

St. Charles Parks and Recreation Board  
Tentative Agenda  
April 16, 2025 ~ 6:00PM  
Memorial Hall, American Legion Room ~ Blanchette Park

Notes:       \*Indicates Item Needing Formal Action  
              \*\*Indicates a Closed Session Topic Known to be Scheduled  
              \*\*\* Indicates Roll Call Vote  
              **Wording** (hi-lited) Indicates Topic Added to Agenda

1. Call to Order
2. Roll Call:     Sandy Bichel, Tim Glosier, Kathy Mudrovic, Larry Muench, Mike Ryan, Brian Scheidegger, Anna Shy, TJ Slattery, Anne Zerr and Council Liaison Mary West
3. Pledge of Allegiance
4. Verbal Petitions/Public Comments and Response to Parks & Recreation Related Items:
  - A. D. Todd Reineke, Former Soccer Park
  - B.
5. Staff Reports/Presentations:
  - A.
6. Items for Discussion and/or Action:
  - A. Contract with Byrne & Jones to complete the Wapelhorst Park Field Improvement Project in an amount not to exceed \$1,765,000.00\*
  - B. Contract with McConnel & Associates to complete the McNair Park Basketball Court Repainting Project in an amount not to exceed \$23,778.00\*
  - C. Contract with Navigate Building Solutions to provide construction management for the 97 Acre – Option 2 Construction project in an amount not to exceed \$262,000.00\*
  - D. Consideration of Budget Amendment #2, 2025\*
  - E. Contract with Kimberly J. Mathis, Esq., LLC for legal services not to exceed \$30,000\*
  - F. Discussion of the 97 Acre Recreational Site
7. Minutes-
  - A. Parks & Recreation Board Meeting Minutes March 19, 2025\*
  - B. Parks & Recreation Board Work Session Meeting Minutes April 2, 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. 1<sup>st</sup> Quarter Report 2025
  - C. 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: \_\_\_\_\_

Date: April 11, 2025

To: Parks and Recreation Board

From: Todd Reineke

Board Members,

The attached information has been provided by Mr. Reineke.

**If it was such  
a good deal.**

**Why did it  
have to be  
hidden?**

## Mueller Park

### By the Numbers: Estimated Visitor Statistics for 2024

Total Visitors (2024): **100,482**

#### Seasonal Breakdown

- Fall: 57,482 visitors
- Spring (estimated): 30,000 visitors
- Summer (estimated): 10,000 visitors
- Winter (estimated): 1,000 visitors
- Other (estimated): 2,000 visitors

#### Fall Season Breakdown

Total Visitors in Fall: 57,482

Detailed estimates based on individual event and activity participation:

##### Soccer Games – 30,240 visitors

- Over 65 SCCYSA U9 and older teams participated
- Estimated 130 games over 9 weekends (2 games/team each weekend)
- Per game attendance:
  - ~40 players and coaches (2 teams)
  - ~72 parents (2 per player average)
  - Total per game: 112 visitors
- Weekly total: 112 visitors × 30 games = 3,360 visitors
- Total for 9 weekends: 3,360 × 9 = 30,240 visitors

##### Soccer Practices – 16,632 visitors

High School Teams (Duchesne V, JV, St. Louis United):

- 3 teams × 45 players practicing 4 days/week = 180 visitors/week
- 14-week fall season = 180 × 14 = 2,520 visitors

Non-High School Teams (SCCYSA, St. Charles FC):

- Average 7 teams/day, 4 days/week = 28 team practices/week
- 18 players + 1 parent per player = 36 visitors/practice
- 36 × 28 = 1,008 visitors/week
- 14 weeks = 1,008 × 14 = 14,112 visitors

##### Rugby Games – 4,026 visitors

- Ramblers fall games: average 3 games/weekend
- Per game:

- 44 players/coaches
- 80 spectators (2 per player average)
- Total per game: 122 visitors
- Weekly total:  $122 \times 3 = 366$  visitors
- Season duration: 11 weekends
- $366 \times 11 = 4,026$  visitors

**Cricket Games – 3,584 visitors**

- Average 4 games/weekend
- Per game:
  - 32 players (2 teams)
  - 32 spectators (1 per player)
  - Total per game: 64 visitors
- Weekly total:  $64 \times 4 = 256$  visitors
- 14-week season =  $256 \times 14 = 3,584$  visitors

**Volleyball Tournament – 3,000 visitors (estimated)**

- St. Louis' largest grass volleyball tournament: 3,000 visitors

**Note:**

These figures do not include attendance from cricket or rugby practices, Granada's Monday night cycle rides, or flag football events.

## SCCYSA Fall 2024 Team List

### Boys Teams

#### \*\*U09 Boys\*\*

620 Sea Dragons

621 Byrd

626 Bechard

639 Orr

640 Leveritt

643 Sharks FC Yellow

644 Thunderbirds

646 Cutshall

647 Animals

648 Hooligans

#### \*\*U10 Boys\*\*

515 Rohrer

517 Pilarski

518 Sierra

520 Spencer

523 Freeman

526 Medina

536 State

541 Zribnyak

543 Sharks FC Green

#### \*\*U11 Boys\*\*

401 Basala

### Girls Teams

#### \*\*U09 Girls\*\*

675 Garner

676 McLaughlin

682 Hill

695 Pandas

696 Nystrom

#### \*\*U10 Girls\*\*

551 Chrum

556 Sinclair

558 Hale

560 Maywright

561 Massmann

570 Alexander

578 Jensen

#### \*\*U11 Girls\*\*

461 Klobe

402 Lions FC	462 Kickers
403 Dobelman	465 Barbey
405 Kemper	466 Dill
425 Couper	490 Heartbreakers
446 Montgomery	557 Kubicek
	565 Crush
<b>**U12 Boys**</b>	<b>**U12 Girls**</b>
307 Rockets	352 Blue Jays
310 Vargas	360 Ward
329 Kriesmann	366 No
330 Roskowske	369 Panthers
<b>**U13 Boys**</b>	<b>**U13 Girls**</b>
209 Danegger	252 Morgus
238 Pashia	258 Dragons
240 Boschert	267 O'Neal
<b>**U14 Boys**</b>	<b>**U14 Girls**</b>
104 Gunners FC	152 Montgomery
109 Nix	160 McCarthy
113 Abramczyk	170 Vipers
115 Veritas Christian Academy	
135 McCallister	
	<b>**U15--U18 Girls**</b>
	057 McCoy
	068 McCallister
	399 Brousseau
	960 Saints SC

# SCCYSA Woodlands park

Calendar

x +

http://www.sccysa.org/Default.aspx?tabid=92265#?get=msn:practiceCalendar

< April, 2025 >

Month

Day Agenda

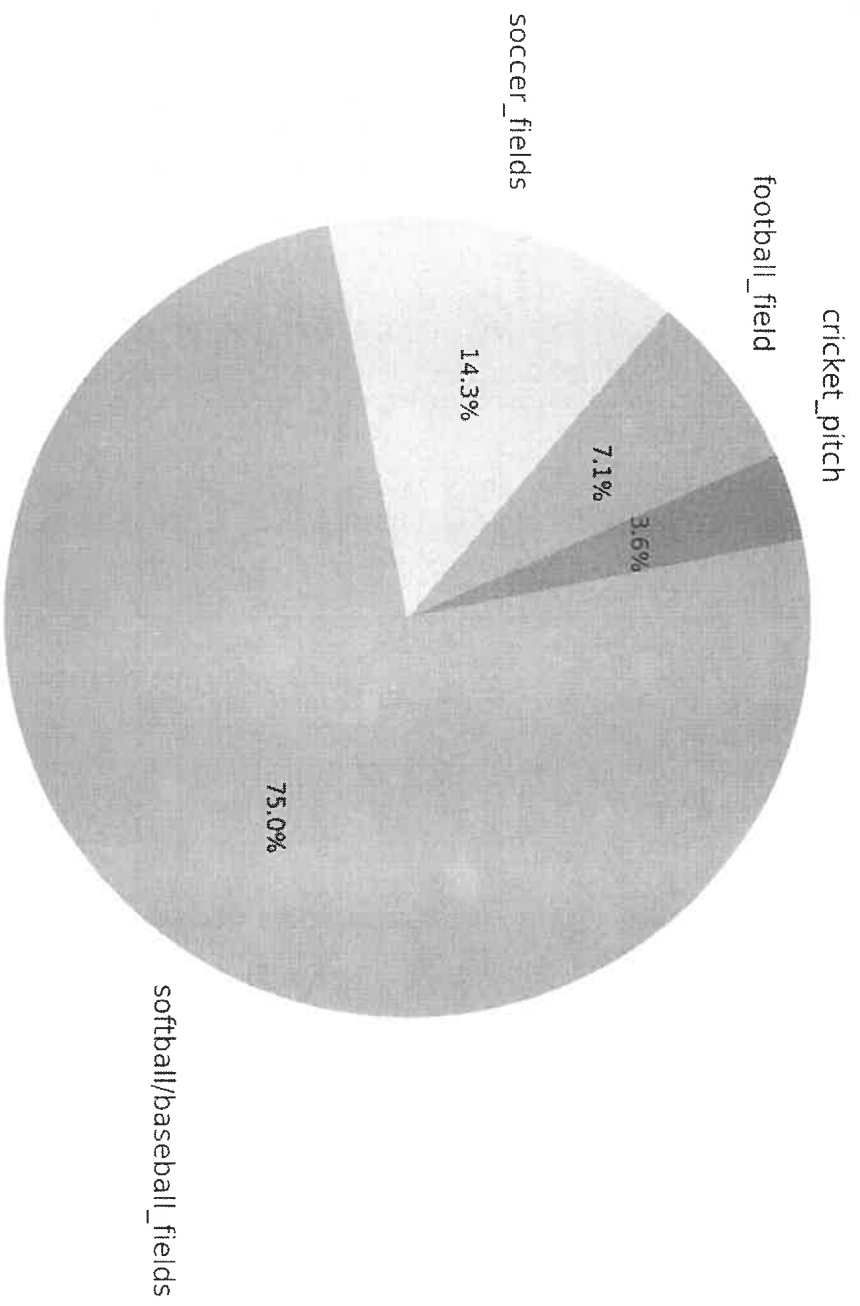
Update

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		01	02	03	04	05
		832 BULLDOGS Pra	085 LIBERSON Prac	141 WHITESIDE Pr	910 SPARTANS	
		135 McCALLISTER	695 PANDAS Practic	190 KRAMER Pract	901 McCALLISTI	
		738 McCALLISTER	140 STEHR Practice	142 SLAGLE Practic		
		093 BOZOLAN Pract	091 ZUMBEHL Prac	866 SHARKEY Prac		
		...	...	...		
06	07	08	09	10	11	12
	517 PILARSKI Pract	832 BULLDOGS Pra	085 LIBERSON Prac	141 WHITESIDE Pr	943 YODER Vs.	252 MORGUS V
	543 SHARKS FC	135 McCALLISTER	514 HENDRICK	190 KRAMER Pract	882 KRAMER V	090 MULLADY
	048 MOLITOR V	620 GREEN DRA	141 WHITESIDE	142 SLAGLE Practic	673 TILY Vs. 6	990 STEECKEN
	837 COTTLEVIL	039 COZZOLINO	695 PANDAS Practic	866 SHARKEY Prac	565 CRUSH Vs.	830 WEBER Vs.
	...	...	...	...	...	...
13	14	15	16	17	18	19
154 VERITAS CH	517 PILARSKI Pract	832 BULLDOGS Pra	085 LIBERSON Prac	141 WHITESIDE Pr	192 CORCORAN	152 MONTGOME
138 KREHER Vs	401 BASALA Vs	135 McCALLISTER	570 ALEXANDEI	190 KRAMER Pract	490 HEARIBRE	039 COZZOLINO
920 BELTRAN V	518 SIERRA Vs.	620 GREEN DRA	092 KOZELICHK	142 SLAGLE Practic	734 PARSON Vs	947 HULK DRAC
646 CUTSHALL	038 WEBER Vs.	982 RETTENOUR	089 VANNAITTA	866 SHARKEY Prac	570 ALEXANDEI	829 HUXEL Vs
...	...	...	...	...	...	...
20	21	22	23	24	25	26
	517 PILARSKI Pract	135 McCALLISTER	085 LIBERSON Prac	141 WHITESIDE Pr	405 SZYMANSKI	138 PASHIA
	565 CRUSH Vs.	094 SHEPARD V	252 MORGUS V	190 KRAMER Pract	987 RAINBOW R	090 MULLADY

Select Language  
powered by Google

# Current St. Charles Parks Athletic Fields

## Overall Field Type Proportions



<b>parks</b>	<b>Soccer fields</b>	<b>softball/baseball fields</b>	<b>cricket pitch</b>	<b>football field</b>	<b>athletic fields total</b>
Berthold Square Park	0	0	0	0	0
Blanchette Park	0	3	0	1	4
Boone's Lick Park	0	2	0	0	2
Boschert Greenway	0	0	0	0	0
Centennial Greenway	0	0	0	0	0
Circle Drive Park	0	0	0	0	0
DuSable Park	0	1	1	0	2
Forget-Me-Not Park	0	0	0	0	0
Fountain Lakes Park	0	0	0	0	0
Fox Hill Park	0	1	0	0	1
Frenchtown Park	0	0	0	0	0
Frontier Park	0	0	0	0	0
Graystone Park	0	0	0	0	0
Heatherbrook Park	0	0	0	0	0
Jaycee Park	0	2	0	0	2
Kister Park	0	0	0	0	0
Kiwanis/Schneider Park	0	2	0	0	2
McNair Park	2	6	0	1	9
New Park Development	0	0	0	0	0
Pundmann Nature Park	0	0	0	0	0
Schaefer Park	0	0	0	0	0
St. Charles Soccer Complex Park	0	0	0	0	0
Vogt Brothers Park	0	0	0	0	0
Wapelhorst Park	2	4	0	0	6
Webster Park	0	0	0	0	0
Westwinds Park	0	0	0	0	0
Woodlands Park	0	0	0	0	0
	4	21	1	2	28

## ● Repurposing a Baseball Field

Definition:

*Repurposing a baseball field* means permanently converting it into a soccer field (or another use), so that it is no longer used for baseball. This involves altering the layout, surface, and infrastructure to suit the needs of soccer exclusively.

