

St. Charles Parks and Recreation Board
Tentative Agenda
December 17, 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: Joshua Allen, 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.
5. Staff Reports/Presentations:
 - A.
6. Items for Discussion and/or Action:
 - A. Consideration for approval of the purchase of ADA lifts for aquatic facilities from Hage Financial Pool Lift Division in an amount not to exceed \$21,736.00*
 - B. Consideration for approval of a contract with Belkoh II d/b/a Behlmann Chrysler Dodge Jeep Ram for purchase of 1 Chrysler Minivan and 1 Dodge Police SUV in an amount not to exceed \$82,880.00*
 - C. Consideration for approval of a contract with ProTronics Technologies Inc. to provide wireless connectivity, internet, WAN/LAN, Firewall, Web Solutions and Monthly Server Maintenance in 2026 in an amount not to exceed \$65,000.00*
 - D. Consideration of Revisions to Aquatic Fees 2026*
 - E. Consideration for approval of the 2026 Compensation Policy*
 - F. Consideration for approval the Organizations Hosting Ticketed Events in Public Parks Policy effective January 1, 2026*
 - G. Consideration for approval amending the Special Event Use Policy Manual effective January 1, 2026*
 - H. Consideration for approval amending the Business Use Policy effective January 1, 2026*
 - I. Discussion and Consideration of revoking the Athletic Facility League and Tournament Policy and the Permits for Use of the Ball Fields and adopting the Athletic Field Use Policy effective January 1, 2026*
7. Minutes-
 - A. Parks & Recreation Board Meeting Minutes November 19, 2025*
 - B. Parks & Recreation Board Work Session Meeting Minutes December 3, 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
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 involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys. (RSMo 610.021.1)
 - B. Leasing, purchase or sale of real estate where public knowledge of the transaction might adversely affect the legal consideration thereof. (RSMo 610.021.2)
 - C. Hiring, firing, disciplining or promoting of particular employees when information relating to the performance or merit of individual employees is discussed or recorded. (RSMo 610.021.3)
 - D. Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment. (RSMo 610.021.13)
16. Adjournment

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

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

Posted by: _____ Date: _____ Time: _____

St. Charles Parks and Recreation Board

MEMORANDUM

Date: December 1, 2025

From: Chris Atkinson, Assistant Director of Parks & Recreation

RE: Purchase of four (4) pool lifts for use at Aquatic Facilities*

Summary:

When the new aquatic facilities opened in 2018 there were four new ADA lifts that were installed in the pools that did not have access to the body of water via an accessible ramp. These lifts are used to lift individuals who need assistance from the pool deck into the water.

Over the last few swim seasons staff have had to call out a contractor to purchase spare parts and make repairs to the lifts so that they were available to use by the public if needed. At the end of the 2025 swim season the pool lifts were not able to be repaired.

Staff requested information from Counsilman-Hunsaker (aquatics design consultant) about what type of lifts they would use if they were to design an aquatic facility today. Based upon that recommendation staff requested pricing from companies who sell the pool lifts that would work with our current in ground sleeve system.

We received 3 quotes (see attached). This make and model is different than the original pool lifts installed back in 2018.

Funds are available to complete this project in the 2026 CIP.

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

Staff requests favorable consideration for the purchase of 4 Aqua Creek Mighty 400lb pool lifts from Hage Financial Services, Inc. in an amount not to exceed \$21,736.00



St. Charles Parks and Recreation Board

MEMORANDUM

Date: December 10, 2025
From: Chris Atkinson, Assistant Director
RE: Contract with Belkoh II d/b/a Behlmann Chrysler Dodge Jeep Ram to purchase 1 minivan and 1 Park Ranger SUV.

Summary:

In the 2026 CIP, there are funds budgeted for the replacement of one Administration Minivan and one Park Ranger SUV Police vehicle. They will be replacing two vehicles that have met the requirements outlined in the City's "Vehicle and Equipment Replacement Policy" to be eligible to be replaced.

Utilizing State Bid #MC250182001 staff requested pricing from Behlmann Chrysler Dodge Jeep Ram dealership located in Troy, MO. They provided two bids for the vehicles. See attached bids.

The pricing is within the amount allocated in the CIP. Staff recommends moving forward with the purchase of the two vehicles.

Staff is asking the Park Board to approve the purchase in 2025, however, the funding does not come online until January 1, 2026. At that time the City will issue a Purchase Order. We expect to take delivery of the new vehicles in March/April 2026.

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

Favorable consideration for approval is requested for a contract with Belkoh II d/b/a Behlmann Chrysler Dodge Jeep Ram for the purchase of 2 new vehicles in an amount not to exceed \$82,880.00.

PURCHASE CONTRACT

THIS CONTRACT, made and entered into as of the contract date last signed below by and between the City of Saint Charles, Missouri by and through its Parks and Recreation Board hereinafter referred to as PARKS and Belkoh II, Inc. d/b/a Behlmann Chrysler Dodge Jeep Ram, hereafter referred to as SUPPLIER. For the consideration herein expressed, it is agreed by and between PARKS and SUPPLIER as follows:

1. SUPPLIER shall provide two (2) vehicles utilizing State Bid #MC250182001 with selected options in accordance with SUPPLIERS' proposals, copies of which is attached herein as Exhibit A and Exhibit B and made a part hereof.
2. It is hereby mutually agreed that in consideration of the complete performance of the Contract terms by SUPPLIER, PARKS shall pay SUPPLIER Eighty-Two Thousand Eight Hundred and Eighty Dollars and Zero Cents (\$82,880)
3. SUPPLIER is an independent contractor and nothing contained herein shall constitute or designate SUPPLIER or any of its agents or employees as employees of PARKS.
4. SUPPLIER agrees in the performance of this agreement that it will not discriminate against any employee or applicant for employment because of race, creed, color, age, sex, national origin, ancestry, religion, or political opinion or affiliation.
5. This contract shall be deemed to have been fully executed, made by the parties in, and governed by the laws of the State of Missouri for all purpose and intents. Venue shall be vested in courts of appropriate jurisdiction in St. Charles County, Missouri.
6. In the event the Park & Recreation Board shall not budget or appropriate, specifically with respect to this agreement on or before January 1, 2026 moneys sufficient to make all payments under this agreement, the City shall not be obligated to make those payments.
7. SUPPLIER shall comply with City Code of Ordinance Section 145.040 regarding the registration of sex offenders with the Police Department.
8. SUPPLIER acknowledges award of this City Contract requires compliance with Section 208.009 RSMo. which requires SUPPLIER to provide City with affirmative proof that he/she is a citizen or permanent resident of the United States or is lawfully present in the United States prior to the City awarding SUPPLIER with this contract. (See attached document).
9. Supplier in accordance with City Code of Ordinance Section 145.160, neither the Contractor/Supplier or an affiliated business entity of the Contractor/Supplier shall: (1) be in arrears to the City on any taxes or debt; be in default of any contractual obligation to the City; (2) be in default as security or otherwise of any obligation to the City; or (3) be a party to a non-adjudicated, non-traffic related citation for a code violation. For complete text of Section 145.160, please contact the Purchasing Office.
10. SUPPLIER acknowledges award of this Contract requires compliance with Section 285.530(2) RSMo. (Cumm. Supp. 2008) regarding enrollment and participation in a federal work authorization program with respect to all persons working in connection with the contracted services. SUPPLIER represents and warrants that it is in compliance with Section 285.530 at the time of award of this Contract. A sworn affidavit and supporting documentation affirming participation or exemption from a qualified federal work authorization program and that SUPPLIER does not knowingly employ any person who is an unauthorized alien in connection with the services to be performed pursuant to this Contract is attached to this Contract and incorporated herein by this reference. (See attached document).

