

St. Charles Parks and Recreation Board
Tentative Agenda
July 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, Brian Scheidegger, Anna Shy, TJ Slattery, Anne Zerr and Council Liaison Denise Mitchell
3. Pledge of Allegiance
4. Verbal Petitions/Public Comments and Response to Parks & Recreation Related Items:
 - A. D. Todd Reineke
5. Staff Reports/Presentations:
 - A.
6. Items for Discussion and/or Action:
 - A. License Agreement with Greater Midwest Sports Marketing LLC (GMB) for the use of the Wapelhorst Ball Field Complex for tournaments 2026 - 2030*
 - B. Contract with John Rufkahr Jr. Concrete Company to install the batting cages at Wapelhorst Athletic Complex in an amount not to exceed \$24,077.00*
 - C. Purchase of portable pitching mounds from Victory Mounds, LLC for use at the Wapelhorst Athletic Complex in an amount not to exceed \$28,217.00*
 - D. Purchase of a shelter for Pundmann Nature Park from Backyard Showcase in an amount not to exceed \$25,252.10*
 - E. Consideration of Budget Amendment #2, 2025*
 - F. Contract with SWT Design Inc. to provide professional design services for Legacy Farms Park in an amount not to exceed \$586,730.00*
7. Minutes-
 - A. Parks & Recreation Board Meeting Minutes June 18, 2025*
8. Consent Agenda (items to be received)
 - A. Calendar
 - B. Financial Worksheets and Projects Report
 - C. Accounts Receivable Report
 - D. Financial Transactions from \$10,000 to \$15,000 - None
 - E. Oak Grove Cemetery Report

9. Items Removed from the Consent Agenda
 - A.

10. President's Announcements and Reminders
 - A.

11. Director's Report
 - A. Thank You's and Comments (As Available)
 - B. General Department Update
 - C. 2025 2nd Quarter Report

12. Board Member Announcements and Reminders

13. Council Liaison Announcements and Reminders

14. Park Board Liaisons' Comments
 - A. Foundation Report
 - B. Legislative Report- None

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: _____

RCA FORM (OFFICE USE ONLY)

Bill # _____

MEETING/DATE: _____

Regular Special Work Session

ATTACHMENT: YES NO

Report Resolution Ordinance

Request for Council Action

Ward(s): _____

Sponsor(s): _____

Description:

Contract Extension/Renewal: Yes No

Information Paper Attached: Yes No

Staff Recommendation: Approve Disapprove

Board/Committee/Commission Recommendation: Approve Disapprove

Summary:

Budget Impact: (revenue generated, estimated cost, CIP item, etc.)

Fiscal Impact: _____

Account #: _____

Project #: _____

RCA prepared by: _____ Dept. Dir. MMB Finance Dir. _____ Dir. of Admin. _____

MEMORANDUM

Date: June 30th, 2025

From: Chris Atkinson, Assistant Director of Parks & Recreation

RE: License Agreement with Great Midwest Sports Marketing LLC (GMB) to schedule and operate tournaments at the Wapelhorst Ball Field Complex from 2026-2030.

Summary:

Beginning in August 2025 the Wapelhorst Ball Field Complex will begin the improvement project that will replace the dirt infields with artificial turf infields. The project also includes adding batting cages and player dugouts, extending fences, improving irrigation, adding additional access points to the complex and renovating the current large gazebo. This project will be completed by the end of 2025 with play to begin in the spring of 2026. This project will make the infields at Wapelhorst Park the first location with multiple artificial turf baseball/softball fields in all of St. Charles County.

The increased certainty of game play (no rainouts due to turf) which players, parents, teams and clubs look for when signing up for tournaments and leagues, increased field rental revenue potential, increased concession revenue from increased attendance, increased hotel/discretionary spending in the City and the decreased amount of field maintenance needed to operate the fields made this a great opportunity for the City.

On April 21st, 2025 staff put out a Request for Proposals for a partner/lease/operator that we would bring in and operate tournaments on the weekends from March - October beginning in 2026. The complex would still be home to the Departments men's and co-ed slow pitch softball leagues held on Monday -Thursday and Sunday evenings as well as our programs such as tee-ball and other uses and rentals when available.

Three (3) well-known local groups submitted proposals: GMB, Game7 and Play 9. All of these groups currently host tournaments at City owned complexes around the Midwest. The proposals were reviewed and scored by a staff committee it was determined by the highest score that the proposal from GMB was the most comprehensive and best financially for the City.

GMB's proposal would utilize the 4 fields at the complex for youth baseball tournaments for 11U through 14U for 31 weekends with 52 games being played per weekend. (March – October). They would pay the City \$125,000 per year for 5 years or \$625,000 to use the fields over that 5 year period. Parks also has 4 weekends outside of the agreement to schedule our own tournaments.

To put that in historical perspective in just "field rental" terms see below:

2026	Field Rental Income - \$125,000	31 weekends
2025	Field Rental Income - \$12,000 (Estimated)	13 weekends (7 impacted by weather)
2024	Field Rental Income - \$14,000	16 weekends (12 impacted by weather)
2023	Field Rental Income - \$21,000	20 weekends (12 impacted by weather)
2022	Field Rental Income - \$14,000	13 weekends (3 impacted by weather)
2021	Field Rental Income - \$15,000	16 weekends
2020	Field Rental Income - \$21,000	16 weekends

The income numbers above do not factor in the increased revenue that the Department would receive from increased concession sales. The Parks & Recreation Department is going to keep operating the concessions as part of the agreement at the complex during the tournaments. Estimated to be between \$8,000-\$10,000 per weekend in revenue on large tournaments compared to \$3,000-\$5,000 today.

The “Field Rental Income” also does not factor in the increased money being spent on hotel nights and spending in restaurants and entertainment locations here in the community by the teams and the players that are coming into the City to play in the tournaments. Last year GMB had 4000 room nights in St. Louis and St. Charles County with 3000 being in St. Louis County and 1000 being in St. Charles County. They expect a large portion of those 3000 room nights from St. Louis County to switch over to St. Charles City and County since the games will now be played in St. Charles City.

The “Field Rental Income” also does not factor in the opportunity to increase revenue from our men’s/coed slow pitch softball leagues (Monday, Tuesday, Wednesday, Thursday and Sunday nights) where we can increase the length of leagues due to not having to schedule time for rainouts.

It is staff’s position that partnering with a dedicated tournament operator for our complex allows the Department to generate consistent revenue while reducing financial risk and operational burden on staff. Tournament operators bring expertise in scheduling, marketing, as well as bringing established relationships with clubs, coaches and umpires and managing events, ensuring professional, well-run tournaments that attract teams from across the region. This partnership allows the Department to focus on maintaining high-quality fields and continuing community programs while ensuring our complex is actively utilized on weekends.

www.PLAYGMB.com
City of St Charles Parks and Recreation

**“Wapelhorst Ballfield Tournament
Partnership/Lease Proposal”
25PRKRFP001**



www.playgmb.com

“THE BEST TOURNAMENTS IN TOWN”

PREPARED and SUBMITTED BY:

Eric Hooper
Owner and Founder
www.playgmb.com
314-753-0627
eric@gmb2.com

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"THE BEST TOURNAMENTS IN TOWN"

Letter of Intent 1

GMB Overview 2

The Numbers - GMB Tournament Team Count 3

GMB Reach Outside of Metro STL 4

GMB 2024 Hotel Nights Recap 5

GMB Software, Email Marketing and Social 6

2026 GMB Tournament Partners 7

GMB Typical Field Grid and Weekend Overview8

GMB 2025 Spring / Summer Tournament Calendar 9

GMB - Wapelhorst Park 2026 – 2030 Lease Program10

GMB References.....11

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Chris Atkinson
City of St Charles
1900 W. Randolph Street
St, Charles, Mo 63301



On behalf of GMB (wwwplaygmb.com), I enthusiastically invite you and your selection committee to choose www.PLAYGMB.com as your Wapelhorst Park Tournament provider for all tournament activities for the 2026 through 2030 seasons with possibility of 1 year Extensions after the initial 5 year time frame.

Greater Midwest Sports Marketing LLC is the operating LLC for www.playgmb.com.

GMB annually hosts over 5,000 teams in a 7 State Region. GMB can and will deliver continued Best Of Class Youth Baseball tournaments events that will optimize Wapelhorst Park while providing outstanding annual Economic Impact for the City of St Charles.

Additionally, GMB will continue to work with your established local Adult Sports Programs to ensure that every participating player receives ample opportunity to utilize Wapelhorst Park.

GMB pledges to provide to your St Charles Parks and Rec Staff and Wapelhorst Park an outstanding Weekend Tournament Experience with First Class Management and a First Class Atmosphere.

Sincerely

Eric Hooper
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www.playgmb.com
314-753-0627
eric@gmb2.com

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Chris Atkinson
City of St Charles
1900 W. Randolph Street
St, Charles, Mo 63301

www.playgmb.com
Founder Eric Hooper



GMB (www.playgmb.com) Overview

GMB, based in St Louis, MO, GMB is the Premium Youth Baseball Tournament provider in a 7 State Region including Missouri, Illinois, Wisconsin, Indiana, Ohio, Kentucky, and Tennessee. Established in 2010, GMB scheduled over 5,000 teams during the 2024 Spring / Summer and Fall Seasons. GMB offers ages 7U thru 17U/18U.

GMB, Tournaments Are Best of Class in Customer Service, Facilities, Divisional Play, Scheduling Software, Awards, Umpires, and Promise a Fantastic Tournament Experience for The Players, Coaches and Parents.

GMB, schedules Travel Teams across all divisions of play from Top To Bottom, AAA/Major, A/AA and American Blue/Single A Rec. GMB strives to provide a tournament experience and atmosphere where all teams at all levels can compete.

GMB, currently has 4,641 teams registered for the 2025 Spring / Summer Season. And will schedule 450 to 500 teams during the Fall 2025 Season.

GMB, offers the Best Tournaments in Town and Continues to out pace all competitors within the Midwest Region and the St Louis Market which Includes Metro St Louis and Metro East, Illinois-St Louis.

#gmbthebesttournamentsintown
www.playgmb.com

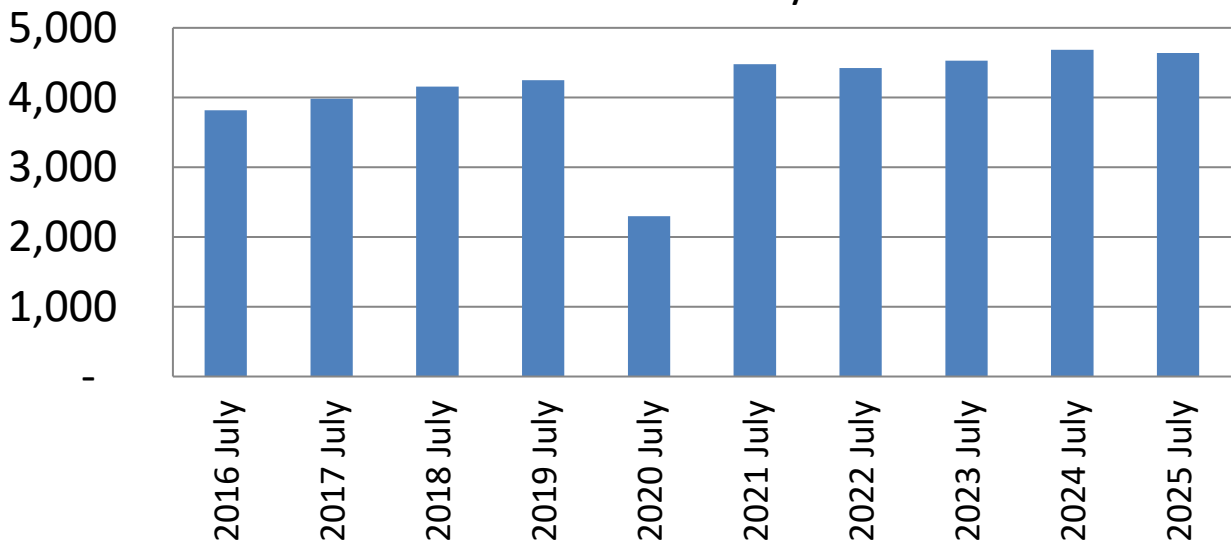
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GMB Current Team Count 2025

www.playgmb.com

■ Teams Played



**4,683 Played During The
2024 Spring / Summer Season**

**Currently 4,641 Teams Registered for
2025 Spring / Summer Season**

450 Fall Ball Teams in 2024

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PlayGMB
 GMB Tournament Team Reach Outside Metro St Louis

www.playgmb.com

2025 GMB Spring / Summer Season

*** 4,641 Teams Registered YTD ***

(2,745 Which Are Unique Teams)

(Teams Play Multiple Weekends with GMB)

* 1,810 Teams Registered from Area Codes 314 / 636 / 618 In 2025 *

~ GMB Considers Teams In The 314 / 636 / 1618 Area Codes As Metro St Louis Based ~

*** 61% of GMB's Total Teams That Registered In 2025 Will Have The Opportunity and Choice to Travel Into St Charls County for the 2026 Season @ Wapelhorst**

** **2,873 Teams** That Have Registered with GMB for the 2025 Spring / Summer Season Reside Outside of the 314, 636 and 618 area codes and Wil Be Encouraged to Travel St Charles County for 2026 GMB Tournament Season **

Teams Registered	Total Teams	% of Total
2025 GMB Thru July	4,641	100%
2025 GMB - 314 Area Code	668	14%
2025 GMB - 636 Area Code	232	5%
2025 GMB 618 Area Code	910	20%
2025 GMB All Other Area Codes	2,873	61%

GMB Can and Will Drive Teams, Coaches, Players and Families Into St Charles County
#gmbthebesttournamentsintown

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PlayGMB
"The Numbers - Hotel"

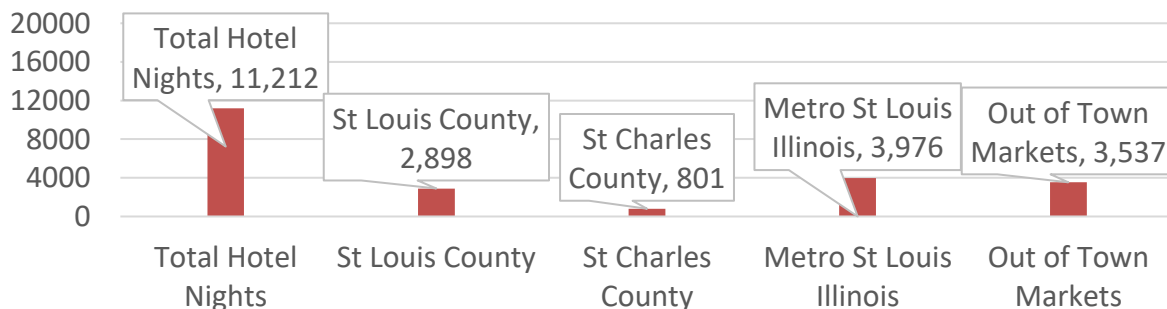
www.playgmb.com
GMB Hotel Nights Overview
Data Provided By Impact Housing and Playbook365

- 2024 Spring / Summer Team Hotel Nights**
- * Total GMB 11,212 Across All Markets
 - * St Louis County 2024 = 2,898
 - * St Charle County 2024 = 801
 - * St Louis County Nights Will Shift To St Charles County 2026



Estimating 4,000 GMB
2025 Hotel Nights
St Louis County
St Charles County

GMB
Hotel Nights Overview 2024
Spring / Summer / Fall
All Markets



Impact Housing
Cat Young

www.impact-hshousing.com

cat.young@impact-hs.com



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PlayGMB
 emails and Social Media Reach"
 360 Playbook Software

www.playgmb.com



GMB - PlayBook 365

Event Housing & Sports Management Software

Centrally manages GMB Tournaments and Event Housing w/Impact Housing

Allows GMB to schedule tournaments and communicate with Coaches and Parents via email blast and txt streams that are collect through Playbook365.

