECORDED IN BOOK 743, PAGE 103 AND BOOK 746, PAGE 1438 OF SAID RECORDER'S OFFICE.

EXCEPTING THEREFROM 0.836 ACRES CONVEYED TO MICHAEL PRONGUE BY DEED DATED APRIL 30, 1971 AND RECORDED IN BOOK 583, PAGE 626 AND RE-RECORDED IN BOOK 746, PAGE 1452 OF SAID RECORDER'S OFFICE.

EXCEPTING THEREFROM 1.73 ACRES CONVEYED TO NANCY J. BUSE CONVEYED BY DEED DATED APRIL 26, 1975 AND RECORDED IN BOOK 701, PAGE 1182 OF SAID RECORDER'S OFFICE.

ALSO EXCEPTING THEREFROM A STRIP OF LAND 50 FEET WIDE CONVEYED TO MICHAEL L. PRONGUE AND WIFE ACCORDING TO INSTRUMENT RECORDED IN BOOK 769, PAGE 878 OF THE ST. CHARLES COUNTY, MISSOURI RECORDS.

PARCEL 3:

A TRACT OF LAND BEING PART OF LOT 17 OF BLOCK 8 OF STEEN AND CUNNINGHAM'S SUBDIVISION OF THE, COMMONS OF ST. CHARLES, TOWNSHIP 46 NORTH, RANGE 4 EAST, ST. CHARLES COUNTY, MISSOURI, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE COMMON CORNERS OF LOTS 16, 17, 20 AND 21 OF SAID BLOCK 8 AND BEING A POINT ON THE CENTERLINE OF HACKMANN ROAD, 40 FEET WIDE; THENCE LEAVING SAID CENTERLINE ALONG THE WESTERN LINE OF SAID LOT 17, SOUTH 33 DEGREES 49 MINUTES 00 SECONDS EAST, A DISTANCE OF 20.01 FEET TO A POINT ON THE SOUTHERN RIGHT-OF WAY LINE OF SAID HACKMANN ROAD; THENCE LEAVING SAID LOT LINE ALONG SAID SOUTHERN RIGHT-OF-WAY LINE, NORTH 54 DEGREES 22 MINUTES 00 SECONDS EAST, A DISTANCE OF 225.98 FEET TO THE POINT OF BEGINNING OF THE HEREIN DESCRIBED TRACT OF LAND; THENCE CONTINUING ALONG SAID RIGHT-OF-WAY LINE, NORTH 54 DEGREES 22 MINUTES 00 SECONDS EAST, A DISTANCE OF 446.30 FEET TO A POINT, SAID POINT BEING THE NORTHWESTERN CORNER OF PROPERTY NOW OR FORMERLY OF THE CITY OF ST. CHARLES AS RECORDED IN BOOK 771, PAGE 493 OF THE ST. CHARLES COUNTY, MISSOURI RECORDS; THENCE LEAVING SAID RIGHT-OF-WAY LINE ALONG THE WESTERN LINE OF SAID CITY OF ST. CHARLES PROPERTY, SOUTH 33 DEGREES 49 MINUTES 00 SECONDS EAST, A DISTANCE OF 679.99 FEET TO A POINT; THENCE SOUTH 54 DEGREES 22 MINUTES 00 SECONDS WEST, A DISTANCE OF 405.57 FEET TO A POINT; THENCE LEAVING THE WESTERN LINE OF SAID CITY OF ST. CHARLES PROPERTY THROUGH PROPERTY NOW OR FORMERLY OF RENKEN AS RECORDED IN BOOK 1168, PAGE 1069 OF THE SAID ST. CHARLES COUNTY, MISSOURI RECORDS THE FOLLOWING COURSES; NORTH 33 DEGREES 42 MINUTES 44 SECONDS EAST, A DISTANCE OF 157.73 FEET TO A POINT; THENCE NORTH 23 DEGREES 25 MINUTES 57 SECONDS WEST, A DISTANCE OF 71.43 FEET TO A POINT; THENCE NORTH 48 DEGREES 28 MINUTES 32 SECONDS EAST, A DISTANCE OF 74.70 FEET TO A POINT; THENCE NORTH 06 DEGREES 10 MINUTES 59 SECONDS EAST, A DISTANCE OF 117.70 FEET TO A POINT; THENCE NORTH 34 DEGREES 26 MINUTES 33 SECONDS WEST, A DISTANCE OF 190.73 FEET TO A POINT; THENCE SOUTH 81 DEGREES 25 MINUTES 39 SECONDS WEST, A DISTANCE OF 63.11 FEET TO A POINT; THENCE SOUTH 65 DEGREES 15 MINUTES 52 SECONDS WEST, A DISTANCE OF 236.09 FEET TO A POINT; THENCE NORTH 73 DEGREES 02 MINUTES 41 SECONDS WEST, A DISTANCE OF 40.56 FEET TO A POINT; THENCE NORTH 44 DEGREES 41 MINUTES 52 SECONDS WEST, A DISTANCE OF 164.61 FEET BACK TO THE POINT OF BEGINNING, ACCORDING TO CALCULATIONS BY PICKETT, RAY & SILVER, INC., DURING THE MONTH OF JULY 1993.

MUELLER PARK

A TRACT OF LAND IN TOWNSHIP 47 NORTH, RANGE 4 EAST IN ST. CHARLES COUNTY, MISSOURI, BEING A PART OF SECTIONS 13 AND 18 AND SURVEYS 187 AND 188 OF THE ST. CHARLES COMMON FIELDS, MORE PARTICULARLY DESCRIBED AS FOLLOWS, TO-WIT:- COMMENCING AT THE CONCRETE MONUMENT IN THE SOUTHWESTERN LINE OF THE COUNTY ROAD ALONG THE NORTHEASTERN SIDE OF SAID SURVEYS 187 AND 188 AT THE NORTHEAST CORNER OF A TRACT OF LAND NOW OR FORMERLY OWNED BY CLEVELAND AND STOREY; THENCE SOUTH 57 DEGREES 10 1/2 MINUTES WEST ALONG THE NORTHWESTERN LINE OF SAID TRACT OF CLEVELAND AND STOREY 1203.6 FEET TO A CONCRETE MONUMENT IN THE NORTHWESTERN LINE OF U.S. SURVEY NO. 1667; THENCE NORTH 48 DEGREES 41 MINUTES WEST 1899.9 FEET TO A CONCRETE MONUMENT; THENCE NORTH 75 DEGREES 27 1/2 MINUTES WEST 752 FEET TO A CONCRETE MONUMENT; THENCE NORTH 2 DEGREES 27 1/2 MINUTES WEST 1892.8 FEET TO A CONCRETE MONUMENT IN THE LINE BETWEEN A 30 FOOT PRIVATE ROAD AND A 50 FOOT DRAINAGE DITCH RIGHT-OF-WAY; THENCE NORTH 88

DEGREES 58 MINUTES EAST ALONG THE SOUTHERN SIDE OF SAID 30 FOOT PRIVATE ROAD RIGHT-OF-WAY 503.8 FEET TO A POINT IN THE CENTER LINE OF THE COUNTY ROAD KNOWN AS THE CHITTENDEN ROAD; THENCE SOUTH 52 DEGREES 30 MINUTES WEST ALONG SAID CENTER LINE 213.7 FEET TO A CONCRETE MONUMENT IN SAID ROAD; THENCE SOUTH 48 DEGREES 41 MINUTES EAST ALONG THE CENTER LINE OF SAID COUNTY ROAD 3878.7 FEET TO AN IRON PIPE AND SOUTH 57 DEGREES 10 1/2 MINUTES WEST 20.8 FEET TO THE PLACE OF BEGINNING, CONTAINING 100 ACRES, AS SHOWN ON A PLAT OF A SURVEY THEREOF MADE BY WILLIAM G. VANCLEVE, JR., SURVEYOR, DATED JUNE 8, 1959.

MCNAIR PARK

PARCEL 1:

A PART OF LOTS NUMBERS EIGHT (8) AND SEVENTEEN (17) BLOCK SIX (6) OF STEEN AND CUNNINGHAM'S SURVEY OF COMMONS OF ST. CHARLES, IN TOWNSHIP 47 NORTH, RANGE 4 EAST, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT AN OLD STONE AT THE NORTHWEST CORNER OF LOT NO. 8, SAID STONE MARKING THE COMMON CORNER OF LOTS 8, 17 AND 30 OF SAID BLOCK 6; THENCE NORTH 55 DEGREES 29 MINUTES 30 SECONDS EAST, ALONG THE NORTHWEST LINE OF SAID LOT 8, 641.97 FEET TO A CONCRETE MONUMENT; THENCE SOUTH 36 DEGREES 26 MINUTES 30 SECONDS EAST 1,355.51 FEET TO A CONCRETE MONUMENT SET ON THE SOUTHEAST LINE OF SAID LOT 8; THENCE SOUTH 55 DEGREES 58 MINUTES 30 SECONDS WEST, ALONG THE SOUTHEAST LINE OF LOT 8, 676.48 FEET TO AN OLD STONE, SAID OLD STONE MARKING THE CORNERS OF LOTS 17, 8, 16 AND 9 OF SAID BLOCK 6; THENCE SOUTH 55 DEGREES 52 MINUTES 30 SECONDS WEST ALONG THE SOUTHEAST LINE OF LOT 17, 522.50 FEET TO AN OLD IRON PIPE; THENCE NORTH 34 DEGREES 07 MINUTES 40 SECONDS WEST 300.09 FEET TO AN OLD IRON PIPE; THENCE SOUTH 55 DEGREES 52 MINUTES 20 SECONDS WEST 761.64 FEET TO AN OLD IRON PIPE ON THE NORTHEASTERN RIGHT-OF-WAY LINE OF DROSTE ROAD; THENCE NORTH 72 DEGREES 29 MINUTES 40 SECONDS WEST, ALONG THE NORTHEASTERN LINE OF DROSTE ROAD 62.45 FEET TO AN IRON PIPE; THENCE NORTH 34 DEGREES 57 MINUTES WEST ALONG THE NORTHEASTERN LINE OF DROSTE ROAD 272.24 FEET TO AN IRON PIPE; THENCE NORTH 52 DEGREES 55 MINUTES 50 SECONDS EAST 399.99 FEET TO AN IRON PIPE; THENCE NORTH 34 DEGREES 57 MINUTES 10 SECONDS WEST 876.90 FEET TO AN IRON PIPE; THENCE NORTH 29 DEGREES 41 MINUTES 50 SECONDS EAST 462.30 FEET TO AN IRON PIPE; THENCE NORTH 35 DEGREES, 56 MINUTES 40 SECONDS EAST 174.40 FEET TO AN IRON PIPE; THENCE NORTH 07 DEGREES 56 MINUTES 40 SECONDS EAST 189.26 FEET TO AN IRON PIPE ON THE NORTH- WESTERN LINE OF SAID LOT 17; THENCE NORTH 55 DEGREES 28 MINUTES 40 SECONDS EAST, ALONG THE NORTHWEST LINE OF LOT 17, 52.72 FEET TO AN IRON PIPE ON THE SOUTH BANK OF COLES CREEK AT THE NORTHEAST CORNER OF LOT 17; THENCE SOUTH 34 DEGREES 01 MINUTES 20 SECONDS EAST, ALONG THE NORTHEASTERN LINE OF LOT 17, 579.15 FEET TO AN OLD STONE AT THE SOUTHWEST CORNER OF LOT 30; THENCE NORTH 53 DEGREES 53 MINUTES 40 SECONDS EAST, ALONG THE COMMON LINE BETWEEN LOTS 17 AND 30, 165.45 FEET TO POINT OF BEGINNING; SITUATED IN ST. CHARLES COUNTY, MISSOURI.

PARCEL 2:

A PART OF LOT NO. 16 OF BLOCK NO. 6 OF STEEN AND CUNNINGHAM'S SURVEY OF THE ST. CHARLES COMMONS, PARTICULARLY DESCRIBED AS FOLLOWS, TO-WIT: BEGINNING AT AN IRON PIPE WHICH IS NORTH 57 DEGREES 09 MINUTES EAST 1105.93 FEET FROM THE COMMON LOT CORNER OF LOTS 16, 17, 18 AND 19 OF BLOCK 6 OF STEEN AND CUNNINGHAM'S SURVEY OF THE ST. CHARLES COMMONS; THENCE CONTINUING NORTH 57 DEGREES 09 MINUTES EAST 135 FEET TO AN IRON PIPE; THENCE SOUTH 33 DEGREES 10 MINUTES EAST 128.39 FEET TO AN IRON PIPE; THENCE SOUTH 56 DEGREES 50 MINUTES WEST 135 FEET TO AN IRON PIPE; THENCE NORTH 33 DEGREES 10 MINUTES WEST 129.14 FEET TO THE PLACE OF BEGINNING.

BEING THE SAME REAL ESTATE SHOWN AS LOTS NO. 369 AND 370 ON A PLAT OF A

4-C

**Maralee Britton**

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**From:** Maralee Britton  
**Sent:** Thursday, September 12, 2024 11:10 AM  
**To:** 'sidik@spotlessmo.com'; 'bd11industries@gmail.com'  
**Cc:** Chris Atkinson; Don Borgmeyer  
**Subject:** RE: St Charles Soccer Park Users Info

Sidik,

Don Borgmeyer can be reached at 636-255-6151 directly. He will be able to walk you through the concession stands Tuesday. Don is also double checking the schedule I will send shortly.

We do not have any current surveys so you'll probably need to get one completed. Lots of paper maps from 20+ years ago we can share, some of which are not relevant as the plans were never developed.

Thinking about the transition, we should probably meet to talk through details. Should this occur prior to the end of season play, routine maintenance items such as grass cutting, restroom cleaning, trash pickup and even concession sales will need to be discussed.

To assist with the transition and not to be a complete surprise, we will be sending an email to the users to let them know they will be contacted by the new owners. Not who but that this is happening.

If there is anything else we can assist with, just let us know. Thanks!

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

4-D

## Survey of 1959 details:

The coordinates and property descriptions for Mueller Park are detailed in the document, including bearings, distances, and reference points such as monuments and roads. Here's a breakdown:

1. **Starting Point:** The survey begins at a concrete monument located in the southwestern line of the county road along the northeastern side of Surveys 187 and 188.
2. **Key Bearings and Distances:**
  - **South 57°10'30" West:** 1203.6 feet to a concrete monument.
  - **North 48°41' West:** 1899.9 feet to another monument.
  - **North 75°27'30" West:** 752 feet.
  - **North 2°27'30" West:** 1892.8 feet to a monument in the line between a private road and a drainage ditch.
3. **Eastern Boundary:**
  - **North 88°58' East:** 503.8 feet along the southern side of a private road to the centerline of Chittenden Road.
4. **Final Section:**
  - **South 52°30' West:** 213.7 feet.
  - **South 48°41' East:** 3878.7 feet along the centerline of a county road.
5. **Closure:**
  - The survey returns to the starting point with a final bearing and distance of **South 57°10'30" West:** 20.8 feet.

This detailed legal description and measured distances ensure the total enclosed area is approximately **100 acres**, as verified in the 1959 survey

- 3) Have received more documents which indicate that after the measure for the new city hall passed in April 2024, the city lacked sufficient funds to meet its self-imposed two-year timeline. To secure the necessary funds, parkland is being sold.

Short Recap:

#### **APRIL 2024:**

2<sup>nd</sup> – City of St. Charles votes for \$85 million tax measure to build a new city center for city hall. The plan is to have it built within two years. The vote was for no new taxes. Instead, the City pays off old debt from previous bonds each year, so it can borrow more as the loan balance decreases. The tax rate is extended, but not increased. The details on where the money is coming to pay off the debt is not clear. Selling parkland is determined to be a quick way to obtain needed funds. Word goes out in back channels that Mueller Park needs to be sold (see Doc 1-A and 1-B).

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

#### **May 2024:**

15<sup>th</sup> – Mayor addresses park board suggesting it could be in city's best interest to sell park land. (see Doc 1-C)

#### **June 2024:**

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

#### **September 2024:**

18<sup>th</sup> – First non-closed session park board meeting on sale of park, unanimously votes to sell St. Charles Soccer Complex to Invesco Group, LLC (owner Sidik Nuhanovic and partner Brad Davis) without any public input.

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

#### **October 2024:**

1<sup>st</sup> - City Council passes Bill 13896 declaring property at 3801 Mueller Road as Surplus and authorizing the sale to Invesco Group. It should be noted that while the Park board planned for the money to be held in an internal escrow account. Once the property was declared surplus. The city council has authority over the property and the money from the sale. They can reallocate the funds by a simple vote held in closed sessions without the park board approval or knowledge at anytime. It is expected the reallocated funds will go to pay down the bond (see Doc 1-D).

1-A

[www.byrneandjones.com](http://www.byrneandjones.com)

On May 16, 2024, at 12:21 PM, Chris Atkinson  
<[chris.atkinson@stcharlesparks.com](mailto:chris.atkinson@stcharlesparks.com)> wrote:

Matt: The complex is not officially listed as for sale but we would listen to sale/long term lease offers. It would be great to meet with the investor to see if there is a path worth exploring.

Chris

**From:** Matt Hicks <[MHicks@byrneandjones.com](mailto:MHicks@byrneandjones.com)>  
**Sent:** Thursday, May 16, 2024 12:10 PM  
**To:** Chris Atkinson <[chris.atkinson@stcharlesparks.com](mailto:chris.atkinson@stcharlesparks.com)>  
**Subject:** Mueller Park

Chris,

I hope all is well! I'm reaching out because I've been talking with an investor who who is looking to build a multiple field complex in St. Charles County. I recall you mentioning that Mueller could be for sale. Is this still the case? If so, I'd love to set up a meeting with the appropriate folks to see if there's a path worth exploring. Let me know your thoughts when you have a minute.