Example:

Removing the pitcher's mound, flattening the field, changing the turf, adding permanent soccer goals, and re-stripping the field for soccer dimensions.

## ● Repurposing a Baseball Field to a Soccer Field

### ■ Advantages:

1. **Optimized Design:** You can design the field, surface, and layout specifically for soccer – proper field dimensions, goal placement, sightlines, etc.
2. **Improved Playing Surface:** Soccer prefers flat, consistent turf – repurposing allows you to remove the mound and outfield variations to make it ideal.
3. **Better Spectator Experience:** You can redesign seating and facilities (like benches, locker rooms) specifically for soccer fans and teams.
4. **Lower Maintenance:** Maintaining one sport's requirements (grass length, wear patterns, etc.) is cheaper and easier than managing two.

### ✘ Disadvantages:

1. **Loss of Baseball Functionality:** Once converted, you can't easily use the field for baseball again without significant costs.
  2. **Community Pushback:** Local baseball fans or leagues may oppose losing their venue.
  3. **Upfront Costs:** Full repurposing could require major structural changes – grading, turf, drainage, etc.
  4. **Seasonal Limitations:** Without flexibility, the field may sit unused during soccer off-seasons.
-

## ● ● Multipurposing a Baseball Field

Definition:

*Multipurposing a baseball field* means adapting it so that it can be used for both baseball and soccer, often on a rotating basis. This usually requires temporary modifications that allow both sports to be played without permanently altering the core structure of the field.

Example:

Installing removable soccer goals, using portable field markings, and scheduling time slots so the field can host both baseball games and soccer matches without a full conversion.

## ● ● Multipurposing the Baseball Field for Soccer and Baseball

### ■ Advantages:

1. **Maximized Use:** Supports more sports and activities, which means better facility utilization year-round.
2. **Community Versatility:** Can serve more people with different sports interests.
3. **Cost-Effective Short-Term:** Avoids the big expense of fully redoing the field.
4. **Preserves Heritage:** Keeps the baseball identity of the field, which can matter in traditional communities.

### ✗ Disadvantages:

1. **Subpar Layout:** Neither sport gets an ideal field – dimensions, turf quality, and lines may be compromised.
2. **Maintenance Complexity:** Switching between sports creates higher wear and more complicated upkeep.
3. **Logistical Challenges:** Equipment storage, scheduling conflicts, and field conversion times can be a hassle.
4. **Spectator Issues:** Seating may not align well for both sports, hurting visibility and fan experience.

# Converting a Grass Baseball Field into a Multipurpose Soccer Field

---

## ⚙️ Phase 1: Assessment & Planning

### 1. Measure the Space

- A standard soccer field is **100-130 yards long** and **50-100 yards wide**.
- Youth soccer fields are smaller (e.g., U10 is ~60x40 yards).
- Measure your baseball field (outfield, infield, foul territory) to see what size soccer field can fit.

### 2. Assess Field Orientation

- Optimal soccer orientation: **north-south** to avoid sun in players' eyes.
- Determine if the soccer field can be placed **fully in the outfield**, or if the infield (dirt area) will be included.

### 3. Decide Use Type

- **Dual use (shared space)** or **temporary transformation**?
- Will the baseball infield remain intact?
- Do you need to switch weekly, seasonally, or have both sports available concurrently?

---

## 🛠️ Phase 2: Field Preparation

### 4. Turf Adjustments

- If the infield dirt is within the soccer area:
  - **Option 1:** Temporarily fill or cover the infield.
  - **Option 2:** Accept that part of the field will have mixed surface.
- **Level and seed** any rough grass patches.
- Remove the pitcher's mound if it's a permanent soccer field. For seasonal conversion, use a **portable mound**.

### 5. Marking the Soccer Field

- Use **removable field marking paint** for temporary lines.
- Paint full dimensions: center circle, goal boxes, sidelines, penalty box, etc.
- Lay out **cones or flags** if permanent painting isn't possible.

### 6. Goals Installation

- Use **portable soccer goals** with weighted bases or anchor sleeves.
- Make sure they can be easily moved for baseball play.
- For permanent conversion: install goalpost anchors in concrete.

### 7. Safety Check

- Ensure the entire soccer field surface is level and safe.

- Remove bases, pitching rubber, and any other tripping hazards.
  - Edge transitions (e.g., grass to dirt) should be smooth or padded if used.
- 

### **✂ Phase 3: Optional Upgrades**

#### **8. Removable Infield Covering (for Dual Use)**

- Use **turf mats**, synthetic turf rolls, or padded covers over the dirt infield.
- This improves player safety and ball roll during soccer play.

#### **9. Drainage Improvements**

- Consider grading or drainage tile additions if water collects in the outfield or infield after conversion.

#### **10. Lighting (if needed)**

- Add or adjust field lights to ensure proper soccer field visibility.
- 

### **■ Phase 4: Scheduling & Maintenance**

#### **11. Create a Usage Schedule**

- Coordinate soccer and baseball activities to minimize field wear and overlap.
- Allow recovery time for grass between seasons or heavy usage.

#### **12. Ongoing Maintenance**

- Aerate, fertilize, and overseed the turf regularly.
  - Inspect field lines and goals for safety.
- 

### **✓ Bonus: Example Layout Ideas**

- **Option A:** Youth-sized soccer field fits inside outfield without touching dirt.
- **Option B:** Full-size soccer field spans foul line to foul line, includes part of infield.
- **Option C:** Use outfield for 2 small-sided (7v7 or 9v9) soccer fields.

**St. Charles Parks and Recreation Board**

**MEMORANDUM**

**Date:** April 9<sup>th</sup>, 2025

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

**RE:** Contract with Byrne & Jones Sports Construction to complete the Wapelhorst Park Ball Field Improvement Project\*

**Summary:**

At the April 2<sup>nd</sup>, 2025 Work Session, the Park Board approved staff's recommendation to move forward with the Budget Transfer of \$1,980,425 required to have sufficient funds to complete the Wapelhorst Park Ball Field Improvement Project. These funds would come from the cash balance and from remaining funds in completed projects. The improvement project includes the installation of artificial turf on the four infields, adding sidewalks, new dugouts and batting cages, fencing, wind screens, pitching mounds, maintenance equipment and upgrades to the existing pavilion.

Staff have been working with Byrne & Jones Sports Construction who have installed artificial turf on many major local projects in the region on providing a quote for the scope of work requested by the Department. The contract will utilize TIPS Contract \$23010402. See the attached proposal and aerial view of the project. The total of the base bid and alternates selected by the Department is \$1,677,312. Staff would like to add a 5% contingency to the contract to cover any potential issue/changes that arise during the project. With the contingency the contract amount will be \$1,765,000. The remaining funds will be expended by the Department on installing batting cages, purchasing the portable mounds (if needed) and turf groomer, installing concrete steps, and updating the gazebo at the complex.

Pending Board approval, the project will begin construction on August 1<sup>st</sup>, 2025 and be completed by December 31, 2025.

Since the purchase is over \$15,000 Park Board approval is needed.

**Staff requests favorable consideration of the contract with Byrne & Jones Sports Construction to complete the Wapelhorst Park Ball Field Improvement Project in an amount not to exceed \$1,765,000.00.**



# Byrne & Jones

SPORTS CONSTRUCTION

13940 St. Charles Rock Road  
ST. LOUIS, MO 63044  
PHONE: (314) 567-7997  
FAX: (314) 567-1828

[WWW.BYRNEANDJONES.COM/sports](http://WWW.BYRNEANDJONES.COM/sports)

DATE: 4/8/25

St. Charles Parks and Recreation  
1900 W Randolph St.  
St. Charles, MO 63301

Attn: Chris Atkinson, Assistant Director of Parks and Recreation

Re: Wapelhorst Park Baseball Field Improvements

Dear Mr. Atkinson,

On behalf of Byrne & Jones Construction's Sports Division, I would first like to thank you for the opportunity to submit our proposal for the Athletic Facility Improvements. Our team has reviewed the project thoroughly and we have assembled an attractive and competitive package for the district.

Since 1976, our people at Byrne & Jones have been guided by the foundation of our core values. Our team of talented builders pledge to always **DO THE RIGHT THING** and we will **DO WHAT IT TAKES** regardless of the challenge in front of us. We accomplish this through the **MUTUAL TRUST & RESPECT** that we have for our people and our customers. Last but not least, our resume and qualifications speak for themselves. **WE ARE THE EXPERTS** in Sports Construction.

In the following pages you find our proposal for your review. Some key aspects of our proposal includes:

- Qualifications
- General Conditions
- Scope of Work
- Pricing
- Alternates
- Warranties

If you have any questions or need anything at all, please feel free to use us as a resource.

Sincerely,

\_\_\_\_\_  
Matt Hicks, CFB-S  
Director of Sales  
Byrne & Jones Construction | Sports Division  
314-809-3851





# Byrne & Jones

SPORTS CONSTRUCTION

13940 St. Charles Rock Road  
 ST. LOUIS, MO 63044  
 PHONE: (314) 567-7997  
 FAX: (314) 567-1828

[WWW.BYRNEANDJONES.COM/sports](http://WWW.BYRNEANDJONES.COM/sports)

<b>PROJECT</b>	Wapelhorst Park Infields	<b>DATE</b>	rev 4/8/25
<b>TO</b>	Chris Atkinson	<b>PLANS</b>	Per B&J Dated 3/18/25
<b>FROM</b>	Matt Hicks	<b>SPECS</b>	ASBA Standards

## QUALIFICATIONS

- Starting in 1976, B&J has completed over **600 running tracks, 500 athletic fields, and 250 courts.**
- Byrne & Jones is a member of the American Sports Builders Association (**ASBA**) since 2009
- Byrne & Jones has **SEVEN** ASBA Certified Synthetic Turf Field Builders on Staff (CFB-S)
- Byrne & Jones has **ONE** ASBA Certified Field Builders on Staff (CFB)
- Byrne & Jones has **THREE** ASBA Certified Track Builders on Staff (CTB)
- Byrne & Jones Sports General Manager, Jameson Sheley serves on the **Board of Directors** of the ASBA
- Byrne & Jones has been honored with **FIFTEEN** ASBA Excellence Awards

## GENERAL CONDITIONS

- Provide project renderings, shop drawings, and detailed drawings for owners approval prior to construction
- Pre-construction meeting to be held prior to mobilization to the site
- Secure applicable permits required include City, County, and State
- Owner shall provide reasonable access to the jobsite for construction, material deliveries, and material laydown
- Mobilization of necessary material, equipment and labor to the job site
- Provide dedicated on-site project superintendent and office/field project manager
- Provide on-site supervision of all staging area, material and equipment delivery
- In-House Professional Surveying provided for layout of our work
- Provide portable restrooms, dumpsters, and construction fencing as needed
- Provide as-built drawings upon completion
- Conduct final walkthrough with owner for project acceptance
- Provide maintenance manual and training of owner personnel
- B&J's proposal includes all necessary items to complete the detailed scope of work. No additional costs will be incurred unless the owner elects to add scope to the project or through unforeseen circumstances.
- Our proposal only includes known/foreseeable circumstances or conditions. Unforeseen circumstances or items not listed in this proposal are not included. Any work provided outside of the scope of work listed in this proposal can be provided for an additional cost by a mutually agreed to change order.