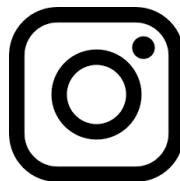
GMB Houses Over 165,000 Coaches and Parent emails

GMB / Playbook - 55,000 emails (Coaches and Parents)
 Youth Baseball Network / Constant Contact - 115,000 emails (Coaches and Parents)
 (GMB-owned Marketing Group) - 115,000 emails)

Overview, GMB Social Media Reach

Platform	FB Followers	X Followers	Insta Followers	Tik Tok	email Data Base
PLAYGMB	16K	8.7K	3.3K	3.3K (52K Likes)	55K
Youth Baseball Network	3K	.5K	1K		110K
Total	19K	9.2K	4.3K	3.3K	165,000 emais

Source: GMB and Youth Baseball Network Social Pages 5/19/2025



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City of St Charles Parks and Recreation
25PRKRFP001
Wapelhorst Ballfield Partnership/Lease Proposal

PlayGMB
Metro St Louis GMB Tournament Partners 2026
www.playgmb.com



March 27th – 29th, 2026
April 24th – 26th, 2026
Memorial Day 2026

June 25th – 28th, 2026
4 Day Event
134 Teams In 2025



5,000 Tickets Sold YTD In 2025
All Out of Town Coaches, Kids and Parents
2,200 Tickets on 6/6/25 v Dodgers
2026 Cardinals Schedule – July Release



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GMB Typical Field Grid and Weekend Overview @ Wapelhorst

Spring / Summer 2026 – 2027 – 2028 – 2029 - 2030

**52 Each Game Slots
22 Weekends = 1,144 Possible Games**

First and Last Spring/Summer Dates

**3/6 – 3/8/26 – First
7/31 – 8/2/26 - Last**

See Typical Spring / Summer Weekend Field Grid – Exhibit A

Fall 2026 – 2027 – 2028 – 2029 – 2030

**44 Each Game Slots
Fall Ball Is Typically Not Played on Friday Night
~ Friday Night Fall League Opportunities
Travel Teams Do Not Typically Play Over Labor Day Weekend
9 Weekends = 396 Possible Game Slots**

First and Last Fall Dates

**8/22 – 8/23 - First
10/24 – 10/25 - Last**

See Typical Fall Weekend Field Grid – Exhibit B

**1,540 Games Slots in 2026
PLAYGMB – Wapelhorst Park**

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 City of St Charles Parks and Recreation
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2026 GMB Tournament
Spring / Summer Calendar
22 Weekends

Fall Schedule Developed and Released By 6/1 of Each Season – 9 Weekends

2026 Dates	Facility	Tournament
3/7 - 3/8/2026	Wapelhorst Park, St Charles, Mo	2026 GMB Season Opener - Missouri Turf
3/13 - 3/15/2026	Wapelhorst Park, St Charles, Mo	2026 GMB St Patty's Day Bash - Missouri Turf
3/20 - 3/22/2026	Wapelhorst Park, St Charles, Mo	2026 GMB Gold Ring Championships - Missouri Turf
3/27 - 3/29/2026	Wapelhorst Park, St Charles, Mo	2026 GMB Rawlings Championships Series - Missouri Turf
4/3 - 4/4/2026	Wapelhorst Park, St Charles, Mo	2026 Easter Eggstravaganza - Missouri Turf
4/10 - 4/12/2026	Wapelhorst Park, St Charles, Mo	2026 GMB Can of Corn Classic - Missouri Turf
4/17 - 4/19/2026	Wapelhorst Park, St Charles, Mo	2026 GMB Gold Ring Regionals - Missouri Turf
4/24 - 4/26/2026	Wapelhorst Park, St Charles, Mo	2026 GMB Rawlings Championships Series - Missouri Turf
5/1 - 5/3/2026	Wapelhorst Park, St Charles, Mo	2026 GMB Dinger deMayo - Missouri Turf
5/8 - 5/10/2026	Wapelhorst Park, St Charles, Mo	2026 GMB Mother's Day Classic - Missouri Turf
5/15 - 5/17/2026	Wapelhorst Park, St Charles, Mo	2026 GMB G2 Championships - Missouri Turf
5/22 - 5/24/2026	Wapelhorst Park, St Charles, Mo	2026 GMB Memorial Day Classic - Missouri Turf
5/29 - 6/31/2026	Wapelhorst Park, St Charles, Mo	2026 GMB Bucket Bash - Missouri Turf
6/5 - 6/7/2026	Wapelhorst Park, St Charles, Mo	2026 GMB Panama Hacks Classic - Missouri Turf
6/12 - 6/14/2026	Wapelhorst Park, St Charles, Mo	2026 GMB Super 200
6/19 - 6/21/2026	Wapelhorst Park, St Charles, Mo	2026 GMB Father's Day Classic - Missouri Turf
6/25 - 6/28/2026	Wapelhorst Park, St Charles, Mo	2026 GMB World Series powered by Rawlings
7/3 - 7/5/2026	Wapelhorst Park, St Charles, Mo	2026 GMB Freedom Classic
7/9 - 7/12/2026	Wapelhorst Park, St Charles, Mo	2026 GMB Nationals
7/17 - 7/19/2026	Wapelhorst Park, St Charles, Mo	2026 GMB Elite World Series
7/24 - 7/26/2026	Wapelhorst Park, St Charles, Mo	2026 GMB High School Championships
7/31 - 8/2/2026	Wapelhorst Park, St Charles, Mo	Youth Baseball Network Games

See All 2026 GMB – Wapelhorst Tournament Boxes – Exhibit C

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Greater Midwest Sports Marketing LLC
Eric Hooper
Founder / Owner



PlayGMB Annual Leasing Fees Paid To City of St Charles Parks and Recreation

\$125,000 per Year paid to City of St Charles Parks and Recreation for Wapelhorst Annual Lease Program – Years 2026, 2027, 2028, 2029 and 2030

* Fees Paid in Return for Wapelhorst Park Field Access for the 22ea Spring / Summer and Fall Weekends – 31 Weekends Total Detailed on Page 8

Payment Schedule

3/1/26 - \$250,000 Paid to City of St Charles Parks and Recreation
~ Paid For 2026 and 2027 Wapelhorst Weekend Lease as Noted on Page 8

3/1/28 - \$125,000 Paid to City of St Charles Parks and Recreation
~ Paid For 2028 Wapelhorst Weekend Lease

3/1/29 - \$125,000 Paid to City of St Charles Parks and Recreation
~ Paid For 2029 Wapelhorst Weekend Lease

3/1/30 - \$125,000 Paid to City of St Charles Parks and Recreation
~ Paid For 20230 Wapelhorst Weekend Lease
~ GMB would like the Option of Paying \$250,00 on 3/1/30 to Include 2030 and 2031 Lease Fees

This Program Will Allow GMB To Develop, Promote and Operate Tournament Weekends without Daily Gate Fees
~ GMB would reserve the right to utilize a gate fees for the GMB World and GMB Nationals

May 21st, 2025
City of St Charles Parks and Recreation
25PRKRFP001
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PlayGMB – References

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2026 GMB Tournament
Spring / Summer C
22 Weekends

Spring / Summer Field Grid

2026 Spring / Summer						
Day	Time	WH #1	WH #2	WH #3	WH #4	
Friday	6:00pm	14U	13U	12U	11U	
	8:00pm	14U	13U	12U	11U	
Saturday	8:30am	14U	13U	12U	11U	
	10:30am	14U	13U	12U	11U	
	12:30pm	14U	13U	12U	11U	
	2:30pm	14U	13U	12U	11U	
	4:30pm	14U	13U	12U	11U	
	6:30pm	14U	13U	12U	11U	
Sunday	8:00am	14U	13U	12U	11U	
	10:00am	14U	13U	12U	11U	
	12:00pm	14U	13U	12U	11U	
	2:00pm	14U	13U	12U	11U	
	4:00pm	14U	13U	12U	11U	
						Total Games
Total Games		13	13	13	13	52

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 City of St Charles Parks and Recreation
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2026 GMB Tournament
Fall Season
9 Weekends

Fall Field Grid

2026 Fall Ball						
Saturday	8:30am	14U	13U	12U	11U	
	10:30am	14U	13U	12U	11U	
	12:30pm	14U	13U	12U	11U	
	2:30pm	14U	13U	12U	11U	
	4:30pm	14U	13U	12U	11U	
	6:30pm	14U	13U	12U	11U	
Sunday	8:00am	14U	13U	12U	11U	
	10:00am	14U	13U	12U	11U	
	12:00pm	14U	13U	12U	11U	
	2:00pm	14U	13U	12U	11U	
	4:00pm	14U	13U	12U	11U	
						Total Games
Total Games		11	11	11	11	44



www.playgmb.com

Exhibit C - March

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**2026 GMB Tournament
Tournament Boxes**

March 2026

2026
GMB
AMERICAN BLUE
SEASON OPENER

MARCH 6 - 8
WAPELHORST PARK
ST CHARLES MO

2026
GMB
ST. PATTYS DAY BASH
WWW.PLAYGMB.COM

MARCH 13-15
MISSOURI
WAPELHORST PARK
ST CHARLES. MO

GMB
GOLD RING
CHAMPIONSHIPS
MARCH 20TH - 22ND
2026

MARCH 20-22
MISSOURI
WAPELHORST PARK
ST CHARLES, MO

2026
Rawlings
CHAMPIONSHIP
SERIES
GMB
WWW.PLAYGMB.COM

Mar 27 - 29
MISSOURI
Wapelhorst Park
St. Charles, MO



www.playgmb.com



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www.playgmb.com
"THE BEST TOURNAMENTS IN TOWN"

2026 GMB Tournament
Tournament Boxes

April 2026



www.playgmb.com

#gmbthebesttournamentsintown

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2026 GMB Tournament Tournament Boxes

May 2026



May 1 - 3
MISSOURI
Wapelhorst Park
St. Charles, Mo



May 8-10
Missouri
Wapelhorst Park
St. Charles, Mo



MAY 15 - 17
MISSOURI
WAPELHORST PARK
ST. CHARLES, MO
GO GOLD



MAY 22-24
MISSOURI
WAPELHORST PARK
ST. CHARLES, MO
POWERED BY Rawlings



May 29 - May 31
MISSOURI
Wapelhorst Park
St. Charles, Mo



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Exhibit C - June

May 21st, 2025
City of St Charles Parks and Recreation
25PRKRFP001
Wapelhorst Ballfield Partnership/Lease Proposal



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"THE BEST TOURNAMENTS IN TOWN"

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Founder Eric Hooper

2026 GMB Tournament Tournament Boxes

June 2026



June 5-7
Missouri
Wapelhorst Park
St. Charles, Mo



JUNE 12-14
MISSOURI
Wapelhorst Park
St Charles, Mo



June 19 - 21
Missouri
Wapelhorst Park
St. Charles, Mo



June 25-28
Wapelhorst Park
St. Charles, Mo

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Exhibit C - July

May 21st, 2025
City of St Charles Parks and Recreation
25PRKRFP001
Wapelhorst Ballfield Partnership/Lease Proposal

www.playgmb.com
Founder Eric Hooper



www.playgmb.com
"THE BEST TOURNAMENTS IN TOWN"

2026 GMB Tournament
Tournament Boxes

July 2026



GMB  **July 3 - 5**
MISSOURI
Wapelhorst Park
St. Charles, Mo
July 3-5
2026 *Freedom Classic*



THE NATIONALS
GMB
2026 July 9-12
July 9th - 12th
Wapelhorst Park
St. Charles, MO



GMB
★★★★★
ELITE
WORLD SERIES
2026
JULY 17 TO 19
MISSOURI
WAPELHORST PARK
ST. CHARLES MO



GMB
2026 *High School Championships*
JULY 24 - 26
JULY 24-26
MISSOURI
Wapelhorst Park
St. Charles, Mo

YOUTH BASEBALL NETWORK
ELITE GAMES
Compete Against, Play Against and Compare Against The Best.

Powered by:



St. Charles Parks and Recreation Board

MEMORANDUM

Date: June 24th, 2025

From: Chris Atkinson, Assistant Director of Parks & Recreation

RE: Contract for the install of the new double batting cage at the Wapelhorst Ball Field Complex
in an amount not to exceed \$24,077.00*

Summary:

In the 2025 CIP funds are allocated in Project 25PARKS029 – Wapelhorst Athletic Complex. In addition to the major turf component in the project there are also some other upgrades that will be completed as part of this project. One of those projects is the installation of a double batting cage that will be available for use year round by the public and by teams using the complex.

At the Park Board meeting on June 18th, 2025 the Board approved the purchase of the actual batting cage. That cage needs to be installed with large concrete footings and also have a concrete pad poured.

Staff requested proposals from multiple contractors to complete the batting cage install project.

John Rufkahr Jr. Concrete Co.	\$22,930.00
Byrne & Jones Construction.	\$48,500.00
Kleeschulte Concrete Inc.	No Bid.

Staff would like to add a 5% contingency amount of \$1,147.00 to the bid amount.

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

Staff requests favorable consideration of the contract with John Rufkahr Jr. Concrete Co. to complete the batting cage install project in an amount not to exceed \$24,077.00.

John Rufkahr Jr. Concrete Co.
553 Elm Creek Dr.
Wentzville, Mo. 63385
636-332-3338
jrufkahr@outlook.com

6-6-2025

To: City of St. Charles, Mo. Parks
Atten: Chris Atkinson

RE: Wapelhorst Batting Cage Project Concrete Proposal

2,880 sq. ft. 4" batting cage pad incl. 4" rock & fiber mesh

2,880 sq. ft. 6" ave. excavate to subgrade spoils hauled to near maintenance shed

6- 4'6" x 2' piers

\$22,930.00

Twenty-two thousand nine hundred thirty & no/100 dollars

Note: 4000# mix! No test lab expenses! No taxes! Layout by Park Department!

Payment upon completion
Pricing valid for 30 days

Thank you,
John Rufkahr, Jr.