Thanks,  
Matt

Matt Hicks, CFB-S  
Byrne & Jones | Sports Division  
C: [314-809-3851](tel:314-809-3851)  
[www.byrneandjones.com](http://www.byrneandjones.com)

1-B

**From:** Schnuck, Brian <bschnuck@naidesco.com>  
**Sent:** Tuesday, August 13, 2024 12:15 PM  
**To:** Adam Glosier <aglosier@scoutrg.com>  
**Cc:** Maralee Britton (maralee.britton@stcharlesparks.com) <maralee.britton@stcharlesparks.com>  
**Subject:** RE: Mueller Field - LOI

Adam, I will need to see your fee agreement with the entity selling the property.

My fee for procuring a willing and able buyer was clearly stated in the first correspondence.

Brian C. Schnuck  
[bschnuck@naidesco.com](mailto:bschnuck@naidesco.com)

NAIDESCO  
Direct: 314.994.2321  
Cell: 314.994.2321

1-C

**SAINT CHARLES PARKS & RECREATION BOARD MINUTES**  
**MEETING HELD**  
**May 15, 2024**

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

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

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

**Others** Mayor Dan Borgmeyer

**3. Pledge of Allegiance**

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

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

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

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

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

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

1-22

**From:** Maralee Britton <maralee.britton@stcharlesparks.com>  
**Sent:** Thursday, October 3, 2024 11:10 AM  
**To:** Jennifer OConnor <Jennifer.OConnor@stcharlescitymo.gov>  
**Subject:** RE: St. Charles -- 2017 COPs -- Proposed Amendment to Base Lease

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CAUTION: This email originated from outside of the City of Saint Charles. Do not click links or open attachments unless you recognize the sender and know the content is safe.

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As a follow up to an option Cullen presented was using the \$3M to pay down the bond. I expressed that was not our intent as we may be using that for other projects. Not sure of any advantages to paying it down faster and have been told by previous Finance Director's there is no advantage. That could have changed.

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

**From:** Maralee Britton  
**Sent:** Thursday, October 3, 2024 11:01 AM  
**To:** 'Jennifer OConnor' <[Jennifer.OConnor@stcharlescitymo.gov](mailto:Jennifer.OConnor@stcharlescitymo.gov)>  
**Subject:** RE: St. Charles -- 2017 COPs -- Proposed Amendment to Base Lease

Thanks Jen. Cullen is now calling me and giving me play by plays on what's happening. LOL

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

4) It was repeatedly stated that Invesco would collaborate with existing groups to allow them continued use of the park. To my knowledge, only one group has successfully negotiated an agreement with Invesco, and this was facilitated by a park board member. Why weren't other groups given similar assistance?

I reached out to groups that used Mueller Park in Fall 2024, and the only one I'm aware of that has an agreement to use the new park is Duchesne High School. This is despite many mentions that the buyer is committed to continuing partnerships. (see doc 2-A)

Other groups have reported being quoted prices higher than any other soccer fields in the St. Louis area.

I believe the Park Board could have done more to ensure that existing groups using Mueller received a reduced rate for at least 2025, if not longer.

Additionally, the fact that a Park Board member assisted a group they were affiliated with while others did not receive the same consideration raises concerns about a potential conflict of interest. (see doc 2-B and 2-C)

2-A

CLOSED SESSION MEMORANDUM

Date: July 29, 2024

To: St. Charles Parks and Recreation Board

From: Maralee M. Britton, Director

RE: St. Charles Soccer Park, [REDACTED]

**St. Charles Soccer Park**

On July 23, 2024, the Executive Board, with all members present, met with the prospective buyer. The meeting was productive with the following points clarified.

1. Motivation of the buyer is to create a legacy park being one of its kind. The buyer and potential park operator have long standing backgrounds within the sport of soccer/futsal desiring to create a complex for long term use.
2. The Buyer is committed to continuing partnerships with the existing organizations with their use configured into the business model. Understanding some of these groups may prefer grass fields, one or two fields may be left as grass. This could also help with reduced fees to the organizations. Their experience in another setting is they all eventually want to play on artificial turf.
3. They want a continued partnership with for our programs and could serve as a feeder program to other organizations using the complex.
4. The buyer is willing to further discuss the use of a portion of the Complex for COPS Camp in July annually.
5. Facility use overall, they desire to continue as it has for a variety of activities on the complex. A community used space is what they want to continue.
6. The plan is to have the site redeveloped within no more than 4 years phasing the modifications. The indoor facility is estimated at 90,000 square feet to include a 11 V 11 artificial turf and several indoor futsal courts which may also be used as basketball space. A reversionary clause could be included within the agreement. For example, if construction does not begin within 12 months the property reverts to the Parks and Recreation Department for the original purchase price.
7. Furniture and fixtures within the 2 concession stands and around the property to remain. This includes walk-in coolers/freezers, kegerator, reach-in coolers/freezers and icemakers. SP1, concessions on the west side of the complex, metal tables and shelving will remain. Small appliance items such as hot dog rollers, popcorn machines,



2-13

From: TJ Slattery <tj.slattery4@gmail.com>

Sent: Friday, October 4, 2024 10:56 AM

To: Dan Borgmeyer <Dan.Borgmeyer@stcharlescitymo.gov>

Cc: rmoore@duchesne-hs.org; pboschert@duchesne-hs.org; Maralee Britton <maralee.britton@stcharlesparks.com>; Mayor and City Council Members <CityCouncilMembers@stcharlescitymo.gov>

Subject: Re: Mueller Soccer Park

CAUTION: This email originated from outside of the City of Saint Charles. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dan,

Misunderstanding here.

1

Renee and I have been in communication and DHS is in support. We are going to meet with Suddick and Brad Davis about a long term partnership.

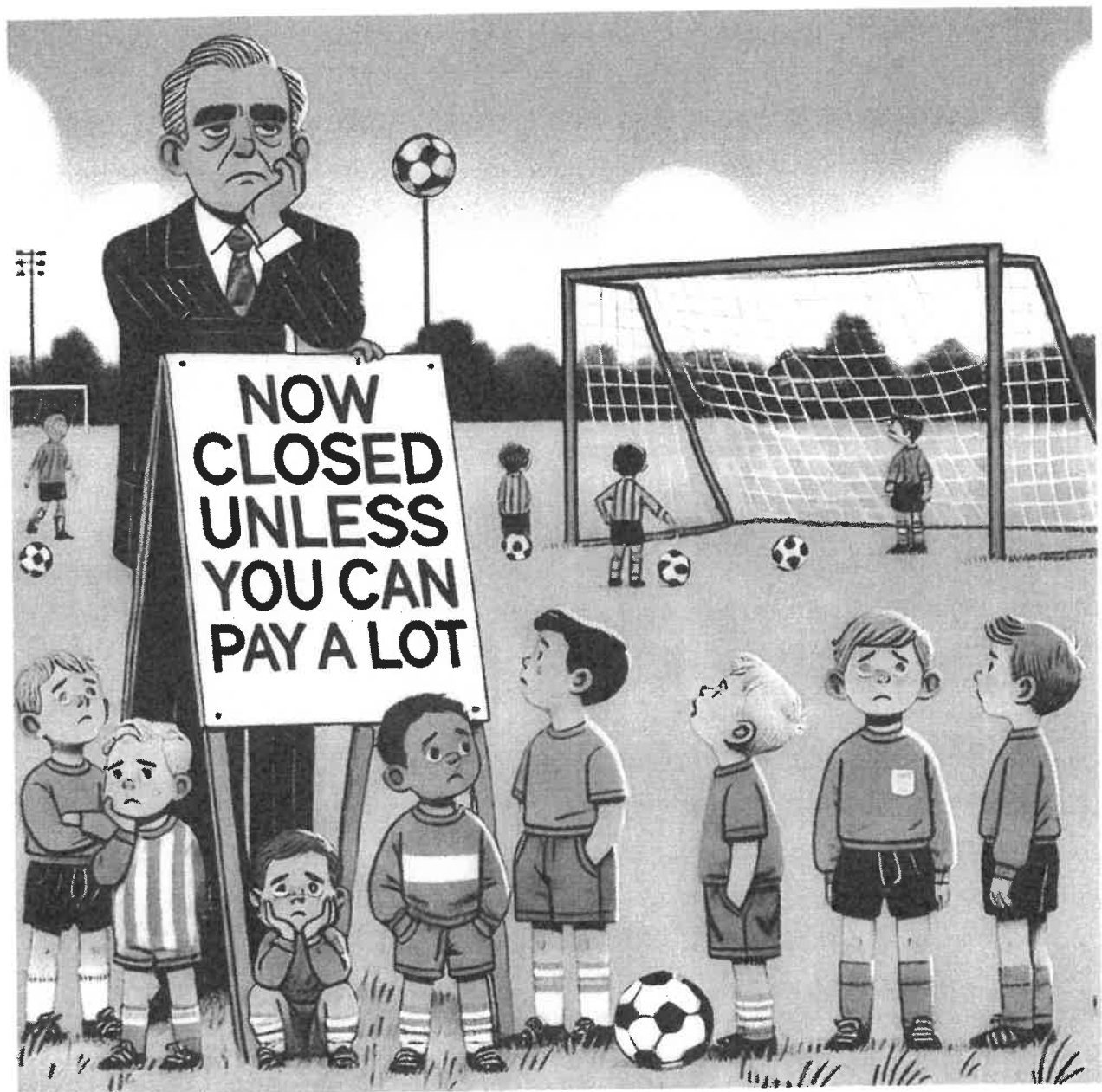
Renee just forwarded me the information of the effort to oppose.

brother, brother-in-law, sister, sister-in-law, aunt, uncle, niece,  
nephew, stepparent, stepchild, mother-in-law, father-in-law.

COMMITTEE APPROVAL February 05, 2006

**"The silence of a shut park does not sound like the country silence; it is tense and confined."**

**— Elizabeth Bowen "**



**St. Charles Parks and Recreation Board**

**MEMORANDUM**

**Date:** February 3rd, 2025

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

**RE:** Resolution #1, 2025 Request to declare mobile home surplus.

**Summary:**

At the end of 2024 the Park Board and City Council approved the purchase of 1.07 acres of land/property located at 1921 Muegge Road. On that property and part of the purchase was a 1975 Mobile Home (Approx. 1728 square feet) that was the primary residence, a large garage/storage area and a cell phone tower. The main goal of the purchase was to acquire privately owned land “inside” of Wapelhorst Park. Specifically, this purchase of land allows for current and future expansion of the parks maintenance facility which is located next door in the park.

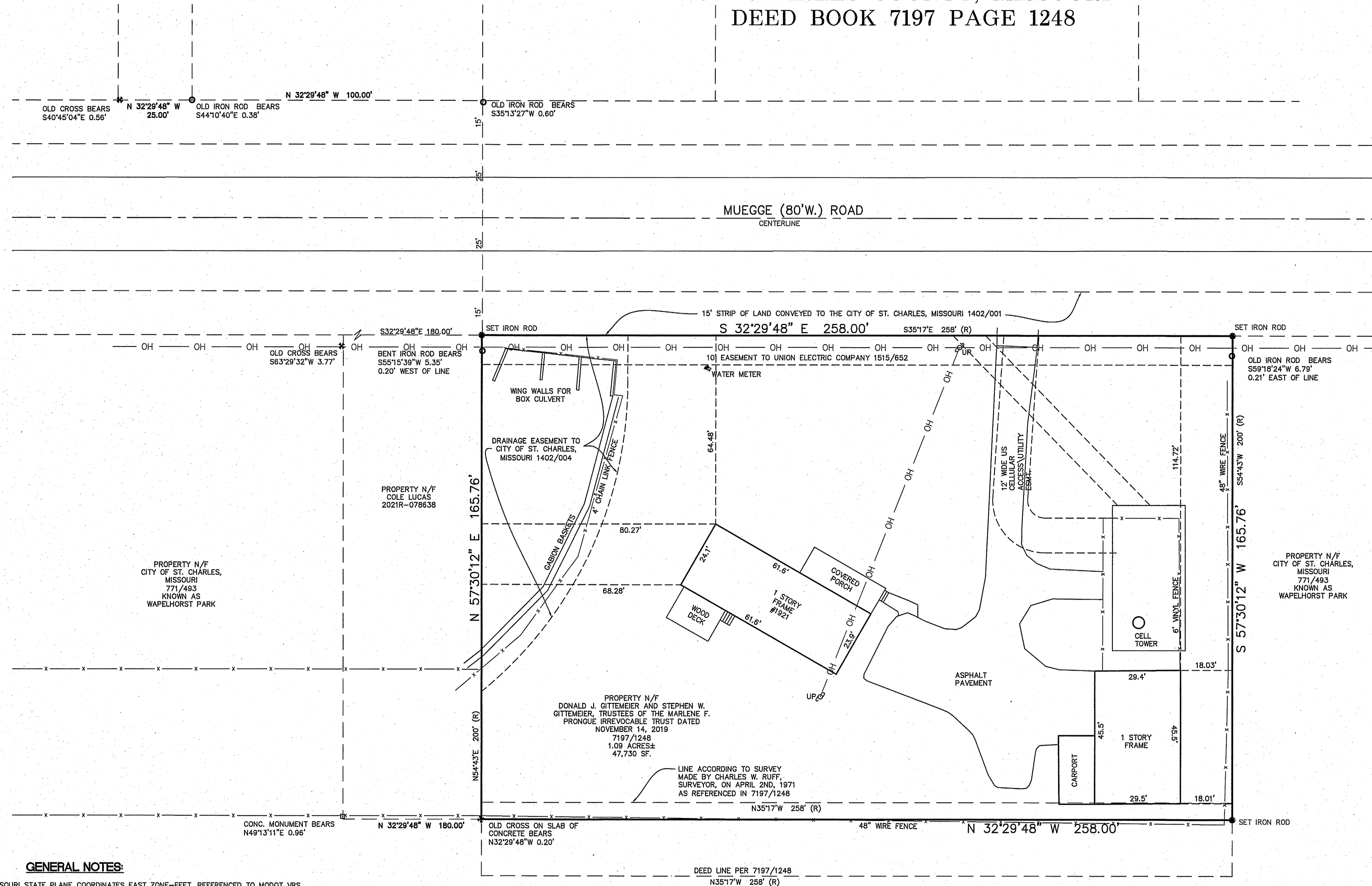
Staff’s plan is to use the garage area for equipment and vehicle storage, continue collecting the ongoing monthly income from the tenant on the cell phone tower and then to demolish or have removed the 50 year old mobile home that is located on the property and visible from Muegge Road.

In order to list the mobile home for sale on GovDeals the mobile home/asset needs to be declared surplus. Since the request deals with the disposal of City property, Park Board and City Administration approval is needed.

**Favorable consideration for approval of Resolution #1, 2025 Request to Declare mobile home located at 1921 Muegge Road surplus.**



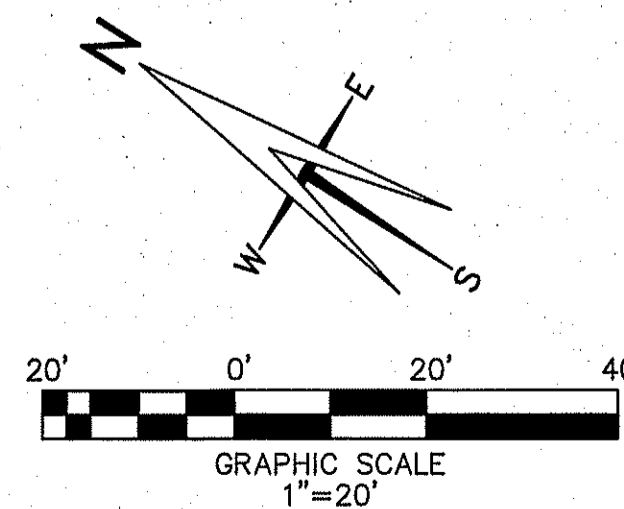
**BOUNDARY AND IMPROVEMENT SURVEY**  
**A TRACY OF LAND BEING PART OF LOT 17,**  
**BLOCK 8 OF STEEN AND CUNNINGHAM'S SUBDIVISION**  
**TOWNSHIP 46 NORTH, RANGE 4 EAST**  
**ST. CHARLES COUNTY, MISSOURI**  
**DEED BOOK 7197 PAGE 1248**



**GENERAL NOTES:**

1. THE BASIS OF BEARINGS: MISSOURI STATE PLANE COORDINATES EAST ZONE- FEET. REFERENCED TO MODOT VRS.
2. THE TOTAL AREA OF THIS TRACT: 0.98 ACRES± OR 42,765 SQ. FT.±
3. THIS DRAWING HAS BEEN COMPILED WITHOUT THE BENEFIT OF A CURRENT CERTIFICATE OF TITLE EXAMINATION AND, THEREFORE, MAY NOT CONTAIN EASEMENTS, RESERVATIONS, EXCEPTIONS, RESTRICTIONS AND COVENANTS OF RECORD.
4. THIS PROPERTY IS CURRENTLY ZONED R-1C CITY OF ST. CHARLES, MISSOURI.  
 MIN. AREA=12,500 SF.  
 MIN. LOT WIDTH=100 FEET.  
 MIN. DEPTH=125 FEET.  
 FRONT SETBACK=30 FEET.  
 SIDE YARD SETBACK=10 FEET.  
 REAR YARD SETBACK=25 FEET.  
 MAX. LOT COVERAGE=40%.  
 MAX. HEIGHT=2 1/2 STORIES OR 35 FEET.  
 MIN. FLOOR AREA=1,000 S.F.
5. BY PLOTTING ONLY, USING FEMA MAP #28183C02686 DATED 1/20/2016, THIS PROPERTY LIES IN ZONE 'X' AREA OF MINIMUM FLOODING.
6. AFTER COMPARING THE DEED RECORDED IN BOOK 7197 PAGE 1248 AND THE SURVEY BY CHARLES W. RUFF, DATED APRIL 2, 1971, THE CURRENT SURVEYOR BELIEVES THERE IS AN ERROR IN THE LEGAL DESCRIPTION AS SHOWN ON EXHIBIT A OF SAID DEED.