ST. CHARLES PARKS AND RECREATION BOARD

CITY OF SAINT CHARLES, MISSOURI

By: Sandy Bichel Date
St. Charles Parks Board President

By: Lawrence S. Dobrosky Jr Date
Director of Administration

Attest:

Attest:

Anna Shy Date
St. Charles Parks Board Secretary

Kimberly Hudson Date
City Clerk

SUPPLIER

Belkoh II d/b/a Behlmann Commander Dodge Jeep Ram

Signed by:
Mike Benz 12/9/2025
1932B866C8A6435

BY: Date
Mike Benz

(Please Print Name and Title)

Fleet Sales Manager

CERTIFICATE OF DIRECTOR OF FINANCE

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

Director of Finance Date

DATE 12/09/2025		SALESPERSON MICHAEL BENZ		EMAIL ADDRESS	
CUSTOMER NAME CITY OF SAINT CHARLES PARK ADMINIST					
STREET ADDRESS 1900 W RANDOLPH ST					
CITY SAINT CHARLES		COUNTY SAINT CHARLES		STATE MO ZIP 63301-0842	
RESIDENT PHONE (636) 949-3372		BUSINESS PHONE		CELL PHONE (636) 949-3372	
THIS BUYERS ORDER IS FOR THE FOLLOWING <input checked="" type="checkbox"/> NEW <input type="checkbox"/> USED <input type="checkbox"/> DEMO <input type="checkbox"/> CAR <input type="checkbox"/> TRUCK				TRADE-IN RECORD	
STATE AND TAG #				YEAR	MAKE
YEAR 2026 MAKE CHRYSLER SERIES PACIFICA TYPE 2026				MODEL	COLOR
COLOR UPPER TRIM Select Front-Wh MILEAGE 10				VIN #	
STOCK NO ORDERSCPARKS3 VIN 111111111117441				TAG #	STATE
PRICE OF VEHICLE 41,012 00				STICKER #	EXP. DATE
ACCESSORIES				BALANCED OWED (Good Until)	\$.00
				BALANCE OWED TO	VERIFIED BY
				You are responsible for and shall pay the amount, if any, by which the Balance Owed on the Trade-In exceeds the Trade-In Allowance.	
				ALL WARRANTIES, IF ANY, BY A MANUFACTURER OR SUPPLIER OTHER THAN DEALER ARE THEIRS, NOT DEALER'S. ONLY SUCH MANUFACTURER OR OTHER SUPPLIER SHALL BE LIABLE FOR PERFORMANCE UNDER SUCH WARRANTIES UNLESS DEALER FURNISHES BUYER WITH A CONTRACT MADE BY DEALER ON ITS OWN BEHALF. DEALER NEITHER ASSUMES NOR AUTHORIZES ANY PERSON TO ASSUME FOR IT ANY LIABILITY IN CONNECTION WITH THE SALE OF ANY PRODUCTS.	
				UNLESS THE DEALER MAKES A WRITTEN WARRANTY ON ITS OWN BEHALF, OR ENTERS INTO A SERVICE CONTRACT WITHIN 90 DAYS FROM THE DATE OF THIS ORDER, THIS VEHICLE IS SOLD "AS IS" AND "WITH ALL FAULTS" AND THE DEALER MAKES NO WARRANTIES, EXPRESS OR IMPLIED, ON THE VEHICLE, AND THERE WILL BE NO IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THIS PROVISION DOES NOT AFFECT ANY WARRANTIES COVERING THE VEHICLE THAT THE MANUFACTURER OR SUPPLIER MAY PROVIDE.	
DEALER INSTALLED EQUIP.				Buyer acknowledges that he/she has read, understands and accepts all of the provisions of this dealer warranty disclaimer covering the motor vehicle described.	
				You will receive the following type of certificate of title for the Vehicle:	
				7 "original" title	
				7 insurance loss dated title	
				7 title with a theft or flood damage notation	
				7 rebuilt, salvage or junk title	
				by signing below, you understand and accept that you will receive the type of title disclosed above.	
DISCOUNT 00				BUYER X _____	
TOTAL CASH SALE PRICE 41,012 00				BUYER X _____	
TRADE-IN ALLOWANCE 00				AN ADMINISTRATIVE FEE IS NOT AN OFFICIAL FEE AND IS NOT REQUIRED BY LAW BUT MAY BE CHARGED BY A DEALER. THIS ADMINISTRATIVE FEE MAY RESULT IN A PROFIT TO DEALER. NO PORTION OF THIS ADMINISTRATIVE FEE IS FOR THE DRAFTING, PREPARATION OR COMPLETION OF DOCUMENTS OR THE PROVIDING OF LEGAL ADVICE. THIS NOTICE IS REQUIRED BY LAW.	
CASH PRICE OR TRADE DIFFERENCE 41,012 00				THE ADDITIONAL TERMS AND CONDITIONS ON THE REVERSE SIDE OF THIS ORDER ARE INCORPORATED BY REFERENCE AND ARE A PART OF THIS ORDER.	
PLUS ADMINISTRATIVE FEE 399 00					
PLUS PAY OFF ON TRADE VEHICLE 00					
TOTAL BALANCE 41,411 00					
LESS INITIAL PAYMENT					
RECT CA OK NO. 7 7					
CASH DUE ON DELIVERY					
TOTAL DOWN PAYMENT 00					
BALANCE DUE ON DELIVERY 41,411 00					
IF PURCHASE OF VEHICLE IS TO BE FINANCED, DISCLOSURE OF THE FINANCE AND RELATED CHARGES WILL BE CONTAINED IN THE RETAIL INSTALLMENT SALE CONTRACT-SECURITY AGREEMENT BETWEEN THE CUSTOMER AND THE DEALER. THE DEALER MAY RETAIN A PORTION OF THE AMOUNT PAID BY PURCHASER FOR FINANCING, INSURANCE AND EXTENDED SERVICE CONTRACTS.					
INSURANCE INFORMATION Types of Coverage _____					
Agent Name _____		Address _____		Phone _____	
Policy Number _____		Carrier _____		Expiration _____	
Buyer agrees that this Agreement includes all of the terms and conditions on the front and back side hereof, that this Agreement cancels and supercedes any prior agreement including oral agreements, and as of the date below comprises, with any retail installment sale contract, the complete and exclusive statement of the terms of the agreement relating to the subject matters covered by the Agreement. Buyer, by signing this agreement, acknowledges that he/she has read its terms and has received a true copy of this Agreement.					
If Buyer is buying the vehicle for cash (this includes a Buyer arranging Buyer's own financing from a party other than dealer), the Agreement is not binding upon either Dealer or Buyer until signed by an authorized Dealer representative.					
If Buyer is buying the Vehicle in a credit sales transaction with Dealer evidenced by a signed retail installment sale contract, this Agreement is binding when the Retail installment sale contract is signed. If the dealer cannot sell the retail installment sale contract to a third-party finance source, this Agreement will not remain binding, except that you agree to return the vehicle in accordance with paragraph 13 on the other side of this Agreement					
7 BUYER ACKNOWLEDGES THAT IF THIS BOX IS CHECKED, THIS AGREEMENT CONTAINS AN ARBITRATION CLAUSE.					
BUYER HAS READ ALL PAGES OF THIS AGREEMENT AND AGREES TO ALL TERMS AND CONDITIONS IN THIS AGREEMENT.					
BUYER SIGNS X _____		DATE 12/09/2025			
CO-BUYER SIGNS X _____		DATE 12/09/2025			
MANAGER'S APPROVAL (Must Be Accepted By An Authorized Representative of the Dealer)		DATE 12/09/2025			
X 					