FIELDS | TRACKS | COURTS | PARKS & REC



**Byrne & Jones**  
SPORTS CONSTRUCTION

13940 St. Charles Rock Road  
ST. LOUIS, MO 63044  
PHONE: (314) 567-7997  
FAX: (314) 567-1828

[WWW.BYRNEANDJONES.COM/sports](http://WWW.BYRNEANDJONES.COM/sports)

**BASEBALL INFIELDS – 4 TOTAL INFIELDS w/ 70, 80, and 90’ BASES set ups**

- Price includes surveying and layout of our work
- Excavate to subgrade for the infield area
- Install an 8” HDPE collection pipe that ties into an existing structure or day lights within 50’ of the field
- Cap existing irrigation and or relocate as needed to move controls out of the infield synthetic turf
- Install a turf tie down system around the perimeter of the infield
  - Existing fence, backstop, dugouts, etc. to remain in place
- Install 4 oz non-woven geotextile fabric over the subgrade and in the collection trench
- Furnish, grade, and compact 10” of aggregate base stone for the synthetic turf areas
- Furnish, grade, and compact 2” of aggregate surface stone for the synthetic turf areas
- Furnish and install 1 set of bases, 3 sets of base anchors, and 1 bury all home plate per field
- Furnish and install synthetic turf system specifically engineered for baseball/softball
  - Inlays for full baseball play
  - Batter’s box, catcher’s box, foul lines, and coaches boxes included
  - Includes a sand and rubber infill
- Backfill and seed the areas disturbed by B&J during construction
  - Sod the areas inside the field of play

**TOTAL INVESTMENT: \$1,297,690**

**ALTERNATES**

- *Additional Fence required to enclose the complex complete* \$134,673 add price
- *8’ wide sidewalk added to scope and two areas near parking lot* \$88,317 add price
- *Metal framed dugouts with fence perimeter for all four fields 10’ x 40’* \$156,632 add price

**TOTAL INVESTMENT WITH ALL ALTERNATES: \$1,677,312**

**ROUGH SCHEDULE OUTLINE**

- |   |  |
|---|--|
| ○ B&J under contract                        | May 1 <sup>st</sup> , 2025                           |
| ○ B&J developing permit documents           | May 1 <sup>st</sup> – June 1 <sup>st</sup>           |
| ○ Permitting Review                         | June 1 <sup>st</sup> – July 1 <sup>st</sup>          |
| ○ B&J finalizing / securing permits         | July 1 <sup>st</sup> – August 1 <sup>st</sup>        |
| ○ Mobilization to Wapelhorst                | August 1 <sup>st</sup> , 2025                        |
| ○ Construction of Fields, misc. other items | August 1 <sup>st</sup> – November 31 <sup>st</sup>   |
| ○ SUBSTANTIAL COMPLETION                    | November 31 <sup>st</sup> , 2025                     |
| ○ Site restoration / Demobilization         | December 1 <sup>st</sup> – December 15 <sup>th</sup> |
| ○ FINAL COMPLETION                          | December 15 <sup>th</sup> , 2025                     |





# Byrne & Jones

SPORTS CONSTRUCTION

13940 St. Charles Rock Road  
ST. LOUIS, MO 63044  
PHONE: (314) 567-7997  
FAX: (314) 567-1828

[WWW.BYRNEANDJONES.COM/sports](http://WWW.BYRNEANDJONES.COM/sports)

### WARRANTIES

- 8 year synthetic turf manufacturer's/general contractors warranty
- 1 year civil construction/general contractors warranty

### NOTES/EXCLUSIONS

1. **Price does not include any storm water detention or water quality above our rock section.**
  - a. **We reviewed the current storm water regulations for St. Charels City, and believe our rock section should satisfy these requirements, but until the city engineer is able to review and comment we are not 100% sure what will be required for detention.**
2. Price does not include any work not specified in the above proposal.
3. Includes mobilization in (1) phase.
4. Price based on normal working hours and days.
5. Price based on mutually agreeable contract language.
6. Price based on tax exempt pricing.
7. Price based on complete access to the jobsite.
8. Price does not include any rock breaking, blasting, excavation, or removals.
9. Price does not include the testing for, removal or disposal of contaminated or unsuitable soils.
10. Any modification to rock, asphalt, and material type must be mutually agreed upon.
11. Price does not include any pavement repairs due to construction traffic.
12. Unless otherwise noted, Soil Stabilization is not included in this proposal.
13. B&J has five TIPS Cooperative Purchasing Contracts including Sports Fields, Courts, or Tracks; Paving; and General Trades, Labor and Materials. Contract #'s: 23010401, 23010402, 23020101, 23020102, and 200602
14. **This proposal falls under contract #: 23010402**
15. Pricing is good for 30 days.

If you have any questions, please feel free to contact me.

Sincerely,

Matt Hicks, CFB-S  
Director of Sales

ACCEPTED BY :

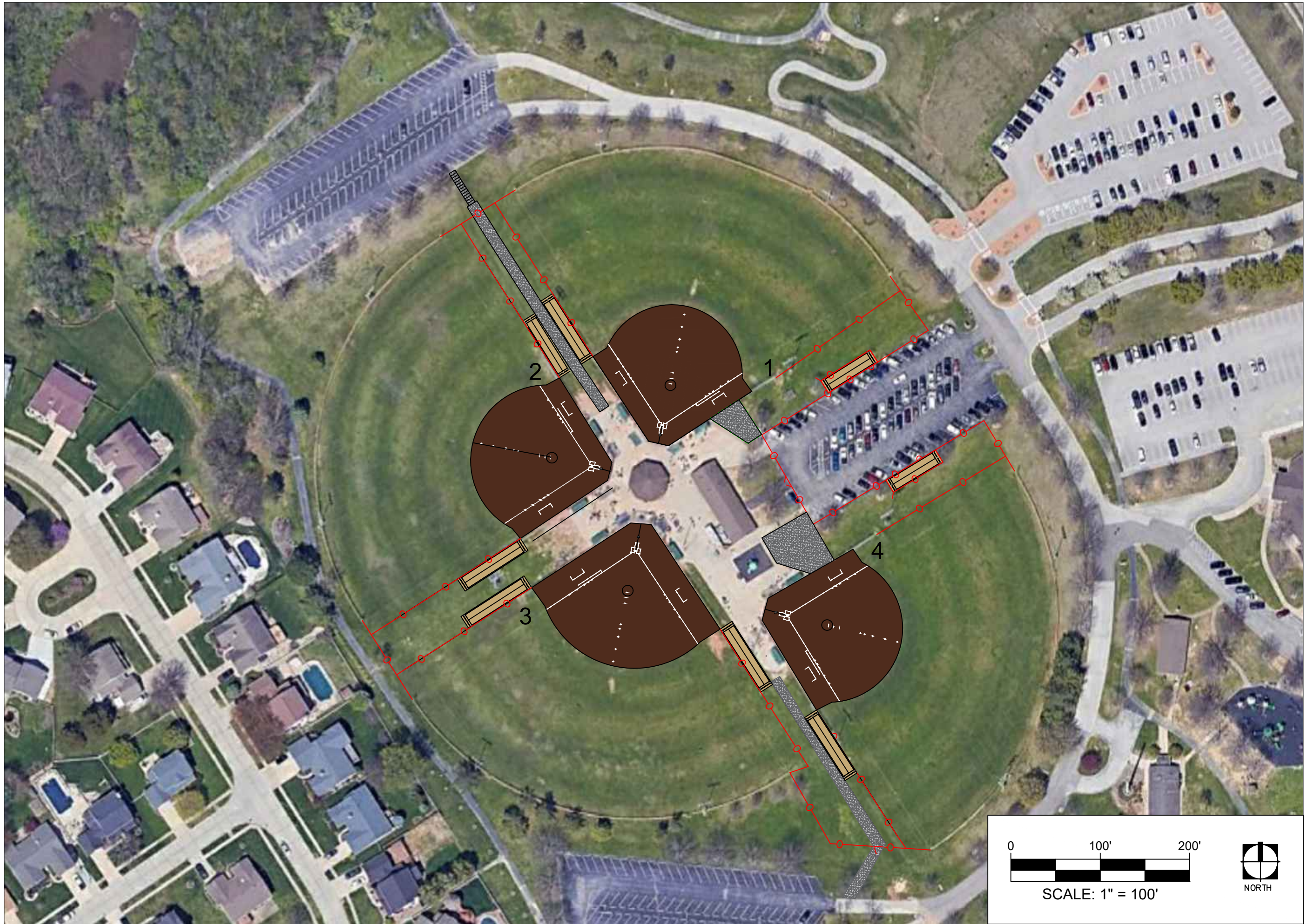
Print Name, Title

Signature

Date

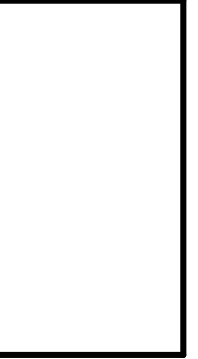


FIELDS | TRACKS | COURTS | PARKS & REC



**Byrne & Jones  
CONSTRUCTION**  
13940 St. Charles Rock Rd.  
St. Louis, Missouri 63044  
(314) 567-7997  
www.byrneandjones.com

ASPHALT | CONCRETE | STABILIZATION | MICROSURFACING | SPORTS



COPYRIGHT BY BYRNE & JONES CONSTRUCTION  
ALL RIGHTS RESERVED. ALL DRAWINGS,  
SPECIFICATIONS, CONCEPTS, IDEAS AND OTHER  
DOCUMENTS ARE THE PROPERTY OF BYRNE &  
JONES CONSTRUCTION. ALL DOCUMENTS  
PREPARED HEREIN ARE SOLELY FOR PROJECTS  
WHERE BYRNE & JONES CONSTRUCTION IS THE  
PRIME SPORTS FACILITY CONTRACTOR. ALL  
DOCUMENTS HEREIN CANNOT BE REPRODUCED  
IN ANY WAY WITHOUT PERMISSION FROM BYRNE  
& JONES CONSTRUCTION.

**WAPELHORST PARK  
ATHLETIC IMPROVEMENTS  
ST. CHARLES, MO  
SITE LAYOUT**

JOB #: #####  
DATE: 3.18.25  
DRAWN BY:  
END

SHEET  
C1.1

**St. Charles Parks and Recreation Board**

**MEMORANDUM**

**Date:** April 8<sup>th</sup>, 2025

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

**RE:** Contract with McConnell & Associates to complete the McNair Park Basketball Court  
Repair/Repainting Project\*

**Summary:**

In the 2025 CIP funding is budgeted to make repairs to the “Sport Court” area of McNair Park. The current basketball court and roller hockey rink installed in 2010 are showing signs of wear and tear from usage.

Staff have been working with McConnell & Associates on pricing for cleaning, patching and painting of the full sized, lighted basketball court.

This purchase is exempt from competitive purchasing since we are purchasing from a governmental purchasing alliance called TIPS. Contract #23020101. Please see attached proposal for the repair project.

Since the purchase is over \$15,000 Park Board approval is needed.

**Staff requests favorable consideration of the contract with McConnell & Associates to complete the McNair Basketball Court repair and repainting project in an amount not to exceed \$23,778.**



**PROPOSAL**

Exhibit A

Bid ID Number:14770  
Date:3/27/2025

9241 Manchester Road - Saint Louis, Missouri 63144 - Office (314) 962-1920 - Fax (314) 962-6831

<p><b>Bid Submitted To:</b> City of St Charles Parks &amp; Recreation 1900 Randolph Street St Charles, MO 63301</p> <p><b>PHONE:</b> (636) 949-1830      <b>FAX:</b></p> <p><b>CONTACT:</b> Chris Atkinson</p>	<p><b>Job Proposed:</b> McNair Park 3100 Droste Rd St Charles, MO 63301</p>
--	---

Description	Quantity	Units	Net Price
<p><b>POWER WASHING:</b> Thoroughly power wash areas of heavy dirt and debris from the court surface.</p>	1	EA	Included
<p><b>CRACK FILLING MAINTENANCE</b> Fill cracks with CBM. CBM is a mixture of Portland cement, sand, and a latex bonding agent designed for tennis court patching. - Due to the natural movement of pavement, existing cracks will return and new cracks may form. There is no guarantee on cracks.</p>	300	LF	Included
<p><b>COURT RESURFACING</b> Clean and prepare surface for patching or recoloring. Apply one coat of acrylic resurfacer to the entire surface. Apply two coats of textured acrylic color coating. Color to match existing. Layout, tape, and stripe court lines per ASBA standards.</p>	1	EA	\$13,155.00
<p><b>OPTION: MAC GEOTEXTILE FABRIC REPAIR SYSTEM</b> Install 12 inch wide geotextile fabric with an adhesive backing over previously filled cracks. Install 20 inch wide TieTex fabric and saturate in acrylic resurfacer. Install 40 inch wide TieTex fabric and saturate in liquid court patch binder. Thoroughly hide out crack repair system using multiple stepped out coats of acrylic resurfacer.</p>	300	LF	<b>ADD \$9,490.00</b>
<p>NOTE: This system will not prevent new cracks from forming or existing cracks from growing beyond the fabric system.</p>			<b>Total \$22,645.00</b>

**COURT COLOR SELECTION:**

Playing area: \_\_\_\_\_  
 Border: \_\_\_\_\_  
 Kitchen (Pickleball Only): \_\_\_\_\_  
 Line Color(Pickleball,Basketball,etc.): \_\_\_\_\_

Note: Please see our color chart for options.

Work will not be scheduled unless a signed contract and color selections are received.