PROPERTY N/F  
 CITY OF ST. CHARLES,  
 MISSOURI  
 771/493  
 KNOWN AS  
 WAPELHORST PARK



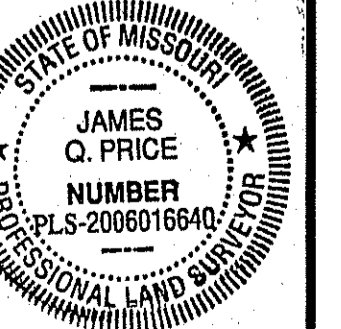
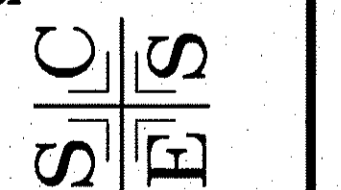
**Boundary and Improvement Survey**

THIS IS TO CERTIFY THAT AT THE REQUEST OF STEVE GITTEMEIER, WE HAVE DURING APRIL AND MAY, 2023, EXECUTED A BOUNDARY AND IMPROVEMENT SURVEY ON A TRACT OF LAND BEING PART OF LOT 17, BLOCK 8 OF STEEN AND CUNNINGHAM'S SUBDIVISION, TOWNSHIP 46 NORTH, RANGE 4 EAST, ST. CHARLES COUNTY, MISSOURI. THE RESULTS REFLECT THE CONDITIONS FOUND AT THE TIME OF THE SURVEY, ARE CORRECTLY SHOWN ABOVE, AND CONFORM TO THE CURRENT STANDARDS FOR URBAN CLASS PROPERTY BOUNDARY SURVEYS AS ISSUED BY THE MISSOURI DEPARTMENT OF NATURAL RESOURCES AND THE MISSOURI BOARD OF ARCHITECTS, PROFESSIONAL ENGINEERS, PROFESSIONAL LAND SURVEYORS AND LANDSCAPE ARCHITECTS. THIS SURVEY WAS CONDUCTED UNDER THE IMMEDIATE PERSONAL SUPERVISION OF THE UNDERSIGNED PROFESSIONAL LAND SURVEYOR. THE EASEMENTS, RESTRICTIONS, AND BUILDING LINES SHOWN ARE BASED ON RECORD PLAT INFORMATION OR ON INFORMATION SUPPLIED BY THE CLIENT. NO INVESTIGATION HAS BEEN MADE BY ST. CHARLES ENGINEERING AND SURVEYING, INC. AS TO THE PRESENT STATUS OF ANY EASEMENTS, RESTRICTIONS, OR BUILDING LINES, SHOWN OR NOT SHOWN, AFFECTING THE TRACT SURVEYED.

*James Q. Price*  
 JAMES Q. PRICE, MO. P.L.S. 2006016640  
 8/2/24  
 DATE

BOUNDARY AND IMPROVEMENT SURVEY  
 A TRACY OF LAND BEING PART OF LOT 17,  
 BLOCK 8 OF STEEN AND  
 CUNNINGHAM'S SUBDIVISION  
 TOWNSHIP 46 NORTH, RANGE 4 EAST  
 ST. CHARLES COUNTY, MISSOURI  
 DEED BOOK 7197 PAGE 1248

**ST. CHARLES ENGINEERING & SURVEYING, INC.**  
 801 S. FIFTH STREET, SUITE 202  
 ST. CHARLES, MO 63301  
 TEL: (636) 947-0607 FAX: (636) 947-2448  
 ST. CHARLES ENGINEERING AND SURVEYING, INC.  
 PROFESSIONAL ENGINEERING AND LAND SURVEYING CORPORATION  
 MISSOURI STATE CERTIFICATES OF AUTHORITY - 001647 & 000379

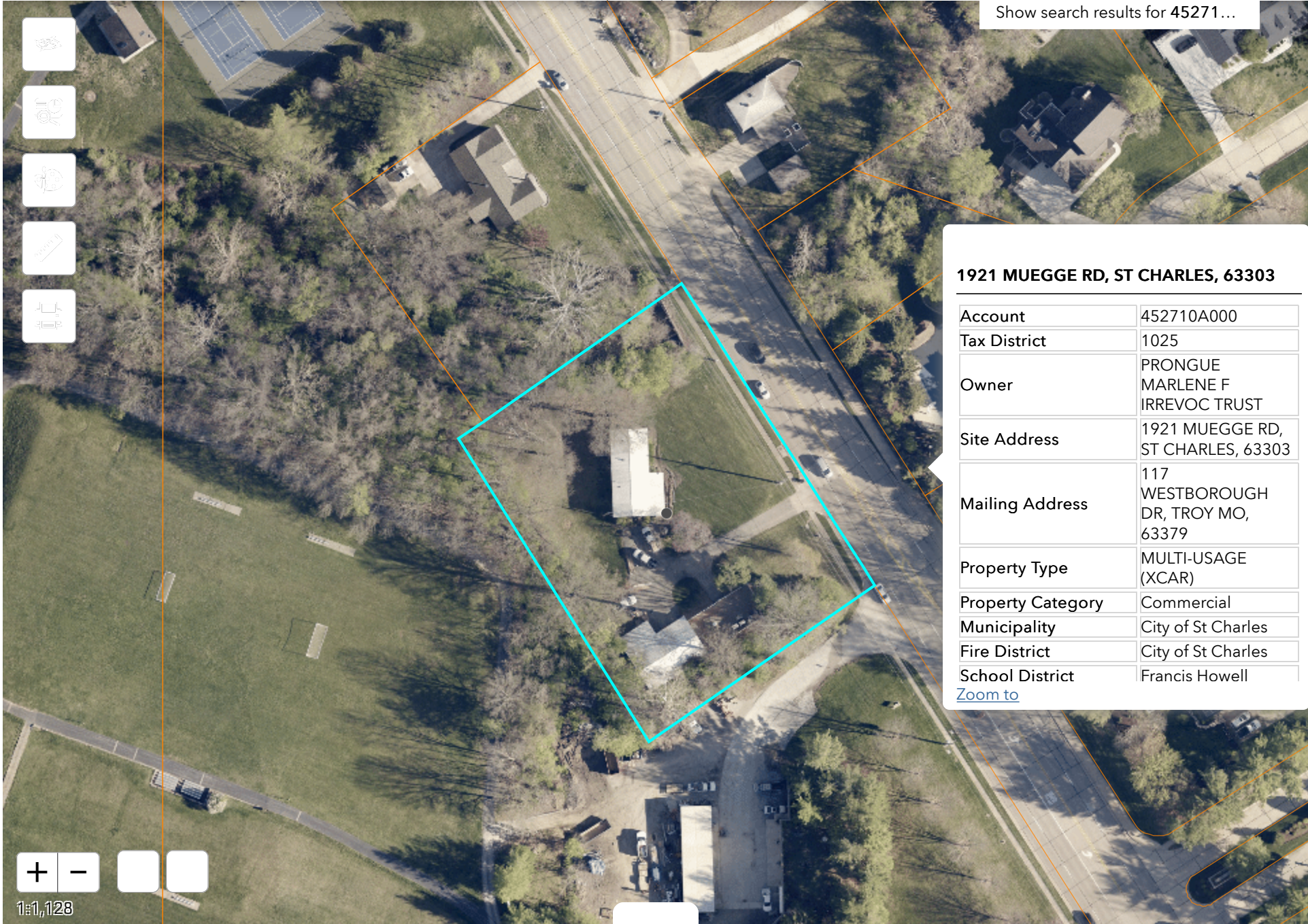


ORDER NO.  
 2028025  
 DATE  
 8/02/24



▼ 452710A000 X 🔍

Show search results for 45271...



1:1,128

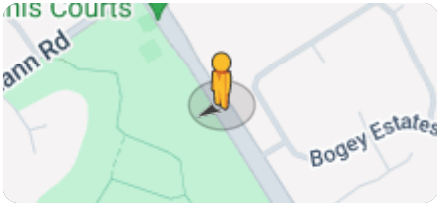
**1921 MUEGGE RD, ST CHARLES, 63303**

Account	452710A000
Tax District	1025
Owner	PRONGUE MARLENE F IRREVOC TRUST
Site Address	1921 MUEGGE RD, ST CHARLES, 63303
Mailing Address	117 WESTBOROUGH DR, TROY MO, 63379
Property Type	MULTI-USAGE (XCAR)
Property Category	Commercial
Municipality	City of St Charles
Fire District	City of St Charles
School District	Francis Howell
<a href="#">Zoom to</a>	

St Charles, Missouri  
Google Street View  
Jul 2022 [See more dates](#)



Image capture: Jul 2022 © 2024 Google



**St. Charles Parks and Recreation Board**

**MEMORANDUM**

**Date:** February 5th, 2025

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

**RE:** Contract with Perales White LLC. DBA Bazan Painting to complete the Wapelhorst Aquatic Facility Repainting Project.

**Summary:**

In the 6 year CIP, \$100,000 is budgeted in 2025 for the repainting of the pool areas at the Wapelhorst Aquatic Facility.

On January 9, 2025, per our City Purchasing Policy we advertised the Bid Notice for the project. The scope involved surface preparations, crack/hole repair and 3 coats of paint including primer on all of the bodies of water at the facility. The bid deadline was Wednesday February 5<sup>th</sup>, 2025.

Two contractors who have painted our aquatic facilities in the recent past were also sent the specifications directly (All American Painting and Bazan Painting).

There was one contractor who submitted a bid.

Perales White LLC DBA Bazan Painting - \$90,441.

This contractor in 2024 completed the repainting of the Blanchette Aquatic Facility.

Staff would like to add a 10% contingency (\$9,044) to the base bid amount to cover some alternates we requested or any issues discovered during the project.

This work will be completed before the facility opens in 2025.

**Favorable considerations is requested for a Contract with Perales White, LLC DBA Bazan Painting Co. to complete the Wapelhorst Aquatic Facility Repainting Project in an amount not to exceed \$99,485.**

**RETURN WITH BID**

**BID #PR25-0200  
WAPELHORST AQUATIC FACILITY REPAINTING PROJECT  
CITY OF SAINT CHARLES, MISSOURI**

**BIDS ARE TO BE RETURNED NO LATER THAN:**

Time 2:00 p.m. Date: Wednesday February 5<sup>th</sup>, 2025

**FOR INFORMATION CONTACT:**

Mr. Chris Atkinson (Assistant Director)  
(Contact with questions on paperwork requirements)  
(636) 949-3372

-----  
The City of St. Charles, Missouri is seeking sealed bids for the following services/supplies.  
-----

DESCRIPTION  
**WAPELHORST AQUATIC FACILITY REPAINTING PROJECT**

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

Each bidder must submit one (1) original and one (1) copy of this document, the pricing schedule and the proposal drawings, along with your bid bond to the St. Charles Parks & Recreation Department at 1900 W Randolph, St. Charles, MO 63301.

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; (✓) Partnership; ( ) Corporation.

INCORPORATED IN THE STATE OF MO

FEDERAL ID NUMBER 85-412600

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

COMPANY Perales White, LLC- DBA Bazan Painting SIGNATURE \_\_\_\_\_

ADDRESS 1273 N. Price Rd NAME Eric Hellwig

CITY St. Louis TITLE Estimator/Project Manager

STATE MO ZIP 63132 COUNTY St. Louis PHONE NO. 314-991-3500

**RETURN WITH BID**

**PROPOSAL FOR WAPELHORST AQUATIC  
FACILITY REPAINTING PROJECT**

**BID NO. PR25-0200**

A. The undersigned bidder agrees, if this bid is accepted by the City and the bidder is awarded the contract for the Project, to enter into a contract with the City in the form included in the bid documents, provide all necessary bonds and types of insurance, and to perform all work as specified or indicated in the bid documents for the prices and within the times indicated in the bid and in accordance with the other terms and conditions of the bidding documents.

B. Written communication may be sent to bidder at the following address:  
ehellwig@bazanpainting.com

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C. Bidder accepts all of the terms and conditions stated in the Information for Bidders. This bid shall remain open for a period of 60 days after the date bids are opened, or for such longer period of time as the bidder and City may agree.

D. Bid deposit in the amount of bid bond for 5% of bid amount  
Dollars (\$                    ) accompanies this bid. Bidder acknowledges and agrees that the bid deposit shall be forfeited to the City if the bidder is awarded the contract for the Project and does not execute the contract and provide all bonds, insurance requirements and other required documents by the date stated in the bid award.

E. By submitting this bid, bidder represents and warrants that:

1. Bidder has closely examined and carefully studied the Information for Bidders, Bidding Documents, Project contract and all other related data and documents identified in the Bidding Documents and the following Addenda receipt of all which is hereby acknowledged.

No.                      Dated                       
No.                      Dated

No. \_\_\_\_\_ Dated \_\_\_\_\_

2. Bidder has visited the location where the Project work is to be performed and has become familiar with, is knowledgeable of and is satisfied with the site conditions both surface and subsurface that may affect cost, progress, and performance of Project work.

3. Bidder is familiar with and is satisfied as to all federal, state, and local laws, policies and regulations that may affect cost, progress, and performance of Project work.

4. Bidder has obtained and carefully studied all additional or supplementary examinations, investigations, explorations, tests, studies, and data concerning conditions (surface, subsurface, and underground facilities) at or contiguous to the Project site which may affect cost, progress, or performance of the Work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by the bidder, including applying the specific means, methods, techniques, sequences, and procedures of construction required by the bidding documents to be employed by bidder, and safety precautions and programs incident thereto.

5. Bidder does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this bid or performance of the Project work at the price(s) bid and within the times and in accordance with the other terms and conditions of the bidding documents.

6. Bidder has provided City or its engineer written notice of all conflicts, errors, ambiguities, or discrepancies that bidder has discovered in the bidding documents, and the written resolution thereof by City or its engineer is acceptable to bidder.

7. The bidding documents are sufficient to indicate and convey understanding of all terms and conditions for the performance of the Project work for which this bid is submitted.

8. Bidder states that this bid is genuine and is not made in the interest of or on behalf of any undisclosed person or entity and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation; bidder has not directly or indirectly induced or solicited any other bidder to submit a false or sham bid; bidder has not solicited or induced any person or entity to refrain from bidding; and bidder has not sought by collusion to obtain for itself any advantage over any other bidder or the City. Moreover, bidder has completed and submitted with its bid the Anti-Collusion Affidavit.

9. Bidder, if awarded the contract, upon written notice from the City shall begin work and shall fully complete all work as set forth in the project specifications, the rate of progress and the

time of completion being essential conditions of the contract.

10. All estimated quantities stipulated in the bid form are approximate and are to be used only (a) as a basis for estimating the value of the Project work for making partial payments, (b) for computing the cost of change orders and (c) for the purpose of comparing bids.

11. Bidder will complete the Project work for the following unit prices; that estimated quantities are not guaranteed and are solely for the purpose of comparison of bids, and that final payment for all unit price bid items will be based on actual quantities provided at the unit prices submitted, as determined in the contract.


Bidder Name (exact and complete name of bidder):

Perales White, LLC (DBA- Bazan Painting Co.)

Bidder Address: 1273 N. Price Rd, St. Louis MO 63132

Telephone Number: 314-991-3500

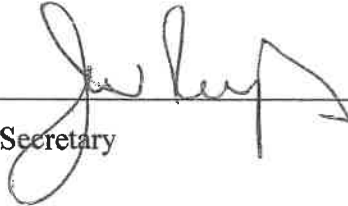
Facsimile: 314-991-5108

Signature of Person Authorized to Sign Bid: 

Printed Full Name of Person Authorized to Sign Bid: Eric J Hellwig Sr

Title of Person Authorized to Sign Bid: Estimator/Project Manager

Date: 2/4/2025

Corporate Attest (if applicable):   
Secretary

Contractor Name: Perales White, LLC (DBA- Bazan Painting Co.)