DATE 12/05/2025		SALESPERSON MICHAEL BENZ		EMAIL ADDRESS	
CUSTOMER NAME CITY OF SAINT CHARLES PARK ADMINIST					
STREET ADDRESS 1900 W RANDOLPH ST					
CITY SAINT CHARLES		COUNTY SAINT CHARLES		STATE MO	ZIP 63301-0842
RESIDENT PHONE (636) 949-3372		BUSINESS PHONE		CELL PHONE (636) 949-3372	
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STATE AND TAG #			YEAR	MAKE	MODEL
YEAR 2026	MAKE DODGE	SERIES DURANGO	TYPE 2026	VIN #	
COLOR	UPPER	TRIM Pursuit 4dr All	MILEAGE 10	TAG #	STATE
STOCK NO ORDERSCPARKS		VIN 111111112452421		BALANCED OWED (Good Until)	\$.00
PRICE OF VEHICLE ----->			41,070	00	
ACCESSORIES					
DISCOUNT					
TOTAL CASH SALE PRICE			41,070	00	
TRADE-IN ALLOWANCE				00	
CASH PRICE OR TRADE DIFFERENCE			41,070	00	
PLUS ADMINISTRATIVE FEE			399	00	
PLUS PAY OFF ON TRADE VEHICLE				00	
TOTAL BALANCE			41,469	00	
LESS INITIAL PAYMENT					
CASH DUE ON DELIVERY					
TOTAL DOWN PAYMENT				00	
BALANCE DUE ON DELIVERY			41,469	00	
IF PURCHASE OF VEHICLE IS TO BE FINANCED, DISCLOSURE OF THE FINANCE AND RELATED CHARGES WILL BE CONTAINED IN THE RETAIL INSTALLMENT SALE CONTRACT-SECURITY AGREEMENT BETWEEN THE CUSTOMER AND THE DEALER. THE DEALER MAY RETAIN A PORTION OF THE AMOUNT PAID BY PURCHASER FOR FINANCING, INSURANCE AND EXTENDED SERVICE CONTRACTS.					
INSURANCE INFORMATION Types of Coverage _____ Agent Name _____ Address _____ Phone _____ Policy Number _____ Carrier _____ Expiration _____					
Buyer agrees that this Agreement includes all of the terms and conditions on the front and back side hereof, that this Agreement cancels and supercedes any prior agreement including oral agreements, and as of the date below comprises, with any retail installment sale contract, the complete and exclusive statement of the terms of the agreement relating to the subject matters covered by the Agreement. Buyer, by signing this agreement, acknowledges that he/she has read its terms and has received a true copy of this Agreement. If Buyer is buying the vehicle for cash (this includes a Buyer arranging Buyer's own financing from a party other than dealer), the Agreement is not binding upon either Dealer or Buyer until signed by an authorized Dealer representative. If Buyer is buying the Vehicle in a credit sales transaction with Dealer evidenced by a signed retail installment sale contract, this Agreement is binding when the Retail installment sale contract is signed. If the dealer cannot sell the retail installment sale contract to a third-party finance source, this Agreement will not remain binding, except that you agree to return the vehicle in accordance with paragraph 13 on the other side of this Agreement <input checked="" type="checkbox"/> BUYER ACKNOWLEDGES THAT IF THIS BOX IS CHECKED, THIS AGREEMENT CONTAINS AN ARBITRATION CLAUSE. BUYER HAS READ ALL PAGES OF THIS AGREEMENT AND AGREES TO ALL TERMS AND CONDITIONS IN THIS AGREEMENT.					
BUYER SIGNS X _____		DATE		12/05/2025	
CO-BUYER SIGNS X _____		DATE		12/05/2025	
MANAGER'S APPROVAL (Must Be Accepted By An Authorized Representative of the Dealer)		DATE		12/05/2025	
X _____		DATE		12/05/2025	

St. Charles Parks and Recreation Board

MEMORANDUM

Date: November 7, 2025

From: Chris Atkinson, Assistant Director of Parks & Recreation

RE: Contract with Protronics Technologies, Inc. to provide private network connectivity, internet service and IT Solutions Support in 2026*

Summary:

December 31st, 2025 is the last day of the latest 6-year (2020-2025) contract with our IT provider/contractor Protronics Technologies, Inc. (PTI) They provide private network connectivity, equipment, Internet, WAN/LAN and additional IT support for the Parks & Recreation Department. We have been working with PTI since 2005.

In basic terms PTI provide a connection between all of our satellite PC's, POS systems and credit card machines located at the pools, concession stands and maintenance shops that are all connected to our main server located in the Administration Building located in Blanchette Park. Every transaction that we make as a department goes through this network.

On November 7th, 2025 a Bid Notice was posted per City Purchasing Policy to solicit bids from providers/contractors to provide from these very specialized services from 2026 through 2031. The deadline to submit a bid was 10:00am on Wednesday December 3rd, 2025.

There was only one submittal from our current vendor (See the attached bid document).

This recommendation is just for the 2026 budget year. However, there are five additional 1-year options available which could extend the contract through 2031.

Since the contract amount is over \$15,000 Park Board approval for this purchase is required.

Staff requests favorable consideration of a contract with Protronics Technologies, Inc. to provide private network connectivity, internet service and IT Solutions Support in 2026 in an amount not to exceed \$65,000.

CONTRACT AGREEMENT

THIS CONTRACT, made and entered into as of the contract date last signed below by and between the City of Saint Charles, Missouri by and through its Parks and Recreation Board hereinafter referred to as CITY and **Protronics Technologies Inc.**, hereafter referred to as SUPPLIER. For the consideration herein expressed, it is agreed by and between CITY and SUPPLIER as follows:

1. Effective January 1, 2026, SUPPLIER shall provide PARKS with service for wireless point-to-point connectivity, internet connectivity, WAN service, Microwave Direct backup circuit, WAN/LAN service and managed firewall services/web solutions in accordance with SUPPLIERS' bid, a copy of which is attached herein as Exhibit A and made a part hereof.
2. It is hereby mutually agreed that in consideration of the complete performance of the Contract terms by SUPPLIER, CITY shall pay SUPPLIER the Contract Sum as herein provided.
3. It is hereby further agreed that the Contract Sum shall not exceed Sixty Five Thousand Dollars and Zero Cents (\$65,000.00). SUPPLIER agrees that invoices will be submitted and CITY will be allowed payment terms of Net 30 Days.
4. Contract has the option to be renewed for five (5) additional one-year periods (calendar years 2027, 2028, 2029, 2030 and 2031) with formal contract acceptance by the PARKS at the terms and conditions referenced in the bid.
5. In the event the Park & Recreation Board or City Council shall not budget or appropriate, specifically with respect to this agreement on or before January 1, 2026 moneys sufficient to make all payments under this agreement, the City shall not be obligated to make those payments.
6. SUPPLIER is an independent contractor and nothing contained herein shall constitute or designate SUPPLIER or any of its agents or employees as employees of CITY.
7. SUPPLIER agrees in the performance of this agreement that it will not discriminate against any employee or applicant for employment because of race, creed, color, age, sex, national origin, ancestry, religion, or political opinion or affiliation.
8. This contract shall be deemed to have been fully executed, made by the parties in, and governed by the laws of the State of Missouri for all purpose and intents. Venue shall be vested in courts of appropriate jurisdiction in St. Charles County, Missouri.
9. The City reserves the right to terminate the contract for reasons of violation by the SUPPLIER of any term or condition of the contract by giving thirty (30) days written notice stating the reasons therefore and giving the party ample time to remedy the deficiencies. If contract is terminated, all information becomes property of the St. Charles Parks & Recreation Board.
10. SUPPLIER shall comply with City Code of Ordinance Section 145.040 regarding the registration of sex offenders with the Police Department.