Exhibit A



**PROPOSAL**

Bid ID Number:14770

Date:3/27/2025

9241 Manchester Road - Saint Louis, Missouri 63144 - Office (314) 962-1920 - Fax (314) 962-6831

<p><b>Bid Submitted To:</b>          City of St Charles Parks &amp; Recreation          1900 Randolph Street          St Charles, MO 63301</p> <p><b>PHONE:</b> (636) 949-1830      <b>FAX:</b></p> <p><b>CONTACT:</b> Chris Atkinson</p>	<p><b>Job Proposed:</b>          McNair Park          3100 Droste Rd          St Charles, MO 63301</p>
---	--

Description	Quantity	Units	Net Price
-------------	----------	-------	-----------

**CONFIDENTIALITY:**  
 This proposal including any contractors materials, construction means & methods, and drawings prepared by the Contractor are confidential and proprietary. This information shall be treated as confidential and may not be disclosed by you to anyone except persons or organizations assisting you in evaluating this information. The constitution documents contained herein cannot be disclosed to third parties for the purposes of obtaining public or private bids without the written consent of the Contractor.

**TIPS:**  
 23020101 - Synthetic Turf or Natural Sports Fields, Grounds, Courts, and Tracks Goods and Services (NON-JOC)

Prices based on the project being tax exempt.  
 A Project Exemption Certificate must be furnished before the start of work.

- EXCLUSIONS:**
- \*Bonds, Permits and Testing.
  - \*Utility location or adjustments
  - \*Unsuitable soils
  - \*Rock excavation
  - \*Court accessories unless listed above.
  - \*Landscape adjustment or removal.
  - \*Seeding or sodding.
  - \*Maintenance of seeding/ sodding.
  - \*Fencing unless stated above.
  - \*Concrete or Asphalt work unless stated above.
  - \*Labor agreements
  - \*Any items not listed above.



**PROPOSAL**

Bid ID Number:14770

Date:3/27/2025

9241 Manchester Road - Saint Louis, Missouri 63144 - Office (314) 962-1920 - Fax (314) 962-6831

<p><b>Bid Submitted To:</b></p> <p>City of St Charles Parks &amp; Recreation 1900 Randolph Street St Charles, MO 63301</p> <p><b>PHONE:</b> (636) 949-1830      <b>FAX:</b></p> <p><b>CONTACT:</b> Chris Atkinson</p>	<p><b>Job Proposed:</b></p> <p>McNair Park 3100 Droste Rd St Charles, MO 63301</p>
---	--

**NOTICE TO OWNER**

**FAILURE OF THIS CONTRACTOR TO PAY THOSE PERSONS SUPPLYING MATERIAL OR SERVICES TO COMPLETE THIS CONTRACT CAN RESULT IN THE FILING OF A MECHANIC'S LIEN ON THE PROPERTY WHICH IS THE SUBJECT OF THIS CONTRACT PURSUANT TO CHAPTER 429, RSMO. TO AVOID THIS RESULT YOU MAY ASK THIS CONTRACTOR FOR "LIEN WAIVERS" FROM ALL PERSONS SUPPLYING MATERIAL OR SERVICES FOR THE WORK DESCRIBED IN THIS CONTRACT. FAILURE TO SECURE LIEN WAIVERS MAY RESULT IN YOUR PAYING FOR LABOR AND MATERIAL TWICE.**

*Aidan Delgado*

---

Aidan Delgado

**PAYMENT AND COLLECTION**

PAYMENT IS DUE UPON RECEIPT OF COMPANY'S INVOICE. IF COMPANY PROVIDES THIS AGREEMENT/PROPOSAL/BID TO AN ATTORNEY FOR ENFORCEMENT OF ITS TERMS, INCLUDING BUT NOT LIMITED TO COLLECTION OF AMOUNTS DUE, YOU AGREE TO PAY ALL EXPENSES AND COSTS, INCLUDING BUT NOT LIMITED TO ATTORNEY'S FEES, EXPERT FEES, COURT COSTS, SERVICE FEES, AND ANY OTHER EXPENSE ASSOCIATED WITH COLLECTION. IN THE EVENT ALL SUMS ARE NOT PAID WHEN DUE, ALL UNPAID SUMS SHALL BEAR INTEREST AT THE (18%) PER ANNUM UNTIL PAID IN FULL.

**Acceptance of Proposal**

*The above prices, specifications and conditions are satisfactory, and are hereby accepted.*

Signature: \_\_\_\_\_

Name & Title (Please Print): \_\_\_\_\_

Date Accepted: \_\_\_\_\_

**NOTES: THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN 30 DAYS.**

**St. Charles Parks and Recreation Board**

**MEMORANDUM**

**Date:** April 9<sup>th</sup>, 2025

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

**RE:** Contract with Navigate Building Solutions to assist the Department with Project Management for the 97 Acre Park Development Project\*

**Summary:**

In the 2025 CIP funding is budgeted in the 97 Acre Recreation Site Development Project. At the April 2<sup>nd</sup>, 2025 Work Session, the Park Board approved staff's recommendation to move forward with Phase 1 of the project. This is the approx. \$5,500,000 Option 2 – Family Play & Nature Education Activity Area that is about 20 acres in size.

The cost for the “soft costs” which includes project management and design/engineering for this project which is historically 20% of the project cost is included in the Option 2 budget.

The first step in the process is getting a Consultant/Owners Representative under contract to assist the Department with the hiring and retention of an Engineering/Design Consultant to create the design and bidding documents to complete Phase 1. The Owners Representative would also be the onsite person during the construction process.

The City of St. Charles has a Master Agreement with Navigate Building Solutions for them to assist the City in Project Management on various construction projects. The Parks & Recreation Department would like to utilize that Agreement for the 97 Acre Park Development Project. Navigate Building Solutions were also instrumental working with the Department on the Prop P Aquatic Facility Project back in 2017-2018.

Attached to this memo is Task Order #10 with a fee schedule with Navigate Building Solutions.

Since the purchase is over \$15,000 Park Board approval is needed.

**Staff requests favorable consideration of the contract with Navigate Building Solutions to be the Departments/Owners Representative on the 97 Acre Park Development Project in an amount not to exceed \$262,000.00.**

## CONSTRUCTION MANAGER ADVISOR, ON-CALL PROFESSIONAL SERVICES AGREEMENT

### TASK ORDER NUMBER TO 10

**DATE:** April 7, 2025

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

**PROJECT(s):** 97 Acre Park – Option 2 – Family Play & Nature Education Activity

### SCOPE OF WORK:

#### **1 Consultant Procurement Services**

- 1.1 Owner Representative shall assist the Owner in selecting, retaining and coordinating the professional design services required for the project.
- 1.2 Owner Representative shall consult with the Owner on strategies / requirements for the procurement of the required professional services, develop the required Scope of Work and schedule and then draft the required Request for Qualifications for such activity.
- 1.3 Owner Representative shall assist in the marketing of the RFQ amongst their consultant list to generate interest in the market place.
- 1.4 Owner Representative shall work with the Owner's Legal Counsel to develop a draft Professional Services Contract for inclusion in the Request for Qualifications.
- 1.5 Upon Owner selection of the Design Consultant, Owner Representative shall assist with the negotiation of professional service contracts and their compensation.
- 1.6 Owner Representative shall assist with the onboarding of the Design Consultants.

#### **2 Project Design and Bidding Services**

- 2.1 Owner's Representative, in general, shall have primary management responsibility for the Project and shall coordinate all Project matters.
- 2.2 Owner's Representative shall coordinate and oversee third-party consultant and vendor activities to maintain schedule and verify receipt of contracted deliverables.

- 2.3 Owner's Representative shall coordinate and attend all meetings with the design team, specialty contractors/consultants, Owner vendors, and Owner user group representatives throughout the design development phase of the project. As such Owner's Representative shall provide continuity and total project coordination.
- 2.4 Owner's Representative shall maintain an organized filing system on behalf of the owner for Project documents and records. At the completion of each Project Owner's Representative will deliver the document(s) and record(s) to the Owner.
- 2.5 Owner's Representative shall prepare and submit to Owner a preliminary estimated schedule for completion of the design and construction of the Project, the various major activities to be undertaken in connection with the Project, and the approximate timing of the commencement and completion of such activities, which Owner's Representative shall monitor and revise from time to time throughout the Term (the "Project Schedule").
- 2.6 With the agreed-upon Project Budget, the Owner's Representative shall provide cash flow projections.
- 2.7 Owner's Representative shall prepare and update detailed cost estimates for the estimated Project costs to be incurred by Owner in designing and constructing each Project. Each Project Cost Estimate (Two anticipated) shall include separate line items for each cost category included in the Project cost.
- 2.8 In consultation with the Design Team, Owner's Representative shall provide value engineering services to analyze and make recommendations concerning the availability of materials and labor, time requirements for installation and construction, and other factors related to costs, including costs of alternative designs or materials, and possible cost reductions and economies.
- 2.9 Owner's Representative shall provide recommendations to the Owner and Design Team regarding construction feasibility, availability of materials and labor, time requirements for installation and construction, and factors relating to costs, including costs of alternative designs or materials in a manner consistent with the Project Program, Budget, and Schedule, and possible cost reductions and economies if and when necessary, to reconcile the Project Budget, Program, and Schedule.
- 2.10 Owner's Representative shall provide Site Logistics for inclusion in the Bid Documents.
- 2.11 Owner's Representative shall assist the Owner in the identification and early procurement of long lead items (i.e., playground equipment, etc.). Owner's Representative will coordinate the scope of work, procurement requirements, contracts and all other aspects of such early procurement activities.

- 2.12 Owner's Representative shall coordinate and assist the Design Team in the preparation of bid documents. The Owner's Representative shall assist the Owner's Procurement representative with the bid process and the execution of contracts in accordance with the Owner's requirements.
- 2.13 Owner's Representative shall conduct extensive project marketing to make potential bidders aware of your project and to promote the bidding of work with the Owner.
- 2.14 Owner's Representative shall assist with pre-bid conferences to familiarize bidders with the bid documents and any special or unique systems, materials or methods.
- 2.15 Owner's Representative shall receive Contractor questions, log them and coordinate the response to such questions with the Design Team.
- 2.16 Owner's Representative shall collaborate with the Owner's procurement representative to review bids, prepare analyses and make recommendations to Owner for the award of a contract for the Project.
- 2.17 Owner's Representative shall conduct pre-award conferences with the best and lowest respondent for a Project construction contract; advise Owner regarding the negotiation of business terms of each Project construction contract; and advise Owner on the acceptability of Contractor for the Project.
- 2.18 Owner's Representative shall assist with the procurement and coordination of project items not included in the General Contractor Bid Package such as Playground Equipment, Testing Services, and other Owner Directly Procured Items.

### **3 Construction Phase Services**

- 3.1 Owner's Representative shall recommend a project documentation and filing system and coordinate the use and maintenance of this system with impacted parties. Owner's Representative will maintain Owner files and monitor the maintenance of Contract and Vendor files.
- 3.2 After Owner awards each Project construction contract and before the Contractor commences work on the site, Owner's Representative shall assist Owner in the preparation of all necessary site logistics plans, traffic flow diagrams and plans for the performance of the applicable work as a result of the review and coordination of the contractor's implementation plan.
- 3.3 Owner's Representative will prepare an executive report and review it with Owner's Executive team bi-weekly. This will include a detailed budget, schedule, risk, hot item and quality control updates.

- 3.4 Owner's Representative shall represent the Owner in its communications with the Landscape Architect, Contractor, and Consultant(s); schedule, attend and conduct progress meetings, and regular on-site meetings to review construction progress and pay requests and to provide appropriate recommendations to the Owner concerning the Owner's decisions on construction matters, including, where necessary, alternative designs or materials; and coordinate, review and advise the Owner concerning change orders, submittals, and requests for information.
- 3.5 Owner's Representative shall (i) assist and review the processing of change orders, (ii) advise Owner concerning the change orders necessity and recommended cost of change orders, and (iii) negotiate, on Owner's behalf, all change orders with Contractor. The final Project Budget and/or Project Schedule, as applicable, will be revised to reflect approved change orders.
- 3.6 The Owner's Representative shall review applications for payment by the Contractor and make written recommendations to the Owner concerning the payment.
- 3.7 The Owner's Representative shall direct the Contractor (and others, where appropriate) to prepare and update a critical path schedule for the completion of the applicable work. In the event of delays impacting the critical path schedule, the Owner's Representative shall make recommendations to Owner for corrective action by the Contractor and review the Contractor's recommendations for corrective action.
- 3.8 Owner's Representative shall coordinate the Architect's review and approval of shop drawings, product data and other submittals by the Contractor. In addition, Owner's Representative shall coordinate, log and oversee the response to contractor Request for Information.
- 3.9 Owner's Representative shall enforce the Contractor's contract to maintain a daily log containing the number of workers, equipment, work accomplished, daily weather, problems encountered and other relevant data as the Owner may require.
- 3.10 Owner's Representative shall coordinate Owner "Direct Procurement" Contractors, Suppliers and Vendors.
- 3.11 Owner's Representative shall be on site part-time during construction. Duties shall include Quality Control including:
  - 3.11.1 Although Owner's Representative shall not guarantee the performance of Contractor, Owner's Representative shall recommend courses of action to the Owner when Owner or Owner's Representative becomes aware that the requirements of the Project construction contract are not being fulfilled, or when Contractor falls behind in its schedule; shall communicate

recommendations, as directed by the Owner, to Contractor on behalf of the Owner; shall monitor Contractor's performance of such recommendations; and shall report Contractor's progress to the Owner on at least a monthly basis.