**CITY OF SAINT CHARLES, MISSOURI  
 BID FORM PR25-0200**

**Wapelhorst Aquatic Facility Repainting Project  
 Proposal**

In accordance with the invitation to bid for the BLANCHETTE AQUATIC FACILITY REPAINTING PROJECT for the City of St. Charles Parks & Recreation Department subject to the conditions and requirements of the Agreement, and the specifications, which so far as they relate to the Proposal are made a part of it, the undersigned herewith proposes to provide and perform such work for the sum below: **(Any Items Not Listed In Pay Items Shall Be Considered Incidental To Construction)**

Item No.	Description:	Units	Estimated Quantity	Unit Price	Total Price
1	SURFACE PREPARATION CHILDRENS POOL	L.S.	1	\$ _____	\$ 9,340.00
2	SURFACE PREPARATION PLUNGE POOL	L.S.	1	\$ _____	\$ 2,756.00
3	SURFACE PREPARATION ACTIVITY POOL	L.S.	1	\$ _____	\$ 10,938.00
4	SURFACE PREPARATION LAZY RIVER/ZERO DEPTH	L.S.	1	\$ _____	\$ 15,872.00
5	APPLY 2 COATS OF TNE MEC PAINT: CHILDRENS POOL	L.S.	1	\$ _____	\$ 11,857.00
6	APPLY 2 COATS OF TNE MEC PAINT: PLUNGE POOL	L.S.	1	\$ _____	\$ 4,270.00
7	APPLY 2 COATS OF TNE MEC PAINT: ACTIVITY POOL	L.S.	1	\$ _____	\$ 14,765.00

Contractor Name: \_\_\_\_\_

Item No.	Description:	Units	Estimated Quantity	Unit Price	Total Price
8	APPLY 2 COATS OF TNE MEC PAINT: LAZY RIVER/ZERO DEPTH	L.S.	1	\$ _____	\$ 20,643.00
<b>TOTAL</b>					\$ 90,441.00
<b>TOTAL (IN WORDS) \$ Ninety Thousand Four Hundred and Forty One Dollars</b>					

NOTES:

**TOTAL** \$ 90,441.00

**TOTAL (IN WORDS) \$ Ninety Thousand Four Hundred and Forty One Dollars**

*Signature Required on Following Page*

Please note that I have included prep and painting of the zero entry textured areas of the lazy river and children's pool with two coats of H&C Waterbased Colortop in a color to match existing.

Contractor Name: Perales White, LLC- (DBA Bazan Painting Co.)

Time (calendar days) to complete project: Sixty (60) Calendar Days

Liquidated damages for failure to complete the work within the time specified shall be \$200.00 per calendar day for every calendar day the work is not complete beyond such specified time.

Perales White, LLC- (DBA Bazan Painting Co.)

Mailing Address: 1273 N. Price Rd

St. Louis MO 63132

Contractor's Company Name

*Eric Wellington*

Contractor's Authorized Rep. (SIGNATURE)

Date: 2/4/2025

Estimator/Project Manager

Authorized Representative's Title

314-991-3500

Phone Number:

**BAZAN PAINTING COMPANY** P: 314-991-3500  
1273 N. PRICE RD F: 314-991-5108  
St. Louis, MO 63132  
www.bazanpainting.com

February 4, 2025

RE: Wapelhorst Aquatic Alternate Painting

Per your request, we submit the following on the above referenced project.

We propose to supply all necessary labor, materials, taxes, and full insurance coverage to perform the following scope of work.

**Lazy River Alternate:**

- Prep and paint the texture tops of islands with two coats of H&C Waterbased Colortop in a color to match existing

PLEASE ADD..... \$2,750.00

**Children's Pool Alternate:**

- Prep and paint the bottom portion of the blue play structure poles with one coat of epoxy and one coat of urethane in safety blue

PLEASE ADD..... \$1,490.00

**Activity Pool Alternates:**

- Prep, patch/caulk, and paint the metal bases of the shade structure poles with one coat of epoxy and one coat of urethane in a color to match existing

PLEASE ADD..... \$1,140.00

- Prep and paint the metal shade structure poles with one coat of epoxy and one coat of urethane in a color to match existing

PLEASE ADD..... \$830.00

Sincerely,

Eric Hellwig  
Estimator/Project Manager  
BAZAN PAINTING COMPANY  
314-749-1616

Contractor Name: Perales White, LLC- (DBA Bazan Painting Co.)

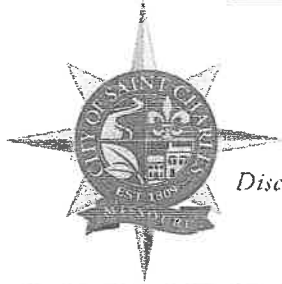
**NOTICE AND INSTRUCTIONS TO BIDDERS/VENDORS**  
**REGARDING “PROOF OF LAWFUL PRESENCE – PUBLIC BENEFITS**

Effective August 28, 2008, House Bill 1549 requires local governments to have proof of a person’s lawful presence within the United States before distributing “public benefits” to that person. The statute defines public benefits very broadly as “any grant, contract, or loan provided by an agency of state or local government; or any retirement, welfare, health, postsecondary education, state grants or scholarships, disability, housing, or food assistance benefit...” In other words, this requirement may apply almost any time money or things of value are transferred by the local government.

One of the following documents must be submitted as proof-of-age and lawful presence:

- U.S. Birth Certificate (with embossed or raised seal issued by state or local government)  
**or a photocopy of one of the following:**
- U.S. Passport (valid or expired)
- Certificate of Citizenship
- Certificate of Naturalization
- Certificate of Birth Abroad
- Valid Missouri Driver’s License
- Valid Driver’s License from your State of Residence.

Contractor Name: Perales White, LLC (DBA Bazan Painting Co.)



**RETURN WITH BID**  
 City of Saint Charles

200 North Second Street • Saint Charles, MO 63301

Name: Last	First	Middle Initial	Maiden Name
Hellwig	Eric	J	
Address (Street Name & Number)		Apt #	Date of Birth
6704 Freeland Dr			05/27/1980
City	State	Zip Code	
Hazelwood	MO	63042	

- (Check all that apply to signer and company):
- A Citizen of the United States
  - A Lawful Permanent Resident
  - Company uses e-Verify to Hire New Employees
  - All Employees are authorized to work in U.S.

Signature	Date (M/D/YY)
<i>Eric Hellwig</i>	02/05/2025

**VERIFICATION: To be completed by City Staff.** Please record the title and expiration date of either: one document from Column A or a Missouri driver's license (Column B) or one document from Column C as listed in the Notice to Applicants for Public Benefits and attach a copy of the documentation.

A - MoDOR Accepted Documentation	Or	B - MO Driver's License	Or	C - Other Federal Documentation
Document title:		Missouri Driver's License <input type="checkbox"/>		Document title:
Expiration Date (if any)		Expiration Date		Expiration Date (if any)

**CERTIFICATION:** I certify that I have examined the document(s) regarding citizenship or residency presented by the above-named applicant.\*

Signature of City Staff Person:	Print Name:	Date:

**\*NOTE TO CITY STAFF:** If sufficient documentation was not presented, **do not sign** the certification above. Instead, please give applicant a copy of the Affidavit of Citizenship for Eligibility for Public Benefits form and attach any completed Affidavit to this document.

**PROOF OF LAWFUL PRESENCE - PUBLIC BENEFITS**

*Penalties under state law for fraudulently obtaining public assistance benefits may include, but are not limited to, imprisonment, fines, and discontinuation of benefits and recovery of benefits fraudulently obtained.*

Contractor Name: \_\_\_\_\_

**NOTICE AND INSTRUCTIONS TO BIDDERS/VENDORS  
REGARDING §§ 285.525 THROUGH 285.550 RSMO, EFFECTIVE JANUARY 1, 2009**

Effective January 1, 2009 and pursuant to Missouri Revised Statute Section 285.530(1), “No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri.”

As a condition for the award of any contract or grant in excess of five thousand dollars (\$5,000) by the state or by any political subdivision of the state (e.g. City of Saint Charles, MO) to a business entity, the business entity (Company) shall, **by sworn affidavit and provision of documentation**, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. Section 285.530 (2) RSMo.

“Business Entity” is defined as:

... [A]ny person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term “business entity” shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term “business entity” shall include any business entity that possesses a business permit, license, or tax certificate issued by the state, any business entity that is exempt by law from obtaining such a business permit, and any business entity that is operating unlawfully without such a business permit. The term “business entity” shall not include a self-employed individual with no employees or entities utilizing the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034 RSMo. See, Sec. 285.525 RSMo

The City of Saint Charles, Missouri, in order to comply with Sections 285.525 through 285.550 RSMo, has instituted the following procedure:

**Required Affidavit for Contracts Over \$5,000 (US) – Effective January 1, 2009**, business entities desiring to contract with the City for the provision of service shall comply with the provisions of Sections 285.525 through 285.550 RSMo. Contract award is contingent upon Company providing an acceptable notarized affidavit stating:

1. that Company is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the contracted services; and
2. that Company does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

A sample affidavit is attached hereto and can be found and downloaded on the City of St. Charles Purchasing website.

Additionally, Company must provide documentation evidencing current enrollment in a federal work authorization program (e.g. electronic signature page from E-Verify program’s Memorandum of Understanding (MOU)).

The City of Saint Charles encourages companies that are not already enrolled and participating in a federal work authorization program to do so. E-Verify is an example of this type of program. Information regarding E-Verify is available at <http://www.dhs.gov/e-verify> or by calling 888-464-4218.

If you have any questions, please contact the Purchasing Office of the City of Saint Charles at 636-940-4668.

Contractor Name: Perales White, LLC- DBA Bazan Painting Co.

**RETURN WITH BID**

**AFFIDAVIT OF COMPLIANCE WITH SECTION 285.500 RSMo et seq.**

*(REQUIRED FOR CONTRACTS FOR PROVISION OF SERVICES IN EXCESS OF \$5,000)*

STATE OF MO )  
COUNTY OF St. Louis )<sup>ss</sup>

Before me, the undersigned Notary Public, Eric Hellwig (Name) personally appeared who is Estimator/Project Manager (Title) of Perales White, LLC- DBA Bazan Painting Co. (Company Name), and after being sworn did depose and say:

- (1) that said company is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the contracted services; and
- (2) that said company does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

The terms used in this affidavit shall have the meaning set forth in Section 285.500 RSMo, et seq.  
**Documentation of participation in a federal work authorization program is attached to this affidavit.**

Eric Hellwig  
Signature (Person with Authority)

Eric Hellwig  
Printed Name

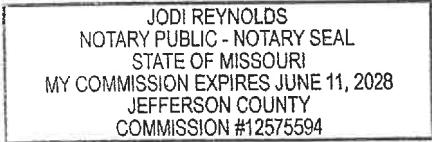
Estimator/ Project Manager  
Title

2/4/2025  
Date

Subscribed and sworn to before me this 4 day of February, 2025 (Month, Year).

My commission expires: June 11, 2028  
Signature of Notary

Jodi Reynolds  
Date



Company ID Number: 1665873

Approved by:

<b>Employer</b> PERALES WHITE, LLC	
Name (Please Type or Print) JODI REYNOLDS	Title
Signature Electronically Signed	Date 04/06/2021
<b>Department of Homeland Security – Verification Division</b>	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 04/06/2021



# Bid Bond

**CONTRACTOR:**

(Name, legal status and address)

Perales White, LLC dba Bazan Painting Company  
1273 N Price Road  
St. Louis, MO 63132

**SURETY:**

(Name, legal status and principal place of business)

The Ohio Casualty Insurance Company  
175 Berkeley Street  
Boston, MA 02116

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

**OWNER:**

(Name, legal status and address)

City of St. Charles

**MAILING ADDRESS FOR NOTICES:**

Liberty Mutual Surety Claims  
P.O. Box 34526  
Seattle, WA 98124

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

200 N. Second Street, Suite 303  
St. Charles, MO 63301

**BOND AMOUNT:** 5% of Bid Amount      Five Percent of Bid Amount

**PROJECT:**

(Name, location or address, and Project number, if any)

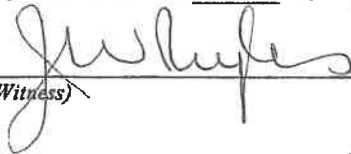
Wapelhorst Aquatic Facility Repainting Project

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 4th day of February, 2025.

  
(Witness)

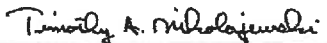
Perales White, LLC dba Bazan Painting Company  
(Contractor as Principal)  (Seal)

(Title) Valentin Perales - President

  
(Witness) Kiana M. Pumphrey



The Ohio Casualty Insurance Company  
(Surety)

  
(Title) Timothy A. Mikolajewski, Assistant Secretary



**BID-0028371**

Init.

Liberty Mutual Surety vouches that the original text of this document conforms exactly to the text in AIA Document A310-2010 Edition Bid Bond.



**IMPORTANT SURETY BOND INFORMATION  
MISSOURI**

Your Liberty Mutual Surety agent is a professional independent Insurance Agent. If you have specific questions about your Surety Bond, you may direct them to your agent.

**MISSOURI SPECIFIC QUESTIONS**

If you have been unable to contact or obtain information from your agent, you may contact Liberty Mutual Surety at the following address and telephone:

**THE OHIO CASUALTY INSURANCE COMPANY  
LIBERTY MUTUAL SURETY  
1610 Des Peres Rd, Suite #204  
Saint Louis, MO 63131**

**Mailing Address:  
175 Berkeley Street  
Boston, MA 02116**

**Telephone #  
(816) 569-8939**



# POWER OF ATTORNEY

The Ohio Casualty Insurance Company

Principal: Perales White, LLC dba Bazan Painting Company

Agency Name: AssuredPartners Capital, Inc

Bond Number: BID-0028371

Obligee: City of St. Charles

Bid Bond Amount: ( 5% of Bid Amount ) Five Percent of Bid Amount

KNOW ALL PERSONS BY THESE PRESENTS: that The Ohio Casualty Insurance Company, a corporation duly organized under the laws of the State of New Hampshire (herein collectively called the "Company"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint Timothy A. Mikołajewski in the city and state of Seattle, WA, each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Company in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Company and the corporate seal of the Company has been affixed thereto this 1st day of August, 2024.



The Ohio Casualty Insurance Company

By: *Nathan J. Zangerle*

Nathan J. Zangerle, Assistant Secretary

STATE OF PENNSYLVANIA ss  
COUNTY OF MONTGOMERY

On this 1st day of August, 2024, before me personally appeared Nathan J. Zangerle, who acknowledged himself to be the Assistant Secretary of The Ohio Casualty Insurance Company and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Plymouth Meeting, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal  
Teresa Pastella, Notary Public  
Montgomery County  
My commission expires March 28, 2029  
Commission number 1126044  
Member, Pennsylvania Association of Notaries

By: *Teresa Pastella*  
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-law and Authorizations of The Ohio Casualty Insurance Company, which is now in full force and effect reading as follows:

### ARTICLE IV – OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

**Certificate of Designation** – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes Nathan J. Zangerle, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

**Authorization** – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature or electronic signatures of any assistant secretary of the Company or facsimile or mechanically reproduced or electronic seal of the Company, wherever appearing upon a certified copy of any power of attorney or bond issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, of The Ohio Casualty Insurance Company do hereby certify that this power of attorney executed by said Company is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Company this 4th day of February, 2025.



By: *Renee C. Llewellyn*

Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com.

**St. Charles Parks and Recreation Board**

**MEMORANDUM**

**Date:** February 5, 2025

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

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

**Summary:**

At the December 18th, 2024 Park Board meeting, the Board approved a contract with Vandalia Bus Lines, Inc. to provide transportation for our trip program in 2025.

The contract amount was \$26,885 and included the following trips:

May 18<sup>th</sup>, 2025 and May 25<sup>th</sup>, 2025 – Airport Transfers - \$2,650

August 3<sup>rd</sup> - 8<sup>th</sup>, 2025 for “Mystery” Trip - \$10,200

October 5<sup>th</sup>-12<sup>th</sup>, 2025 for "Albuquerque, New Mexico" Trip - \$14,035

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

November 20<sup>th</sup> – 23<sup>rd</sup>, 2025 for “Christmas in Branson” Trip - \$7,000

**Staff requests favorable consideration for the approval for Change Order #1 to the contract with Vandalia Bus Lines to provide motor coach transportation for trip participants during overnight trips in 2025. The Change Order will add \$7,000 making the new contract amount \$33,885.**



Vandalia

Booking ID: 7592-0

Booking Total

\$7,000.00

Christmas in Branson—2025 - (Christmas in Branson—2025)

Customer Information

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

Salesperson

Kayla Hancock

Contact #

Deposit

\$670.00 Remaining - (Due on 02-15-2025)

Current Remaining Balance

\$7,000.00 Remaining - (Due on 11-06-2025)

Route Description

Passengers	Total Capacity	Total Miles
	56	580.03

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

Trip Details 11/20/2025 - 11/23/2025

- 11-20-2025 07:30 AM - Vehicle Onsite at Blanchette Park, Blanchette Park, 1900 W Randolph St, St Charles, MO 63301, USA
- 11-20-2025 08:00 AM - Depart from Blanchette Park, Blanchette Park, 1900 W Randolph St, St Charles, MO 63301, USA
- 11-20-2025 12:00 PM - Arrive at 2530 N Glenstone Ave, Springfield, MO 65803, USA
- 11-20-2025 01:00 PM - Depart from 2530 N Glenstone Ave, Springfield, MO 65803, USA
- 11-20-2025 01:55 PM - Arrive at Legends in Concert - Branson, MO, Pepsi Legends Theater, 1600 W 76 Country Blvd, Branson, MO 65616, USA
- 11-20-2025 05:00 PM - Depart from Legends in Concert - Branson, MO, Pepsi Legends Theater, 1600 W 76 Country Blvd, Branson, MO 65616, USA
- 11-20-2025 05:15 PM - Arrive at Savannah House, 165 Expressway Ln, Branson, MO 65616, USA
- 11-20-2025 06:15 PM - Depart from Savannah House, 165 Expressway Ln, Branson, MO 65616, USA
- 11-20-2025 06:25 PM - Arrive at Paula Deen's Family Kitchen, 545 Branson Landing Blvd, Branson, MO 65616, USA
- 11-20-2025 08:00 PM - Depart from Paula Deen's Family Kitchen, 545 Branson Landing Blvd, Branson, MO 65616, USA
- 11-20-2025 08:10 PM - Arrive at Savannah House, 165 Expressway Ln, Branson, MO 65616, USA
- 11-21-2025 11:00 AM - Depart from Savannah House, 165 Expressway Ln, Branson, MO 65616, USA
- 11-21-2025 11:30 AM - Arrive at Chick-fil-A, 607 W Main St, Branson, MO 65616, USA