11. SUPPLIER acknowledges award of this City Contract requires compliance with Section 208.009 RSMo. which requires SUPPLIER to provide City with affirmative proof that he/she is a citizen or permanent resident of the United States or is lawfully present in the United States prior to the City awarding SUPPLIER with this contract.
12. SUPPLIER acknowledges award of this Contract requires compliance with Section 285.530(2) RSMo. (Cumm. Supp. 2008) regarding enrollment and participation in a federal work authorization program with respect to all persons working in connection with the contracted services. SUPPLIER represents and warrants that it is in compliance with Section 285.530 at the time of award of this Contract. A sworn affidavit and supporting documentation affirming participation or exemption from a qualified federal work authorization program and that SUPPLIER does not knowingly employ any person who is an unauthorized alien in connection with the services to be performed pursuant to this Contract is attached to this Contract and incorporated herein by this reference. (See attached document).
13. In accordance with City Code of Ordinance Section 145.160, neither the Contractor/Supplier or an affiliated business entity of the Contractor/Supplier shall: (1) be in arrears to the City on any taxes or debt; be in default of any contractual obligation to the City; (2) be in default as security or otherwise of any obligation to the City; or (3) be a party to a non-adjudicated, non-traffic related citation for a code violation. For complete text of Section 145.160, please contact the Purchasing Office.
14. Pursuant to Section 34.600 RSMo, as amended, Contractor, hereby certifies it is not currently engaged in and shall not, for the duration of this contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel, or that this certification is not applicable as the value of this contract is less than \$100,000 or Contractor has less than ten (10) employees.

ST. CHARLES PARKS AND RECREATION BOARD

CITY OF SAINT CHARLES, MISSOURI

By: Sandy Bichel Date
St. Charles Parks Board President

By: Lawrence S. Dobrosky, Jr. Date
Director of Administration

Attest:

Attest:

Anna Shy Date
Parks & Recreation Board Secretary

Kim Hudson Date
City Clerk

Protronics Technologies, Inc.

Signed by:
Andy Kastrop 12/9/2025
D1D9FEEB2B4E466...

BY: Andy Kastrop Date

(Please Print Name and Title)
President

CERTIFICATE OF DIRECTOR OF FINANCE

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

Director of Finance Date



CITY OF SAINT CHARLES, MISSOURI

PARKS AND RECREATION

DEPARTMENT

INVITATION FOR BID

BID NUMBER 2026-0200

**Private Network Connectivity, Internet Service Provider
and I.T. Solutions Support**

November 7, 2025

INCLUDED ARE:

**Bid Instructions
Terms and Conditions
Specifications
Bid Form**

BID INSTRUCTIONS

1. Sealed Bids shall be submitted in DUPLICATE to the St. Charles Parks & Recreation Department; 1900 Randolph Street, St. Charles, Missouri 63301; prior to 10:00 a.m., City time, on Wednesday December 3rd, 2025.
2. Returned envelopes must be clearly marked on the outside, **“BID NUMBER PR26-002 St Charles Parks and Recreation ISP and IT Solutions 2026-2031”**, with the date of the bid opening on the envelope. Bidders are required to deliver one (1) original, marked as such, and one (1) complete copy of their bid to the above location prior to the bid deadline.
3. Each bid shall be made on the attached bid form and must include all documents in this bid package, the signature of the owner or authorized officer of the organization submitting said bid, and the complete mailing address of said organization.
4. Bid deadline and opening will be on Wednesday, December 3rd, 2025, at 10:00 a.m., City time, at the Parks and Recreation Administration Office in Blanchette Park; 1900 W Randolph Street, St. Charles Missouri 63301.
5. All bidders must furnish satisfactory evidence to the City that they have previously furnished the required equipment/services by providing examples of similar services.
6. Bid questions must be submitted in writing to the Assistant Director of Parks and Recreation contact information at the bottom of this page no later than Tuesday, November 25th, 2025 at 10:00am.
7. Bidders who desire a copy of the bid tabulation shall enclose a self-addressed, stamped envelope with their bid submission.
8. The City of Saint Charles reserves the right to reject any or all bids.
9. Bidders that submit a bid to the City of Saint Charles must accept/meet the following terms and conditions.

Inquiries about this Invitation for Bid should be made to:

Chris Atkinson
Assistant Director of Parks & Recreation
Saint Charles Parks & Recreation Dept.
1900 Randolph Street
Saint Charles, Missouri 63301
Phone: (636) 949 -3372
chris.atkinson@stcharlesparks.com

**CITY OF SAINT CHARLES, MISSOURI
TERMS FOR AGREEMENT/CONTRACT CONTRACTORS
REPRESENTATIONS**

The Contractor/Supplier, By executing the Invitation for Bid Form, certifies that:

1. Certificate of Independent Price Determination

- A. The prices in the proposal have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such prices with any other bidder or with any competition.
- B. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the bidder prior to opening.
- C. No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a bid or proposal for the purpose of restricting competition.

2. Prices

The price or prices specified in this quotation are firm and are not subject to contingency or reservation. Contractor/Supplier represents that the price or prices specified in this quotation do not exceed the current selling price for these same or substantially similar supplies or services and are no higher than other quotes to his/her most favored customer taking into account the quantity specified for delivery. Further, the contractor/supplier, by signing the Bid Form, certifies that he/she secured similar certification from each subcontractor or part supplier.

3. Fees and Taxes

Contractor/Supplier is current with payments to the City or County of St. Charles, Missouri, Personal Property and Real Estate Tax, if applicable, and all other required licenses and fees.

TERMS AND CONDITIONS OF BIDDING

QUALIFICATIONS

All bidders must furnish satisfactory evidence to the City that they have previously provided the required equipment/services.

LAWS AND ORDINANCES, REGULATIONS, LICENSING FEES

Contractor/Supplier shall conform to all rules, regulations, ordinances, laws or directives set forth by the City of Saint Charles and/or the State of Missouri.

Contractor/Supplier shall comply with City Code of Ordinance Section 145.040 regarding the registration of sex offenders with the Police Department.

In accordance with City Code of Ordinance Section 145.290, neither the Contractor/Supplier or an affiliated business entity of the Contractor/Supplier shall: (1) be in arrears to the City on any taxes or debt; (2) be in default of any contractual obligation to the City; (3) be in default as security or otherwise of any obligation to the City; or (4) be a party to a non-adjudicated, non-traffic related citation for a Code violation. For complete text of Section 145.290, please contact the Purchasing Office.

Contractor/Supplier shall comply with Section 285.525–285.550 RSMo regarding enrollment in a federal work authorization program. Notice and instructions for bidders are attached to these bid documents. **The signed, notarized affidavit and supporting documentation affirming enrollment in a federal work authorization program must be submitted with proposal. Failure to comply with this provision may result in rejection of proposal.**

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

Contractor/Supplier shall conform to any and all changes made to this contract/agreement as a result of any ordinance, law and/or directive issued by the City of Saint Charles or the State of Missouri.