- 3.11.2 Owner's Representative shall notify the Owner in writing, with photos and supporting documentation if Owner's Representative becomes aware that the work of Contractor is not being performed in accordance with the requirements of the Contract Documents. As appropriate, Owner's Representative shall have authority, with written authorization from the Owner, to require additional inspection or testing of the work in accordance with the provisions of the Contract Documents, whether or not such work is covered, installed or completed. Owner's Representative shall review any and all test reports and notify the Owner, the Architect and the Contractor, as appropriate, of deficiencies in the work of which Owner's Representative becomes aware and shall advise the Owner of projected consequences of such default and shall make recommendations to Owner with respect thereto. With the written authorization of the Owner, the Owner's Representative shall reject work that does not conform to the requirements of the applicable Contract Documents.

#### **4 Project Closeout and Post-Construction Services**

- 4.1 The Owner's Representative shall attend the on-site review of the Project to confirm substantial and final completion of the construction of the Project and notify Owner when Owner's Representative believes the work under a Project construction contract is substantially complete and that a punch list should be prepared.
- 4.2 Owner's Representative shall coordinate with the Landscape Architect in its review of the work to enable the Landscape Architect to determine the date of substantial completion. At the substantial completion by Contractor of the work, monitor the Architect in its inspection of the work and preparation of a detailed "punch list" specifying any items which require completion, installation, correction or repair. The Owner's Representative will consult with the Owner and/or Architect in connection with recommendations for the rejection and replacement of all nonconforming work, as appropriate.
- 4.3 Owner's Representative shall obtain from Contractor record drawings or, if required by the applicable Project construction contract, "as-built" drawings, as construction completes.
- 4.4 Together with the Landscape Architect and Owner, the Owner's Representative shall monitor and observe the testing and start-up of all utilities, systems and equipment for the Project and review test reports.

4.5 Owner’s Representative shall complete the final close-out of the Project by (i) obtaining, or causing the Contractor to obtain, all government approvals required for the legal use and occupancy of the Project, (ii) obtaining all warranties, guarantees, bonds, insurance certificates, installation manuals, and other items required pursuant to the project construction contracts, (iii) obtaining all affidavits, waivers, and releases the Contractors are required to provide pursuant to the project construction contracts to achieve final completion of the Project, and/or (iv) representing Owner at meetings and/or inspections scheduled by Owner and held to resolve problems relating to design, physical condition or operation of the Project to seek enforcement of warranties.

**SCHEDULE:**

Consultant Procurement, Preconstruction, and Contractor Bidding  
 April 21, 2025 – February 28, 2026


Construction Services – March 1, 2026 – December 31, 2026.

Post Construction Services – 2 Months – Including 1 Month of Landscaping in Spring 2027.

**COMPENSATION:**

NAVIGATE shall be compensated with a lump sum amount of \$99,440 for design team procurement, preconstruction, and bidding services. NAVIGATE will issue invoices in equal amounts across the anticipated 12 months of service.

NAVIGATE shall be compensated \$13,500 per month for Construction and Post Construction Services.

  
 \_\_\_\_\_  
 Signature Date

Craig Schluter  
 \_\_\_\_\_  
 Printed Name & Title Member

**NAVIGATE Building Solutions, LLC.**

\_\_\_\_\_  
 Signature Date

\_\_\_\_\_  
 Printed Name & Title

**CITY OF ST. CHARLES, Missouri**

City of St. Charles, Missouri  
**EXHIBIT A: Task Order TO10 Staffing and Compensation Plan**  
**97 Acre Park - Family Play & Nature Education Activity**



Procurement Services	2	Months
Design/Bidding	10	Months
Construction	10	Months
Closeout / Post Construction	2	Months

Task	Principal	Director	Sr. Project Mgr.	Master Builder / SR CM	Project Assistant	Sr. Estimator
<b>1 - Procurement Services</b>						
1.1 Procurement Phase						
1.2 Draft RFQ	1.0	4.0	16.0			
1.3 Market the RFQ			4.0			
1.4 Assist with Contract	1.0	4.0	8.0			
1.5 Negotiation of Scope and Fees		2.0	8.0			
1.6 Kick Off Design			4.0			
<b>Total Hours</b>	<b>2.0</b>	<b>10.0</b>	<b>40.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
Rate (2025)	\$258.42	\$221.51	\$202.81	\$202.81	\$81.77	\$180.87
<b>Sub Total</b>	<b>\$517</b>	<b>\$2,215</b>	<b>\$8,112</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
		<b>Sub Total</b>				<b>\$10,844.34</b>

<b>2 - Project Design and Bidding</b>						
2.1 Project Management and Coordination			20.0			
2.2 Third Party Consultant Coordination			8.0			
2.3 Design Planning and Meetings	4.0	4.0	40.0			
2.4 Project Documentation and Filing System		1.0	4.0			
2.5 Scheduling		1.0	8.0			
2.6 Cash Flow Projections		1.0	8.0			
2.7 Detailed Cost Estimating	4.0	4.0	8.0			40.0
2.8 Value Engineering		4.0	8.0			
2.9 Construction Feasibility	2.0	2.0	16.0			
2.10 Site Logistics			16.0			
2.11 Long Lead Item Planning and Direct Procurement	2.0	4.0	36.0			
2.12 Assistance with Bid Document Development		2.0	40.0			
2.13 Bid Marketing to Ensure Coverage		2.0	8.0			
2.14 Pre-Bid Conferences			12.0			
2.15 Respond to Bidder Questions		2.0	16.0			
2.16 Review Bids, Interview, and Make Board Recommendation		2.0	20.0			
2.17 Contractor Negotiations	2.0	4.0	8.0			
2.18 Ongoing Planning/Procurement Assistance of Owner Directs	2.0	8.0	60.0			
<b>Total Hours</b>	<b>16.0</b>	<b>41.0</b>	<b>336.0</b>	<b>0.0</b>	<b>0.0</b>	<b>40.0</b>
Rate (2025)	\$258.42	\$221.51	\$202.81	\$202.81	\$81.77	\$180.87
<b>Sub Total</b>	<b>\$4,135</b>	<b>\$9,082</b>	<b>\$68,144</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,235</b>
		<b>Sub Total</b>				<b>\$88,595.59</b>

<b>3 - Construction (Monthly)</b>						
3.1 Project Documentation / Filing	1.0		2.0			
3.2 Logistics Planning			2.0			
3.3 Bi Weekly Executive Meeting Updates (Budget, Schedule, Risk Mana)	1.0	2.0	3.0			
3.4 OAC Meetings (Bi Weekly) / Project Communications	1.0	2.0	8.0			
3.5 Change Directive: Estimating, Review, and Processing			10.0			
3.6 Payment Processing		1.0	2.0			
3.7 Critical Path Schedule Review		1.0	2.0			
3.8 Shop Drawing Coordination and RFI's			6.0			
3.9 Daily Log Review and Filing	1.0		4.0			
3.10 Ongoing Owner Direct Vendor Procurement/Onboarding/Coordination		2.0	4.0			
3.11 Part-Time On Site Quality Control			8.0			
<b>Total Hours</b>	<b>4.0</b>	<b>8.0</b>	<b>51.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
Rate (2026)	\$266.17	\$228.15	\$208.89	\$208.89	\$84.23	\$186.30
<b>Sub Total</b>	<b>\$1,065</b>	<b>\$1,825</b>	<b>\$10,653</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
		<b>Monthly Fixed Fee</b>				<b>\$13,543.27</b>

**Date:** April 8, 2025  
**To:** St Charles Parks and Recreation Board  
**From:** Maralee Britton, Director  
**RE:** Budget Amendment #2, 2025

The budget amendment is to place funds into the 97 acre recreational site project to proceed with phase 1 of development. These funds are from the Prop P Sales Tax undesignated cash balance which currently has a fund balance of \$3,149,266.

<b><u>Income</u></b>				
<b>Account#</b>	<b>Description</b>	<b>Project</b>	<b>Adjustment</b>	<b>Total</b>
417	Parks Fund Balance Undesignated		Increase	2,000,000
			Total	2,000,000

<b><u>Expense</u></b>				
<b>Account#</b>	<b>Description</b>	<b>Project</b>	<b>Adjustment</b>	<b>Total</b>
417-451-873-109	97 Acre Recreational Site Development	15PRK43	Increase	2,000,000
			Total	2,000,000

**St. Charles Parks and Recreation Board**

**MEMORANDUM**

Date: March 13, 2025

From: Maralee M. Britton, Director

RE: Contract with the Law Office of Kimberly J. Mathis, Esq., LLC to provide legal services to the Parks & Recreation Board in an amount not to exceed \$30,000\*

Summary:

As directed by the Board at the December 30, 2025 Special Meeting, attached is a contract for legal counsel representation with the Law Office of Kimberly J. Mathis, Esq., LLC in the absence of City legal representation.

The contract was sent to the Legal Department for review through the normal review process April 8, 2025. Email received from Holly Magdziarz, April 9, 2025, stating the contract is not lawful as explained to the Board and in previous memos and would not be approved by the Legal Department.

Sufficient funds to encumber a contract are within the current operating budget.

## CONTRACT

THIS CONTRACT is effective as of the date of final signature below, by and between the City of St. Charles, Missouri by and through its Parks & Recreation Board (hereinafter, the “Parks”) and Kimberly J. Mathis, Esq., LLC (hereinafter, the “Attorney”). It is agreed by the parties as follows:

1. SCOPE OF WORK. Attorney agrees to provide legal services to represent the interests of the Saint Charles Parks & Recreation Board for consultation and in connection with litigation or potential litigation to amend the Charter of the City of St. Charles and related litigation.

2. COMPENSATION. Attorney will be paid a not to exceed amount of Thirty Thousand Dollars (\$30,000.00). Attorney shall invoice Parks for work completed at the rate of \$450.00/hour.

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

4. Attorney acknowledges award of this contract requires compliance with Section 208.009 RSMo. which requires the person signing this contract to provide the City with affirmative proof that he/she is a citizen or permanent resident of the United States or is lawfully present in the United States prior to the City awarding this contract.

5. Attorney shall comply with City Code of Ordinance Section 145.040 regarding the registration of sex offenders with the Police Department.



**St. Charles Parks and Recreation Board**

**MEMORANDUM**

Date: April 11, 2025

From: Maralee M. Britton, Director

RE: 97 Acre Recreation Site Development Discussion

Summary:

As requested, below is a timeline summary of expected milestones for the development of the 97 are Recreational Site Development Phase 1, 20 acres.

April 16, 2025: Contract with Navigate Building Solutions for Construction Management

May:

- Prepare and market Request for Qualifications (RFQ) for engineering firm to begin construction documents;
- Communicate with OFSD for entrance at Wayfair Landing;
- Board to discuss naming of park;
- Potential Joint Board and Council meeting for presentation of phased park approach;
- Financing and grant funding opportunities.

June:

- Review RFQ submittals and negotiate fees and scope of contract;
- Potential request for consideration for Board approval of engineering contract;

July – October:

- Begin design review and construction documents.

November:

- Bid of phase 1

December:

- Award contract to construction company to begin as allowable in 2026

March – December 2026:

- Construction

**SAINT CHARLES PARKS & RECREATION BOARD MINUTES  
MEETING HELD  
MARCH 19, 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, and Anna Shy were present. TJ Slattery and Council Liaison Mary West were absent.

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

**Others** Holly Magdziarz - Acting City Attorney, D. Todd Reineke, Dan Foust, Justin Foust.

**3. Pledge of Allegiance**

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

Mr. Reineke referred to the documents that he had provided to the Park Board in their packet. He talked about a meeting that took place at the Library where it was discussed about the possibility of doing an initiative that would require voters approve any sales of park land in St. Charles in the future.

Mr. Reineke’s concern about the sale of the soccer complex is that the people who used the fields at the complex in the past have the ability to still use fields in the system. Atkinson and Borgmeyer explained that they have been working with several groups that will be playing games and practices out at the fields in McNair Day Camp and/or Wapelhorst Park.

The Board thanked Mr. Reineke for his comments.

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

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

**A. Discussion and Consideration of a Maibaum Pole Community Project in Frontier Park\***

Dan Foust and Justin Foust presented the concept of adding a “Maibaum Pole” to the triangle grass area that is in Frontier Park at the end of First Capital Road next to the Jaycee Stage. The was originally an idea by Joe Daus who is part of the Sister Cities Group. The approx. 30 foot tall pole would be a visual representation of the history of St. Charles and planning for the project would involve multiple representatives from the City, Sister Cities, Parks Foundation, Parks Board, Oktoberfest and Jaycees. The pole is estimated to cost \$100,000 with the goal of raising the funds privately to purchase and install the pole. Currently the Parks Foundation has pledged \$20,000 to the project. The request was made for Department staff to be involved in the construction of the pole base area. The goal is to get this accomplished by the 2025 Oktoberfest event.

Muench volunteered to take part in the meetings.

Muench made a motion to support the addition of the Maibaum Pole Project in Frontier Park; seconded by Mudrovic. Motion Passed.

**B. Contract with Dedicated Turf & Landscaping LLC. to complete the 2025 contracted mowing services in an amount not to exceed \$41,000\***

**C. Contract with Spectrum Lawn Care to complete the 2025 contracted mowing services in an amount not to exceed \$22,000\***

**D. Contract with Contemporary Landscape to complete the 2025 contracted mowing services in an amount not to exceed \$27,000\***

Ryan made a motion to approve the contracts in Agenda Item 6B, 6C & 6D; seconded by Scheidegger. Motion Passed.