**11-21-2025 12:30 PM** - Depart from Chick-fil-A, 607 W Main St, Branson, MO 65616, USA  
**11-21-2025 01:00 PM** - Arrive at College of the Ozarks, 100 Opportunity Ave, Point Lookout, MO 65726, USA

**11-21-2025 02:55 PM** - Depart from College of the Ozarks, 100 Opportunity Ave, Point Lookout, MO 65726, USA  
**11-21-2025 03:00 PM** - Arrive at Ralph Foster Museum, 237 Christian St, Point Lookout, MO 65726, USA

**11-21-2025 04:15 PM** - Depart from Ralph Foster Museum, 237 Christian St, Point Lookout, MO 65726, USA  
**11-21-2025 04:30 PM** - Arrive at The Keeter Center at College of the Ozarks - Lodging, 1 Opportunity Ave, Point Lookout, MO 65726, USA

**11-21-2025 06:30 PM** - Depart from The Keeter Center at College of the Ozarks - Lodging, 1 Opportunity Ave, Point Lookout, MO 65726, USA  
**11-21-2025 06:50 PM** - Arrive at The Dutton Family Theater, 3454 W 76 Country Blvd, Branson, MO 65616, USA

**11-21-2025 09:05 PM** - Depart from The Dutton Family Theater, 3454 W 76 Country Blvd, Branson, MO 65616, USA  
**11-21-2025 09:15 PM** - Arrive at Savannah House, 165 Expressway Ln, Branson, MO 65616, USA

**11-22-2025 10:00 AM** - Depart from Savannah House, 165 Expressway Ln, Branson, MO 65616, USA  
**11-22-2025 10:30 AM** - Arrive at Branson Landing, 100 Branson Landing Blvd, Branson, MO 65616, USA

**11-22-2025 02:45 PM** - Depart from Branson Landing, 100 Branson Landing Blvd, Branson, MO 65616, USA  
**11-22-2025 03:05 PM** - Arrive at Showboat Branson Belle, 4800 Historic Hwy 165, Branson, MO 65616, USA

**11-22-2025 06:30 PM** - Depart from Showboat Branson Belle, 4800 Historic Hwy 165, Branson, MO 65616, USA  
**11-22-2025 07:30 PM** - Arrive at Clay Cooper Theatre, 3216 W 76 Country Blvd, Branson, MO 65616, USA

**11-22-2025 09:30 PM** - Depart from Clay Cooper Theatre, 3216 W 76 Country Blvd, Branson, MO 65616, USA  
**11-22-2025 09:40 PM** - Arrive at Savannah House, 165 Expressway Ln, Branson, MO 65616, USA

**11-23-2025 09:30 AM** - Depart from Savannah House, 165 Expressway Ln, Branson, MO 65616, USA  
**11-23-2025 10:25 AM** - Arrive at 1935 S Campbell Ave, Springfield, MO 65807, USA

**11-23-2025 02:00 PM** - Depart from 1935 S Campbell Ave, Springfield, MO 65807, USA  
**11-23-2025 05:50 PM** - Arrive at Blanchette Park, Blanchette Park, 1900 W Randolph St, St Charles, MO 63301, USA

### Additional Route Details

Christmas in Branson—2025

St Charles Parks Department

Nov 20-23, 2025

#### Thursday, November 20, 2025

8:00am Depart Blanchette Park, St Charles, MO for Springfield, MO with rest stop in route

12:00pm-1:00pm Lunch stop at Culvers

Culvers

2530 N. Glenstone Ave

Springfield, MO 65803

1:00pm Depart for "The Six Show" Branson

3:00pm-5:00pm Enjoy the Six Show at the Legends Theatre

The Six Show

The Legends Theatre

1600 W 76 Country Blvd

Branson, MO 65616

5:00pm Depart for overnight lodging

5:15pm Check into overnight lodging for 3-night stay.

The Savannah, House

165 Expressway Ln

Branson, MO 65616

6:15pm Depart for dinner

6:30pm-8:00pm Dinner at Paula Deen's Family Kitchen

Paula Deen's Family Kitchen

545 Branson Landing Blvd

Branson, MO 65616

8:00pm Return to The Savannah House

Friday, November 21, 2025

11:00am Depart for lunch

11:30am-12:30pm lunch at Chick fil A

Chick fil A

607 W Mail Street

Branson, MO 65616

12:30pm Depart for College of the Ozarks Campus Tour

1:00pm-2:30pm Campus Tour

Meet at Chancellor's Office & Public Relations

2<sup>nd</sup> Building on left.

3:00pm-4:15pm Tour of the Ralph Foster Museum

Ralph Foster Museum

237 Christian St

Point Lookout, Mo 65726

4:30pm-6:30pm Dinner at The Keeter Center

The Keeter Center

One opportunity Ave

Point Lookout, MO 65726

6:30pm Depart for the Duttons Show

7:30pm-9:30pm Enjoy The Duttons

The Dutton Theatre Complex

3454 W. 76 Country Blvd

Branson, MO 65616

9:15pm Return to The Savannah House

Saturday, November 22, 2025

10:00am Depart for Branson Landing

10:30am-2:45pm Free time for shopping and lunch

Branson Landing

100 Branson Landing

Branson, MO 65616

2:45pm Depart for Showboat Branson Belle

3:00pm Board Showboat Branson Belle

4:00pm-6:30pm Boat Cruise, Dinner and Christmas Show

Showboat Branson Belle

4800 Highway 165

Branson, MO 65616

6:30pm Depart for Clay Cooper Theatre

7:30-9:30pm Enjoy the Haygoods Show

Clay Cooper Theatre

3216 W 76 Country Blvd

Branson, MO 65616

9:30pm Return to The Savannah House

Sunday, November 23, 2025

9:30am Depart for Springfield, MO

11:00am-2:00pm Brunch at Hemingway's Blue Water Café & shopping

Hemingway's Blue Water Café

Bass Pro Shops

1935 S Campbell

Springfield, MO 65898

2:00pm Depart for St Charles, MO with rest stop in route

5:45pm Arrive Blanchette Park, St Charles, MO

**St. Charles Parks and Recreation Board**

**MEMORANDUM**

Date: February 5, 2025

From: Maralee M. Britton, Director

RE: Consideration of Uncollected Debt Write Off for 2024

Summary:

Per Policy, I am requesting to write off uncollected debt from 2024 which has been detailed within the monthly Accounts Receivable Report. Each guest who has outstanding balances has a notation on their account and are not allowed to register or reserve until the past due balance is paid. Below are the details of the uncollected debt.

2024:

Day Camp Before Care \$8.00

Favorable consideration is requested to write of the uncollected debt of \$8 for 2024.

**FEBRUARY Accounts Receivable Report**

<b>2023 Individual</b>			<b>Status</b>
<b>Programs</b>			
<b>Facility</b>			
<b>2023 TOTAL</b>		\$ -	
<b>2024 Individual</b>			<b>Status</b>
<b>Programs</b>			
<b>Trip</b>			
<b>Daycamp</b>		\$ 8.00	Short paid before care; have tried to contact multiple times to no avail.
<b>Facility</b>			
<b>2024 TOTAL</b>		\$ 8.00	
<b>2024 Organizations</b>			<b>Status</b>
<b>Organizations with multiple uses paying monthly, quarterly or by season</b>			
<b>2024 TOTAL</b>		\$ -	
<b>2025 Individual</b>			<b>Status</b>
<b>Programs</b>			
<b>Trip</b>			
<b>Daycamp</b>			
<b>Facility</b>			
<b>2025 TOTAL</b>		\$ -	
<b>2025 Organizations</b>			
<b>Organizations with multiple uses paying monthly, quarterly or by season</b>			
<b>2025 TOTAL</b>		\$ -	
	<b>Total Due</b>	<b>\$ 8.00</b>	
<p>For balances that are due in RecTrac, there are notes within those households that they have to pay off the balance due before registering for any Park programs, facilities, pool passes, etc. Each household has been locked out of their WebTrac accounts so they have to call the office.</p>			

**St. Charles Parks and Recreation Board**

**MEMORANDUM**

**Date:** February 5, 2025

**From:** Don Borgmeyer, Enterprise Superintendent

**RE:** Consideration for Revisions to the Athletic Facility League and Tournament Policy

**Summary:**

Attached is a draft of the amended “Athletic Facility League and Tournament Policy”

The requested changes include:

- Removing the Soccer Complex and adding possible McNair Park Soccer Fields
- A change in some wording for clarification.
- Increase in the ball diamond lining fee.
- Adding a soccer field lining fee.
- A change in the fee structure for disc golf.

Staff recommends favorable consideration for the amended Athletic Facility League and Tournament Policy.

## **Athletic Facility League and Tournament Policy**

### **St Charles Parks and Recreation Board**

It is the Policy of the St. Charles Parks and Recreation Board fees charged will recover costs associated with preparation and use of the facility and empower Staff, herein after “Parks”, at their sole discretion, to apply the policy for the betterment of the Department. The policy also sets a standard of expectation for Participants and Visitors which is consistent with the level of service expected from our parks system as a whole.

The Organization shall be responsible for application, payment of all fees and damages, enforcement of all rules, regulations and ordinances, assuring that all activities are properly controlled, assuring that a designated person(s) of authority is on site at all time, and for such other requirements listed in these rules.

**1. Availability**

Facilities will be available for tournaments from March 1 to November 30 annually. Minor calendar adjustments may be considered depending on the days of the week which March 1 and November 30 occur. Special requests not within the time frame may be considered.

**2. Modifications**

The Parks and Recreation Board appoint the Director, or designee, to reserve the right to modify or waive any policy or fee as it deems necessary and in the best interest of the City.

**3. Reservation Priorities**

The following priorities have been established to ensure fair distribution of facilities:

- a. City of St Charles Parks and Recreation Programs
- b. Returning Organizations/Users in good standing
- c. New Requests

**4. Reservation Procedures**

- A. A designee of the Organization must complete the Athletic Facility League and Tournament Request Form and submit to Parks no less than 30 days to be considered. A deposit may be required at the discretion of Parks
- B. Parks will determine if a meeting is necessary prior to tournaments or leagues.
- C. Incomplete requests received could result in the request being denied. If two or more organizations request the same time, date, fields, the outlined priority list will apply.
- D. Schedules must be submitted to Parks no less than 5 days prior to the start date.
- E. Field layout requests must be submitted to Parks no less than 14 days prior to the start date.
- F. Certificate of Insurance as determined by the City of St. Charles and St. Charles Parks and Recreation Board naming the City of St Charles as additional insured must be provided 10 days prior to the event as outlined within the Insurance Policy.

## 5. Inclement Weather

Parks reserve the right to postpone, cancel or delay activity. The decision to start league or tournament games rests solely with Parks. If games have been started, it is the responsibility of the Organization to cancel or delay for the safety of the players and to maintain acceptable field conditions.

## 6. Use Regulations

- A. The League/Tournament reservation is for the designated field(s)/court(s) only. Use of the facility is limited to the activity specified on the permit. If the facility is utilized for a purpose not designated on the approved permit, charges will be assessed for usage.
- B. Unless specifically stated on the permit, it is understood that the League/Tournament is not a fundraiser, and that no admission/parking/gate fee is to be charged. Groups conducting fundraising events must possess not for profit status and Tax Exemption Letter. Copies of all documents must be filed with the request form.
- C. All tents, awnings, canopies and temporary structures must have prior approval.
- D. The sale of t-shirts, hats, photographers and other novelties must have prior approval and is subject to a vendor fee. Vendors must obtain proper license from the City of St Charles.
- E. At the discretion of Parks, security personnel may be required at the cost of the Organization.
- F. Fences may not be used for soft toss.
- G. Golf carts and/or utility carts are not allowed without prior approval in writing. Drivers must possess a valid driver's license.
- H. Vehicles may not be driven or parked on turf surfaces, sidewalks, service drives or emergency zones. Only parking lots may be used for loading and unloading.
- I. Apparatus or equipment may not be located at the facility unless the use and location of such equipment has received prior approval.
- J. Amusement rides, games, booths, bands, DJ's, etc.... are not allowed without prior approval in writing and additional permits completed.
- K. Unless Parks gives written permission, food concession sales and food/drink give-aways are not allowed.
- L. Only Parks are allowed to prepare the fields/courts unless approved in advance in writing and limited to hand tools only
- M. Parks may revoke any permit granted if it is determined that the application for the permit contained any misrepresentation or false statement, or that any condition set forth in the policies are not being complied with, or that the safety of the participants in the activities of the applicant or other patrons/visitors is endangered by the continuation of the event.
- N. During Tournaments, the Organizers will be responsible for keeping the outside trash cans emptied and the restrooms stocked. Parks will have a supply of trash bags and toilet paper available for the Tournament Staff to use. The facility will be left in a clean and neat condition. If it is necessary for Parks to provide cleaning services following a Tournament, additional fees may be charged.
- O. At the discretion of Parks, medical services may be required at the league/tournaments expense.

**Basic Tournament Fee Structure**

Fees are based on field set-up and preparation for the tournament and a portion of the yearly maintenance costs associated with the care and maintenance of the fields. Deposits are due upon application of requested Tournament.

**St. Charles Soccer Complex Soccer/Lacrosse/Cricket/Rugby**

Field Setup	\$150 per field
<del>Maintenance Fee: Soccer, Lacrosse/ 3V3</del>	<del>\$ 35 per field, per game/ \$ 35per field, per hour</del>

**Blanchette/Wapelhorst Park Ball Diamonds**

Baseball/Softball Diamond Setup	\$ 75 per field
Second Day Field Preparation	\$ 50 per field
<del>Maintenance Fee</del> Usage Fee	\$ 9 per field, per game

**Kiwanis/McNair Park Ball Diamonds**

Ball Diamond Setup	\$ 45 per field
Second Day Field Preparation	\$ 30 per field
<del>Maintenance Fee</del> Usage Fee	\$ 8 per field, per game

**McNair Park Football Field**

Football Field Setup	\$ 200 per field
Maintenance Fee	\$ 40 per field, per game

**McNair Park Soccer Fields**

<u>Field Setup</u>	<u>\$150 per field</u>
<u>Usage Fee</u>	<u>\$30 per field per game / \$30 per field per hour</u>

**Blanchette Park Horseshoe Complex**

Complex Set up Fee	\$200 per day
<del>Complex Maintenance Fee</del> Usage Fee	\$100 per day

**Boone's Lick/McNair/Blanchette/Wapelhorst Park Tennis/Pickleball**

<del>Maintenance Fee</del> <u>Usage Fee</u>	\$7.00 per game
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**Bales Park Cricket Pitch**

Pitch Set up Fee	\$185.00 per field
<del>Maintenance Fee</del> <u>Usage Fee</u>	\$55 per day

### **Basic League Fee Structure**

The fees charged for use of St. Charles Parks and Recreation Athletic Fields for League Play will recover costs associated with preparation and on-going maintenance. These fees will be applied directly to the labor, materials and equipment used to maintain and improve the athletic fields and surrounding park area.

<b>Field Type</b>	<b>Per Game/Hour Fee</b>	<b>Per Day Fee</b>
Baseball (pitching mound) *	\$ 18	
Softball*	\$ 13	
Football**	\$ 55	
Soccer***	<del>\$ 35</del> <u>\$ 30</u>	
Tennis/Pickle ball/Roller hockey		\$70
Cricket		\$80

\*Fees include preparation of the fields, unlined, and nets. Lining of the fields is an additional fee available upon request based upon materials and labor.

\*\*Press Box User Fee:

\$200 Monthly fee (Includes use of both levels during football season only)

\$1,000 Yearly fee (Includes use of both levels during football season and lower level only during off season)

\*\*\* Per Game Fees apply if using a whole or partial field. Partial fields will only be allowed on Fields 1 through 4 and 7 through 10. Fee may be applied hourly for other sports.

### **Non-Profit Youth Sports Associations within the City of St Charles League Fee Waiver**

Youth non-profit sports associations in good standing presenting a player roster, per session/season, with 70% representing St Charles City residents will receive a waiver of league fees for field use. The youth non-profit sports association must be located within the limits of City of St Charles by physical address and represented as such on State of Missouri approved non-profit certificate.

The youth sports association fee waiver will be available to the following organizations:

Academy of the Sacred Heart  
Duchesne High School  
Immanuel Lutheran  
Orchard Farm School District  
St Charles American Legion Baseball  
St Charles Borromeo Church  
St Charles Boys and Girls Club  
St Charles Junior Baseball/Softball Association  
St Charles School District  
St Charles Titans Football Association  
St Elizabeth Ann Seton/St. Roberts Church

The following documentation must be submitted per session/season to be considered for a waiver of league fees:

- The participant roster submitted to be eligible for the league fee waiver must be the same roster provided to the governing sports organization which the league is registered for official play. The roster must include the participants full name, address, telephone number and email address. Personal information will be used solely for the purpose of the parks and recreation department.
- State of Missouri approved non-profit status listing physical address to be within the City limits of St Charles
- The association must be in good standing with the department with no outstanding debits and also in good standing with the State of Missouri as a non-profit.

Fees associated with the use of field lights or tournaments scheduled beyond league play are not subject to a waiver or discount.