St. Charles Parks and Recreation Board

MEMORANDUM

Date: June 24th, 2025

From: Chris Atkinson, Assistant Director of Parks & Recreation

RE: Purchase of portable pitching mounds from Victory Mounds for use at the Wapelhorst Ball Field Complex in an amount not to exceed \$28,217.00*

Summary:

In the 2025 CIP funds are allocated in Project 25PARKS029 – Wapelhorst Athletic Complex. In addition to the major turf component in the project there are also some other upgrades that will be completed as part of this project. One of those is the purchase of eight (8) portable mounds of differing heights that can be brought on and off the 4 fields depending on whether the fields are being used for baseball or softball. While not in use these mounds will be stored securely.

Staff requested proposals from multiple suppliers to purchase the mounds.

Baseball Mound Supply	\$32,392.00
Victory Mounds	\$28,217.00
Xtra Innings	\$33,817.00

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

Staff requests favorable consideration of the purchase of eight (8) portable pitching mounds from Victory Mounds in an amount not to exceed \$28,217.00.

VICTORY MOUNDS INC
6750 Westown Pkwy Ste 200-322
West Des Moines, IA 50266
+15152383776
info@victorymounds.com
www.victorymounds.com



ADDRESS

Chris Atkinson
St. Charles Parks and Rec

SHIP TO

Chris Atkinson
St. Charles Parks and Rec

Estimate 1641

DATE 06/17/2025

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Game Mounds	VM-10. 10" Portable Game Mound Tan Turf	2	4,799.00	9,598.00
	Game Mounds	VM-8. 8" Portable Game Mound Tan Turf	2	3,999.00	7,998.00
	Game Mounds	VM-6. 6" Portable Game Mound Tan Turf	4	3,699.00	14,796.00
	Discount	Multiple Mound Discount	1	-5,400.00	-5,400.00
	Shipping	Shipping all mounds to St. Charles, MO 63301	1	1,225.00	1,225.00

Thanks for your interest in Victory Mounds.

Call Craig with any questions: 515-865-5046

TOTAL

\$28,217.00

Accepted By

Accepted Date

Victory Mounds Inc.



VICTORY MOUNDS
FOR THE WIN



VM-8 / 250 lbs / 8'W x 10'L x 8"H

- Reinforced fiberglass shell covered in turf
 - Terracotta or Tan Turf Color
- 5 year warranty on fiberglass shell
- No lips or edges
- Official pitching table and proper angles promote safety for game use
- Warning mat molded into fiberglass to protect heavy wear areas



Billing / Invoicing

6750 Westown Pkwy
Ste 200-322
West Des Moines, IA 50266

Victory Mounds Inc.

Craig Allison: 515-865-5046
Mike Donohoe: 515-238-3776
info@victorymounds.com
www.victorymounds.com

Main Office

9235 Swanson Blvd
Clive, IA 50325

St. Charles Parks and Recreation Board

MEMORANDUM

Date: July 10th, 2025

From: Chris Atkinson, Assistant Director of Parks & Recreation

RE: Purchase of a wooden shelter for Pundmann Nature Park

Summary:

In the 2025 CIP funds are allocated in Project 25PARKS028 –Parks at Hawks Nest. Parks staff and City Engineering staff are working to finalize a contract for the addition of the parking spots and connecting the sidewalks that will be installed later in 2025.

Parks staff have requested pricing for the purchase of a wooden shelter that will fit the natural look of the park. There were 4 proposals submitted:



Custom Property Solutions LLC.	\$26,866.00
Backyard Construction LLC.	\$32,590.00
Fifthroom	\$42,160.97
Backyard Showcase	\$25,252.10

The Parks & Recreation Construction crew will install the shelter in late 2025/early 2026.

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

Staff requests favorable consideration of the purchase of a shelter from Backyard Showcase in an amount not to exceed \$25,252.10.



2604 Lincoln Highway East
 Ronks, PA 17572
 717-288-3094

Estimate

thebackyardshowcase.com	Date	Estimate #
info@thebackyardshowcase.com	9/30/2024	17284

Name / Address
Steve Werner 521 Locus CT Saint Liouse MO 63119

Ship To
Steve Werner St. Charles, MO 63301 314-705-3042

P.O. No.	Terms	Rep	Shop
17284	50 % Down Payment required	MZ	

Quantity	Description	Price Each	Total
	25 x 25' Pressure Treated Pine Pavilion Base Price Will Include Roof Style – Hip Roof Appearance Grade Pressure Treated Yellow Pine Wood 8- 5” x 5” Glulam Posts (Notched to receive Header) 3 Ply 2x8 Header (up to 18’ Post Span) 2x8 Half Moon Post-Beam Braces 2x12 Rafter Plate w/ Fascia 2x6 Rafters 24” O.C. (Exposed Rafters with T&G) 6/12 Pitch Roof 1x6 T&G Roof Decking Roofing Underlayment and Drip Edge 16” High Post Base Metal Powder Coated L Post Brackets Cement Anchor Bolts Hardware w/ Assembly Instructions No Cupola No Stain No Floor Asphalt Shingles Color = TBD	25,169.00	25,169.00T
	Contractor's Discount	-10.00%	-2,516.90
	Shop Drawings (Not to scale or stamped)	0.00	0.00T
	Stamped & Sealed Engineered Drawings (Price is subjected to change per final drawing requirements)	1,750.00	1,750.00T
	Delivery Options: DIY Kit – Delivery Only	850.00	850.00

Sales Tax (0.0%) \$0.00

Total \$25,252.10

Please confirm your order by paying 50% down to begin the order process. Full payment is to be made the day of delivery. If payment is not made, Backyard has the rights to remove buildings, and down payment may be used for any restocking fees that may apply. Guarantor agrees to be responsible for all costs, fees and charges on unpaid balances including, but not limited to, 1.5% interest per month (18% annually), collection fees (up to 50%), court costs and reasonable attorney fees. Guarantor, including Attorney or Power of Attorney, agrees to personally guarantee, jointly and severally, prompt payment of all sums due. Our goal is to make this a smooth process, and any info or pictures that you can provide will help our team achieve that goal. PLEASE verify that all sizes are correct! Backyard is not responsible for property damage or building permits unless stated otherwise, and customer must have yard ready access. Thank you for your business, and we look forward to working with you!

Customer Signature (seal)

MEMORANDUM

To: St. Charles Parks and Recreation Board
 Date: July 9, 2025
 From: Maralee M. Britton, Director
 RE: Budget Amendment #2, 2025

Summary:

The requested budget amendment accomplishes two actions. To set the stage for discussion, below is the current state of our fund balance.

Beginning Fund Balance	\$5,216,326.00
Expenses	\$(4,490,168.33)
<u>Revenue</u>	<u>\$6,811,390.04</u>
Ending Cash Balance	\$7,537,547.71
Petty Cash	\$8,950.00
Asset Disposition Soccer Park	\$3,000,000.00
<u>Est Equipment Replace Fund</u>	<u>\$2,839,149.00</u>
Fund Cash Balance	\$1,707,348.71

Legacy Farms Park

At the Council Work Session July 8, 2025, I was asked to revisit the phase one plan and requested either a bank loan or interfund loan from the City for the necessary funds for the project. Bank loan interest rate approximately 5% and interfund loan interest rate 3.40%.

Director Dobrosky informed Council the funding would have to be from the Capital Improvements Plan instead of one of the City fund cash balances and which project did they want to eliminate. After much discussion, the direction was for funds to be from the cash balance of the Parks Fund. Should it become necessary to repurchase the Soccer Complex, the City would then entertain a loan for the funds necessary. Parks will receive no assistance to build Legacy Farms Park from the City.

Project	Project Code	Fund Type	Balance
Legacy Farms Park	25PARKS013	Metro Funds	\$179,536
		Parks Property Tax	\$32,170
		Prop P Sales Tax	\$2,969,730
			\$3,181,436

Phase I Family Play Nature Area	
Current Allocated Funding	\$3,181,436
Phase 1 Family Play & Nature Area	\$5,400,000
Funds needed	\$2,218,564

Wapelhorst Athletic Complex

During the initial review of the complex project, irrigation was to receive upgrades. Upon further inspection to bid the project, attempting to upgrade the irrigation will be nearly as costly as replacing it all together for a brand new system at \$175,000.

Project	Project Code	Fund Type	Beginning Balance	Encumbered	Balance
Wap Athletic Complex	25PARKS029	Metro Funds	\$ 100,911.00	\$ -	\$ 100,911
		Parks Property Tax	\$ 1,675,426.00	\$ 1,675,426.0	\$ 88
		Prop P Sales Tax	\$ 204,000.00	\$ 113,782.0	\$ 90,218
			\$ 1,980,337.00	\$ 1,789,208.0	\$ 191,217

Purchased/In Process	Actual Cost
Byrne & Jones	\$ (1,765,000)
Shelter Shingles	\$ (8,427)
Batting Cage	\$ (16,332)
Pitcher Mounds	\$ (28,217)
Batting Cage Concrete	\$ (24,007)
Infield Groomer	\$ (4,624)
Total Expended/Encumbered	\$ (1,846,607)
Remaining Project Balance	\$ 133,730.00

Still to be Purchased	Estimated Cost
Batting Cage Screens	\$ (5,000)
Turf for Batting Cages	\$ (5,000)
Concrete Steps from Parking Lot	\$ (10,000)
Signage	\$ (5,000)
Shelter Upgrades	\$ (15,000)
Enclose Trash Dumpster	\$ (5,000)
Outfield Turf Upgrades	\$ (40,000)
	\$ (85,000)
Project Balance	\$ 48,730

Favorable consideration for budget amendment #2 is requested.

Revenue \$

217- Parks and Recreation Fund Balance Undesignated

Expenditure \$2,475,000

Legacy Farms Park; 217-451-873-109; \$2,300,000

Wap Athletic Complex; 217-451-873-109; \$175,000

St. Charles Parks and Recreation Board

MEMORANDUM

Date: July 10th, 2025

From: Chris Atkinson, Assistant Director of Parks & Recreation

RE: Contract with SWT Design Inc. to complete professional design services for the Legacy Farms Park Project *

Summary:

The next phase in the development of the Legacy Farms Park Phase 1 construction project is retaining a consultant to complete the construction design documents and facilitate the bidding, permitting and construction process.

On June 5th, 2025 with the assistance of Navigate Building Solutions the department issued a Request for Qualifications (RFQ) document that was sent to local consultant groups. The deadline to submit qualifications was June 19th. We received 5 submissions. Staff then evaluated the proposals using the criteria spelled out in the RFQ and selected the three highest scoring proposals that would be interviewed. Interviews were completed on June 27th.

The consultant group led by SWT Design Inc. were selected as the best group based upon their performance and responsiveness in the interview, their ability to meet the tight timelines for design and construction provided in the RFQ, the team of sub-consultants they had assembled, and their familiarity with the project (They completed the Master Plan for the park back in 2021).

On July 7th SWT submitted their fee for the work and since that time Navigate and staff have been negotiating the final scope of work and contract amount. Their proposal is attached to this memo.

The final amount of the contract is \$586,730. This amount falls within the amount allocated for soft costs in the program budget provided by Navigate during the Phasing Plan for the park in February of 2025.

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

Staff requests favorable consideration of the contract with SWT Design Inc. complete the professional design services for the Legacy Farms Park project in an amount not to exceed \$586,730.



Legacy Farms Park Phase 1 – Scope and Fee Proposal

July 10, 2025

TO: Maralee Britton
Director of Parks & Recreation
ADDRESS: 1900 Randolph Street
St. Charles, Missouri 63301

FROM: Jay Wohlschlaeger, PLA, ASLA, Partner
ADDRESS: SWT Design
7722 Big Bend Blvd.
St. Louis, Missouri 63119

Dear Ms. Britton:

Thank you for giving SWT Design the opportunity to submit this agreement for professional design services (“Agreement”) for the Legacy Farms Park – Phase 1 (“Project”). This letter shall act as an Agreement between SWT Design, Inc., hereinafter referred to as SWT, and The City of St. Charles, hereinafter referred to as Client for the following scope of work, as outlined herein.

Article 1: Effective Date

This agreement is made as of _____, 2025, between the Client and SWT as provided herein.

Article 2: Project

The City of St. Charles has selected SWT and its professional consultant team to provide design services to facilitate the bidding, permitting, and construction of the Phase 1 Implementation of the Legacy Farms Park project. Phase 1 will develop approximately 20 acres in the southwest section of the 97-acre master planned park property. The design team’s understanding of the project design scope includes the following:

- Demolition and site preparation plans as needed to facilitate construction of new park improvements.
- Recreation focused elements including a Signature Playground, Small Pump Track, Disc Golf Course, and Native Play Area. Disc golf course design and layout will be provided by SWT Design in collaboration with Gateway Disc Sports.
- New combined Family Pavilion / Restroom Structure, to be designed and engineered by the design team.
- Two New Pre-engineered / Prefabricated Overlook Pavilions
- Vehicular and pedestrian access to the project site, entry and arrival experience, and parking.
- Installation of site walkways, trail networks, and boardwalks to provide access to site structures and features. Walkways will be designed to comply with ADA guidelines.
- Park landscape design include native planting areas, landscape plantings, and tree plantings.
- Site grading, earthwork, and stormwater management. Grading is anticipated to include portions of property outside of identified 20 acres to allow for borrow of site materials and facilitate temporary stormwater management.
- Utility service connections and routing to the project site. Water and gravity sanitary sewer service are anticipated to extend / connect into the adjacent Charlestown Place Subdivision. Utility service connections will be designed to service this phase of work only.
- Site Lighting and Site Furnishings

Navigate will serve as the Owner Representative representing the City of St. Charles Parks & Recreation Department. The project will be competitively bid, anticipated through two separate bid packages (play equipment and general construction).

The Client has indicated a desire to minimize delegated design elements to the extent possible. For this scope of services delegated design elements included in the project are anticipated to include the design of playground equipment, irrigation systems, pre-engineered overlook pavilions, and pre-engineered boardwalk systems.

Consultant team who will provide services included in this proposal include the following:

- SWT Design – Prime Consultant, Project Management, Stakeholder Engagement, Landscape Architecture
- Bax Engineering - Civil Engineering, Topographic Surveying, Permitting
- Introba – Architecture, MEP Engineering
- Oates Associates - Structural Engineering
- Cacalia – Native Landscape Design and Stewardship Planning
- American Ramp Company – Bike Park / Pump Track Design
- Gateway Disc Sports – Disc Golf Course Design

Reference Attachment “C” for the extents of the project site and scope area for phase 1 implementation.

Article 3: Scope of Work

The scope of work to be provided by SWT under this Agreement is described in Attachment “A”.

ARTICLE 4: SCHEDULE AND COST OF WORK (BUDGET)

The Client has identified a construction budget of \$4.2- \$4.4 million for the construction of the project.

SWT shall render its services as expeditiously as is consistent with professional skill and care. A specific project schedule is to be determined and mutually agreed upon as identified in the Scope of Work Attachment “A”.