**E. Contract with Kimberly J. Mathis, Esq., LLC for legal services not to exceed \$20,000\***

Bichel requested that this item be discussed later in Closed Session.

**F. Request City Council President Galba Reassign a Parks and Recreation Board Council Liaison Due to Conflict of Interest by Council Member West\***

Muench made a motion to make the request; seconded by Shy. Roll Call Vote.

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

**G. Consideration for Approval of Revisions to the Recreation Trip Policy\***

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

**7. Meeting Minutes:**

**A. Parks & Recreation Board Work Session Meeting Minutes March 5, 2025\***

Muench made a motion to approve the meeting minutes; seconded by Mudrovic. The motion passed.

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

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

- A. Calendar
- B. Financial Worksheets and Project Report
- C. Accounts Receivable Report
- D. Financial Transactions from \$10,000 to \$15,000- None
- E. Oak Grove Cemetery Report

Zerr made a motion to approve the consent agenda; Seconded by Glosier. The motion passed.

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

**10. Presidents Announcements and Reminders:**

Bichel reminded the Board Members that there was a May 1, 2025 deadline to return the Ethics form to Director Britton.

**11. Directors Report:**

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

**B. General Department Update**

Britton updated the Board that hiring was going well for all the summer seasonal positions. Also stated that at the April 2<sup>nd</sup>, 2025 Work Session staff would be prepared to present and discuss recommendations for the Wapelhorst Athletic Complex Improvements and for a Phasing Approach to the 97 Acre Park Recreational Site.

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

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

**14. Park Board Liaisons Comments**

**A. Foundation Report:**

Mudrovic provided an update about the Foundation. Mark Knoblauch is the new President and they are looking into increasing their visibility through an increased presence on social media, restarting the Friends of the Parks Program with the long term goal of potentially bringing a paid staff member on board to assist/run the Foundation's business.

**B. Legislative Report:**

Britton updated the Board on several bills at the State that could potentially impact local Parks & Recreation Departments. One was in relation to the Sunshine Law and Records and the other was about the Minimum Wage Proposition passed by the votes in 2024.

At 7:11 pm Zerr Made a Motion to go into Closed Session to discuss;

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

Seconded by Mudrovic.

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

At 7:48 pm Mudrovic Made A Motion to come out of Closed Session. Seconded by Shy.

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

Muench Made a Motion to Table Item 6.E. Seconded by Glosier. Motion Passed.

As there was no further business to discuss Mudrovic moved for **Adjournment** at 7:50 pm; Seconded by Scheidegger. The motion passed.

Meeting: March 19, 2025

Respectfully Submitted,

---

Sandy Bichel, President

---

Anna Shy, Secretary

**SAINT CHARLES PARKS & RECREATION BOARD MINUTES**  
**MEETING HELD**  
**April 2nd, 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, Brian Scheidegger, Anne Zerr and Council Liaison Mary West were present.

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

**Other** Holly Magdziarz – Interim City Attorney  
Mayor Dan Borgmeyer  
Larry Dobrosky – Director of Administration  
Denise Mitchell – Councilperson Ward 5  
Michael Galba – Councilperson Ward 8

**3. Pledge of Allegiance**

**4. Discussion and Review of Wapelhorst Athletic Complex Project Recommendation\***

Britton presented to the Board. Following Park Board consensus at the March 19<sup>th</sup>, 2025 meeting with moving forward with Option A. (Infield Turf Only with supporting amenities). Staff presented a recommendation on the project and the ability to pay for the project utilizing existing funding sources.

\$780,425 would be allocated from completed projects with remaining funding and \$1,200,000 would be transferred from the Departments cash balance to create the \$2,000,000 project.

Pending Park Board approval of construction contracts at upcoming meetings the timeline is for construction to begin August 1, 2025 and be completed by December 31, 2025. The entire complex would be ready for use by the public for the Spring season in 2026.

Muench made a motion to complete the budget transfers recommended by staff; seconded by Mudrovic. Motion Passed.

**5. Presentation and Discussion of the Phasing Approach to the 97 Acre Park Recreational Site Development Recommendation\***

Britton presented the phasing approach to the 97 acre park development. Navigate Building Solutions in early 2025 completed the phasing option study that outlined four different options with different price points ranging between \$3,000,000 and \$10,000,000. Staff recommended moving forward with Option 2 with an expected cost of \$5,500,000.

This option is the play and nature education activity area (Approx. 20 acres) of the park closest to Highway B and the Orchard Farm School site. Option 2 includes a large signature playground, roads and trails, shelters and pavilion's, disc golf course and natural areas. This phase would require bringing forward a budget amendment for \$2,000,000 to be allocated to the project from Prop P Sales Tax Cash Fund account.

Discussion took place discussing pros and cons of the different options.

During the discussion Director of Administration Dobrosky outlined some other possible funding sources (State grants and loans for storm water) that could possibly increase the project budget and allow further phases to be completed in the short term or long term.

Staff explained the first step in this process is retaining an Owners Representative/Project Manager who would assist the Department in creating an RFQ that would be used to hire an engineering consultant to create the construction documents to bid out the construction portion of the project.

The Park Board took no formal action but directed staff to continue working with City Administration and Finance staff on possible other funding sources and to continue working on a contract with the Project Manager to keep the project moving forward.

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

Slattery – Good. Was impressed by staff speed in removing a downed tree at the pickleball courts in Booneslick Park.

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

Shy –Good.

Ryan – Good

Glosier – Good.

Mudrovic – Good. Asked about the grass at Berthold Square Park. Staff have seeded

and strawed the area. Grass should begin to grow soon.

Bichel – Good.

Zerr – Good.

Scheidegger – Good.

Councilperson West – Asked about adding signs off on McClay Road to alert the public about how to get to Schaefer Park. Staff will investigate.

Updated Board that she had talked to Jim Wright (Public Works Director) about Bangert Island. There is a meeting coming up between the City Administration , Public Works and the Parks & Recreation Department on April 16<sup>th</sup> about the possible turnover of the operation and maintenance to the Parks & Recreation Department.

7. **Closed Session**

At 6:55 pm Shy Made a Motion to go into Closed Session to discuss;

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

Seconded by Zerr.

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

At 8:11 pm Shy Made a Motion to come out of Closed Session. Seconded by Muench.

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

As there was no further business to discuss Slattery moved for **Adjournment** at 8:12 pm; Seconded by Scheidegger. Motion passed.

Meeting: April 2nd, 2025

Respectfully Submitted,

---

Sandy Bichel - President

---

Anna Shy - Secretary

## Upcoming Events

### Meetings:

- May 7, 2025
- May 21, 2025

- 
- Swashbuckler Soiree Masquerade Ball– April 19<sup>th</sup>, 2025
    - Foundry Art Center, 7P – 10P (Tickets Required)
  - Earth Day Yoga – Tuesday, April 22, 2025
    - Frontier Park, 12P – 1P
  - Arbor Day Celebration – Friday, April 25, 2025
    - Blanchette Park, 10A – 11P (Registration at Parks & Recreation Dept is required for Tree Tour; free)
  - An Evening with the Ambassadors of Harmony – Friday, April 25
    - Foundry Art Centre, 6:30P
  - Spring Volunteer Day – Saturday, April 26, 2025
    - Wapelhorst Park, 9A – 12P (Registration at Parks & Recreation Dept is required; free)
  - Riverwalk Market – Saturday, April 26, 2025 (Every Saturday through November)
    - Main Street between Clark and Monroe, 7:30A – 1P
  - First Friday – May 2, 2025, June 6, 2025
    - Foundry Art Centre, 5P – 8P
  - The Force 5K – Friday, May 2<sup>nd</sup>, 2025
    - Frontier Park
  - Main Street in Bloom – May 3<sup>rd</sup> and 4<sup>th</sup>, 2025
    - Main Street – 11A – 5P
  - May Makers Market – Friday, May 2, 2025
    - Foundry Art Centre – 5-8P
  - Midwest Maifest, May 3<sup>rd</sup>, 2025
    - New Town Amphitheater – 2P-6P
  - Karen Weidinger Foundation 5K, Saturday, May 10, 2025
    - Frontier Park
  - St. Charles Flea Market – Saturday, May 10<sup>th</sup>, 2025
    - St. Charles City Hall Garage – 8A-1P
  - Food Truck Event – Tuesday, May 13<sup>th</sup>, 2025
    - Blanchette Park – 5P – 8P
  - Worldwide Day Of Botanical Art, Sunday, May 18<sup>th</sup>, 2025
    - Foundry Art Centre – 10A – 4:30P
  - Blanchette and Wapelhorst Pools Open – Saturday, May 24, 2025
    - Blanchette Pool – 1900 W. Randolph – Lap Swim 6A; General Swim 11A
    - Wapelhorst Pool – 1875 Muegge Rd – Riverwalk 7A; General Swim 11A
  - Summer Fun Day Camp Begins – Tuesday, May 27<sup>th</sup>, 2025
    - Blanchette and Wapelhorst Parks – 9A – 3P

St. Charles Parks and Recreation Photo Contest ends July 18th, 2025.

Visit <https://stcharlesparks.com/parks-photo-contest/> to learn more

April 2025 Finances  
Parks and Recreation Financials Worksheet-Operating Funds

8. B.



Estimated Financial Worksheet	2025 Actual	2025 Budget
Total Expenses	\$ (2,059,708)	\$ (10,229,884)
Total Customer Revenue	\$ 888,603	\$ 4,427,230
Total Property Tax	\$ 1,738,293	\$ 4,141,624
Total Delinquent Tax	\$ 2,928	\$ 48,694
Total Tax Surtax	\$ 147,655	\$ 162,763
Recovered Exp. - Sale of Assets	\$ 4,889	\$ -
Interest		
Total Cell Tower	\$ 18,971	\$ 67,420
Capital Reappropriations	\$ 701,318	\$ 701,318
Other Revenue Contributions	\$ 10,955	\$ 21,910
Grants	\$ -	\$ 10,000
Replacement Fund	\$ 518,100	\$ 518,100
Cash Balance	\$ 130,819	\$ 130,819
	\$ 2,102,824	\$ (6)

Beginning Fund Balance	6,486,570	Unaudited fund balance as of 4/10/2025
Expenses	\$ (2,059,708)	
Revenue	\$ 4,031,713	
Ending Cash Balance	\$ 8,458,575	

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

Fund Balance \$ 2,628,376

Aquatics	2025 Actual	2025 Budget
Personnel Expenditures	\$ (43,115)	\$ (1,059,851)
Contractual Expenditures	\$ (42,641)	\$ (226,186)
Materials & Supplies Expenditures	\$ (29,169)	\$ (332,346)
Capital Outlay	\$ (4,321)	\$ (35,000)
Equipment Replacement Fund	\$ (100,118)	\$ (100,118)
<b>Total Expenses</b>	<b>\$ (219,364)</b>	<b>\$ (1,753,501)</b>

Total Revenue	\$ 96,426	\$ 1,753,500
Recovered Expenses	\$ -	\$ -
<b>Total Income</b>	<b>\$ 96,426</b>	<b>\$ 1,753,500</b>

**Aquatics Net Revenue** **\$ (122,938) \$ (1)**

Concessions	2025 Actual	2025 Budget
Personnel Expenditures	\$ (18,218)	\$ (125,397)
Contractual Expenditures	\$ (12,916)	\$ (71,483)
Materials & Supplies Expenditures	\$ (19,503)	\$ (120,900)
Capital Outlay	\$ -	\$ (5,000)
Equipment Replacement Fund	\$ (17,721)	\$ (17,721)
<b>Total Expenses</b>	<b>\$ (68,358)</b>	<b>\$ (340,501)</b>

Total Revenue	\$ 2,792	\$ 340,500
Recovered Expenses	\$ -	\$ -
<b>Total Income</b>	<b>\$ 2,792</b>	<b>\$ 340,500</b>

**Concession Net Revenue** **\$ (65,566) \$ (1)**

Memorial Hall	2025 Actual	2025 Budget
Personnel Expenditures	\$ (10,368)	\$ (57,896)
Contractual Expenditures	\$ (3,024)	\$ (13,275)
Materials & Supplies Expenditures	\$ (5,017)	\$ (29,927)
Capital Outlay	\$ -	\$ (4,000)
Equipment Replacement Fund	\$ (16,258)	\$ (16,258)
<b>Total Expenses</b>	<b>\$ (34,667)</b>	<b>\$ (121,356)</b>

Total Revenue	\$ 13,383	\$ 112,975
Total Tax Revenue (.002)	\$ 3,482	\$ 8,381
Recovered Expenses	\$ -	\$ -
<b>Total Income</b>	<b>\$ 16,865</b>	<b>\$ 121,356</b>