### **League/Tournament Fees**

The Parks and Recreation Board reserves the right to assess these fees based upon the Tournament size and needs for a quality event.

Deposit	\$ 150 per field/facility as determined by Staff
Port-a-johns	To be charged by quantity needed and fee charged by port-a-john company
Trash Dumpster	To be charged by size needed and fee charged by dumpster company
Athletic Facility Lights	\$16 Resident/\$17 Non-Resident per hour, per field
Clean up Staff	hourly rate for position applies
Park Rangers	hourly rate for position applies
Drying Agent	\$15.00 per bag; <u>Pricing subject to change</u>
Vendor Fee	\$ 75 per vendor
Ball Diamond Field Lining	\$ <del>45.00</del> <u>55.00</u> per field at time of field preparation
<u>Soccer Field First Time Lining</u>	<u>\$ 200 per field</u>
<u>Soccer Field Re-Lining</u>	<u>\$ 80</u>
Curfew Penalty	\$250.00 for each game

### **Cross Country Fees**

Applications for Cross Country meets will be evaluated by request as to availability of space and additional planned activities. Due to the size of an event, additional park services may be required and fees charged to the organizing entity.

1. Applications must be submitted no later than 120 days prior to the meet.
2. Rental of all shelters in the designated park may be required depending on size, participant registration and length of event.
3. As per Board Policy “School/Park Cooperative Facility Usage Agreement,” St. Charles School District use would be at reduced or no charge.
4. Staff will determine if Rangers and /or Off Duty Police Officers are required and the number of Rangers/Off Duty Officers necessary for the safety of the event participants and charged at the appropriate hourly rate.
5. Groups and/or Organizations must submit a Certificate of Liability Insurance for commercial general liability insurance, which provides bodily injury and property-2 damage coverage at limits not less than \$1,000,000 combined single limit per occurrence. The St. Charles Parks & Recreation Department shall be named as an additional insured on the certificate, listing the date(s) and location of the tournament.
- 6.

Cross Country	1 to 250 Participants	251 to 500 Participants*
Fee	\$ 450	\$ 900

\*Existing Cross County events with over 500 participants will be charged \$1.00 per participant above the existing fee structure listed above.

## McNair Disc Golf Fees

Applications for exclusive use of the Department's Disc Golf Course for tournaments will be evaluated by request as to availability of space and additional planned activities. Due to the size of an event, additional park services may be required and fees charged to the organizing entity.

1. Applications must be submitted no later than 120 days prior to the meet.
2. Rental of all shelters in the designated park (McNair Shelter #3 & #4) will be required for any Disc Golf Rental. **\*\*This \$300 fee must be paid at the time of the rental.\*\***
3. Staff will determine if Rangers and /or Off Duty Police Officers are required and the number of Rangers/Off Duty Officers necessary for the safety of the event participants and charged at the appropriate hourly rate.
4. Tournament rentals will be ~~for the entire day limited to a maximum of six (6) hours per day~~ and will receive exclusive use of the disc golf course (if requested). Applicant will work with the Parks and Recreation Department to determine tournament hours.
5. Groups and/or Organizations must submit a Certificate of Liability Insurance for commercial general liability insurance, which provides bodily injury and property damage coverage at limits not less than \$1,000,000 combined single limit per occurrence. The St. Charles Parks & Recreation Department shall be named as an additional insured on the certificate, listing the date(s) and location of the tournament.
- ~~6. In addition to the shelter/course rental fee (referenced above) there will be a \$2.00 per tournament participant fee. This fee will be paid after the tournament is completed and is based on the number of registered players who played in the tournament.~~

Disc Golf Tournament	One (1) day tournament	Two (2) day tournament
Fee	\$ 300	\$ 600

## Multiple Use Sports Fields

Use of a sport designated field for a different sport will be evaluated for feasibility and a fee determined based upon the use of the varying sport and the fees listed above.

## Impact Fee

If a sporting event impacts more of a park than direct use of an athletic field limiting use by other visitors or the inability of surrounding facilities to be reserved, additional fees associated may be assessed to the organization. The Impact Fee is based upon the Special Event Use Permit Policy fees.

**St. Charles Parks and Recreation Board**

**MEMORANDUM**

**Date:** February 5, 2025

**From:** Don Borgmeyer, Enterprise Superintendent

**RE:** Consideration for Revisions to the Employee Organization Participation Policy

**Summary:**

Attached is a draft of the revised “Employee Organization Participation Policy.” This is one of the policies that was reviewed as part of the goal to update some of the older policies. The recommended policy included are some changes in terms and updated wording. A final paragraph was also added to clarify the approval, travel and expense processes.

Staff recommends favorable consideration for the amended Employee Organization Participation Policy.

## ST. CHARLES PARKS AND RECREATION BOARD

### “EMPLOYEE PROFESSIONAL ORGANIZATION PARTICIPATION- POLICY”

It is the policy of the Saint Charles Parks & Recreation Board (hereinafter called Board), that all Parks and Recreation Employees (hereinafter called Employees) are encouraged to participate in Professional Organizations (~~eg: National Recreation & Park Association, Missouri Parks & Recreation Association, etc.~~) in order to enhance development of their professions. The ~~Park~~ Board recognizes that involvement in such organizations is important for both the Employees and the ~~Park~~ Department, because of the opportunity to network with other professionals in their field and the ability to gain ~~a vast amount of~~ knowledge to better serve the residents. ~~As such, the City of St. Charles Parks and Recreation Board hereby adopts the following~~ **“Employee Professional Organizational Participation Policy”**, as hereinafter specified:

1. The ~~Park~~ Board also encourages participation by Park Employees in professional organizations and supports employees being elected to various positions within their respective organizations.

~~2.1.~~ Participation by ~~a Park~~ Employees in such organizations shall not ~~entitle them to~~ receive ~~additional~~ compensation or benefits, with the exception of personal recognition (such as plaques) from these Professional Organizations or the ~~Park~~ Department.

~~With the exception of Personnel Rule 28—Employee Training and Education, and Personnel Rule 12.5—Outside Employment, employees shall not personally receive any additional compensation or benefits from such professional participation. Should anyd such compensation be made available to an employee, from these professional organizations, it shall become the property of the Park Department. Such shall to be immediately submitted to the Park Department for appropriate use, as approved by the Park Board Director.~~

~~3.2.~~ The Director will have final approval for requests and if participation requires any expenses, the Travel and Training Policy will be followed with the appropriate documentation.

Park Board Approval Consideration:

December 01, 2004; Proposed January 17, 2025

**St. Charles Parks and Recreation Board**

**MEMORANDUM**

**Date:** February 5, 2025

**From:** Don Borgmeyer, Enterprise Superintendent

**RE:** Consideration for Revisions to Use of Department Passenger Bus Policy

**Summary:**

Attached is a draft of the amended “Use of the Department Passenger Bus Policy”. This is one of the policies that was reviewed as part of the goal to update some of the older policies. The requested changes include:

- Makes the document more succinct for easier clarification.
- Eliminates the 12-seat van from rental opportunities.
- Changes the pricing structure to better adapt to changes in fuel and hourly wage costs.
- Adds a Bus Usage Agreement for the requestor.

Staff recommends favorable consideration for the amended Use of the Department Passenger Bus Policy.

**ST. CHARLES PARKS AND RECREATION BOARD**  
**POLICY FOR USE OF THE PARK & RECREATION DEPARTMENT VAN AND 40**  
**BUS POLICY**

It is the Policy of the St. Charles Parks and Recreation Board that the Departmental Van and Bus would be available to other Departments of the City of Saint Charles or organizations within the city, under the following conditions and approval of the Director:

- a. ~~The Parks Department~~ retains the right of the first priority usage on the ~~Van/Bus~~ at all times.
- b. Scheduled ~~p~~Preventative ~~m~~Maintenance/~~Servicing~~ of these ~~vehicles~~bus will take priority over requests for usage.
- c. ~~Availability/scheduling~~ Final Approval and scheduling of the ~~Van or Bus~~ will not be determined until 30 days prior to a requested usage based upon the availability of the bus and driver.
- ~~e.~~d. The driver shall be a qualified Department Employee who holds a Commercial Driver's License (CDL) with Air Brake and Passenger Endorsements.
- d. ~~As the operational and replacement expenses for the Park Department Van and Bus are significant, the Park Board has determined that fees and charges shall apply to all requests for usage by other Departments in the City of Saint Charles. Two Rates have been established as noted on the "Park Bus & Van Use Charges" Chart (and will be provided to those City Departments wishing to use the Van or Bus) with Specific Criteria that will determine which Rate shall apply. The rates will be evaluated and amended as necessary, so at minimum the direct costs associated with the Van and Bus usage are recovered.~~
- e. ~~The driver of these vehicles shall be as follows:~~
  - ~~Bus Driver shall be a qualified Park Department Employee who holds a Commercial Drivers License (CDL) with Air Brake and Passenger Endorsements. If a driver is not available, then the bus will not be available for use!~~
  - ~~Van Driver shall be a qualified City Employee who holds a Commercial Drivers License (CDL) with a Passenger Endorsement. Such will be verified at the time the vehicle is checked out!~~

Rules and Regulations

- Firearms, knives, and smoking, including vapor or e-cigarettes, are prohibited
- Eating and/or Drinking of any beverages is prohibited inside the Bus.
- Guests are responsible for their own personal property. The Department is not responsible for any lost or stolen property.
- The interior of bus must be clean; after each use. Excessive clean-up and all damages will be at the expense of the requesting City Department or Organization.

The fee for usage of the bus will determined with the following criteria. The departmentParks will submit the total fees required in writing to the requestor.

- The current price of fuel
- The total amount of time and miles of the trip
- Rate for the driver with consideration of benefits, payroll taxes and any possible overtime required
- Prorated costs for maintenance and depreciation.

Upon request, the DepartmentParks will send a written agreement with pricing, rules and regulations to the requestor. When the agreement is signed, final approval and scheduling can take place. A deposit and/or partial pre-payment may be required.

St. Charles Parks and Recreation Department  
Bus Usage Agreement

Requestor Name: \_\_\_\_\_

City Department or Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Destination: \_\_\_\_\_ Number of Passengers: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Approximate Total Miles: \_\_\_\_\_ Estimated Beginning and End Time: \_\_\_\_\_

Other Details of Trip (Include additional stops, down time for driver, or special requests):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explanation of Fees (to be filled out by ~~Department~~Parks)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Deposit or Pre-Payment is Required: \_\_\_\_\_

Total Fees: \_\_\_\_\_

By signing this form, it is agreed that the requestor has received, read and understands the Policy for Use of the Department 40 Passenger Bus and Bus Usage Agreement and all fees applicable to the use of the Department Bus. Misuse of the bus or falsification of the trip as presented in this agreement may result in rejection, termination of the agreement or future use.

(E-signature or type your name to acknowledge consent)

Signature of Requestor: \_\_\_\_\_

~~Once the Park and Recreation Department has granted/scheduled the use of either the Van or Bus (to another City Department) as determined by the Park Director or their designee, the following rules and regulations shall apply:~~

- ~~a. The designated qualified driver and/or designated responsible person from the requesting City Department along with the Park Department Representative will fill out the Van and/or Bus Use Request/Check Out & Check In Form; which covers the beginning and ending miles, and the condition of the Van/Bus prior to & after the usage. Such must completed during regular Park Office Hours; unless prior arrangements have been made to check in and/or check out the vehicle (‘s) during non-regular Park Office Hours. Such arrangements would be at the appropriate over-time rate (as noted on the “Park Bus and Van Usage Charges” chart) and at the expense of the scheduling City Department. In either case the vehicle (‘s) must be stored in a secure (preferably fenced) location! Any/all damages to the vehicles while they are checked out will be at the expense of the requesting City Department. The responsibility for the vehicle (‘s) will not end until the Check In portion of the Use Request/Check Out & Check In Form has been completed. The driver and/or designated responsible person from the requesting City Department should call ahead to make an arrangement to check out and check in the Van/Bus.~~
- ~~b. The interior of Van/Bus must be clean, prior to being returned by the Requestinf City Department, after each usage. Excessive clean-up and all damages will be at the expense of the requesting City Department.~~
- ~~c. Smoking is prohibited inside the Van/Bus.~~
- ~~d. Eating and/or Drinking of any beverages is prohibited inside the Van/Bus.~~
- ~~e. The capacity of the Van is limited tp 11 adults and the Bus is limited to 32 passengers (30 if two wheel chair passengers are attending).~~

~~Violation of any of the aforementioned rules and regulations could prohibit future usage of these vehicles by the requesting City Department.~~

Board Approval: ~~March 1997~~

### ~~PARK BUS & VAN USE CHARGE ANALYSIS~~

<del>TIME</del>	<del>PK BUS*</del>	<del>PK VAN**</del>	<del>TSM BUS</del>	<del>VANDALIA</del>	<del>TIGER AM.</del>	<del>ALLSTAR</del>
<del>1 HR</del>	<del>\$300***</del>	<del>\$142***</del>	<del>\$---</del>	<del>\$175</del>	<del>\$264</del>	<del>\$318</del>
<del>2 HR</del>	<del>\$308***</del>	<del>\$150***</del>	<del>\$120</del>	<del>\$206</del>	<del>\$297</del>	<del>\$357</del>
<del>3 HR</del>	<del>\$316***</del>	<del>\$158***</del>	<del>\$180</del>	<del>\$237</del>	<del>\$330</del>	<del>\$397</del>
<del>4 HR</del>	<del>\$324***</del>	<del>\$166***</del>	<del>\$240</del>	<del>\$267</del>	<del>\$364</del>	<del>\$437</del>
<del>5 HR</del>	<del>\$332***</del>	<del>\$174***</del>	<del>\$300</del>	<del>\$298</del>	<del>\$398</del>	<del>\$477</del>
<del>6 HR</del>	<del>\$340***</del>	<del>\$182***</del>	<del>\$360</del>	<del>\$329</del>	<del>\$431</del>	<del>\$516</del>
<del>7 HR</del>	<del>\$348***</del>	<del>\$190***</del>	<del>\$420</del>	<del>\$360</del>	<del>\$465</del>	<del>\$555</del>

~~\* Indicates bus charge includes fixed costs (\$22.00 maint, \$8.00 driver pre/post trip), and \$212.00 replacement sinking fund.~~

~~\*\* Indicates van charge includes fixed costs (\$11.00 maint, \$8.00 driver pre/post trip), and \$65.00 replacement sinking fund.~~

~~\*\*\* Indicates an assumption of 100 miles usage @ \$.50 per mile. The actual charge will be for real miles used which will vary.~~

<u>TIME</u>	<u>PARK BUS***</u>	<u>PARK VAN***</u>
1 HR	\$88***	\$77***
2 HR	\$96***	\$85***
3 HR	\$104***	\$93***
4 HR	\$112***	\$101***
5 HR	\$120***	\$109***
6 HR	\$128***	\$117***
7 HR	\$136***	\$125***

\*\*\* Indicates charge is without replacement sinking fund as noted in \* & \*\* above!