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 City Hall located at 200 North Second Street, St. Charles, Missouri, 63301.

ASSIGNMENT OF CONTRACT

Neither this contract, nor any portion thereof, shall be reassigned except by formal written approval by the City.

WAIVER

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

The City reserves the right to waive any variances from original bid specifications in cases where the variances are considered to be in the best interest of the City.

TERMINATION OF CONTRACT

The City reserves the right to terminate the contract for any reason, or no reason at all, by giving thirty (30) days written notice.

METHOD OF AWARD

Contracts shall be awarded to the lowest bidder meeting all specified requirements and considered the best, at the City's sole discretion.

The City of Saint Charles would prefer to contract with one supplier for all needs, but reserves the right to award individual items to multiple suppliers. Therefore, bidders may bid on one or more of the items specified. It is not necessary to bid on all items specified.

INDEMNIFICATION

The contractor shall indemnify, save, and hold harmless the City of Saint Charles, Missouri, its employees, and agents, against any and all claims, damages, liability and court awards including costs, expenses, and attorney fees incurred as a result of any act or omission by the contractor or its employees, agents, subcontractors, or assignees pursuant to the terms of the contract resulting from this Invitation for Bid.

ADDITIONAL INFORMATION

All goods/services must meet or exceed stated specifications. Goods or services not meeting these standards will be rejected.

Contractor/Supplier shall clearly identify any deviations from the specifications in this Invitation for Bid.

Bids are subject to the terms and conditions of this Invitation for Bid, and the attached specifications for the purchase and installation of the requested goods/services. Bids must be submitted on all attached forms. Failure to do so will be considered basis for rejection.

DELIVERY

All deliveries shall be F.O.B. destination (St. Charles City location) unless otherwise stated.

PAYMENT TERMS

Payment terms shall be net thirty (30) days after delivery/installation unless otherwise stated.

CONTRACT TERM

The term of the contract shall be for one year from date of formal contract acceptance by the City with the option to renew for a maximum of two (2) additional twelve (12) month periods with formal contract acceptance by the City.

NON-APPROPRIATION CLAUSE

In the event the City Council shall not budget and appropriate, specifically with respect to this agreement, on or before January 1 of each subsequent year, moneys sufficient to make all payments under this agreement, the City shall not be obligated to make those payments.

BUY AMERICAN POLICY

On October 22, 1987, the City of St. Charles amended Chapter 2 of the Revised Ordinances by adopting a "Buy American" policy under Ordinance No. 87-205. In Section 2-487.1, Products Made In the United States, this policy reads as follows: The City encourages the purchase of products manufactured, assembled or produced in the United States.

SUBMISSION OF BIDS AND SUPPLEMENTAL MATERIALS

Bids shall be submitted to the Purchasing Office. If supplemental materials are required or requested, then they must be submitted to the Purchasing Office as part of the bid package. Supplemental materials will not be accepted after the bids have been opened, unless requested by the Purchasing Office. Submission or distribution by the bidder of unsolicited supplemental materials to City employees or Officials may result in rejection of the bid.

DISCRIMINATION POLICY

The City of St. Charles advises the public that it does not discriminate on the basis of handicapped status, race or color, national origin, religion, age, or sex in employment or the provision of municipal services. Furthermore, the City has an Affirmative Action Plan for the purpose of promoting vigorously the objectives of equal opportunity in employment and all programs and services.

CITY OF ST. CHARLES, MISSOURI BID NUMBER PR26-002 SPECIFICATIONS

SCOPE:

The intent and purpose of this Invitation for Bid is to obtain competitive bids and award a contract for Connectivity, Internet Service Provider and I.T. Solutions for WAN/LAN Private Network Connectivity, Internet Services, Monthly Server Maintenance and Monitoring, WI-FI, HVAC Monitoring, security, backup circuit and I.T. Systems Support with leased WAN connectivity hardware.

The Parks and Recreation Department hosts a private network (point to point) communicating bi-directional to 14 outlying facilities for specialized parks and recreation software including point of sales, maintenance, facility reservations, participant registration and employee timekeeping applications through Vermont Systems Inc. which requires low latency, high reliability and immediate service response. In addition through our private network, there are shared drives, email communications and pushed software updates from the servers. Connectivity through our private network and I.T. Systems support is crucial to facilities we serve to the public as to not interrupt sales services to our guests.

1. Locations:

- Current locations listed below however new locations could be added as necessary.
- Location #1: Administration Building, Blanchette Park 1900 W Randolph (host facility)
 - Location #2: Memorial Hall, Blanchette Park 1900 W Randolph
 - Location #3: Concession Stand Steinhoff Pavilion, Blanchette Park, 1900 W Randolph
 - Location #4: Blanchette Aquatic Facility, Blanchette Park 1900 W Randolph
 - Location #5: Old Maintenance Facility, McNair Park 3100 Droste Road
 - Location #6: New Maintenance Facility, McNair Park 3100 Droste Road
 - Location #7: Concession Stand, McNair Park Main 3100 Droste Road
 - Location #8: Concession Stand, McNair Park Day Camp 3100 Droste Road
 - Location #9: Maintenance Facility, Wapelhorst Park 1875 Muegge Road
 - Location #10: Concession Stand, Wapelhorst Park 1875 Muegge Road
 - Location #11: Gould Building, Wapelhorst Park 1875 Muegge Road
 - Location #12: Wapelhorst Aquatic Facility, Wapelhorst Park 1875 Muegge Road
 - Location #13: Oak Grove Cemetery, 2700 West Clay
 - Location #14: Frontier Park - Katy Depot, 500 S Riverside Dr.

2. Type of Connectivity:

WAN Connectivity must be reliable with a minimum of 8M bi-directional service and a latency of 14ms or less. Each location has multiple point of sale or computer units that all need to remain fully functional and dependable. Redundancy to the connectivity is imperative as part of this bid.

- 3. Response Time and Availability:**
Contractor must provide monitoring 24 hours a day, 7 days a week with no more than 4 hour troubleshooting response time for failures and support. Must be able to provide an immediate verbal response and immediately begin to troubleshoot. Must be able to provide capable action leading to a solution within 4 hours.
- 4. Internet Services:**
Point of Sale and computer units require access to the internet with specific routes for transaction applications and secured from all other access.
- 5. WI-FI:**
Several locations require private wireless WI-FI access for functionality of units not within the WAN. The WI-FI must not be accessible to the general public, protected and monitored for availability.
- 6. HVAC/Utility Data Services**
Internet connectivity and managed WiFi for HVAC thermostat systems. Includes equipment, monitoring and automatic repairs/replacement.
- 7. Security Systems:**
The WAN Connectivity and IT systems must be secured preventing unauthorized access to organizational assets maintaining the integrity and confidentiality of information. Access lists, geo-blocking and monitoring should be utilized.
- 8. Backup Circuit OSPF:**
All IP Services at the Administration Building must have a backup circuit for real time failover.
- 9. Monthly Server Maintenance and Server Monitoring:**
Server checkup for drive space, memory utilization, and back-up status. Review of server and anti-virus event logs on 3-4 servers, hard drive health/failure and RAID status as well as server critical events. Monitoring battery health, power conditions and environmental temperature.
- 10. Email Spam and Virus Filtering:**
Provide additional services of spam and virus filtering for email.
- 11. Additional IT System Support Hourly Rates:**
Additional services to perform work on Servers, POS systems computers or IT related hardware or software may be required.
- 12. Connectivity Hardware/Software:**
All equipment and software for the WAN/LAN and Internet connectivity including routers, switches, wireless devices will be leased from the contractor. Replacement hardware must be on hand in case of failure for immediate replacement. All servers, computers, and POS

stations for the operations of the department will be purchased by the department.