**Memorial Hall Net Revenue** **\$ (17,802) \$ (0)**

April 2025 Finances  
Parks and Recreation Financials Worksheet-Operating Funds

8. B.

<b>Recreation</b>	2025 Actual	2025 Budget
Personnel Expenditures	\$ (116,622)	\$ (961,287)
Contractual Expenditures	\$ (32,423)	\$ (197,535)
Materials & Supplies Expenditures	\$ (65,975)	\$ (493,500)
Capital Outlay	\$ -	\$ (3,000)
Equipment Replacement Fund	\$ (16,695)	\$ (16,695)
<b>Total Expenses</b>	<b>\$ (231,715)</b>	<b>\$ (1,672,017)</b>
Total Revenue	\$ 625,061	\$ 1,462,500
Total Tax Revenue (5%)	\$ 87,061	\$ 209,516
Recovered Expenses	\$ -	\$ -
<b>Total Income</b>	<b>\$ 712,122</b>	<b>\$ 1,672,016</b>
<b>Recreation Net Revenue</b>	<b>\$ 480,407</b>	<b>\$ (1)</b>
<b>Maintenance</b>	2025 Actual	2025 Budget
Personnel Expenditures	\$ (483,468)	\$ (1,972,350)
Contractual Expenditures	\$ (83,548)	\$ (500,173)
Materials & Supplies Expenditures	\$ (43,581)	\$ (195,375)
Capital Outlay	\$ -	\$ -
Equipment Replacement Fund	\$ (139,782)	\$ (139,782)
<b>Total Expenses</b>	<b>\$ (750,378)</b>	<b>\$ (2,807,680)</b>
Total Revenue	\$ 25,239	\$ 232,200
Total Tax Revenue (57.33%)	\$ 998,242	\$ 2,402,309
Total Surtax (83%)	\$ 122,554	\$ 135,093
Recovered Expenses	\$ -	\$ -
MO Conservation Grant	\$ -	\$ 10,000.00
<b>Total Income</b>	<b>\$ 1,146,034</b>	<b>\$ 2,779,603</b>
<b>Maintenance Net Revenue</b>	<b>\$ 395,656</b>	<b>\$ (28,077)</b>
<b>Administration</b>	2025 Actual	2025 Budget
Personnel Expenditures	\$ (238,206)	\$ (963,222)
Contractual Expenditures	\$ (40,135)	\$ (158,935)
Materials & Supplies Expenditures	\$ (12,924)	\$ (80,198)
Capital Outlay	\$ -	\$ -
Equipment Replacement Fund	\$ (28,766)	\$ (28,766)
<b>Total Expenses</b>	<b>\$ (320,031)</b>	<b>\$ (1,231,121)</b>
Total Revenue	\$ 80,691	\$ 335,555
Total Tax Revenue (21%)	\$ 365,656	\$ 879,967
Recovered Expenses	\$ -	\$ -
<b>Total Income</b>	<b>\$ 446,347</b>	<b>\$ 1,215,522</b>
<b>Administration Net Revenue</b>	<b>\$ 126,316</b>	<b>\$ (15,599)</b>
<b>Rangers</b>	2025 Actual	2025 Budget
Personnel Expenditures	\$ (139,441)	\$ (546,234)
Contractual Expenditures	\$ (18,119)	\$ (102,323)
Materials & Supplies Expenditures	\$ (5,490)	\$ (30,216)
Capital Outlay	\$ -	\$ -
Equipment Replacement Fund	\$ (50,115)	\$ (50,115)
<b>Total Expenses</b>	<b>\$ (213,166)</b>	<b>\$ (728,888)</b>
Total Revenue	\$ 45,013	\$ 190,000
Total Tax Revenue (12%)	\$ 208,947	\$ 502,838
Total Surtax (17%)	\$ 25,101	\$ 27,670
Recovered Expenses	\$ -	\$ -
<b>Total Income</b>	<b>\$ 279,061</b>	<b>\$ 720,508</b>
<b>Rangers Net Revenue</b>	<b>\$ 65,895</b>	<b>\$ (8,380)</b>
<b>Parks Capital</b>	2025 Actual	2025 Budget
<b>Total Expenses</b>	<b>\$ (222,029)</b>	<b>\$ (1,574,820)</b>
Total Revenue/ Replacement Fund	\$ 518,100	\$ 518,100
Total Tax Revenue (4.47%)	\$ 77,833	\$ 187,307
Re-Appropriations	\$ 701,318	\$ 701,318
Other Revenue Contributions	\$ 160,745	\$ 220,149
Budget Amendments	\$ -	\$ -
<b>Total Income</b>	<b>\$ 1,457,996</b>	<b>\$ 1,626,874</b>
<b>Capital Net Revenue</b>	<b>\$ 1,235,966</b>	<b>\$ 52,054</b>
<b>Cemetery</b>	2025 Actual	2025 Budget
Personnel Expenditures	\$ (43,700)	\$ (192,044)
Contractual Expenditures	\$ (4,089)	\$ (31,288)
Materials & Supplies Expenditures	\$ (2,231)	\$ (14,350)
Capital Outlay	\$ -	\$ (20,000)
<b>Total Expenses</b>	<b>\$ (50,019)</b>	<b>\$ (257,682)</b>
Total Revenue	\$ 4,200	\$ 87,500
<b>Cemetery Net Revenue</b>	<b>\$ (45,819)</b>	<b>\$ (170,182)</b>

**Project Report -April 2025**

Project Name	Project Code	Budget	Expenses	Encumbrances	Remaining Funds	Fund
RIDING MOWER REPLACEMENT	Project Code: 25CMTRY001	\$ 20,000.00	\$ -	\$ 19,653.42	\$ 346.58	Capital Sales Tax
PARKS-FEMA DISASTER ASSISTANCE	Project Code: 22PRK25	\$ 216,999.30	\$ 201,401.10	\$ -	\$ 15,598.20	Property Tax
FURNISHING REPLACEMENTS	Project Code: 24PRK16	\$ 12,699.62	\$ 1,230.62	\$ -	\$ 11,469.00	Replacement Fund
BOSCHERT TRAIL PROJECT	Project Code: 24PRK33	\$ 490,000.00	\$ 34,225.00	\$ 346,500.00	\$ 109,275.00	Property Tax
MEMORIAL HALL DEDUCTIBLE	Project Code: 24PRK34	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	Property Tax
FRONTIER PARK STORM SEWER REPAIRS	Project Code: 24PRK35		\$ -	\$ -		
	Year/Sub-Project: 217451873109	\$ 54,999.45	\$ 1,978.45	\$ -	\$ 53,021.00	Property Tax
	Year/Sub-Project: 4205025028731	\$ 11,410.51	\$ 11,410.51	\$ -	\$ -	Streets Funds
	Year/Sub-Project: 5175005818731	\$ 38,188.79	\$ 38,188.79	\$ -	\$ -	Streets Funds
	Year/Sub-Project: 5175025028731	\$ 3,525.70	\$ 3,525.70	\$ -	\$ -	PW Storm Water Funds
MCNAIR PARK IMPROVEMENTS	Project Code: 24PRK9		\$ -	\$ -		
	Year/Sub-Project: 217451873109	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	Property Tax
	Year/Sub-Project: 417451873109	\$ 125,000.00	\$ -	\$ -	\$ 125,000.00	Parks Capital
LANDSCAPING - ALL PARKS	Project Code: 25PARKS001	\$ 11,500.00	\$ 2,400.00	\$ 5,000.00	\$ 4,100.00	Property Tax
SEAL ASPHALT ALL PARKS - TRAILS, WALKS & LOTS	Project Code: 25PARKS002	\$ 38,205.00	\$ -	\$ -	\$ 38,205.00	Property Tax
HVAC REPLACEMENTS - ALL PARKS FACILITIES	Project Code: 25PARKS003	\$ 14,645.00	\$ 14,100.00	\$ -	\$ 545.00	Property Tax
RESTROOM REHABS - ALL PARKS	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
TRAILS AND PARKING LOT REHAB	Project Code: 25PARKS008	\$ 100,000.00	\$ 2,867.51	\$ -	\$ 97,132.49	Metro
MAINTENANCE - GROUNDS EQUIPMENT	Project Code: 25PARKS009	\$ 37,265.00	\$ 354.00	\$ 25,869.28	\$ 11,041.72	Replacement Fund
CONCESSION EQUIPMENT REPLACEMENT	Project Code: 25PARKS010	\$ 13,804.00	\$ -	\$ -	\$ 13,804.00	Replacement Fund
MEMORIAL HALL FURNISHINGS	Project Code: 25PARKS011	\$ 18,833.00	\$ -	\$ -	\$ 18,833.00	Replacement Fund
ATHLETIC FIELD RENOVATIONS	Project Code: 25PARKS012	\$ 20,000.00	\$ 8,464.68	\$ -	\$ 11,535.32	Property Tax
RECREATIONAL SITE DEVELOPMENT	Project Code: 25PARKS013					
	Year/Sub-Project: 216451873109	\$ 179,536.19	\$ -	\$ -	\$ 179,536.19	Metro
	Year/Sub-Project: 417451873109	\$ 969,729.97	\$ -	\$ -	\$ 969,729.97	Parks Capital
	Year/Sub-Project 217451873109	\$ 32,250.00	\$ -	\$ -	\$ 32,250.00	Property Tax
FACILITY REPAIRS	Project Code: 25PARKS014	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00	Parks Capital
MAINTENANCE - VEHICLES & ATTACHMENTS	Project Code: 25PARKS015	\$ 189,735.00	\$ 46,550.00	\$ 143,185.00	\$ -	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	\$ 5,684.56	\$ -	\$ 9,315.44	Property Tax
MAINTENANCE FACILITIES IMPROVEMENTS	Project Code: 25PARKS018	\$ 24,000.00	\$ 12,621.65	\$ -	\$ 11,378.35	Property Tax
PC REPLACEMENT	Project Code: 25PARKS019	\$ 34,000.00	\$ 139.98	\$ 19,250.00	\$ 14,610.02	Replacement Fund
MAINTENANCE - MOWING EQUIPMENT	Project Code: 25PARKS020	\$ 70,000.00	\$ 999.95	\$ 49,439.20	\$ 19,560.85	Replacement Fund

**Project Report -April 2025**

Project Name	Project Code	Budget	Expenses	Encumbrances	Remaining Funds	Fund
WAPELHORST ATHLETIC FIELD PAVILION REPLACEMENT	Project Code: 25PARKS021					
	Year/Sub-Project: 217451874103	\$ 36,000.00	\$ -	\$ -	\$ 36,000.00	Property Tax
	Year/Sub-Project: 417451872102	\$ 79,000.00	\$ -	\$ -	\$ 79,000.00	Parks Capital
PLAYGROUND REPLACEMENTS	Project Code: 25PARKS022	\$ 212,000.00	\$ 178,777.34	\$ 32,884.66	\$ 338.00	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	\$ 6,373.00	\$ 1,339.90	\$ -	\$ 5,033.10	Replacement Fund
AQUATICS - FEATURES & SIGNAGE	Project Code: 25PARKS026	\$ 102,250.00	\$ 96,651.00	\$ 2,834.00	\$ 2,765.00	Replacement Fund
PARKS & RECREATION DEPARTMENT MASTER PLAN	Project Code: 25PARKS027	\$ 200,000.00	\$ -	\$ -	\$ 200,000.00	Property Tax
PARK AT HAWKS NEST DRIVE	Project Code: 25PARKS028	\$ 60,000.00	\$ -	\$ -	\$ 60,000.00	Parks Capital
<b>Project Funding Source Totals</b>						
		Budget	Expenses	Encumbrances	Remaining Amount	
Equipment Replacement Fund	TOTAL	\$ 545,359.62	\$ 159,089.12	\$ 243,077.48	\$ 143,193.02	Replacement Fund
Taxes	TOTAL	\$ 1,285,598.75	\$ 280,875.44	\$ 351,500.00	\$ 653,223.31	Property Taxes
Metro Parks & Recreation Fund	TOTAL	\$ 279,536.19	\$ 2,867.51	\$ -	\$ 276,668.68	Metro
Prop P Parks Capital	TOTAL	\$ 1,475,729.97	\$ 178,777.34	\$ 32,884.66	\$ 1,264,067.97	Prop P - Parks Capital
Gaming Funds	TOTAL	\$ -				Gaming
Cash Balance	TOTAL		\$ -			Cash
<b>TOTAL PROJECTS</b>		\$ 3,586,224.53	\$ 621,609.41	\$ 627,462.14	\$ 2,337,152.98	
<b>Capital Sales Tax (Cemetery only)</b>						
	TOTAL	\$ 20,000.00	\$ -	\$ 19,653.42	\$ 346.58	Capital Sales Tax
<b>New Park Development Balance</b>						
		\$ 1,181,516.16	\$ -	\$ -	\$ 1,181,516.16	

December EOY 2024 Finances (as of 4-10-25)  
Parks and Recreation Financials Worksheet-Operating Funds

8. B.



Estimated Financial Worksheet	2024 Actual	2024 Budget
Total Expenses	\$ (9,069,906)	\$ (9,820,637)
Total Customer Revenue	\$ 3,724,652	\$ 4,147,335
Total Property Tax	\$ 4,213,771	\$ 4,085,270
Total Delinquent Tax	\$ 64,160	\$ 91,550
Total Tax Surtax	\$ 174,083	\$ 157,636
Recovered Exp. - Sale of Assets	\$ 2,859,372	\$ -
Interest	\$ 7,144	\$ -
Total Cell Tower	\$ 67,430	\$ 62,420
Capital Reappropriations	\$ 313,374	\$ 313,374
Other Revenue Reimb - Rec Exp	\$ 55	\$ 21,910
Grants	\$ -	\$ 10,000
Other Revenue Contributions	\$ 21,911	\$ -
Other Revenue Misc	\$ 66,007	\$ -
Transfer from CIP Sales Tax Fund (Boeing Payment)	\$ 600,000	\$ 600,000
Replacement Fund	\$ 642,000	\$ 642,000
	\$ 3,684,052	\$ 310,858