### 1995 PARK BUS & VAN USE CHARGES

~~NOTE: \$ .50 PER MILE WILL BE ADDED TO ALL OF THE CHARGES AS REFLECTED BELOW IN CHART NUMBER 1 & 2; TO COVER THE OPERATIONAL COSTS (oil, fuel, etc.)~~

~~NOTE: \$24.00 WILL BE ADDED TO ALL OF THE CHARGES AS REFLECTED BELOW IN CHART NUMBER 1 & 2 (TO COVER THE COST OF TWO HOURS O.T. FOR CHECK IN AND/OR CHECK OUT DURING NON-REGULAR PARK OFFICE HOURS); PLUS THE ABOVE MILAGE CHARGE.~~

~~NOTE: THE FOLLOWING CRITERIA MUST BE MET FOR OTHER CITY DEPARTMENTS TO BE GRANTED USE OF THE PARK BUS/VAN:~~

- ~~• CHART NUMBER 1 This rate will apply to the Bus/Van when the requested use is for Official City Business, but all passengers will not be City Employees, Elected, or Appointed Officials of the City of Saint Charles.~~
- ~~• CHART NUMBER 2 This rate will apply to the Bus/Van when the requested use is for Official City Business, but all passengers will be City Employees, Elected or Appointed Officials of the City of St. Charles.~~

### CHART NUMBER 1

<u>TIME</u>	<u>PARK BUS*</u>	<u>PARK VAN**</u>	<u>PARK VAN***</u>
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<b>0 HR</b>	<b>Pre/ Post Trip Vehicle Preperation</b>		
<b>1 HR</b>			<b>\$ 84</b>
<b>2 HR</b>	<b>\$ 258</b>	<b>\$ 100</b>	<b>\$ 84</b>
<b>3 HR</b>	<b>\$266</b>	<b>\$ 108</b>	<b>\$ 84</b>
<b>4 HR</b>	<b>\$ 274</b>	<b>\$ 116</b>	<b>\$ 84</b>
<b>5 HR</b>	<b>\$ 282</b>	<b>\$ 124</b>	<b>\$ 84</b>
<b>6 HR</b>	<b>\$ 290</b>	<b>\$ 132</b>	<b>\$ 84</b>
<b>7 HR</b>	<b>\$ 298</b>	<b>\$ 140</b>	<b>\$ 84</b>
<b>8 HR (*)</b>	<b>\$ 310</b>	<b>\$ 152</b>	<b>\$ 84</b>
<b>9 HR (*)</b>	<b>\$ 322</b>	<b>\$ 164</b>	<b>\$ 84</b>
<b>10 HR (*)</b>	<b>\$ 334</b>	<b>\$ 172</b>	<b>\$ 84</b>
<b>11 HR (**)</b>	<b>\$ 350</b>	<b>\$ 192</b>	<b>\$ 84</b>
<b>12 HR(**)</b>	<b>\$ 366</b>	<b>\$ 208</b>	<b>\$ 84</b>

**\* Indicates bus charge with driver—includes fixed costs (\$22.00 maint, \$8.00 driver pre/post trip), \$8.00 per hour for driver (two hour minimum use from storage area), and \$212.00 replacement sinking fun.**

**\*\* Indicates van charge with driver—includes fixed costs (\$11.00, \$8.00 driver pre/post trip), \$8.00 per hour for driver (two hour minimum use from storage area), and \$65.00 replacement sinking fund.**

**\*\*\* Indicates van charge w/o driver—includes fixed costs (\$11.00 maint, \$8.00 admin. pre/post trip), and \$65.00 replacement sinking fund.**

**(\*) Indicates Driver O.T. @1.5%**

**(\*\*) Indicates driver O.T. @2.0%**

## **CHART NUMBER 2**

<b><u>TIME</u></b>	<b><u>PARK BUS****</u></b>	<b><u>PARK VAN****</u></b>	<b><u>PARK VAN ****</u></b>
<b>0 HR</b>	<b>Pre/Post trip Vehicle Preparation</b>		
<b>1 HR</b>	<b>\$</b>	<b>\$</b>	<b>\$ 19</b>
<b>2 HR</b>	<b>\$ 46</b>	<b>\$35</b>	<b>\$ 19</b>
<b>3 HR</b>	<b>\$ 54</b>	<b>\$ 43</b>	<b>\$ 19</b>
<b>4 HR</b>	<b>\$ 62</b>	<b>\$ 51</b>	<b>\$ 19</b>
<b>5 HR</b>	<b>\$ 70</b>	<b>\$ 59</b>	<b>\$ 19</b>
<b>6 HR</b>	<b>\$ 78</b>	<b>\$ 67</b>	<b>\$ 19</b>
<b>7 HR</b>	<b>\$ 86</b>	<b>\$ 75</b>	<b>\$ 19</b>
<b>8 HR (*)</b>	<b>\$ 98</b>	<b>\$ 87</b>	<b>\$ 19</b>
<b>9 HR (*)</b>	<b>\$ 110</b>	<b>\$ 99</b>	<b>\$ 19</b>
<b>10 HR (*)</b>	<b>\$ 122</b>	<b>\$ 111</b>	<b>\$ 19</b>

<del>11 HR (**)</del>	<del>\$ 138</del>	<del>\$ 127</del>	<del>\$ 19</del>
<del>12 HR (**)</del>	<del>\$ 154</del>	<del>\$ 143</del>	<del>\$ 19</del>

~~\*\*\*\* Indicates charge is without replacement sinking fund as noted in \*, \*\*, and \*\*\*\* above!~~

~~(\*) Indicates Driver O.T. @1.5%~~

~~(\*\*) Indicates Driver O.T. @2.0%~~

**SAINT CHARLES PARKS & RECREATION BOARD MINUTES  
MEETING HELD  
JANUARY 15, 2025**

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, Tim Glosier, TJ Slattery and Anna Shy were present. Council Liaison Mary West Was absent.

**Staff** Maralee Britton - Director, Chris Atkinson – Assistant Director.  
Mike Wilkins – Chief Park Ranger, Don Borgmeyer – Enterprise Superintendent, Missy Hollander – Aquatics Coordinator, Chan Smoot - Concession Coordinator.

**Others** Mayor Dan Borgmeyer, Holly Magdziarz - Assistant City Attorney, 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. This is an opportunity for the public to address the Board and the Board cannot comment.

Mr. Reineke referred to the documents that he had provided to the Park Board in their packet. He highlighted a 1987 article about the complex. He also discussed the Attorney Generals’ Office and the Sunshine Law. He also informed the Board about the “Initiative Petition” process to possibly limit the sale of parkland.

The Board thanked Mr. Reineke for his comments.

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

**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\***

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

**B. Contract with Aquatic Control to complete the 2025 Pond Management Program in an amount not to exceed \$17,200\***

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

**C. Purchase Order with Westport pools to provide chemicals for the aquatic facilities in 2025 in an amount not to exceed \$41,000\***

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

**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\***

Slattery made a motion to approve the purchase; seconded by Mudrovic. Motion Passed.

**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\***

Shy made a motion to approve the purchase; seconded by Slattery. Motion Passed.

**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\***

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

**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\***

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

**H. Revisions to Aquatic Facility Admissions Policy\***

Aquatics Coordinator Hollander presented the minimal changes to the policy.

Ryan made a motion to approve the revised policy; seconded by Glosier. Motion Passed.

**I. Consideration for approval Budget Amendment #1, 2025, Re-appropriations\***

Director Britton presented the Budget Amendment. She explained to the Board the purpose of the amendment and the difference between encumbered funds, unencumbered funds and highlighted projects that would have funds moving from the 2024 budget year to the 2025 budget year. Following Board approval this information will then be

included in the City wide Budget Amendment that will be presented at an upcoming City Council meeting.

Slattery made a motion to approve the Budget Amendment; seconded by Scheidegger. Motion Passed.

**J. 97 Acre Park Update of Phasing Plan**

Assistant Director Atkinson brought the Park Board up to speed on the work being conducted by Navigate Building Solutions. The contractor is currently reviewing the Master Plan to make sure the price estimates are still relevant and is also developing phasing plans for the park development based upon several budgetary amounts. The deliverable document is due 2/28/25 and then further discussions with the Board will take place.

Director Britton also informed the Board about staff providing City Administration with updated information on the project that would be included in upcoming discussions between City Administration and City Council on the Strategic Plan.

**7. Meeting Minutes:**

- A. Parks & Recreation Board Meeting Minutes December 18, 2024\*
- B. Parks & Recreation Board Special Work Session Meeting Minutes December 30, 2024\*

Mudrovic made a motion to approve the meeting minutes (A) as presented and approve the meeting minutes (B) as amended showing Ryan as present in the attendance; seconded by Ryan. 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

Britton asked to pull item C. Accounts Receivable Report for further discussion.

Shy made a motion to accept the balance of the consent agenda; Seconded by Zerr. The motion passed.

**9. Items Removed from the Consent Agenda:**

Accounts Receivable Report.

Britton updated the Board that SCCYSA had made their payment since the report was distributed. Staff will be bringing back the other two receivables (\$213) at a future Board meeting for a request to “write off” the uncollectable debt per the Board Policy.

Slattery made a motion to accept item ( C ) from the consent agenda; Seconded by Scheidegger. The motion passed.

**10. Presidents Announcements and Reminders: None**

**11. Directors Report:**

**A. Thank You’s (As Available)**

**B. General Department Update**

**C. February 19, 2025 Meeting**

Britton asked the Board if there was a preference on a new date for this meeting due to staff being out of town on February 19, 2025 attending the 2025 MPRA State Conference in Branson, MO.

The consensus was to move the meeting to Wednesday February 12<sup>th</sup>, 2025.

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

Glosier said that he had received a compliment about Atkinson from his brother who Atkinson had been working with.

Ryan said he noticed a lot of people playing disc golf in McNair despite the snow/ice.

**13. Council Liaison Announcements and Reminders: None**

**14. Park Board Liaisons Comments**

**A. Foundation Report:** None

**B. Legislative Report:** None

At 6:38 pm Ryan Made a Motion to go into Closed Session to discuss;

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

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)\*\*

Seconded by Zerr.

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

At 7:25 pm Britton, Atkinson and Magdziarz were excused from the Closed Session.

At 8:04 pm Slattery Made A Motion to come out of Closed Session. Seconded by Scheidegger.

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

As there was no further business to discuss Slattery moved for **Adjournment** at 8:05 pm; Seconded by Zerr. The motion passed.

Meeting: January 15, 2025

Respectfully Submitted,

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Sandy Bichel, President

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Anna Shy, Secretary

**SAINT CHARLES PARKS & RECREATION BOARD MINUTES**  
**MEETING HELD**  
**February 5, 2025**

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

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

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

**Other** Holly Magdziarz – Assistant City Attorney

**3. Pledge of Allegiance**

**4. Discussion and Presentation of Wapelhorst Athletic Complex Project**

Atkinson, Borgmeyer and Britton presented to the Board.

The presentation highlighted the following items:

- There has been a significant decline in the number of tournaments hosted in the last 3-5 at the Wapelhorst Ball Field Complex.
- Cost comparison for artificial turf on infield only (\$2,000,000) vs full field (\$4,500,000) status quo (Continuing current operations with dirt infields).
- New equipment and ongoing maintenance costs for artificial turf fields.
- Financial impact of the 3 options. Increased tournament revenue and concessions.
- Staff recommends mowing forward with artificial turf on infield only option.
- Slattery had questions/concerns about turf options. Also, about contracting or self-performing the tournament host role.
- Financing options. Cash balance, Municipal lease and General Obligation Lease
- Partnerships and sponsorships

Mudrovic said that she was contacted by Councilperson Mitchell. Her ward includes in Wapelhorst Park and she is excited about this project.

The consensus of the Board was for staff to keep moving forward with staff's recommendation (Option A – Turf infield only). Also to keep moving forward with the other discussions (Financing and tournament host).

Staff will continue finalizing the construction costs with the contractor for the infield turf option, further discuss the financing options with City Administration and City Finance and to continue working on the RFP process for the tournament host/partner.

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

Slattery – Asked about the cycling group who used to use the soccer complex parking lot as a meeting point for the weekly ride. Staff have put them in touch with the new owner and provided other alternate locations to park/meet.

Muench – Good. Jaycee Park was busy earlier this week with the nice weather.

Shy –Good.

Ryan – Good

Glosier – Good.

Mudrovic – Good.

Bichel – Good.

Scheidegger – Good.

**6. Closed Session**

At 7:06 pm Mudrovic Made a Motion to go into Closed Session to discuss;

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

Seconded by Glosier.

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

At 7:26 pm Britton, Atkinson and Magdziaz were excused form the meeting.

At 8:02 pm Muench Made a Motion to come out of Closed Session. Seconded by Scheidegger.

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

As there was no further business to discuss Muench moved for **Adjournment** at 8:03 pm; Seconded by Mudrovic. Motion passed.

Meeting: February 5, 2025

Respectfully Submitted,

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Sandy Bichel - President

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Anna Shy - Secretary

## Upcoming Events

### Meetings:

- March 5, 2025
- March 19, 2025

- St. Charles Parks Passport Renewal Due – ongoing beginning January 2, 2025
  - Park Administration Office – Blanchette Park, 8A – 5P
- Motorcycle Safety Course Registration Opens – Monday, February 10, 2025
  - Park Administration Office – Blanchette Park, 636-949-3372, 8A – 5P
- Snowball Series 5K Race – Saturday, February 15, 2025
  - Frontier Park
- St. Charles Parks and Recreation Job Fair – Tuesday, February 18, 2025
  - Memorial Hall, 3P – 5P
- MPRA Conference – February 18 – 21, 2025
  - Branson, Missouri
- Mardi Gras Parade and After Party – Saturday, March 1, 2025
  - Frenchtown, Parade Begins 11A, After Party from 12P – 2P
- Run for SHARE 5K – March 2, 2025
  - Frontier Park
- St. Charles Got Talent & Fashion Show, March 5, 2025
  - Scheidegger Center for the Arts, Lindenwood Campus, 1:00P
- Summer Fun Day Camp Registration Opens – Friday March 7, 2025
  - Park Administration Office – Blanchette Park, 636-949-3372, 8A – 5P
- C.O.P.S. Camp Trivia Night – March 8, 2025
  - Memorial Hall, Doors open at 6:30P; Trivia Begins 7:00P (Pre-Registration Required)
- C.O.P.S. Camp Registration Opens – Friday, March 14, 2025
  - Park Administration Office – Blanchette Park, 636-949-3372, 8A – 5P
- Safety Town Registration – Friday, March 21, 2025
  - Park Administration Office – Blanchette Park, 636-949-3372, 8A – 5P
- St. Pat's Parade – March 17, 2025
  - Main Street – Parade begins at 4:00P
- Senior Activities Fair – Thursday, March 27, 2025
  - Foundry Art Centre – 9A - Noon

December EOY 2024 Finances (as of 2-6-25)  
Parks and Recreation Financials Worksheet-Operating Funds

8. B.



Estimated Financial Worksheet	2024 Actual	2024 Budget
Total Expenses	\$ (9,057,329)	\$ (9,820,637)
Total Customer Revenue	\$ 3,724,736	\$ 4,147,335
Total Property Tax	\$ 4,129,762	\$ 4,085,270
Total Delinquent Tax	\$ 36,872	\$ 91,550
Total Tax Surtax	\$ 168,357	\$ 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
	<b>\$ 3,580,207</b>	<b>\$ 310,858</b>

Beginning Fund Balance	2,874,773	Final Audited
Expenses	\$ (9,057,329)	
Revenue	\$ 12,637,536	
Ending Cash Balance	<u>\$ 6,454,980</u>	
Petty Cash	\$ 8,950	
Estimated Equipment Replacement Fund Total	<u>\$ 2,839,149</u>	
Fund Balance	<u>\$ 3,624,781</u>	

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

Aquatics	2024 Actual	2024 Budget
Personnel Expenditures	\$ (982,404)	\$ (986,905)
Contractual Expenditures	\$ (164,481)	\$ (186,277)
Materials & Supplies Expenditures	\$ (279,337)	\$ (368,877)
Capital Outlay	\$ (28,024)	\$ (35,000)
Equipment Replacement Fund	\$ (119,836)	\$ (119,836)
<b>Total Expenses</b>	<u>\$ (1,574,082)</u>	<u>\$ (1,696,895)</u>

Total Revenue	\$ 1,670,557	\$ 1,703,500
Recovered Expenses	\$ -	\$ -
<b>Total Income</b>	<u>\$ 1,670,557</u>	<u>\$ 1,703,500</u>

**Aquatics Net Revenue** \$ 96,475 \$ 6,605

Concessions	2024 Actual	2024 Budget
Personnel Expenditures	\$ (112,870)	\$ (124,982)
Contractual Expenditures	\$ (42,249)	\$ (48,495)
Materials & Supplies Expenditures	\$ (79,423)	\$ (122,982)
Capital Outlay	\$ -	\$ -
Equipment Replacement Fund	\$ (11,028)	\$ (11,028)
<b>Total Expenses</b>	<u>\$ (245,570)</u>	<u>\$ (307,487)</u>

Total Revenue	\$ 152,005	\$ 325,500
Recovered Expenses	\$ -	\$ -
<b>Total Income</b>	<u>\$ 152,005</u>	<u>\$ 325,500</u>

**Concession Net Revenue** \$ (93,565) \$ 18,013

Memorial Hall	2024 Actual	2024 Budget
Personnel Expenditures	\$ (46,217)	\$ (50,609)
Contractual Expenditures	\$ (9,360)	\$ (11,237)
Materials & Supplies Expenditures	\$ (23,703)	\$ (29,273)
Capital Outlay	\$ 521	\$ (5,000)
Equipment Replacement Fund	\$ (21,528)	\$ (21,528)
<b>Total Expenses</b>	<u>\$ (100,287)</u>	<u>\$ (117,647)</u>

Total Revenue	\$ 65,446	\$ 110,015
Total Tax Revenue (.2%)	\$ 8,333	\$ 8,354
Recovered Expenses	\$ -	\$ -
<b>Total Income</b>	<u>\$ 73,779</u>	<u>\$ 118,369</u>

**Memorial Hall Net Revenue** \$ (26,508) \$ 722

December EOY 2024 Finances (as of 2-6-25)  
Parks and Recreation Financials Worksheet-Operating Funds