A project schedule for the project has been prepared by SWT in response to the RFQ and is included in Attachment “D”. This project schedule has been prepared to meet the targeted design and construction timelines indicated in the RFQ. This schedule requires timely reviews and approvals of project design, SWT shall not be responsible for delays in approvals from the City or Permitting Agencies.

The Client has indicated that the construction schedule for this project is anticipated to be 9 months in duration, beginning in March of 2026 and completing in December of 2026.

The Client shall be notified in advance regarding the potential of actions that may result in changes to budget and/or schedule and thereby may incur additional services. The Client acknowledges that changes to the project schedule, budget or the project’s scope may require Additional Services of SWT. Additional Services will not be charged to Client without the Client’s approval in advance and in writing.

Article 5: Compensation and Payments

Compensation for this Agreement’s Scope of Work described in Article 3 is detailed in Attachment “B”.

SWT has the option to renegotiate fees if project initiation does not occur within 6 months of the effective date of this Agreement.

If through no fault of SWT the Scope of Work described in Article 3 has not been completed within the term indicated in the Schedule of Services agreed upon in Article 4 and/or an agreed upon modification to this schedule, the compensation for services rendered after that time period shall be renegotiated or shall be on the basis of the hourly rates provided in Attachment “B.”

Billing for SWT’s compensation will be invoiced monthly according to services performed. Payments are due and payable 30 days from the date of invoice. Invoices 45 days past due shall accrue 1.5% simple interest per month. Pursuant to Article 11, herein, at SWT’s option, past due payments may be grounds for suspension of services or termination of this Agreement.

ARTICLE 6: STANDARD OF CARE

SWT agrees to provide its professional services in accordance with generally accepted standards of its profession. SWT agrees to put forth reasonable efforts to comply with codes, laws and regulations in effect as of the date of this agreement.

ARTICLE 7: CLIENT’S RESPONSIBILITIES

The Client agrees to provide SWT with all information, surveys, reports and professional recommendations requested by SWT to provide its professional services. SWT may reasonably rely on the accuracy and completeness of these items. This agreement assumes that the following will be provided by the Client for the design teams use on the project:

- An accurate topographic and boundary survey of the project site and adjacent areas as required in a format that can be utilized with coordination and review with permitting agencies (i.e. MSD, USACE) and preparation of design plans.
- Design plans, specifications, and as-built information of previously constructed comfort station/pavilion installed at Oak Tree Park for the design teams reference.

The Client agrees to advise SWT of any known or suspected contaminants at the project site.

The Client will obtain and pay for all necessary permits from authorities having jurisdiction over the project. SWT will assist the Client with this obligation by completing and submitting appropriate paperwork and forms to governing authorities as identified in Attachment “A”. Assistance with permitting not identified in Attachment “A” can be provided as an additional service for a negotiated compensation or on the basis of hourly rates provided in Attachment “B”. SWT’s assistance, however, shall not include creating additional or special documentation required by such authorities unless stated in Attachment “A”.

The Client shall identify a representative authorized to act on the Client’s behalf with respect to the Project. The Client agrees to provide the items described in this Article and to render decisions in a timely manner so as not to delay the orderly and sequential progress of SWT’s services. Any such delays on behalf of the Client can result in changes to the Scope of Work, schedule, and/or budget, in which case, additional compensation shall be negotiated or shall be on the basis of the hourly rates provided in Attachment “B”.

The Client acknowledges that accelerated, phased or fast-track scheduling provides a benefit, but also carries with it associated risks. Such risks include the Client incurring costs for SWT to coordinate and redesign portions of the Project affected by procuring or installing elements of the Project prior to the completion of all relevant Construction Documents, and costs for the Contractor to remove and replace previously installed Work. If the Client selects accelerated, phased or fast-track scheduling, the Client agrees to include in the budget for the Project sufficient contingencies to cover such costs.

Before executing the Contract for Construction, the Client shall coordinate SWT's duties and responsibilities set forth in the Contract for Construction with SWT's services set forth in this Agreement. The Client shall provide SWT a copy of the executed agreement between the Client and Contractor, including the General Conditions of the Contract for Construction.

ARTICLE 8: OWNERSHIP AND USE OF DOCUMENTS

SWT shall be deemed the author and owner of all deliverables provided to the Client, including but not limited to plans, drawings, specifications, construction documents, displays, graphic art, photographs, and other images and devices in any medium, including electronic data or files, which are developed, created, or derived pursuant to this Agreement by SWT (collectively, the "Design Materials").

Subject to payment by the Client of all Compensation owed to SWT, SWT grants to the Client an irrevocable, non-exclusive license to reproduce the Design Materials solely for the construction of the Project and for information and reference with respect to the use of the Project. Termination of this Agreement prior to the completion of the Project shall terminate this license; all Design Materials and copies thereof in the Client's possession or control shall be returned to SWT within 21 days of the notice of termination.

The Client, to the fullest extent permitted by law, shall indemnify and hold harmless SWT for costs, including legal fees and defense costs, liability or loss, which results from unauthorized modification of the Design Materials, if any, or the use of the Design Materials for any purpose other than the Project.

In the event this Agreement is terminated prior to the completion of the Project, SWT shall have no liability to the Client or to anyone claiming through the Client for any claims, liabilities, or damages resulting from the use, misuse, or modification of the Design Materials without SWT's approval, and the Client agrees to indemnify and defend SWT against all such claims.

SWT reserves the right to include representations of the project in its promotional and professional materials.

ARTICLE 9: INSURANCE, INDEMNIFICATION, CONSEQUENTIAL DAMAGES

9.1 INSURANCE COVERAGE

Upon request and receipt of written acceptance of this contract, SWT will contact their insurance providers and authorize that Certificates of Insurance be sent to the Client.

SWT shall secure and maintain insurance coverage indicated as follows:

- Professional Liability
Each Claim/Aggregate \$2,000,000 / \$2,000,000

- Commercial General Liability
Occurrence \$1,000,000
Aggregate \$2,000,000

- Comprehensive Automobile Liability
Limit \$1,000,000

- Umbrella Liability

Occurrence/Aggregate \$2,000,000 / \$2,000,000

- Worker's Compensation Statutory limits

9.2 INDEMNIFICATION

Client and SWT each agree to indemnify and hold harmless the other, and their respective officers, employees, and representatives, from and against liability for losses, damages, and expenses, including reasonable attorneys' fees as are awarded according to applicable law, to the extent such losses, damages, or expenses are caused by the indemnifying party's negligent acts, errors, or omissions. In the event losses, damages, or expenses are caused by the joint or concurrent negligence of Client and SWT, they shall be borne by each party in proportion to its negligence.

Since it would be unfair for SWT to be exposed to liability for its failure to perform a service that the Client has either refused to authorize or has instructed SWT not to perform, the Client hereby waives all claims against SWT and agrees to defend, indemnify and hold SWT harmless from claims or liability for injury or loss allegedly arising from SWT's failure to perform a service that the Client has either refused to authorize or has instructed SWT not to perform.

9.3 CONSEQUENTIAL DAMAGES

Client and SWT waive all claims to consequential damages for any claims or disputes arising out of or relating to this agreement.

9.4 CLIENT'S COMMERCIAL GENERAL LIABILITY INSURANCE

Client agrees to name SWT as an additional insured on its Commercial General Liability (CGL) insurance policy(ies), if any, applicable to the Project and to provide SWT with a Certificate of Insurance evidencing compliance with this provision.

9.5 WAIVER OF SUBROGATION

To the extent damages are covered and paid by property insurance during construction, the Client and SWT waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages. Client and SWT, respectively, shall require of their contractors, consultants, agents and employees similar waivers in favor of the other parties enumerated herein.

9.6 HAZARDOUS MATERIALS WAIVER

Unless otherwise provided in the Agreement, SWT and SWT's consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the Project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances.

ARTICLE 10: DISPUTE RESOLUTION

If a dispute arises out of or relates to this Agreement, the parties shall endeavor to resolve their differences first through direct discussions between the parties or their representatives who shall have authority to settle the

dispute. If the dispute has not been settled within 14 days of the initial discussions, the parties shall submit the dispute to mediation in accordance with the next paragraph.

If the dispute is not settled pursuant to the above paragraph, before recourse to any other dispute resolution procedure, the parties shall endeavor to settle the dispute by mediation under the current Construction Industry Mediation Rules of the American Arbitration Association. The location of the mediation shall be the location of the Project unless the parties agree otherwise. A request for mediation may be filed with the American Arbitration Association or any other mediation service acceptable to both parties. The parties agree to conclude the mediation within 60 days of filing the request. Unless otherwise agreed, the cost of mediation shall be shared equally by the parties.

For any claim subject to, but not resolved by, mediation pursuant to the above paragraph, the method of binding dispute resolution shall be as follows:

(If the parties do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, claims will be resolved in a court of competent jurisdiction.)

[X] Arbitration pursuant to the next paragraph of this Agreement

[] Litigation in a court of competent jurisdiction

If the parties have selected arbitration above, claims, disputes and other matters in question between the parties that are not resolved by mediation shall be decided by arbitration which, unless the parties mutually agree otherwise, shall be in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then in effect. All arbitration hearings shall be conducted at the location of the Project unless the parties agree otherwise. This agreement to arbitrate shall be specifically enforceable under the prevailing arbitration law. Notice of the demand for arbitration shall be filed in writing with the other party to the Agreement and with the American Arbitration Association. The demand shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for arbitration be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations. The award rendered by the arbitrator shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

Unless otherwise agreed in writing, SWT agrees to continue to perform its services during any dispute resolution proceedings. If SWT continues to perform, the Client shall continue to make payments in accordance with this Agreement for amounts not in dispute.

Appropriate provisions for consolidation shall be included in other contracts relating to the Project so that all parties necessary to resolving a claim can be made parties to the same dispute resolution proceeding.

Nothing in these provisions shall limit rights or remedies not expressly waived under applicable lien laws.

ARTICLE 11: SUSPENSION/TERMINATION

This Agreement may be terminated by either party on seven (7) days' written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination, provided the defaulting party has not cured or in good faith diligently commenced to cure the breach during the 7-day notice period.

Client's failure to make payments to SWT in accordance with the provisions of this Agreement shall be deemed a substantial failure to perform and a cause for termination; however, in this circumstance SWT, at its option, may elect to suspend its services on seven (7) days' written notice to the Client. SWT shall have no liability to the Client for any delays caused by a suspension under this provision.

If the Client suspends SWT's services for any reason, SWT shall be compensated for all Services performed to that date, and SWT shall have no liability to the Client for any delays caused by the Client's decision to suspend the Services.

When suspended Services are resumed, SWT shall be compensated for expenses incurred due to the interruption and resumption of the Services, and the Compensation and the Schedule of Services for the Services remaining to be performed shall be equitably adjusted.

A suspension of Services by either party for more than thirty (30) days may, at SWT's option, be deemed grounds for termination of the Agreement.

If termination is not due to the fault of SWT, the Client shall pay, in addition to total Compensation due at the time of the termination, all actual costs and expenses reasonably incurred by SWT in connection with such termination. In addition, the Client shall comply and cooperate in accordance with the provisions of Article 8, Ownership of Documents.

The Client may terminate this Agreement for convenience and without cause with seven (7) days' written notice to the SWT providing, in addition to total Compensation, and compliance with the Ownership of Documents provisions indicated in Article 8, above, the Client pays to SWT an amount representing the anticipated profit on the Scope of Work not performed under this Agreement because of the Client's decision to terminate for its convenience.

ARTICLE 12: OTHER TERMS AND CONDITIONS

12.1 FORCE MAJEURE

Either party, as applicable, shall be relieved of its obligations hereunder in the event and to the extent that performance hereunder is delayed or prevented by any cause beyond its control and not caused by the party claiming relief hereunder, including, without limitation, acts of God, public enemies, war, insurrection, acts or orders of governmental authorities, fire, flood, explosion, or the recovery from such cause ("Force Majeure"). The parties agree to make all reasonable efforts to mitigate the delays and damages of Force Majeure.

12.2 ASSIGNMENT

Neither party can assign this Agreement without the other party's written permission.

12.3 THIRD PARTY RELATIONSHIPS

Nothing in this agreement is intended to create a contractual relationship for the benefit of any third party. There are no intended beneficiaries of this agreement except SWT and the Client.

12.4 SEVERABILITY

In the event that any term or provision of this agreement is found to be void, invalid or unenforceable for any reason, that term or provision shall be deemed to be stricken from this agreement, and the balance of this agreement shall survive and remain enforceable.

12.5 GOVERNING LAW

This Agreement is governed by the law of the state of Missouri.

12.6 COMPLETE AGREEMENT

This Agreement represents the entire understanding between the Client and SWT and supersedes all prior negotiations, representations, or agreements, whether written or oral with respect to its subject matter. The person(s) signing this Agreement on behalf of the parties hereby individually warrant that they have full legal power to execute this Agreement on behalf of the respective parties and to bind and obligate the parties with respect to all provisions contained herein. This Agreement only may be amended in writing signed by both the Client and SWT.

ARTICLE 13: ATTACHMENTS

The following Attachments are incorporated in and made a part of this agreement:

- “A” Scope of Work
- “B” Compensation
- “C” Project Site
- “D” Project Schedule

If the foregoing meets with your approval, please indicate this approval by signing the appropriate line below and returning one original for our files. If this agreement is not accepted within 30 days, the offer to perform the described services is withdrawn and shall be null and void.

Sincerely,

Jay Wohlschlaeger, PLA, ASLA, Partner
SWT Design, Partner


Signature

July 10, 2025
Date

Client Authorization of **BASE SCOPE OF WORK** \$586,730.00 including direct expenses and topographic survey.

Printed Name

Authorizing Signature

Date

ATTACHMENT “A”

SCOPE OF WORK AND SUPPLEMENTAL SERVICES

The proposed Scope of Work to be performed by SWT is as follows:

3.1 SCOPE OF WORK

Task 1: Project Kickoff & Visioning

This task will include the following:

1. **Project Initiation / Kick-off Meeting:** Attend an on-site (or Client office followed by team site visit) project “kick-off” meeting with Client to review project scope, confirm design and program elements, discuss permitting requirements/processes, and review project schedule.
2. **Data Collection:** SWT will collect and review previous plans, topographic surveys, and documents provided by the Client pertaining to the existing project site. Photographic inventory will be collected while visiting the project site to document existing features. Design team will determine and coordinate additional topographic surveying needs with the design team and Client.
3. **Program & Identity Brainstorm Workshop:** Prior to beginning detailed design work we will meet with the City of St. Charles Team and key project stakeholders to discuss design expectations, anticipated character, scale, and identity of the various elements that make up the Phase 1 construction of this project. For this charette style meeting, SWT anticipates preparing basemaps, initial sketches, diagrams, and supporting imagery to assist with the meeting and conversations.
4. **Initial Permitting Due Diligence and Contacts:** Design team will identify permitting required to construct the Phase 1 project components and will make initial contact with the respective permitting agencies and utility easement holders as needed. Goal of this initial permitting effort will be to identify required submittals, approvals, and anticipated timeframes required for permitting to coordinate with our design schedule. Design team anticipates engaging the following agencies as part of this initial permitting effort:
 - a. MoDOT – to discuss access to the site from surrounding roadways
 - b. City of St. Charles – to discuss water and sewer service connections to the project, planning and zoning requirements, and any St. Charles County required reviews and permitting
 - c. Ameren – electrical service to the site and coordination with transmission line easements
 - d. Explorer Pipeline – to discuss coordination with petroleum pipeline easement
 - e. St. Charles County – as required
5. **Coordination Meetings:** SWT will meet virtually with the Client every two weeks to provide updates on design process and obtain feedback. Milestone review meetings may replace the regular meetings throughout the project schedule.