13. Free Public WI-FI

Contractor will provide at contractors expense free public WI-FI at specific locations in Blanchette Park, Wapelhorst Park, McNair Park, and Frontier Park.

14. Installation and Delivery:

Detailed plan for installation and service timeline for uninterrupted services crucial within the first quarter of 2026.

15. Conformity to the City of St. Charles IT Policy and Standards

For protection of City assets and information, contractor shall adhere to the City IT Policy and standards of best practices.

16. CONTACT INFORMATION:

Chris Atkinson
Assistant Director of Parks & Recreation
Saint Charles Parks & Recreation Department
1900 Randolph Street
St. Charles, MO 63301
Phone: (636) 949-3372
chris.atkinson@stcharlesparks.com

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

Indicate whether: () Individual; () Partnership; (✓) Corporation

Incorporated in the state of: Missouri

COMPANY: ProTronics Technologies, Inc.

REMITTANCE ADDRESS: 19 Point West Blvd. St. Charles, MO 63301

STREET ADDRESS (NO P.O. BOX): 19 Point West Blvd. St. Charles, MO 63301

IF LOCATED WITHIN CITY LIMITS, PLEASE PROVIDE ST. CHARLES BUSINESS LICENSE NUMBER: 5306

TAX ID NO.: 13776592

PHONE NO.: 636-940-1835

NAME: Andrew W. Kastrup

TITLE: President

SIGNATURE: 

DATE: 12/01/2025

EMAIL ADDRESS: andy@protronics.com

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

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

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

“Business Entity” is defined as:

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

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

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

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

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

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

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

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

RETURN WITH BID

AFFIDAVIT OF COMPLIANCE WITH SECTION 285.500 RSMo et seq.

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

STATE OF Missouri)

COUNTY OF Saint Charles)

Before me, the undersigned Notary Public, Andrew W. Kastrup (Name) personally appeared who is President (Title) of ProTronics Technologies, Inc. (Company Name), and after being sworn did depose and say:

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

The terms used in this affidavit shall have the meaning set forth in Section 285.500 RSMo, et seq.

Documentation of participation in a federal work authorization program is attached to this affidavit.

Andrew W. Kastrup
Signature (Person with Authority)

Andrew W. Kastrup
Printed Name

President
Title

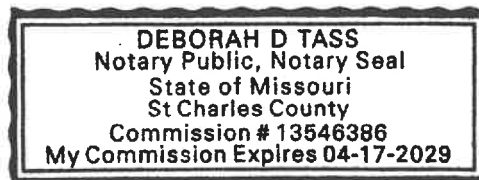
12-1-2025
Date

Subscribed and sworn to before me this 1 day of December 2025 (Month, Year).

My commission expires:
Signature of Notary

April 17, 2029
Date

Deborah D. Tass



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

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

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

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

- Valid Driver’s License from your State of Residence.

RETURN WITH BID



City of Saint Charles
 200 North Second Street • Saint Charles, MO 63301

PROOF OF LAWFUL PRESENCE - PUBLIC BENEFITS

Name: Last	First	Middle Initial	Maiden Name
Kastrup	Andrew	W.	
Address (Street Name & Number)		Apt #	Date of Birth
15 Bogey Club Ln.			09/03/1967
City	State	Zip Code	
St. Charles	MO	63303	

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

Signature	Date (M/D/YY)
	12/01/2025

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

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

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

Signature of City Staff Person:	Print Name:	Date:

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

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

City of St. Charles, Missouri, Parks and Recreation Department

Bid # PR26-002

Connectivity, ISP and I.T. Solutions

WAN/LAN Private Network Connectivity, Internet Services, Monthly Server Maintenance & Monitoring, WI-FI and I.T. Systems Support.

Bid Proposal Form

Location #1: Administration Building, Blanchette Park 1900 W Randolph (host facility)

Type of Connectivity	<u>Microwave + Fiber</u>	
Service Speed (Minimum of 8M Bidirectional required)	<u>10M / 300M Supplemental</u>	
List Maximum Latency	<u>10 ms</u>	
Set-up Fee	<u>\$0.00</u>	One-Time
Leased Hardware/Software	<u>\$0.00</u>	Monthly
WAN Host Bidirectional w/VPC	<u>\$465.00</u>	Monthly
Internet Service LAN	<u>\$200.00</u>	Monthly
Fiber Supplemental Internet Access	<u>\$135.00</u>	Monthly
Closed WI-FI	<u>\$0 - included</u>	Monthly
Backup Circuit- OSPF	<u>\$75.00</u>	Monthly
Firewall Services	<u>\$150.00</u>	Monthly

Location #2: Memorial Hall, Blanchette Park 1900 W Randolph

Type of Connectivity	<u>Microwave</u>	
Service Speed (Minimum of 8M Bidirectional required)	<u>8M</u>	
List Maximum Latency	<u>10 ms</u>	
Set-up Fee	<u>\$0</u>	One-Time
Leased Hardware/Software	<u>\$0</u>	Monthly
WAN Bidirectional Service	<u>\$200</u>	Monthly
Internet Service	<u>\$0 - included above</u>	Monthly
Closed WI-FI	<u>\$60</u>	Monthly

Location #3: Concession Stand Steinhoff Pavilion, Blanchette Park, 1900 W Randolph

Type of Connectivity	<u>Microwave</u>	
Service Speed (Minimum of 8M Bidirectional required)	<u>8M</u>	
List Maximum Latency	<u>10 ms</u>	
Set-up Fee	<u>\$0</u>	One-Time
Leased Hardware/Software	<u>\$0</u>	Monthly
WAN Bidirectional Service	<u>\$200</u>	Monthly
Internet Service	<u>\$0 - included above</u>	Monthly

Location #4: Blanchette Aquatic Facility, Blanchette Park 1900 W Randolph

Type of Connectivity	<u>Microwave</u>	
Service Speed (Minimum of 8M Bidirectional required)	<u>10M</u>	
List Maximum Latency	<u>10 ms</u>	
Set-up Fee	<u>\$0</u>	One-Time
Leased Hardware/Software	<u>\$0</u>	Monthly
WAN Bidirectional Service	<u>\$240</u>	Monthly
Internet Service, 1.5 M Minimum	<u>\$0 - included above</u>	Monthly

Location #5: Old Maintenance Facility, McNair Park 3100 Droste Road

Type of Connectivity	<u>Microwave</u>	
Service Speed (Minimum of 8M Bidirectional required)	<u>10M</u>	
List Maximum Latency	<u>10 ms</u>	
Set-up Fee	<u>\$0</u>	One-Time
Leased Hardware/Software	<u>\$0</u>	Monthly
WAN Bidirectional Service	<u>\$240</u>	Monthly
Internet Service	<u>\$0 - included above</u>	Monthly
Closed WI-FI	<u>N/A</u>	Monthly

Location #6: New Maintenance Facility, McNair Park 3100 Droste Road

Type of Connectivity	<u>Microwave</u>	
Service Speed (Minimum of 8M Bidirectional required)	<u>10M</u>	
List Maximum Latency	<u>10 ms</u>	
Set-up Fee	<u>\$0</u>	One-Time
Leased Hardware/Software	<u>\$0</u>	Monthly
WAN Bidirectional Service	<u>\$240</u>	Monthly
Internet Service	<u>\$0 - included above</u>	Monthly