8. B.

<b>Recreation</b>		2024 Actual	2024 Budget
Personnel Expenditures	\$	(863,791)	\$ (833,841)
Contractual Expenditures	\$	(128,823)	\$ (145,286)
Materials & Supplies Expenditures	\$	(520,375)	\$ (542,084)
Capital Outlay	\$	-	\$ -
Equipment Replacement Fund	\$	(14,857)	\$ (14,857)
<b>Total Expenses</b>	\$	<b>(1,527,846)</b>	\$ <b>(1,536,068)</b>
Total Revenue	\$	1,445,977	\$ 1,330,295
Total Tax Revenue (5%)	\$	208,332	\$ 208,841
Recovered Expenses	\$	-	\$ -
<b>Total Income</b>	\$	<b>1,654,308</b>	\$ <b>1,539,136</b>
<b>Recreation Net Revenue</b>	<b>\$</b>	<b>126,462</b>	<b>\$ 3,068</b>
<b>Maintenance</b>		2024 Actual	2024 Budget
Personnel Expenditures	\$	(1,806,573)	\$ (1,709,979)
Contractual Expenditures	\$	(436,470)	\$ (448,601)
Materials & Supplies Expenditures	\$	(179,843)	\$ (191,340)
Capital Outlay	\$	-	\$ -
Equipment Replacement Fund	\$	(156,671)	\$ (156,671)
<b>Total Expenses</b>	\$	<b>(2,579,558)</b>	\$ <b>(2,506,591)</b>
Total Revenue	\$	126,182	\$ 231,600
Total Tax Revenue (57.33%)	\$	2,388,731	\$ 2,394,571
Total Surtax (83%)	\$	139,736	\$ 130,838
Recovered Expenses	\$	-	\$ -
MO Conservation Grant	\$	-	\$ 10,000.00
<b>Total Income</b>	\$	<b>2,654,650</b>	\$ <b>2,767,009</b>
<b>Maintenance Net Revenue</b>	<b>\$</b>	<b>75,092</b>	<b>\$ 260,418</b>
<b>Administration</b>		2024 Actual	2024 Budget
Personnel Expenditures	\$	(867,874)	\$ (815,924)
Contractual Expenditures	\$	(119,862)	\$ (133,914)
Materials & Supplies Expenditures	\$	(48,784)	\$ (65,059)
Capital Outlay	\$	-	\$ -
Equipment Replacement Fund	\$	(13,604)	\$ (13,604)
<b>Total Expenses</b>	\$	<b>(1,050,124)</b>	\$ <b>(1,028,501)</b>
Total Revenue	\$	180,499	\$ 259,425
Total Tax Revenue (21%)	\$	874,993	\$ 877,132
Recovered Expenses	\$	-	\$ -
<b>Total Income</b>	\$	<b>1,055,492</b>	\$ <b>1,136,557</b>
<b>Administration Net Revenue</b>	<b>\$</b>	<b>5,368</b>	<b>\$ 108,056</b>
<b>Rangers</b>		2024 Actual	2024 Budget
Personnel Expenditures	\$	(509,533)	\$ (483,949)
Contractual Expenditures	\$	(88,475)	\$ (97,942)
Materials & Supplies Expenditures	\$	(24,340)	\$ (28,755)
Capital Outlay	\$	-	\$ -
Equipment Replacement Fund	\$	(50,115)	\$ (50,115)
<b>Total Expenses</b>	\$	<b>(672,464)</b>	\$ <b>(660,761)</b>
Total Revenue	\$	84,071	\$ 187,000
Total Tax Revenue (12%)	\$	499,996	\$ 501,218
Total Surtax (17%)	\$	28,621	\$ 26,798
Recovered Expenses	\$	-	\$ -
<b>Total Income</b>	\$	<b>612,687</b>	\$ <b>715,017</b>
<b>Rangers Net Revenue</b>	<b>\$</b>	<b>(59,776)</b>	<b>\$ 54,256</b>
<b>Parks Capital</b>		2024 Actual	2024 Budget
<b>Total Expenses</b>	\$	<b>(1,307,399)</b>	\$ <b>(1,966,687)</b>
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
<b>Total Income</b>	\$	<b>1,163,533</b>	\$ <b>1,541,488</b>
<b>Capital Net Revenue</b>	<b>\$</b>	<b>(143,866)</b>	<b>\$ (425,199)</b>
<b>Cemetery</b>		2024 Actual	2024 Budget
Personnel Expenditures	\$	(178,598)	\$ (177,254)
Contractual Expenditures	\$	(28,287)	\$ (31,520)
Materials & Supplies Expenditures	\$	(12,380)	\$ (14,350)
Capital Outlay	\$	-	\$ -
Total Expenses	\$	(219,265)	\$ (223,124)
Total Revenue	\$	46,200	\$ 80,325
<b>Cemetery Net Revenue</b>	\$	<b>(173,065)</b>	\$ <b>(142,799)</b>

February 2025 Finances  
Parks and Recreation Financials Worksheet-Operating Funds

8. B.



Estimated Financial Worksheet	2025 Actual	2025 Budget
Total Expenses	\$ (901,754)	\$ (9,528,566)
Total Customer Revenue	\$ 37,411	\$ 4,427,230
Total Property Tax	\$ 1,569,947	\$ 4,141,624
Total Delinquent Tax	\$ 1,243	\$ 48,694
Total Tax Surtax	\$ -	\$ 162,763
Recovered Exp. - Sale of Assets	\$ 991	\$ -
Interest		
Total Cell Tower	\$ 5,618	\$ 67,420
Capital Reappropriations		\$ -
Other Revenue Contributions	\$ -	\$ 21,910
Grants	\$ -	\$ 10,000
Replacement Fund	\$ 518,100	\$ 518,100
	\$ 1,231,557	\$ (130,825)

Beginning Fund Balance	6,383,492	Unaudited fund balance as of 2/6/2025
Expenses	\$ (901,754)	
Revenue	\$ 2,133,311	
Ending Cash Balance	\$ 7,615,049	

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

Fund Balance \$ 1,784,850

Aquatics	2025 Actual	2025 Budget
Personnel Expenditures	\$ (10,446)	\$ (1,059,851)
Contractual Expenditures	\$ (23,921)	\$ (226,186)
Materials & Supplies Expenditures	\$ (1,834)	\$ (332,346)
Capital Outlay	\$ -	\$ (35,000)
Equipment Replacement Fund	\$ (100,118)	\$ (100,118)
<b>Total Expenses</b>	<b>\$ (136,318)</b>	<b>\$ (1,753,501)</b>

Total Revenue	\$ -	\$ 1,753,500
Recovered Expenses	\$ -	\$ -
<b>Total Income</b>	<b>\$ -</b>	<b>\$ 1,753,500</b>

**Aquatics Net Revenue** **\$ (136,318) \$ (1)**

Concessions	2025 Actual	2025 Budget
Personnel Expenditures	\$ (3,831)	\$ (125,397)
Contractual Expenditures	\$ (4,677)	\$ (71,483)
Materials & Supplies Expenditures	\$ (2,247)	\$ (120,900)
Capital Outlay	\$ -	\$ (5,000)
Equipment Replacement Fund	\$ (17,721)	\$ (17,721)
<b>Total Expenses</b>	<b>\$ (28,475)</b>	<b>\$ (340,501)</b>

Total Revenue	\$ -	\$ 340,500
Recovered Expenses	\$ -	\$ -
<b>Total Income</b>	<b>\$ -</b>	<b>\$ 340,500</b>

**Concession Net Revenue** **\$ (28,475) \$ (1)**

Memorial Hall	2025 Actual	2025 Budget
Personnel Expenditures	\$ (2,263)	\$ (57,896)
Contractual Expenditures	\$ (1,533)	\$ (13,275)
Materials & Supplies Expenditures	\$ (559)	\$ (29,927)
Capital Outlay	\$ -	\$ (4,000)
Equipment Replacement Fund	\$ (16,258)	\$ (16,258)
<b>Total Expenses</b>	<b>\$ (20,614)</b>	<b>\$ (121,356)</b>

Total Revenue	\$ 189	\$ 112,975
Total Tax Revenue (.2%)	\$ 3,142	\$ 8,381
Recovered Expenses	\$ -	\$ -
<b>Total Income</b>	<b>\$ 3,331</b>	<b>\$ 121,356</b>

**Memorial Hall Net Revenue** **\$ (17,282) \$ (0)**

February 2025 Finances  
Parks and Recreation Financials Worksheet-Operating Funds

8. B.

<b>Recreation</b>	2025 Actual	2025 Budget
Personnel Expenditures	\$ (27,766)	\$ (961,287)
Contractual Expenditures	\$ (7,083)	\$ (197,535)
Materials & Supplies Expenditures	\$ (9,887)	\$ (493,500)
Capital Outlay	\$ -	\$ (3,000)
Equipment Replacement Fund	\$ (16,695)	\$ (16,695)
<b>Total Expenses</b>	<b>\$ (61,431)</b>	<b>\$ (1,672,017)</b>
Total Revenue	\$ 19,413	\$ 1,462,500
Total Tax Revenue (5%)	\$ 78,560	\$ 209,516
Recovered Expenses	\$ -	\$ -
<b>Total Income</b>	<b>\$ 97,973</b>	<b>\$ 1,672,016</b>
<b>Recreation Net Revenue</b>	<b>\$ 36,541</b>	<b>\$ (1)</b>
<b>Maintenance</b>	2025 Actual	2025 Budget
Personnel Expenditures	\$ (197,735)	\$ (1,972,350)
Contractual Expenditures	\$ (16,282)	\$ (500,173)
Materials & Supplies Expenditures	\$ (2,468)	\$ (195,375)
Capital Outlay	\$ -	\$ -
Equipment Replacement Fund	\$ (139,782)	\$ (139,782)
<b>Total Expenses</b>	<b>\$ (356,267)</b>	<b>\$ (2,807,680)</b>
Total Revenue	\$ 1,500	\$ 232,200
Total Tax Revenue (57.33%)	\$ 900,763	\$ 2,402,309
Total Surtax (83%)	\$ -	\$ 135,093
Recovered Expenses	\$ -	\$ -
MO Conservation Grant	\$ -	\$ 10,000.00
<b>Total Income</b>	<b>\$ 902,263</b>	<b>\$ 2,779,603</b>
<b>Maintenance Net Revenue</b>	<b>\$ 545,996</b>	<b>\$ (28,077)</b>
<b>Administration</b>	2025 Actual	2025 Budget
Personnel Expenditures	\$ (93,408)	\$ (963,222)
Contractual Expenditures	\$ (24,280)	\$ (158,935)
Materials & Supplies Expenditures	\$ (7,585)	\$ (64,600)
Capital Outlay	\$ (16,539)	\$ -
Equipment Replacement Fund	\$ (28,766)	\$ (28,766)
<b>Total Expenses</b>	<b>\$ (170,578)</b>	<b>\$ (1,215,523)</b>
Total Revenue	\$ 16,309	\$ 335,555
Total Tax Revenue (21%)	\$ 329,950	\$ 879,967
Recovered Expenses	\$ -	\$ -
<b>Total Income</b>	<b>\$ 346,259</b>	<b>\$ 1,215,522</b>
<b>Administration Net Revenue</b>	<b>\$ 175,681</b>	<b>\$ (1)</b>
<b>Rangers</b>	2025 Actual	2025 Budget
Personnel Expenditures	\$ (58,833)	\$ (546,234)
Contractual Expenditures	\$ (2,583)	\$ (102,323)
Materials & Supplies Expenditures	\$ -	\$ (30,216)
Capital Outlay	\$ -	\$ -
Equipment Replacement Fund	\$ (50,115)	\$ (50,115)
<b>Total Expenses</b>	<b>\$ (111,531)</b>	<b>\$ (728,888)</b>
Total Revenue	\$ -	\$ 190,000
Total Tax Revenue (12%)	\$ 188,543	\$ 502,838
Total Surtax (17%)	\$ -	\$ 27,670
Recovered Expenses	\$ -	\$ -
<b>Total Income</b>	<b>\$ 188,543</b>	<b>\$ 720,508</b>
<b>Rangers Net Revenue</b>	<b>\$ 77,012</b>	<b>\$ (8,380)</b>
<b>Parks Capital</b>	2025 Actual	2025 Budget
<b>Total Expenses</b>	<b>\$ (16,539)</b>	<b>\$ (889,100)</b>
Total Revenue/ Replacement Fund	\$ 518,100	\$ 518,100
Total Tax Revenue (4.47%)	\$ 70,232	\$ 187,307
Re-Appropriations	\$ -	\$ -
Other Revenue Contributions	\$ -	\$ 21,910
Budget Amendments	\$ -	\$ -
<b>Total Income</b>	<b>\$ 588,332</b>	<b>\$ 727,317</b>
<b>Capital Net Revenue</b>	<b>\$ 571,793</b>	<b>\$ (161,783)</b>
<b>Cemetery</b>	2025 Actual	2025 Budget
Personnel Expenditures	\$ (17,620)	\$ (192,044)
Contractual Expenditures	\$ (1,006)	\$ (31,288)
Materials & Supplies Expenditures	\$ (236)	\$ (14,350)
Capital Outlay	\$ -	\$ (20,000)
<b>Total Expenses</b>	<b>\$ (18,863)</b>	<b>\$ (257,682)</b>
Total Revenue	\$ -	\$ 87,500
<b>Cemetery Net Revenue</b>	<b>\$ (18,863)</b>	<b>\$ (170,182)</b>

**Project Report -February 2025**

Project Name	Project Code	Budget	Expenses	Encumbrances	Remaining Funds	Funding Source
LANDSCAPING - ALL PARKS	Project Code: 25PARKS001	\$ 9,500.00	\$ -	\$ 5,000.00	\$ 4,500.00	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	\$ -	\$ 25,869.28	\$ 11,395.72	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	\$ 4,715.51	\$ -	\$ 10,284.49	Property Tax
MAINTENANCE FACILITIES IMPROVEMENTS	Project Code: 25PARKS018	\$ 24,000.00	\$ -	\$ -	\$ 24,000.00	Property Tax
PC REPLACEMENT	Project Code: 25PARKS019	\$ 34,000.00	\$ -	\$ 19,250.00	\$ 14,750.00	Replacement Fund
MAINTENANCE MOWING EQUIPMENT	Project Code: 25PARKS020	\$ 70,000.00	\$ -	\$ 49,439.20	\$ 20,560.80	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	\$ 11,823.67	\$ -	\$ 2,076.33	Replacement Fund
SOFTWARE UPGRADES	Project Code: 25PARKS024	\$ 5,000.00	\$ -	\$ 2,500.00	\$ 2,500.00	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
<b>Project Funding Source Totals</b>						

**Project Report -February 2025**

<b>Project Name</b>	<b>Project Code</b>	<b>Budget</b>	<b>Expenses</b>	<b>Encumbrances</b>	<b>Remaining Funds</b>	<b>Funding Source</b>
		<b>Budget</b>	<b>Expenses</b>	<b>Encumbrances</b>	<b>Remaining Amount</b>	
Equipment Replacement Fund	TOTAL	\$ 518,100.00	\$ 11,823.67	\$ 286,793.48	\$ 219,482.85	Replacement Fund
Taxes	TOTAL	\$ 371,000.00	\$ 4,715.51	\$ 5,000.00	\$ 361,284.49	Property Taxes
Metro Parks & Recreation Fund	TOTAL	\$ 260,000.00	\$ -	\$ -	\$ 260,000.00	Metro
Prop P Parks Capital	TOTAL	\$ 591,000.00	\$ -	\$ 212,000.00	\$ 379,000.00	Prop P - Parks Capital
Gaming Funds	TOTAL					Gaming
Cash Balance	TOTAL		\$ -			Cash
<b>TOTAL PROJECTS</b>		<b>\$ 1,740,100.00</b>	<b>\$ 16,539.18</b>	<b>\$ 503,793.48</b>	<b>\$ 1,219,767.34</b>	
<b>Capital Sales Tax (Cemetery only)</b>	TOTAL					
<b>New Park Development Balance</b>		<b>\$ 370,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 370,000.00</b>	

## 2025 Oak Grove Cemetery Report

01/01/25 - 02/07/25

### 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	3	\$ 4,200.00
Cremation (3 feet by 3 feet)	\$ 800.00	0	\$ -
<b>Total:</b>		3	\$ 4,200.00

### Burial Fees

#### Infant's Grave Including Grave Site

Burial Day (Completed before Closing)	Fee	Quantity	Total
Monday - Friday	\$ 680.00	0	\$ -
Saturday	\$ 940.00	0	\$ -
Sunday	\$ 1,200.00	0	\$ -
City Holidays	\$ 1,200.00	0	\$ -
Burial Day (Completed after closing - 3:00P.M.)	Fee	Quantity	Total
Monday - Friday	\$ 940.00	0	\$ -
<b>Total:</b>		0	\$ -

#### Infant's Grave on Pre-Owned Grave Site

Burial Day (Completed before Closing)	Fee	Quantity	Total
Monday - Friday	\$ 300.00	0	\$ -
Saturday	\$ 560.00	0	\$ -
Sunday	\$ 830.00	0	\$ -
City Holidays	\$ 830.00	0	\$ -
Burial Day (Completed after closing - 3:00P.M.)	Fee	Quantity	Total
Monday - Friday	\$ 560.00	0	\$ -
<b>Total:</b>		0	\$ -

#### Infant's Grave Disinterment

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

### Single Depth Grave

<b>Burial Day (Completed before Closing)</b>	<b>Fee</b>	<b>Quantity</b>	<b>Total</b>
Monday - Friday	\$ 1,600.00	6	\$ 9,600.00
Saturday	\$ 1,800.00	2	\$ 3,600.00
Sunday	\$ 2,100.00	0	\$ -
City Holidays	\$ 2,100.00	0	\$ -
<b>Burial Day (Completed after closing - 3:00P.M.)</b>	<b>Fee</b>	<b>Quantity</b>	<b>Total</b>
Monday - Friday	\$ 1,800.00	0	\$ -
<b>Total:</b>		8	\$ 13,200.00

### Single Depth Grave Disinterment

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

### Double Depth Grave

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

### Double Depth Grave Disinterment

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

### Cremations without a Service

<b>Burial Day (Completed before Closing)</b>	<b>Fee</b>	<b>Quantity</b>	<b>Total</b>
Monday - Friday	\$ 500.00	0	\$ -
Saturday	\$ 850.00	1	\$ 780.00
Sunday	\$ 1,100.00	0	\$ -
City Holidays	\$ 1,100.00	0	\$ -
<b>Burial Day (Completed after closing - 3:00P.M.)</b>	<b>Fee</b>	<b>Quantity</b>	<b>Total</b>
Monday - Friday	\$ 850.00	0	\$ -
<b>Total:</b>		1	\$ 780.00

### Cremations with a Service

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

### Cremations Disinterment

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

### Memorial Trees

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

### Charitable Burials

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

Year End Totals	Quantity	Revenue
Total Grave Sales	3	\$ 4,200.00
Total Cremation Grave Sales	0	\$ -
Total Grave Burials	8	\$ 13,200.00
Total Cremation Burials	1	\$ 780.00
<b>Total Income</b>		<b>\$ 18,180.00</b>