PRODUCTS OF TASK 1:

- Base mapping
- Initial Concept Sketches and Programming Diagrams

MEETINGS FOR TASK 1:

- Project Kick-off Meeting and Site Visit
- Program & Identity Brainstorm Workshop
- Initial Permitting Coordination Meetings, Up to Four (4)
- Regular Coordination Meetings, up to two virtual meetings (2)

Task 2: Concept / Schematic Design Development

This task will include the following:

1. Initial Concept Development: SWT Design will develop up to three distinct concept layout options based on identified budget and scope items, vision developed during the master planning process, and programming brainstorm sessions. Concepts will include plans in sketch format to convey scale and relationship, vignette renderings, inspiration images and order of magnitude cost options for review and discussion with the Client. The goal of this exercise is to flush out details of various site components. The following program elements are anticipated to be studied as part of the concept development:
 - a. Signature play area layout and elements
 - b. Character & layout of family pavilion and restroom structure
 - c. Character and layout of two overlook pavilions
 - d. Layout and features of pump track
 - e. Course location for disc golf
 - f. Natural play and educational elements
 - g. Landscape development (native planting areas, tree planting, etc.)
 - h. Site grading, utility routing, and stormwater management
 - i. Layout of all levels of site access and circulation (vehicular, pedestrian, trail, boardwalk, etc.)
 - j. Entry and arrival features and site wayfinding features
2. Concept Review Workshop: SWT will meet with the Client and key stakeholders for a progress review workshop. This workshop will include reviewing initial concepts and feedback on refinement of a final concept direction. The goal of this review workshop is to determine key desired design features that can be refined into a single preferred design concept alternative.
3. Concept Refinement / Final Concept Development: Finalized concept layout for the overall site, structures, and other site features will be developed based on feedback obtained at the Concept Review Workshop. SWT will prepare the following for review and presentation to the Parks and Recreation Board:
 - a. Illustrative Site Plan Rendering with Annotations
 - b. Floor Plans and Elevation Drawings of Structures
 - c. 3D Perspective Rendering Depicting Park Improvements, Generated from 3D Project Model
 - d. Updated Cost Estimate / Project Budget
 - e. Supporting Imagery, Sketches, and Diagrams, as needed
4. Final Concept Approval: SWT will present finalized concept documents to the Parks and Recreation Board for review, feedback, and approval. This approval of the concept will establish a basis of design for construction documentation and permitting.
5. Delegated Design: Playground Equipment Procurement Bid Package – To maximize competitive bidding and Client control over playground equipment selection SWT will create playground equipment bid packages and issue to playground manufactures.
 - a. Bid package will consist of a scaled signature playground area site plan with sheet specification outlining the basis of design and providing budget for equipment shipped to the site.
 - b. Following the return of design proposals SWT and Client will review the submittals and select one equipment manufacturer desired for the project and refinement of selected concept.
 - c. The selected equipment will be refined with the manufacturer as necessary and incorporated into the design documents. Equipment will be noted as Owner Furnished and Contractor Installed using manufacturer certified installer.

Additional project elements may be identified with Client for delegated design and will follow a similar process and a similar timeline for incorporation into the design package.

6. Initial Permitting Submittals: Conceptual layout plans of proposed site features will be developed and submitted to permitting agencies for initial review and coordination. Goal of initial submittal is to begin review process and identify design and permitting requirements associated with the proposed design. Design team anticipates the following initial permitting submittals at this phase of project development:
 - a. MoDOT – to review design for access to the site from Highway B
 - b. City of St. Charles – to review water and sewer service connections to the project. A preliminary plans submittal to the City Planning & Zoning department will be provided. SWT will attend one (1) Planning & Zoning Commission meeting to answer questions regarding the project.
 - c. Ameren – to review proposed electrical service to the site and coordination of site features with transmission line easements
 - d. Explorer Pipeline – to review coordination of site features and proposed grading within petroleum pipeline easement
 - e. St. Charles County (if necessary) – review site development as directed by City of St. Charles.
7. Coordination Meetings: SWT will meet virtually with the Client on a regular basis to provide updates on design process and obtain feedback.

PRODUCTS OF TASK 2:

- Initial Concept Layout Plans, Sketches, and Supporting Imagery (up to three - 3)
- Initial Concept Rough Order of Magnitude Cost Opinions (up to three - 3)
- Final Concept Layout Plan, Sketches, and Supporting Imagery
- Final Concept Rough Order of Magnitude Cost Opinion / Project Budget
- 3D Perspective Renderings of Final Concept, Up to three (3)
- Playground Equipment Procurement Bid Package (and any other identified delegated design items)
- Initial Permitting Submittals

MEETINGS FOR TASK 2:

- Concept Review Workshop
- Parks and Recreation Board Presentation / Meeting
- Planning and Zoning Commission Meeting
- Regular Coordination Meetings, up to four virtual meetings (4)

Task 3: Design Documents – Design Development / Construction Documents / Permitting

This task will include the following:

1. Design Development - Develop Design Plans to 50%: Based upon Client approved concept, program, and project budget, design documents will be developed to 50%. Design plans will include:
 - a. Cover Sheet and General Notes
 - b. Existing Conditions Map
 - c. Demolition and Site Preparation Plan(s)
 - d. SWPPP
 - e. Site Improvements Plan
 - f. Grading and Stormwater Management Plan
 - g. Utility Layout Plan
 - h. Play Area Layout and Material Plans
 - i. Hardscape Layout and Material Plans
 - j. Pump Track Design Layout Plans
 - k. Landscape / Site Furnishing Plans
 - l. Irrigated Areas Plans

- m. Preliminary Site and Architectural Details
 - n. Architecture Plans – restroom/pavilion
 - o. M/E/P/FP Plans
 - p. Structural Plans
2. Preliminary Specifications: SWT will prepare technical specifications stating materials or products to be used and supplemental bid forms. Provide samples and/or cut sheets of selected fixtures, furniture, site amenities and finish materials.
 3. Preliminary Opinion of Probable Construction Cost: To be provided in spreadsheet format.
 4. 50% Design Documents Submittal: SWT will package drawings, specification, and estimates and submit them to the Client for review. Design Documents will also be submitted to permitting agencies for review, coordination, and comments. Permitting agencies anticipated for submission of documents for review include MoDOT, City of St. Charles, Ameren, Explorer Pipeline, and St. Charles County.
 5. 50% Page Turn Review Meeting: SWT will meet with the Client to review the construction documents and obtain feedback and approval. It is anticipated at this review the design team and Client will review and make selections on a preferred play equipment design/manufacture.
 6. Construction Documentation - Develop Design Plans to 100%: Based upon Client approved 50% Construction Documents, construction documents will be developed to 100% incorporating comments and feedback received from the Client and Permitting Agencies. Design plans will include:
 - a. Cover Sheet and General Notes
 - b. Existing Conditions Map
 - c. Tree Protection Plan
 - d. Demolition Plan(s) – Site and Building Related Demolition
 - e. SWPPP
 - f. Site Improvements Plan
 - g. Grading and Drainage Plan
 - h. Utility Layout Plan and Details
 - i. Play Area Layout and Material Plans
 - j. Hardscape Layout and Material Plans
 - k. Pump Track Design Layout Plans
 - l. Landscape / Site Furnishing Plans
 - m. Landscape and Hardscape Details
 - n. Irrigation Areas Plans (Delegated Design)
 - o. Architecture Plans
 - p. Architectural Details
 - q. M/E/P/FP Plans
 - r. M/E/P/FP Diagrams and Details
 - s. Structural Plans and Details
 7. Final Specifications: SWT will prepare technical specifications stating materials or products to be used and supplemental bid forms. Provide samples and/or cut sheets of selected fixtures, furniture, site amenities and finish materials.
 8. Final Opinion of Probable Construction Cost: To be provided in spreadsheet format.
 9. Park And Recreation Board Presentation / Design Approval: At approximately 75% Design Documents development, the SWT Team will prepare a presentation of the proposed design and updated project budget for Board review and feedback. Previously developed renderings and perspective views will be

updated to reflect updated designs. Based on Board feedback and review with Client, the design team will finalize design documents to 100% for project bidding and to finalize permitting.

10. 100% Construction Documents Submittal: SWT will package drawings, specification, and estimates and submit to the City for review. Documents will be re-submitted to permitting agencies as required.
11. 100% Page Turn Review Meeting: SWT will meet with the Client to review the construction documents and obtain feedback and approval.

- PRODUCTS OF TASK 3:**
- 50% Design Documents Plan Set
 - Preliminary Specifications
 - Preliminary Cost Opinion
 - 100% Design Documents Plan Set
 - Final Specifications
 - Final Cost Opinion

- MEETINGS FOR TASK 3:**
- 50% Page Turn Review Meeting
 - Parks and Recreation Board Presentation / Meeting
 - 100% Page Turn Review Meeting
 - Regular Coordination Meetings, up to ten virtual meetings (10)

Task 4: Construction Related Services

This task will include the following:

Task 4A – Competitive Bidding

1. Bidding Documents shall consist of bidding requirements and proposed Contract Documents (Bidding Requirements Compiled by Client with Construction Documents and Specifications provided by SWT).
2. SWT shall assist the Client in bidding the Project by assisting in creating a list of contractors to notify and providing digital copies of Bid Documents package and specifications sections to Client for compiling and issuing to contractors.
3. SWT will attend Client organized and conducted pre-bid conference for prospective bidders.
4. SWT will assist Client in preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to all prospective bidders in the form of addenda. All prospective bidder questions will be submitted to Client to documentation and then distributed to SWT.
5. SWT will attend Client organized and conducted opening of the bids. Client will document and distribute the bidding results.
6. SWT will consider requests for substitutions, if the Bidding Documents permit substitutions, and submit substitution response to Client for inclusion in bid addenda identifying approved substitutions to all prospective bidders.
7. SWT will participate in Client organized qualified contractor interviews (up to two interviews) and assist in the selection of a qualified contractor for this project.

8. Park And Recreation Board Presentation / Contract Approval: SWT will assist the Client with presenting results and recommendation of bidding process to the Board for final approval of the contractor selection and construction contract.

Task 4B – General Construction Related Services

1. SWT shall support Client in administration of the Contract between the Client and the Contractor as set forth below. If the Client and Contractor modify their agreement, those modifications shall not affect SWT's services under this Agreement unless the Client and SWT amend this Agreement.
2. SWT shall advise and consult with the Client during the Construction Phase Services. SWT shall have authority to act on behalf of the Client only to the extent provided in this Agreement. SWT shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall SWT be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. SWT shall be responsible for SWT's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

Task 4C – Observation of the Work

1. SWT shall visit the site at intervals appropriate to the stage of construction with a total number of visits not to exceed sixteen (16) to become generally familiar with the progress and quality of the portion of the Work completed, to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, SWT shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. Based on the site visits, SWT shall keep the Client reasonably informed about the progress and quality of the portion of the Work completed, and report to the Client:
 - a. Observed deviations from the Contract Documents or current schedule
 - b. Defects and deficiencies observed in the Work.
2. SWT and Client shall attend regular construction progress review and coordination meetings to be scheduled and run by Contractor, Client or Client's Representative. The meeting schedule should not be less often than two meetings per month during the construction period and will count as an SWT site visit. Additional coordination meetings may be conducted virtually during construction.
3. SWT has the authority to reject Work that does not conform to the Contract Documents. Whenever SWT considers it necessary or advisable SWT shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed or completed. However, neither this authority of SWT nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of SWT to the Contractor, Subcontractors, material and equipment suppliers, their agents or employees or other persons or entities performing portions of the Work.
4. SWT shall interpret and decide matters concerning performance under and requirements of the Contract Documents on written request of either the Client or Contractor. SWT's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.
5. Interpretations and decisions of SWT shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, SWT shall endeavor to secure faithful performance by both Client and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or

decisions rendered in good faith. SWT's decisions on matters relating to aesthetic effect shall be final pending Client approval if consistent with the intent expressed in the Contract Documents.

Task 4D – Certificates for Payment to Contractor

1. SWT shall review payment documents in role as Project Architect. Client will review and certify the amounts due the Contractor, that the Work has progressed to the point indicated and that the quality of the Work is in accordance with the Contract Documents and shall issue certificates in such amounts. SWT will review construction progress at regularly schedule site visits.
2. The certification of a Certificate for Payment shall not be a representation that SWT has:
 - a. Made exhaustive or continuous on-site inspections to check the quality and quantity of Work.
 - b. Reviewed construction means, methods, techniques, sequences or procedures.
 - c. Reviewed copies of requisitions received from Subcontractors and material suppliers and other data requested by the Client to substantiate the Contractor's right to payment.
 - d. Ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.
3. SWT shall receive record copies of Applications and Certificates for Payment from Client.

Task 4E – Submittals and Mock-Ups

1. SWT shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval. SWT's action in reviewing submittals shall be taken in accordance with the approved Contractor submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness allowing sufficient time in SWT's professional judgment to permit adequate review.
2. Client or Client's Representative will manage construction submittals process and perform initial review of submittals documentation to ensure it is complete and note coordination items prior to alerting SWT for review. SWT shall review and approve or take other appropriate action upon the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. SWT's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by the SWT, of any construction means, methods, techniques, sequences, or procedures. SWT's approval of a specific item shall not indicate approval of an assembly of which the item is a component.
SWT will perform a maximum of three (3) reviews per submittal. If after a third review the submittal is not approved, additional review(s) will be billed at hourly rates in Attachment "B" and paid by Contractor prior to project closeout.
3. If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials or equipment, Client shall perform initial review and coordinate with SWT to specify the appropriate performance and design criteria that such services must satisfy. SWT shall review Shop Drawings and other submittals related to the Work designed or certified by the design professional retained by the Contractor that bear such professional's seal and signature when submitted. SWT shall be entitled to rely upon the adequacy, accuracy and completeness of the services, certifications and approvals performed or provided by design professionals.
4. SWT shall review and respond to requests for information about the Contract Documents after initial review by Client. SWT shall set forth in the Contract Documents the requirements for requests for

information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. SWT's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness. If appropriate, SWT shall prepare and issue supplemental Drawings and Specifications in response to requests.