Location #7: Concession Stand, McNair Park Main 3100 Droste Road

Type of Connectivity	<u>Microwave</u>	
Service Speed (Minimum of 8M Bidirectional required)	<u>8M</u>	
List Maximum Latency	<u>10 ms</u>	
Set-up Fee	<u>\$0</u>	One-Time
Leased Hardware/Software	<u>\$0</u>	Monthly
WAN Bidirectional Service	<u>\$200</u>	Monthly
Internet Service	<u>\$0 - included above</u>	Monthly

Location #8: Concession Stand, McNair Park Day Camp 3100 Droste

Type of Connectivity	<u>Microwave</u>	
Service Speed (Minimum of 8M Bidirectional required)	<u>8M</u>	
List Maximum Latency	<u>10 ms</u>	
Set-up Fee	<u>\$0</u>	One-Time
Leased Hardware/Software	<u>\$0</u>	Monthly
WAN Bidirectional Service	<u>\$200</u>	Monthly
Internet Service	<u>\$0 - included above</u>	Monthly

Location #9: Maintenance Facility, Wapelhorst Park 1875 Muegge Road

Type of Connectivity	Microwave	
Service Speed (Minimum of 8M Bidirectional required)	10M	
List Maximum Latency	10 ms	
Set-up Fee	\$0	One-Time
Leased Hardware/Software	\$0	Monthly
WAN Bidirectional Service	\$240	Monthly
Internet Service	\$0 - included above	Monthly

Location #10: Concession Stand, Wapelhorst Park 1875 Muegge Road

Type of Connectivity	Microwave	
Service Speed (Minimum of 8M Bidirectional required)	8M	
List Maximum Latency	10 ms	
Set-up Fee	\$0	One-Time
Leased Hardware/Software	\$0	Monthly
WAN Bidirectional Service	\$200	Monthly
Internet Service	\$0 - included above	Monthly

Location #11: Gould Building, Wapelhorst Park 1875 Muegge Road

Type of Connectivity	Microwave	
Service Speed (Minimum of 8M Bidirectional required)	8M	
List Maximum Latency	10 ms	
Set-up Fee	\$0	One-Time
Leased Hardware/Software	\$0	Monthly
WAN Bidirectional Service	\$200	Monthly
Internet Service	\$0 - included above	Monthly
Closed WI-FI	\$60	Monthly

Location #12: Wapelhorst Aquatic Facility, Wapelhorst Park 1875 Muegge Road

Type of Connectivity	Microwave	
Service Speed (Minimum of 8M Bidirectional required)	10M	
List Maximum Latency	10 ms	
Set-up Fee	\$0	One-Time
Leased Hardware/Software	\$0	Monthly
WAN Bidirectional Service	\$240	Monthly
Internet Service, 1.5 M Minimum	\$0 - included above	Monthly

Location #13: Oak Grove Cemetery, 2700 West Clay

Type of Connectivity	Microwave	
Service Speed (Minimum of 8M Bidirectional required)	10M	
List Maximum Latency	10 ms	
Set-up Fee	\$0	One-Time
Leased Hardware/Software	\$0	Monthly
WAN Bidirectional Service	\$240	Monthly
Internet Service	\$0 - included above	Monthly

Location #14: Frontier Park, KATY Depot, 500 S. Riverside

Type of Connectivity	Microwave	
Service Speed (Minimum of 3M Bidirectional required)	3M	
List Maximum Latency	10 ms	
Set-up Fee	\$0	One-Time
Leased Hardware/Software	\$0	Monthly
WAN Bidirectional Service	\$0	Monthly
Internet Service	\$60	Monthly
Closed WI-FI	\$60	Monthly

Additional Services

IT Systems Support

Hourly Rates	Hourly Rate	Hours
Normal Business Hours	\$120	Mon - Fri 8am- 5pm
Remote Access	\$110	Mon - Fri 8am- 5pm
After Hours	\$150	all hours not listed above - available 24/7

	Monthly Fee	
Monthly Server Maintenance and Monitoring	\$180	
Email spam and virus filtering	\$85	
Security and Firewall Service	\$0, included*	*Firewall Service included in Blanchette Admin Service, Network Security Service billed annually separately

Describe how you will provide free WI-FI At Blanchette, Frontier, McNair, & Wapelhorst Parks for visitors.

Already in place - Provided on a separate connection at each location with a captive portal and bandwidth limits on a per user basis to guarantee quality of service for all.
Includes monitoring of bandwidth usage and service quality with 24x7 monitoring and alerting.

References

Fill in below or attach a listing of at least 3 current clients using your services we may contact: Business, Contact Name, Address, Phone Number and what services are being provided.

1 City of St. Peters, Brian Bazzell, One St. Peters Centre Blvd., St. Peters, MO 63376, 636-477-6600
Microwave Internet and WAN

2 St. Louis County Parks & Recreation, Don LaChance, 6050 Wells Rd. St. Louis, MO 63128, 314-615-5572
Technical Support

3 Meridian Land Surveying, Debbie Tass, 21 Point West Blvd., St. Charles, MO 63301, 636-939-2900
Internet, Firewall, and IT Support

Installation and Delivery

Provide detailed installation and delivery timeline below or on attached document. Must be completed by the end of the 1st quarter in 2026.

Currently in place. Service can be upgraded to higher speeds at any point in the future.

ProTronics has been providing services for the Parks Department for over 20 years with an exceptional track record.

All services are monitored 24x7 with alerting and bandwidth usage graphing on an hourly, weekly, monthly, and yearly basis

Notification of service outages are within one minute of occurrence with immediate diagnostic response

and less than 4 hour on-site response.

All connections are redundant at the ISP end with instock service replacement of all customer premise equipment.

Renewal Pricing - Maximum Percent Increase

	2027	2028	2029	2030	2031
Leased Hardware/Software	0%	0%	0%	0%	0%
WAN Host bi-directional w/VPC	0%	0%	0%	0%	0%
WAN Service	0%	0%	0%	0%	0%
Fiber Supplemental Internet Access	*	*	*	*	*
Backup Circuit- OSPF	0%	0%	0%	0%	0%
Firewall Services	0%	0%	0%	0%	0%
Internet Service - any speed	0%	0%	0%	0%	0%
Closed Wi-Fi	0%	0%	0%	0%	0%
Internet Service LAN	0%	0%	0%	0%	0%
Normal Business Hours- Hourly Rate	0%	0%	0%	0%	0%
Remote Access - Hourly Rate	0%	0%	0%	0%	0%
After Hours - Hourly Rate	0%	0%	0%	0%	0%
Monthly Server Maintenance and Monitoring	0%	0%	0%	0%	0%
Email spam and virus filtering	*	*	*	*	*
Security and Firewall Service	*	*	*	*	*

* Services provided in partnership with 3rd party providers are provided on an annual basis and maximum percent increase can not be guaranteed, but has typically been less than 5%

Firewall Services included at Blanchette Admin have a 0% increase guarantee.

Security Services are set by the Security Software provider

City of St. Charles, Missouri, Parks and Recreation Department

Bid # PR26-002

Connectivity, ISP and I.T. Solutions

Bid Proposal Summary

WAN/LAN Private Network Connectivity, Internet Services, Monthly Server Maintenance & Monitoring, WI-FI and I.T. Systems Support.

Bid Proposal

Submitted By:

ProTronics Technologies, Inc.