Beginning Fund Balance	2,874,773	Final Audited
Expenses	\$ (9,069,906)	
Revenue	\$ 12,753,958	
Ending Cash Balance	\$ 6,558,825	
Petty Cash	\$ 8,950	
Estimated Equipment Replacement Fund Total	\$ 2,839,149	
Fund Balance	\$ 3,728,626	

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

Aquatics	2024 Actual	2024 Budget
Personnel Expenditures	\$ (982,826)	\$ (986,905)
Contractual Expenditures	\$ (164,519)	\$ (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>	\$ (1,574,542)	\$ (1,696,895)

Total Revenue	\$ 1,670,473	\$ 1,703,500
Recovered Expenses	\$ -	\$ -
<b>Total Income</b>	\$ 1,670,473	\$ 1,703,500

<b>Aquatics Net Revenue</b>	\$ 95,931	\$ 6,605
-----------------------------	-----------	----------

Concessions	2024 Actual	2024 Budget
Personnel Expenditures	\$ (112,871)	\$ (124,982)
Contractual Expenditures	\$ (42,265)	\$ (48,495)
Materials & Supplies Expenditures	\$ (79,423)	\$ (122,982)
Capital Outlay	\$ -	\$ -
Equipment Replacement Fund	\$ (11,028)	\$ (11,028)
<b>Total Expenses</b>	\$ (245,586)	\$ (307,487)

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

<b>Concession Net Revenue</b>	\$ (93,582)	\$ 18,013
-------------------------------	-------------	-----------

Memorial Hall	2024 Actual	2024 Budget
Personnel Expenditures	\$ (46,247)	\$ (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>	\$ (100,317)	\$ (117,647)

Total Revenue	\$ 65,446	\$ 110,015
Total Tax Revenue (.2%)	\$ 8,556	\$ 8,354
Recovered Expenses	\$ -	\$ -
<b>Total Income</b>	\$ 74,001	\$ 118,369

<b>Memorial Hall Net Revenue</b>	\$ (26,316)	\$ 722
----------------------------------	-------------	--------

December EOY 2024 Finances (as of 4-10-25)  
Parks and Recreation Financials Worksheet-Operating Funds

8. B.

<b>Recreation</b>		2024 Actual	2024 Budget
Personnel Expenditures	\$	(864,412)	\$ (833,841)
Contractual Expenditures	\$	(128,823)	\$ (145,286)
Materials & Supplies Expenditures	\$	(522,087)	\$ (542,084)
Capital Outlay	\$	-	\$ -
Equipment Replacement Fund	\$	(14,857)	\$ (14,857)
<b>Total Expenses</b>	\$	(1,530,178)	\$ (1,536,068)
Total Revenue	\$	1,445,977	\$ 1,330,295
Total Tax Revenue (5%)	\$	213,897	\$ 208,841
Recovered Expenses	\$	-	\$ -
<b>Total Income</b>	\$	1,659,873	\$ 1,539,136
<b>Recreation Net Revenue</b>	<b>\$</b>	<b>129,695</b>	<b>\$ 3,068</b>
<b>Maintenance</b>		2024 Actual	2024 Budget
Personnel Expenditures	\$	(1,814,020)	\$ (1,709,979)
Contractual Expenditures	\$	(437,978)	\$ (448,601)
Materials & Supplies Expenditures	\$	(179,832)	\$ (191,340)
Capital Outlay	\$	-	\$ -
Equipment Replacement Fund	\$	(156,671)	\$ (156,671)
<b>Total Expenses</b>	\$	(2,588,501)	\$ (2,506,591)
Total Revenue	\$	126,182	\$ 231,600
Total Tax Revenue (57.33%)	\$	2,452,538	\$ 2,394,571
Total Surtax (83%)	\$	144,489	\$ 130,838
Recovered Expenses	\$	-	\$ -
MO Conservation Grant	\$	-	\$ 10,000.00
<b>Total Income</b>	\$	2,723,209	\$ 2,767,009
<b>Maintenance Net Revenue</b>	<b>\$</b>	<b>134,708</b>	<b>\$ 260,418</b>
<b>Administration</b>		2024 Actual	2024 Budget
Personnel Expenditures	\$	(870,014)	\$ (815,924)
Contractual Expenditures	\$	(119,958)	\$ (133,914)
Materials & Supplies Expenditures	\$	(45,787)	\$ (65,059)
Capital Outlay	\$	-	\$ -
Equipment Replacement Fund	\$	(13,604)	\$ (13,604)
<b>Total Expenses</b>	\$	(1,049,363)	\$ (1,028,501)
Total Revenue	\$	180,499	\$ 259,425
Total Tax Revenue (21%)	\$	898,366	\$ 877,132
Recovered Expenses	\$	-	\$ -
<b>Total Income</b>	\$	1,078,864	\$ 1,136,557
<b>Administration Net Revenue</b>	<b>\$</b>	<b>29,502</b>	<b>\$ 108,056</b>
<b>Rangers</b>		2024 Actual	2024 Budget
Personnel Expenditures	\$	(510,758)	\$ (483,949)
Contractual Expenditures	\$	(88,138)	\$ (97,942)
Materials & Supplies Expenditures	\$	(25,293)	\$ (28,755)
Capital Outlay	\$	-	\$ -
Equipment Replacement Fund	\$	(50,115)	\$ (50,115)
<b>Total Expenses</b>	\$	(674,304)	\$ (660,761)
Total Revenue	\$	84,071	\$ 187,000
Total Tax Revenue (12%)	\$	513,352	\$ 501,218
Total Surtax (17%)	\$	29,594	\$ 26,798
Recovered Expenses	\$	-	\$ -
<b>Total Income</b>	\$	627,017	\$ 715,017
<b>Rangers Net Revenue</b>	<b>\$</b>	<b>(47,287)</b>	<b>\$ 54,256</b>
<b>Parks Capital</b>		2024 Actual	2024 Budget
<b>Total Expenses</b>	\$	(1,307,116)	\$ (1,966,687)
Total Revenue/ Replacement Fund	\$	642,000	\$ 642,000
Total Tax Revenue (4.47%)	\$	191,224	\$ 186,704
Re-Appropriations	\$	313,374	\$ 313,374
Other Revenue Contributions	\$	21,911	\$ 21,910
Budget Amendments	\$	-	\$ 377,500
<b>Total Income</b>	\$	1,168,508	\$ 1,541,488
<b>Capital Net Revenue</b>	<b>\$</b>	<b>(138,608)</b>	<b>\$ (425,199)</b>
<b>Cemetery</b>		2024 Actual	2024 Budget
Personnel Expenditures	\$	(178,984)	\$ (177,254)
Contractual Expenditures	\$	(28,287)	\$ (31,520)
Materials & Supplies Expenditures	\$	(12,565)	\$ (14,350)
Capital Outlay	\$	-	\$ -
Total Expenses	\$	(219,836)	\$ (223,124)
Total Revenue	\$	50,029	\$ 80,325
<b>Cemetery Net Revenue</b>	\$	(169,808)	\$ (142,799)

**APRIL Accounts Receivable Report**

<b>2025 Individual</b>			<b>Status</b>
<b>Programs</b>			
<b>Trip</b>			
<b>Daycamp</b>		\$ 65.00	People ordered shirts on line and didn't pay - in process of calling to collect. Will cancel before shirts are handed out if not paid.
<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>0.00</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>			

# 2025 Oak Grove Cemetery Report

01/01/25 - 04/10/25

## 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	7	\$ 11,200.00
Saturday	\$ 1,800.00	3	\$ 5,400.00
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>		10	\$ 16,600.00

### 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	\$ 850.00
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	\$ 850.00

### 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	10	\$ 16,600.00
Total Cremation Burials	1	\$ 850.00
<b>Total Income</b>		<b>\$ 21,650.00</b>


## Parks and Recreation



## Administration Division

### 2025 First Quarter By the Numbers

#### Park App Users (NEW!)

2025	2024	
1,741	0	


#### City Passport Cards Issued

2025	2024	
1,471	312	

#### Shelter Reservations Made

2025	2024	
313	296	


#### Promotional/Informational Emails Sent

2025	2024	
52,228	48,002	

#### Incoming Phone Calls

2025	2024	
3,567	3,436	

#### Website Visits By User

2025	2024	
30K	35K	

#### Enrollments Processed

2025		2024		
Web	Adm	Web	Adm	
4,221	3,878	4,441	3,659	

#### Did You Know?

In the week following the big snow event on January 4, 2025, Bum's Hollow in Blanchette Park had 3,103 visitors sledding and enjoying the snow! The peak day was January 7 with 546 visitors. Parks are for all seasons!

#### Accomplishments

- Implemented digital hiring packets (DocuSign) for returning seasonal staff
- 39,400 PLAY Brochures mailed to St. Charles residents
- Rebranded passport card to offer specials from other City departments and businesses
- Developed process through WebTrac to allow residents to renew Passport Cards on-line
- Introduced new Parks App to community; providing tools and instruction to help them get set up
- Launched Pass Perks Promotion to incentivize early passport card and pool pass traffic

## Parks and Recreation



## Enterprise Division

### 2025 First Quarter By the Numbers

#### Fitness Class Participants

2025	2024	
264	162	

#### Youth Sports Participants

2025	2024	
393	257	

#### Spring Softball League Teams

2025	2024	
79	80	

#### Senior Activities & Trip Participants

2025	2024	
333	300	

#### Aquatic Season Passes Sold

2025	2024	
657	582	

#### Program Scholarships Awarded

Number	Amount
19	\$1,250

### Did You Know?

The Wapelhorst Aquatic Facility is currently in the process of being painted. Approximately 225 gallons of paint will be used to apply three coats to each of its four pools. This essential process, completed every 3-4 years, helps maintain a safe, well-kept, and visually appealing swimming environment for all visitors.

### Accomplishments

- Enterprise Coordinators, with assistance from the Marketing Associate, developed and implemented a new training video for seasonal Enterprise Staff to insure common policies and procedures were communicated consistently
- Concessions Coordinator launched the new "Pathway to Leadership" training to help prepare promotable seasonal staff with the transition into a supervisory role
- Implemented DocuSign for the annual hiring paperwork to streamline the on-boarding process for returning seasonal employees
- Introduced pitching screens and adjusted rules for the Departments slow pitch softball leagues to increase safety of the players

## Parks and Recreation



## Maintenance Division

### 2025 First Quarter By the Numbers

#### Work Orders Processed

**2025**

**2024**

212

126



#### Volunteer Hours

**2025**

**2024**

77

12



#### Hazardous Trees Removed

**2025**

**2024**

21

9



#### Seasonal Staffing Levels

**2025**

**2024**

28

23



#### Cemetery Burials

**2025**

**2024**

10

14



#### Graves Sold

**2025**

**2024**

3

10



### Did You Know?

The Park and Recreation Department's Maintenance Division oversees trash collection for nearly 500 trash receptacles throughout our 26 parks, remediating at least 1,536 gallons of trash each day for a total over 560,000 gallons of waste each year! Help keep our parks clean by leaving excess waste at home or taking any trash with you when leave.

### Accomplishments

- Revised recruitment strategy for seasonal staff leading to earlier increased interest and greater application numbers
- Updates to Blanchette Park ball diamonds including a new sound system, new batting cage nets, and extended outfield fences in to foul territory
- Removed old equipment and installing new playground structures at Boone's Lick Park
- Renovations made to the interior of Steinhoff concession stand in Blanchette Park
- Added new musical instrument components at Discovery Playground in Jaycee Park
- 2 staff members attended Certified Playground Safety Inspector training through National Park and Recreation Association (NRPA)

## Parks and Recreation



## Ranger Division

### 2025 First Quarter By the Numbers

#### Foot Patrols

2025	2024
1,330	1,269



#### Reports Filed

2025	2024
34	72



#### Area Checks

2025	2024
4,791	4,663



#### Warnings and Tickets Issued

2025	2024
52	26



#### Arrests

2025	2024
4	5



#### Total Ranger Activity

2025	2024
6,211	6,234



### Did You Know?

The Parks and Recreation Department has implemented a comprehensive universal lost and found system across all park facilities. Found items are photographed and cataloged in a centralized database by staff. Owners of lost items can report their item on-line into the same database significantly improving the efficiency and success rate of returning misplaced belongings to their rightful owners.

### Accomplishments

- COPS Camp Trivia Night Fundraiser exceeded expectations, generating approximately \$2,000 more in revenue compared to the previous year's event. This significant increase demonstrates strong community support and effective event management.
- The COPS Camp registration reached full capacity of 120 participants within one week of opening, reflecting high demand for the program. Preparations are currently in progress, and based on this enthusiastic response, we anticipate another successful camp season.