5. SWT shall maintain a record of Client compiled submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.
6. SWT shall review mock-ups of materials for workmanship and quality with reasonable promptness upon notification of mock-up completion by Client. This review shall occur within seven (7) days of notification unless longer time is required to perform proper review.

Task 4F – Changes in the Work

1. In coordination with Client, SWT may authorize minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to the provisions regarding Additional Services, SWT shall review Client prepared Change Orders and Construction Change Directives and execution in accordance with the Contract Documents.
2. SWT shall receive Client provided record copies relative to changes in the Work.

Task 4G – Project Completion

1. SWT shall be notified by Client of dates of Substantial Completion and the date of final completion; SWT will assist Client in preparing and issuing Certificates of Substantial Completion; receive from the Contractor along with written warranties and related documents required by the Contract Documents and assembled by the Contractor. SWT will review Client approved a final Certificate for Payment based upon a final inspection indicating the Work complies with the requirements of the Contract Documents and provide certification with Client as Project Architect.
2. SWT shall receive from Client a Contractor prepared, and Client reviewed, punch list prior to making substantial completion and final review project inspections. These inspections will be performed with Client to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected. SWT shall utilize the Contractor list to prepare a separate punch list of Work to be completed.
3. When the Work is found to be substantially complete, SWT will be notified and confirm with Client the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.
4. Client will manage the following information received from the Contractor, and provide SWT copies of approved documentation upon receipt:
 - a. Consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment.
 - b. Affidavits, receipts, releases and waivers of liens or bonds indemnifying the Client against liens.
 - c. Other documentation required of the Contractor under the Contract Documents.
5. Upon written request of the Owner, and sufficiently in advance of and prior to the expiration of one year from the date of Substantial Completion, SWT shall, without additional compensation, attend a meeting with the Owner of not more than 4 hours to review the facility operations and performance.

- PRODUCTS OF TASK 4:**
- Addenda and supporting documentation as required
 - Bid Tabulation / Analysis
 - Conformed Set of Construction Documents
 - Field Reports
 - Punch List – preliminary and final
 - Submittal and Mockup Reviews
 - Response to Contractor RFIs
 - Closeout Materials

- MEETINGS FOR TASK 4:**
- Pre-bid Conference
 - Bid Opening
 - Contractor/Bidder Interviews, up to two (2) interviews
 - Park And Recreation Board Presentation / Meeting
 - Pre-Construction Meeting
 - Regular OAC Construction Coordination Meeting (Virtual or in-person Site Visit)
 - Construction Site Visits (16 max. - timing to be coordinated with Contractor)
 - Up to Two (2) Final Punch List Site Visit
 - Up to two (2) Final Punch List Completion Review Site Visit

Task 5: Topographic Surveying

This task will include the following:

1. Design Team shall utilize the aerial topography of the site on file and prepared previously by Bax Engineering. The topography is based on NAVD88 vertical datum. In addition, Bax shall incorporate the following supplemental topographic survey data for use in preparation of plans for the project:
 - a. Hwy B right of way corridor approximately 400 feet in length. Survey shall include pavement, roadside ditches, sidewalks and utilities within the corridor. The right of way corridor entrance survey shall also include additional Highway B pavement located for approximately 300 feet beyond each end of the described entrance survey as well as topographic survey at the proposed water
 - b. extension and sanitary sewer Highway B crossing locations..
 - c. Offsite sanitary sewer and water main shall be located in the Charlestowne Place Subdivision in the vicinity of Copperfield Court.
 - d. The existing petroleum pipeline within the project site shall be located as marked by the Explorer Pipeline Company.
2. Topographic survey shall be prepared at 1 foot contour intervals using AutoCAD Civil 3D software with a 3D surface. Park boundary information shall be utilized based on previous file data and record plat information..

- PRODUCTS OF TASK 5:**
- Topographic Survey

- MEETINGS FOR TASK 5:**
- None Anticipated

3.2 WORK NOT INCLUDED

Services listed below are not included under this agreement but may be required for the Project. SWT shall perform the listed services for agreed upon additional service fees or at hourly rates only if requested or approved by the Client in writing.

1. Additional meetings and presentations not identified in Scope of Work
2. Multiple Bid Packages for Implementation of General Project Construction
3. As-Built Drawings
4. Construction Management Services
5. ROW Acquisition, Easements, or Plats
6. Traffic Studies or Traffic Engineering
7. Construction administration services due to lengthened construction period or contractor performance.
8. Regular site visits during construction beyond those identified.
9. Responsibility for uncovering and correcting existing hazardous materials.
10. Review and permit fees.
11. Renderings and models, unless otherwise indicated.
12. Data/telephone system design. Will indicate rough-in only.
13. Seismic calculations and details required by local authorities for MEPFP work. (These will be required to be submitted by the installation contractor when routes and equipment selections are finalized.)
14. Preparation of any documentation and/or supporting materials related to Federal, State, Local, and Utility based incentives programs. These services can be provided for under a separate fee.
15. Review of Contractor submittals beyond those identified.
16. Analysis, evaluation, or redesign for Client requested value engineering.
17. Design of fixtures, furniture, and equipment.
18. Design of wi-fi system.
19. Commissioning Services
20. Cyber Security
21. Permitting Coordination, outside of that indicated in scope of work.
22. Natural Resource and Environmental Studies or Reports
23. Design of sanitary lift stations or utility extensions beyond the extent indicated in Article 2
24. Wetland studies
25. Design of Modifications to Highway B
26. Design of pavilions and/or site structures outside of what is indicated in Article 2
27. Printing progress of bid document drawing and specification sets for Client or Contractor
28. Courier or other delivery charges for document sets to Client or Contractors
29. Architectural and Structural Design of Overlook Pavilions

ATTACHMENT "B"

COMPENSATION

5.1 COMPENSATION: SCOPE OF WORK

5.1.1 Compensation for SWT's services performed as outlined in Attachment "A" Scope of Work Section 3.1 will be billed as indicated totaling \$586,730.00 including hourly not to exceed surveying expenses. The project will be billed monthly for work performed in the tasks noted in the table below as follows:

<u>Task Description</u>	<u>Fee Total</u>	<u>Fee Billing Type</u>
Task 1: Project Kickoff & Visioning	\$48,500.00	Lump Sum
Task 2: Concept / Schematic Design Development	\$124,500.00	Lump Sum
Task 3: Design Documents – DD/CD/Permitting	\$272,330.00	Lump Sum
Task 4: Construction Related Services	\$128,600.00	Lump Sum
Base Design Services	\$573,930.00	
Task 5: Topographic Surveying	\$12,800.00	Hourly NTE

5.1.2 This amount above includes anticipated direct expenses including internal printing, materials, personal car mileage, long-distance phone, photography, etc.

5.2 COMPENSATION: ADDITIONAL SERVICES

Services not included in Attachment "A" Scope of Work Section 3.1 will be billed on an hourly basis at the following rates:

SWT Design Hourly Rates

Managing Partner	\$225.00
Partner	\$190.00
Sr. Associate I	\$155.00
Sr. Associate II	\$145.00
Civil Engineer I	\$155.00
Civil Engineer II	\$135.00
Senior Planner	\$150.00
Planner	\$125.00
Associate	\$125.00
Designer	\$ 95.00
Staff I	\$ 90.00
Staff II	\$ 80.00
Staff III	\$ 70.00
Administrative	\$110.00
Clerical	\$ 70.00

BAX Hourly Rates

Department Manager	\$225.00
Sr. Project Engineer Mgr.	\$190.00
Project Engineer	\$155.00
Designer/Surveying Tech.	\$145.00
Survey Crew	\$155.00
Reg. Surveyor	\$135.00
Clerical / Print	\$150.00

Introba Hourly Rates

Effective January 1, 2025

Labor Classification	Hourly Rate	Labor Classification	Hourly Rate
Sr. Principal	\$325.00	Sr. Associate, Sr. Planner	\$220.00
Principal	\$315.00	Associate, Sr. Planner	\$195.00
Sr. Associate, Sr. Project Manager	\$220.00	Planner	\$170.00
Associate, Sr. Project Manager	\$195.00	Planning Specialist	\$140.00
Project Manager	\$170.00	Planning Coordinator	\$105.00
Sr. Associate, Sr. Architect	\$220.00	Associate, Sr. BIM Manager	\$195.00
Associate, Sr. Architect	\$195.00	BIM Manager / Specialist	\$170.00
Project Architect	\$170.00	Senior BIM Coordinator	\$140.00
Architect	\$140.00	BIM Coordinator	\$105.00
Sr. Associate, Sr. Interior Designer	\$220.00	BIM Technician	\$90.00
Associate, Sr. Interior Designer	\$195.00	Senior Project Coordinator	\$140.00
Project Interior Designer	\$170.00	Project Coordinator	\$105.00
Interior Designer	\$140.00	Sr. Associate, Sr. Designer	\$220.00
Sr. Associate, Sr. Engineer	\$220.00	Associate, Sr. Designer	\$195.00
Associate, Sr. Engineer	\$195.00	Project Designer	\$170.00
Project Engineer	\$170.00	Designer	\$140.00
Engineer	\$140.00		

** Hourly rates are subject to change on January 1 of each year.*

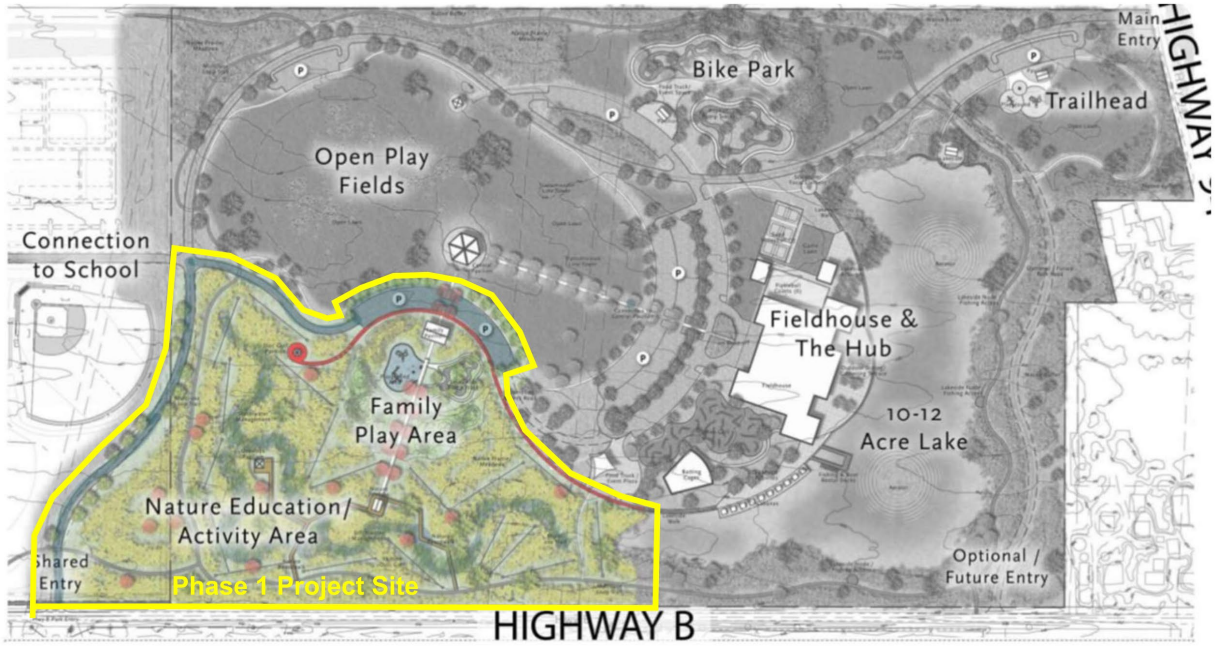
Oates Associates Hourly Rates

Principal Engineer	\$250
Senior Professional II	\$240
Senior Professional I	\$225
Professional IV	\$205
Professional III	\$190
Professional II	\$165
Professional I	\$140
Junior Professional II	\$125
Junior Professional	\$110
Technician III	\$165
Technician II	\$135
Technician I	\$105
Technician	\$80
Technician Intern	\$70

Note: These hourly rates are subject to change based on SWT's and consultant's current standard rate table.

ATTACHMENT "C"

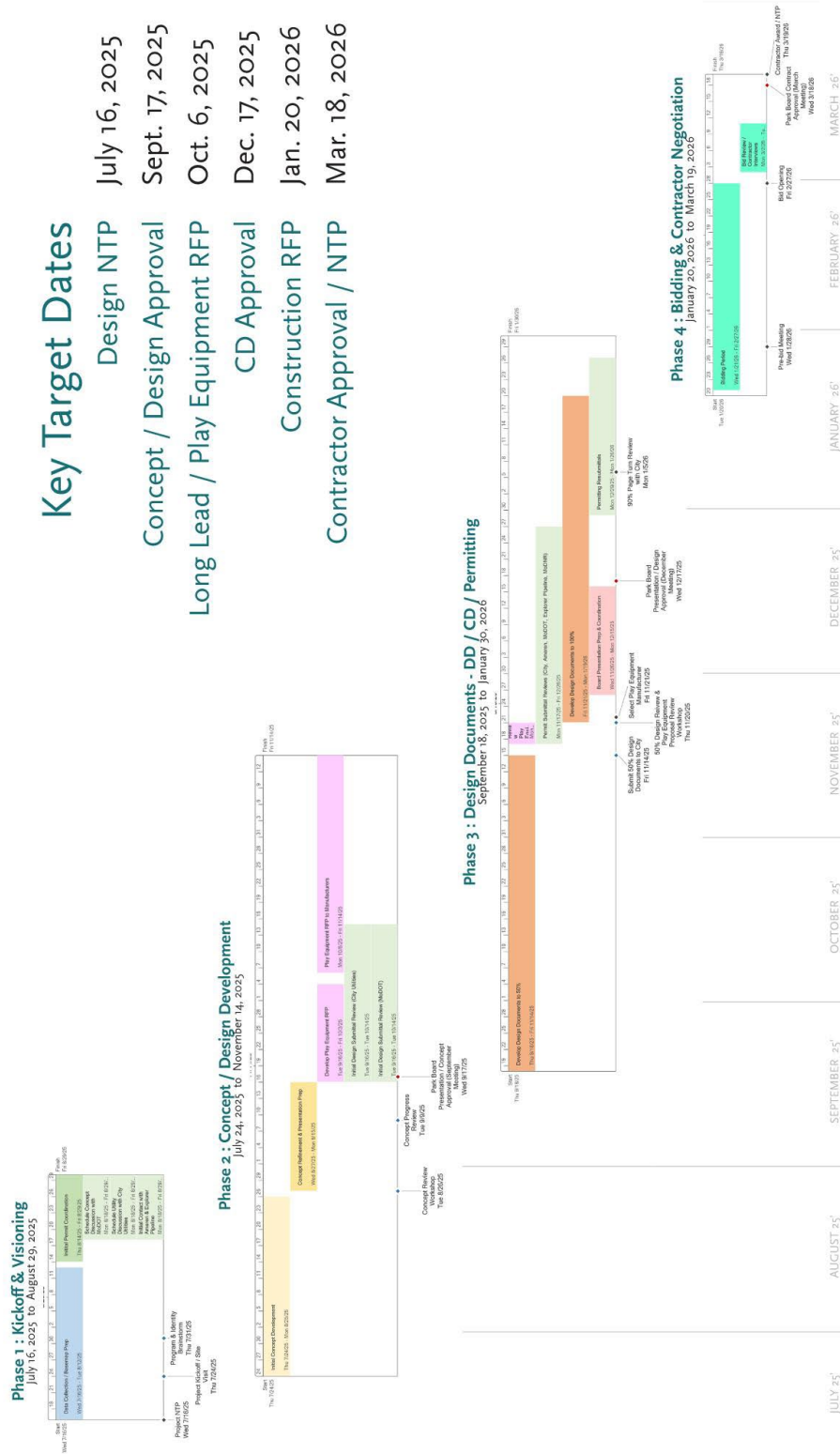
PROJECT SITE



ATTACHMENT "D" - PROJECT SCHEDULE

Key Target Dates

- Design NTP July 16, 2025
- Concept / Design Approval Sept. 17, 2025
- Long Lead / Play Equipment RFP Oct. 6, 2025
- CD Approval Dec. 17, 2025
- Construction RFP Jan. 20, 2026
- Contractor Approval / NTP Mar. 18, 2026



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

Staff Maralee Britton – Director, Chris Atkinson – Assistant Director
Don Borgmeyer – Enterprise Superintendent, Chan Smoot – Concessions Coordinator
Holly Magdziarz - City Attorney

Others D. Todd Reineke.

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 referenced the “Initiative Petition” process, provided the draft language and mentioned that the group has begun collecting signatures from residents to put the petition on the ballot. He currently has 800 signatures and needs 4000.

The Board thanked Mr. Reineke for his comments.

5. Staff Reports/Presentations:

A. Recognition of Mike Ryan for his 13 years of service to the community serving on the Parks and Recreation Board.

President Bichel presented Mike Ryan with a plaque thanking him for his 13 years of service on the Parks and Recreation Board. The other Board members also thanked Ryan for his commitment and service over the years.

Director Britton thanked Ryan on behalf of the department staff for his service. He began as a “concerned” resident on an issue, then was appointed to the Board and ultimately served as the President for a period of time.

Ryan thanked everyone. Stated that the 13 years went fast and he was proud of the

Board and staff for all that they accomplished during his time on the Board.

6. Items for Discussion and/or Action-

A. Contract with Snapper Construction to complete the McNair Roller Rink Fence Replacement Project in an amount not to exceed \$20,685.00*

Atkinson presented the contract for repairing and repainting the roller rink fence in McNair Park.

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

B. Purchase of batting cage frame and nets for the Wapelhorst Ball Field Project with Baseball Mound Company in an amount not to exceed \$15,782.00*

Atkinson presented the purchase for the batting cage in Wapelhorst Park.

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

C. Discussion and selection of the 97 Acre Recreational Site Name*

Britton referenced the included memo that listed the top 10 names previously discussed at an earlier Board meeting for the new park. The first round of anonymous ballot voting was used to reduce the number of potential names down to 3. After the votes were tallied the following names were the top 3:

Legacy Farms Park
Generations Park
Eagles Edge Park

The Board then completed a second round of voting on those 3 names. After the votes were tallied the park name with the most votes was:

Legacy Farms Park

Ryan made a motion to approve the name of the future park as Legacy Farms Park; seconded by Glosier. Motion Passed.

Britton then discussed a possible discussion with City Council on the option of any inter fund loan to fund the remaining \$2,000,000 needed for the completion of Phase 1 of the park development. That discussion will take place at upcoming Council Work Session.

7. Meeting Minutes:

- A. Parks & Recreation Board Meeting Minutes February 12, 2025*
- B. Parks & Recreation Board Meeting Minutes April 16, 2025*
- C. Parks & Recreation Board Meeting Minutes May 7, 2025*
- D. Parks & Recreation Board Work Session Meeting Minutes June 4, 2025*

Slattery 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

Slattery made a motion to approve the consent agenda; Seconded by Shy. The motion passed.

9. Items Removed from the Consent Agenda: None

10. Presidents Announcements and Reminders:

Bichel stated that at the July 2nd, 2025 Work Session that City Attorney Magdziarz would conduct some training and provide information on the Sunshine Law. This is training that is being provided to all Boards and Commissions in the City.

Bichel asked City Attorney Magdziarz about the process for possible charter changes in connection with the ongoing suit. Magdziarz stated that this should not be discussed in open session since several of the Board members are involved in the suit.

11. Directors Report:

A. Thank You's (As Available)

B. General Department Update

Britton discussed that the aquatic facilities have had a slow start to the swim season due to the weather impacting the opening of the them.

12. Board Member Announcements and Reminders:

Glosier asked about the process of replacing the vacancy created by Ryan's resignation from the Board. Councilperson Mitchell explained that per the City Charter the Mayor has 45 days to recommend a replacement for Council discussion/approval.

13. Council Liaison Announcements and Reminders:

Councilperson Mitchell said that the Ward 6 City Talk meeting will be held on June 20th, 2025 at the 1st Baptist Church.

14. Park Board Liaisons Comments

A. Foundation Report:

Bichel explained to the Board that the Foundation is in the process of updating and improving their online and marketing processes. Their focus is on educating the public on what the Foundation has done in the past while also focusing on what they are currently working on and the future projects that may need the public's assistance/participation.

B. Legislative Report: None

As there was no further business to discuss Shy moved for **Adjournment** at 7:43 pm; Seconded by Scheidegger. The motion passed.

Meeting: June 18, 2025

Respectfully Submitted,

Sandy Bichel, President

Anna Shy, Secretary

Upcoming Events

Meetings:

- August 6, 2025
- August 20, 2025

- Wapelhorst and Blanchette Pools Open, May 24, 2025 – August 10, 2025
 - Blanchette Aquatic Facility – 1900 Randolph, St. Charles, 63301
 - Wapelhorst Aquatic Facility – 1875 Muegge Road, St. Charles, 63303
 - Both pools open 11am – 7pm daily
- Park Administration Office – Extended Hours for 2025 Summer Season
 - 1900 West Randolph
 - May 17 9a – 12p
 - May 22 8a – 7p
 - June 14 9a – 12p
 - June 2 – Aug 1 7:30a – 6P M-TH; 7:30a – 5:30p F
 - Regular hours week of July 4th – Office closed July 4th
- St. Charles Parks and Recreation Summer Fun Day Camp Open through August 8, 2025
- Beale Street Concert Series, 7/9, 8/13, 9/10
 - Streets of St. Charles, 6-8p
- Music on Main 7/16, 8/20, 9/17
 - 100-200 N. Main Street, 5-7:30p
- St. Charles Municipal Band, 7/10, 7/17, 7/24, 7/31
 - Jaycee Stage – Frontier Park, 6p
- Hot Summer Nights, 7/12, 8/9, 9/13
 - Frenchtown, 6-10p
- Food Truck Event – August 12, 2025
 - Blanchette Park, 5-8p
- Festival of the Little Hills – August 15-17, 2025
 - Frontier Park/Main Street
- The Saint Charles Market – Each Saturday thru November 2025
 - Main Street between Clark and Monroe, 7:30A – 1P

July 2025 Finances
Parks and Recreation Financials Worksheet-Operating Funds



Estimated Financial Worksheet	2025 Actual	2025 Budget
Total Expenses	\$ (4,490,168)	\$ (11,452,969)
Total Customer Revenue	\$ 2,208,549	\$ 4,427,230
Total Property Tax	\$ 1,798,152	\$ 4,141,624
Total Delinquent Tax	\$ 4,871	\$ 48,694
Total Tax Surtax	\$ 148,097	\$ 162,763
Recovered Exp. - Sale of Assets	\$ 24,329	\$ -
Recovered Expense	\$ 2,918	\$ -
Interest		
Total Cell Tower	\$ 38,449	\$ 67,420
Capital Reappropriations	\$ 1,924,403	\$ 1,924,403
Other Revenue Contributions	\$ 12,702	\$ 21,910
Grants	\$ -	\$ 10,000
Replacement Fund	\$ 518,100	\$ 518,100
Cash Balance	\$ 130,819	\$ 130,819
	\$ 2,321,222	\$ (6)

Beginning Fund Balance	5,216,326	Audited Fund Balance
Expenses	\$ (4,490,168)	
Revenue	\$ 6,811,390	
Ending Cash Balance	\$ 7,537,548	

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

Fund Balance	\$ 1,707,349
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Aquatics	2025 Actual	2025 Budget
Personnel Expenditures	\$ (343,958)	\$ (1,059,851)
Contractual Expenditures	\$ (98,422)	\$ (226,186)
Materials & Supplies Expenditures	\$ (95,350)	\$ (332,346)
Capital Outlay	\$ (16,291)	\$ (35,000)
Equipment Replacement Fund	\$ (100,118)	\$ (100,118)
Total Expenses	\$ (654,140)	\$ (1,753,501)

Total Revenue	\$ 849,828	\$ 1,753,500
Recovered Expenses	\$ -	\$ -
Total Income	\$ 849,828	\$ 1,753,500

Aquatics Net Revenue	\$ 195,688	\$ (1)
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Concessions	2025 Actual	2025 Budget
Personnel Expenditures	\$ (51,742)	\$ (125,397)
Contractual Expenditures	\$ (28,187)	\$ (71,483)
Materials & Supplies Expenditures	\$ (36,710)	\$ (120,900)
Capital Outlay	\$ (656)	\$ (5,000)
Equipment Replacement Fund	\$ (17,721)	\$ (17,721)
Total Expenses	\$ (135,015)	\$ (340,501)

Total Revenue	\$ 60,336	\$ 340,500
Recovered Expenses	\$ -	\$ -
Total Income	\$ 60,336	\$ 340,500

Concession Net Revenue	\$ (74,679)	\$ (1)
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Memorial Hall	2025 Actual	2025 Budget
Personnel Expenditures	\$ (22,143)	\$ (57,896)
Contractual Expenditures	\$ (5,578)	\$ (13,275)
Materials & Supplies Expenditures	\$ (8,502)	\$ (29,927)
Capital Outlay	\$ -	\$ (4,000)
Equipment Replacement Fund	\$ (16,258)	\$ (16,258)
Total Expenses	\$ (52,481)	\$ (121,356)

Total Revenue	\$ 37,356	\$ 112,975
Total Tax Revenue (.002)	\$ 3,606	\$ 8,381
Recovered Expenses	\$ -	\$ -
Total Income	\$ 40,962	\$ 121,356

Memorial Hall Net Revenue	\$ (11,519)	\$ (0)
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July 2025 Finances
Parks and Recreation Financials Worksheet-Operating Funds

8. B.

Recreation	2025 Actual	2025 Budget
Personnel Expenditures	\$ (403,624)	\$ (961,287)
Contractual Expenditures	\$ (81,845)	\$ (197,535)
Materials & Supplies Expenditures	\$ (203,273)	\$ (493,500)
Capital Outlay	\$ -	\$ (3,000)
Equipment Replacement Fund	\$ (16,695)	\$ (16,695)
Total Expenses	\$ (705,436)	\$ (1,672,017)
Total Revenue	\$ 1,013,586	\$ 1,462,500
Total Tax Revenue (5%)	\$ 90,151	\$ 209,516
Recovered Expenses	\$ -	\$ -
Total Income	\$ 1,103,737	\$ 1,672,016
Recreation Net Revenue	\$ 398,301	\$ (1)
Maintenance	2025 Actual	2025 Budget
Personnel Expenditures	\$ (956,236)	\$ (1,972,350)
Contractual Expenditures	\$ (202,697)	\$ (500,173)
Materials & Supplies Expenditures	\$ (85,672)	\$ (195,375)
Capital Outlay	\$ -	\$ -
Equipment Replacement Fund	\$ (139,782)	\$ (139,782)
Total Expenses	\$ (1,384,387)	\$ (2,807,680)
Total Revenue	\$ 38,538	\$ 232,200
Total Tax Revenue (57.33%)	\$ 1,033,673	\$ 2,402,309
Total Surtax (83%)	\$ 122,920	\$ 135,093
Recovered Expenses	\$ -	\$ -
MO Conservation Grant	\$ -	\$ 10,000.00
Total Income	\$ 1,195,131	\$ 2,779,603
Maintenance Net Revenue	\$ (189,256)	\$ (28,077)
Administration	2025 Actual	2025 Budget
Personnel Expenditures	\$ (464,356)	\$ (963,222)
Contractual Expenditures	\$ (69,817)	\$ (158,935)
Materials & Supplies Expenditures	\$ (21,232)	\$ (64,600)
Capital Outlay	\$ -	\$ -
Equipment Replacement Fund	\$ (28,766)	\$ (28,766)
Total Expenses	\$ (584,171)	\$ (1,215,523)
Total Revenue	\$ 143,987	\$ 335,555
Total Tax Revenue (21%)	\$ 378,635	\$ 879,967
Recovered Expenses	\$ -	\$ -
Total Income	\$ 522,622	\$ 1,215,522
Administration Net Revenue	\$ (61,549)	\$ (1)
Rangers	2025 Actual	2025 Budget
Personnel Expenditures	\$ (261,484)	\$ (546,234)
Contractual Expenditures	\$ (48,985)	\$ (102,323)
Materials & Supplies Expenditures	\$ (7,763)	\$ (30,216)
Capital Outlay	\$ -	\$ -
Equipment Replacement Fund	\$ (50,115)	\$ (50,115)
Total Expenses	\$ (368,347)	\$ (728,888)
Total Revenue	\$ 64,918	\$ 190,000
Total Tax Revenue (12%)	\$ 216,363	\$ 502,838
Total Surtax (17%)	\$ 25,176	\$ 27,670
Recovered Expenses	\$ -	\$ -
Total Income	\$ 306,457	\$ 720,508
Rangers Net Revenue	\$ (61,890)	\$ (8,380)
Parks Capital	2025 Actual	2025 Budget
Total Expenses	\$ (606,191)	\$ (2,813,503)
Total Revenue/ Replacement Fund	\$ 518,100	\$ 518,100
Total Tax Revenue (4.47%)	\$ 80,595	\$ 187,307
Re-Appropriations	\$ 1,924,403	\$ 1,924,403
Other Revenue Contributions	\$ 184,889	\$ 220,149
Budget Amendments	\$ -	\$ -
Total Income	\$ 2,707,987	\$ 2,849,959
Capital Net Revenue	\$ 2,101,796	\$ 36,456
Cemetery	2025 Actual	2025 Budget
Personnel Expenditures	\$ (84,387)	\$ (192,044)
Contractual Expenditures	\$ (9,523)	\$ (31,288)
Materials & Supplies Expenditures	\$ (2,659)	\$ (14,350)
Capital Outlay	\$ -	\$ (20,000)
Total Expenses	\$ (96,569)	\$ (257,682)
Total Revenue	\$ 9,200	\$ 87,500
Cemetery Net Revenue	\$ (87,369)	\$ (170,182)

Project Report -July 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	\$ 201,401.30	\$ 201,401.10	\$ -	\$ 0.20	Property Tax
FURNISHING REPLACEMENTS	Project Code: 24PRK16	\$ 12,699.62	\$ 1,230.62	\$ -	\$ 11,469.00	Replacement Fund
BOSCHERT TRAIL PROJECT	Project Code: 24PRK33	\$ 234,225.00	\$ 202,538.00	\$ 31,687.00	\$ -	Property Tax
FRONTIER PARK STORM SEWER REPAIRS	Project Code: 24PRK35		\$ -	\$ -		
MCNAIR PARK IMPROVEMENTS	Project Code: 24PRK9		\$ -	\$ -		
	Year/Sub-Project: 217451873109	\$ 50,000.00	\$ -	\$ 23,778.00	\$ 26,222.00	Property Tax
	Year/Sub-Project: 417451873109	\$ -	\$ -	\$ -	\$ -	Parks Capital
	Year/Sub-Project: 5175025028731	\$ 3,525.70	\$ 3,525.70	\$ -	\$ -	PW Storm Water Funds
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	\$ -	\$ -	\$ -	\$ -	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	\$ 3,381.59	\$ -	\$ 1,618.41	Property Tax
ADA RENOVATIONS	Project Code: 25PARKS006	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	Property Tax
PARKS STORM WATER	Project Code: 25PARKS007	\$ 10,000.00	\$ 2,749.19	\$ -	\$ 7,250.81	Property Tax
TRAILS AND PARKING LOT REHAB	Project Code: 25PARKS008	\$ 2,868.00	\$ 2,867.51	\$ -	\$ 0.49	Metro
MAINTENANCE - GROUNDS EQUIPMENT	Project Code: 25PARKS009	\$ 37,265.00	\$ 28,755.99	\$ -	\$ 8,509.01	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	\$ 9,954.68	\$ -	\$ 10,045.32	Property Tax
RECREATIONAL SITE DEVELOPMENT	Project Code: 25PARKS013					
	Year/Sub-Project: 216451873109	\$ 179,536.19	\$ -	\$ -	\$ 179,536.19	Metro
	Year/Sub-Project: 217451873109	\$ 32,250.00	\$ 158.10		\$ 32,091.90	Parks Capital
	Year/Sub-Project 217451873109	\$ 2,969,729.97	\$ 9,944.00	\$ 252,056.00	\$ 2,707,729.97	Property Tax
FACILITY REPAIRS	Project Code: 25PARKS014	\$ 30,000.00	\$ 17,308.48	\$ -	\$ 12,691.52	Parks Capital
MAINTENANCE - VEHICLES & ATTACHMENTS	Project Code: 25PARKS015	\$ 189,735.00	\$ 192,204.45	\$ -	\$ (2,469.45)	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	\$ 6,563.89	\$ -	\$ 8,436.11	Property Tax
MAINTENANCE FACILITIES IMPROVEMENTS	Project Code: 25PARKS018	\$ 24,000.00	\$ 20,869.65	\$ -	\$ 3,130.35	Property Tax
PC REPLACEMENT	Project Code: 25PARKS019	\$ 34,300.00	\$ 19,953.00	\$ 14,300.00	\$ 47.00	Replacement Fund
MAINTENANCE - MOWING EQUIPMENT	Project Code: 25PARKS020	\$ 70,000.00	\$ 1,848.80	\$ 49,439.20	\$ 18,712.00	Replacement Fund

Project Report -July 2025

Project Name	Project Code	Budget	Expenses	Encumbrances	Remaining Funds	Fund
WAPELHORST ATHLETIC FIELD PAVILION REPLACEMENT	Project Code: 25PARKS021					
	Year/Sub-Project: 217451874103	\$ -	\$ -	\$ -	\$ -	Property Tax
	Year/Sub-Project: 417451872102	\$ -	\$ -	\$ -	\$ -	Parks Capital
PLAYGROUND REPLACEMENTS	Project Code: 25PARKS022	\$ 212,000.00	\$ 211,662.00	\$ -	\$ 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	\$ 875.00	\$ 1,625.00	\$ 2,500.00	Replacement Fund
PRINTER REPLACEMENT	Project Code: 25PARKS025	\$ 6,073.00	\$ 1,708.26	\$ -	\$ 4,364.74	Replacement Fund
AQUATICS - FEATURES & SIGNAGE	Project Code: 25PARKS026	\$ 102,250.00	\$ 99,632.00	\$ -	\$ 2,618.00	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
WAPELHORST ATHLETIC COMPLEX	Project Code: 25PARKS029					
	Year/Sub-Project: 216451873109	\$ 100,911.00	\$ -	\$ -	\$ 100,911.00	Metro
	Year/Sub-Project: 217451873109	\$ 1,675,514.00	\$ -	\$ 1,675,426.03	\$ 87.97	Property Tax
	Year/Sub-Project: 417451873109	\$ 204,000.00	\$ -	\$ 113,782.00	\$ 90,218.00	Parks Capital

Project Funding Source Totals

		Budget	Expenses	Encumbrances	Remaining Amount	
Equipment Replacement Fund	TOTAL	\$ 545,359.62	\$ 358,031.79	\$ 65,364.20	\$ 121,963.63	Replacement Fund
Taxes	TOTAL	\$ 5,448,015.27	\$ 473,902.10	\$ 1,987,947.03	\$ 2,986,166.14	Property Taxes
Metro Parks & Recreation Fund	TOTAL	\$ 283,315.19	\$ 2,867.51	\$ -	\$ 280,447.68	Metro
Prop P Parks Capital	TOTAL	\$ 538,250.00	\$ 229,128.58	\$ 113,782.00	\$ 195,339.42	Prop P - Parks Capital
Gaming Funds	TOTAL	\$ -				Gaming
Cash Balance	TOTAL		\$ -			Cash
TOTAL PROJECTS		\$ 6,814,940.08	\$ 1,063,929.98	\$ 2,167,093.23	\$ 3,583,916.87	
Capital Sales Tax (Cemetery only)	TOTAL	\$ 20,000.00	\$ -	\$ 19,653.42	\$ 346.58	Capital Sales Tax
Legacy Farms Park Balance		\$ 3,181,516.16	\$ 10,102.10	\$ 252,056.00	\$ 2,919,358.06	

JULY Accounts Receivable Report

2025 Individual			Status
Programs			
Trip			
Daycamp		\$ 550.00	Recreation Council invoiced weekly
Facility			
2025 TOTAL		\$ 550.00	
2025 Organizations			
Organizations with multiple uses paying monthly, quarterly or by season			
St. Charles High School		\$ 1,109.00	Billed 6/14/25
St. Louis Royal Ramblers		\$ 480.00	Billed 5/17/2025 - Called 7/8 - said they would mail this week
Ambassadors of Harmony		\$ 2,200.00	Billing for 2nd qtr to be submitted this week
Duchesne High School		\$ 880.00	Billed 06/21/25
St. Charles Junior Baseball		\$ 507.00	Billed 5/24/25 - called 7/8 - said would mail this week
2025 TOTAL		\$ 5,176.00	
	Total Due	5,726.00	
<p>For balances that are due in RecTrac, there are notes within those households that they have to pay off the balance due before registering for any Park programs, facilities, pool passes, etc. Each household has been locked out of their WebTrac accounts so they have to call the office.</p>			

2025 Oak Grove Cemetery Report

01/01/25 - 07/08/25

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	4	\$ 5,600.00
Cremation (3 feet by 3 feet)	\$ 800.00	1	\$ 800.00
Total:		5	\$ 6,400.00

Burial Fees

Infant's Grave Including Grave Site

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

Infant's Grave on Pre-Owned Grave Site

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

Infant's Grave Disinterment

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

Single Depth Grave

Burial Day (Completed before Closing)	Fee	Quantity	Total
Monday - Friday	\$ 1,600.00	10	\$ 16,000.00
Saturday	\$ 1,800.00	4	\$ 7,200.00
Sunday	\$ 2,100.00	0	\$ -
City Holidays	\$ 2,100.00	0	\$ -
Burial Day (Completed after closing - 3:00P.M.)	Fee	Quantity	Total
Monday - Friday	\$ 1,800.00	0	\$ -
Total:		14	\$ 23,200.00

Single Depth Grave Disinterment

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

Double Depth Grave

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

Double Depth Grave Disinterment

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

Cremations without a Service

Burial Day (Completed before Closing)	Fee	Quantity	Total
Monday - Friday	\$ 500.00	3	\$ 1,500.00
Saturday	\$ 850.00	2	\$ 1,700.00
Sunday	\$ 1,100.00	0	\$ -
City Holidays	\$ 1,100.00	0	\$ -
Burial Day (Completed after closing - 3:00P.M.)	Fee	Quantity	Total
Monday - Friday	\$ 850.00	0	\$ -
Total:		5	\$ 3,200.00

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	\$ -
Total:		0	\$ -

Cremations Disinterment

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

Memorial Trees/Other Donations

Type	Fee	Quantity	Total
Donation for installing a Veteran marker	\$ 200.00	1	\$ 200.00
Total:		1	\$ 200.00

Charitable Burials

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

Year End Totals	Quantity	Revenue
Total Grave Sales	4	\$ 5,600.00
Total Cremation Grave Sales	1	\$ 800.00
Total Grave Burials	14	\$ 23,200.00
Total Cremation Burials	5	\$ 3,200.00
Total Income		\$ 32,800.00

Parks and Recreation



Administration Division

**2025 Second Quarter
By the Numbers**

Park App Users (NEW!)

2025	2024	
4,485	0	

City Passport Cards Issued

2025	2024	
4,410	3,297	

Shelter Reservations Made

2025	2024	
427	388	

Promotional/Informational Emails Sent

2025	2024	
89,144	63522	

Incoming Phone Calls

2025	2024	
7,626	5,851	

Website Visits By User

2025	2024	
222K	245K	

Transactions Processed

2025		2024		
Web	Adm	Web	Adm	
13,446	12,936	18,620	11,784	
51%	49%	60%	40%	

Did You Know?

There is a new park in town! Recently named Legacy Farms Park, this 97 acre park is located off of Highway B and Highway 94 in North St. Charles. Construction on Phase 1, the first 20 acres of the development, is expected to begin in early 2026, opening in late 2026.

Legacy Farms Park is designed to grow with the community—blending outdoor recreation with natural beauty!

- Accomplishments**
- Processed 1,377 passport cards on line for convenience of customers and efficiency of staff.
 - Extended Admin office hours served 150 customers that otherwise had a hard time getting to the office during usual hours.
 - Processed returning seasonal staff via DocuSign speeding up the process and reduce paper .
 - Created a guide to pool admissions and a hand-out with app QR codes to assist in providing “best” information to customers and helping them access the app with ease.
 - Created report to track league and tournament payments to better track A/R.



Parks and Recreation



Enterprise Division

2025 Second Quarter By the Numbers

Fitness Class Participants

2025	2024	
289	275	

Recreation Program Registrations

2025	2024	
599	580	

Pickleball Leagues and Programs

2025	2024	
114	89	

Senior Activities & Trip Participants

2025	2024	
245	240	

*Aquatic Season Passes Sold

2025	2024	
1,699	2,023	

*Aquatics Resident / Non Resident

2025		2024		
Res	N-Res	Res	N-Res	
26,334	12,936	32,195	21,273	
67%	33%	60%	40%	

***2025 numbers reflect 11 additional rainout days than in 2024**

Did You Know?

Playing a full round of disc golf can burn up to 400–600 calories per hour and involves walking 1 to 3 miles while improving coordination, balance, and mental focus. It's a low-impact activity that supports cardiovascular health and is great for people of all ages and fitness levels!

Accomplishments

- Successfully organized and promoted a free community open house event in partnership with the CRUSH Coalition, attracting over 300 attendees while showcasing St. Charles Parks and Recreation's youth sports programs. The event featured engaging activities, safety education, and wellness.
- All concession operations including aquatics, ballfields and Memorial Hall, received a score of 100% from the St. Charles County Health Department.
- Successfully held the second in a series of four-disc golf tournaments with 112 participants in our "Flight to Summer St. Charles Challenge".
- Developed a "Junior Lifeguard" shadowing opportunity for youth interested in future lifeguarding opportunities.

Parks and Recreation



Maintenance Division

2025 Second Quarter By the Numbers

Work Orders Processed

2025

2024

330

293



Volunteer Hours

2025

2024

77

12



New Plants Installed

2025

2024

2145

1813



Seasonal Staffing Levels

2025

2024

31

27



Cemetery Burials

2025

2024

8

14



Graves Sold

2025

2024

2

5



Did You Know?

Each spring St. Charles Parks Department plants around 2,000 new annual and perennial plants throughout our parks system. These plants are spread in our manicured flower beds, park entrance sign displays, and our formal garden areas. The plants provide vibrant colors to welcome visitors into the park and also help support local gardens by promoting pollinators!

Accomplishments

- Replaced asphalt surface around the main road drive loop through Blanchette Park.
- Re-organized a Maintenance II position from ballfields to weekend buildings and shelters to help support more responsive customer service during weekend hours, promoting a current employee from a Maintenance I position and hiring a new employee to fill that vacancy.
- Replaced 5 old zero-turn mowers with new to help keep mowing standards in parks.
- Started prepping grounds at Pundmann Nature Park for future development and plantings.
- 2 staff members attended Sports Turf Managers Association training for synthetic turf care and 1 Horticulturalist attended Arborjet tree injection training.
- Park maintenance staff hosted 3 individuals for an annual work development partnership with Easter Seals to help engage young adults with learning challenges in the workforce.

Parks and Recreation



Ranger Division

2025 Second Quarter By the Numbers

Foot Patrols

2025	2024
1,666	1,706



Reports Filed

2025	2024
77	109



Area Checks

2025	2024
4,692	4,362



Warnings and Tickets Issued

2025	2024
57	84



Arrests

2025	2024
3	9



Total Ranger Activity

2025	2024
6,574	6,130



Did You Know?

The Ranger Division coordinates with multiple agencies during large community events and use specialized off-road vehicles to patrol areas inaccessible to regular patrol cars

Accomplishments

- Provided collaborative support to the St. Charles City Police Department during a two-week Safety Town program conducted at the Early Childhood Development Center. This partnership enhanced community outreach efforts and strengthened inter-agency relationships.
- Participated in CAMP Fury STL, an immersive Girl Scout program designed to expose youth to law enforcement and firefighting careers. This multi-day camp, conducted at the St. Louis County Police and Fire Academy in Wellston, provided Rangers the opportunity to mentor young participants while demonstrating various aspects of public safety operations.
- Rangers identified, developed, and implemented a comprehensive enforcement strategy to address ongoing public nuisance violations at McNair Park. Through sustained enforcement efforts and strategic patrol deployment, Rangers successfully eliminated the identified problems