19 Point West Blvd

St. Charles, MO 63301

Summary Sheet

Connectivity/ISP Services

One-Time Costs

Set-up Fees \$ 0.00 One-Time

Total One-Time Cost \$ 0.00

Monthly Costs

Leased Hardware/Software \$ 0.00 Monthly

Service Totals per Location:

Location 1 \$	1,025.00	Monthly
Location 2 \$	260.00	Monthly
Location 3 \$	200.00	Monthly
Location 4 \$	240.00	Monthly
Location 5 \$	240.00	Monthly
Location 6 \$	240.00	Monthly
Location 7 \$	200.00	Monthly
Location 8 \$	200.00	Monthly
Location 9 \$	240.00	Monthly
Location 10 \$	200.00	Monthly
Location 11 \$	260.00	Monthly
Location 12 \$	240.00	Monthly
Location 13 \$	240.00	Monthly
Location 14 \$	120.00	Monthly

Total Monthly Cost \$ 3,905.00

IT Systems Support Services

Monthly Support

Monthly Server Maintenance and Monitoring	\$ 180.00	Monthly
Email spam and virus filtering	\$ 85.00	Monthly
Security and Firewall Service	\$ 0.00 included*	Monthly

Total Monthly Cost \$ 265.00

Hourly Support Rates

	Hourly Rate	Hours
Normal Business Hours	\$ 120.00	Mon - Fri 8am- 5pm
Remote Access	\$ 110.00	Mon - Fri 8am- 5pm
After Hours	\$ 150.00	all hours not listed above - available 24/7

**SUPPORTING DOCUMENTATION
Bid Proposal**



ProTronics Technologies, Inc.

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

December 1, 2025

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

RE: Bid Proposal for Bid # PR26-002: St. Charles Parks and Recreation ISP and IT Solutions 2026-2031

Monthly Services – Connectivity/ISP \$3,905.00 / mo.
See Attached Master Contract for Details

Monthly Services – IT Systems Support Services \$265.00 / mo.

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

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

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

Rates for on-call, as needed approved work:

Hourly Rates

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

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



Service Order Form

MASTER CONTRACT

Date Submitted	12/1/2025	New <input checked="" type="checkbox"/>	Relocation <input type="checkbox"/>	Change of Service <input type="checkbox"/>	Renewal <input checked="" type="checkbox"/>	Upgrade <input checked="" type="checkbox"/>	Add-on <input checked="" type="checkbox"/>
Date(s) Revised							

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

Location Addresses

Blanchette Park 1900 Randolph	McNair Park 3100 Droste	Wapelhorst Park 1875 Muegge Rd.	Oak Grove Cemetery 2100 West Clay	Frontier Park 500 S Riverside Dr.
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PTI Services

	Services <small>(i. e. Access, Colocation, Dedicated Server, Shared Hosting)</small>	Location	Type	Monthly Charge
1	Microwave Link, 10M bi-directional, w/ VPC and WAN backbone	Blanchette Administrative Office	Renewal	\$465.00
2	Dedicated Internet Service for Admin LAN Server Ports	Blanchette Administrative Office	Renewal	\$200.00
3	Fiber Supplemental Internet Access 300x300Mbps	Blanchette Administrative Office	Renewal/Upgrade	\$135.00
4	Backup Circuit – OSPF Fail-over	Blanchette Administrative Office	Renewal	\$75.00
5	Firewall Service, Managed w/ port exports for web solutions	Blanchette Administrative Office	Renewal	\$150.00
6	WAN Service, 10M (4ms), Mgd-Switch w/ Specific & Streaming Internet	Blanchette Pool	Renewal	\$240.00
7	WAN Service, 10M (4ms), Mgd-Switch w/ Specific & Streaming Internet	Wapelhorst Pool	Renewal	\$240.00
8	WAN Service, 8M (4ms), w/ Specific Internet	Blanchette Concession	Renewal	\$200.00
9	WAN Service, 8M (4ms), w/ Specific Internet	McNair Concession	Renewal	\$200.00
10	WAN Service, 8M (4ms), w/ Specific Internet	McNair Day Camp Concession	Renewal	\$200.00
11	WAN Service, 8M (4ms), w/ Specific Internet	Wapelhorst Concession	Renewal	\$200.00
12	WAN Service, 8M (4ms), w/ Specific Internet	Blanchette Memorial Hall	Renewal	\$200.00
13	WAN Service, 8M (4ms), w/ Specific Internet	Wapelhorst Gould Building Day Camp	Renewal	\$200.00
14	WAN Service, 10M (4ms), Mgd-Switch w/ Internet	McNair Maintenance (Old Facility)	New	\$240.00
15	WAN Service, 10M (4ms), Mgd-Switch w/ Internet	McNair Maintenance (New Facility)	Renewal	\$240.00
16	WAN Service, 10M (4ms), Mgd-Switch w/ Internet	Wapelhorst Maintenance	Renewal	\$240.00
17	WAN Service, 10M (4ms), Mgd-Switch w/ Internet	Oak Grove Cemetery Maintenance	Renewal	\$240.00
18	Internet Connection Base	Frontier Park Katy Depot	New	\$60.00
19	Managed Service with Private WiFi for Utility Connections (x3)	Memorial Hall, Gould Bldg, Katy Depot	Add-on	\$180.00
20				
Monthly Service Total				\$3,905.00

Term Commitment

Begins on Date PTI Begins Billing Customer at Rate stated above	12 mos. <input type="checkbox"/>	18 mos. <input type="checkbox"/>	24 mos. <input type="checkbox"/>	36 mos. <input type="checkbox"/>	Other <input checked="" type="checkbox"/>
Contract Dates: 1/1/2026-12/31/2031					

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

Customer Signature	Printed Name	Title	Date
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Company ID Number: 404618

Approved by:

Employer ProTronics Technologies, Inc.	
Name (Please Type or Print) Andrew W Kastrup	Title
Signature Electronically Signed	Date 03/29/2011
Department of Homeland Security – Verification Division	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 03/29/2011



Company ID Number: 404618

Information Required for the E-Verify Program

Information relating to your Company:

Company Name	ProTronics Technologies, Inc.
Company Facility Address	19 Point West Blvd Saint Charles, MO 63301
Company Alternate Address	
County or Parish	SAINT CHARLES
Employer Identification Number	431612881
North American Industry Classification Systems Code	517
Parent Company	
Number of Employees	1 to 4
Number of Sites Verified for	1



Company ID Number: 404618

Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:

MISSOURI

1 site(s)



Company ID Number: 404618

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:


Name Beth A Richter
Phone Number (636) 940 - 1835
Fax Number (636) 940 - 1858
Email Address beth@protronics.com

Name Andrew W Kastrup
Phone Number (636) 940 - 1835
Fax Number (636) 940 - 1858
Email Address andy@protronics.com

USA

MISSOURI



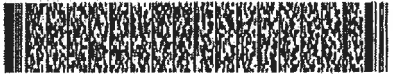
DRIVER LICENSE



2 CLASS: F 4b EXP: 09/03/2026
 1d DL NO: M060219032 3 DOB: 09/03/1967
 1. KASTRUP
 2. ANDREW WALTER
 3. 15 BOGEY CLUB LN
 ST CHARLES, MO 63303
 9a END: M
 12 RESTRICTIONS: NONE
 15 SEX: M 17 WGT: 165 lb
 16 HGT: 5'-08" 18 EYES: GRN
 4a ISS: 09/14/2020

5 ID: 200502580065 09/03/67

21 2025M0602190320104
Rev 01/27/2020
09/03/1967

CLASS:
F-Operator

ENDORSEMENTS:
M-Motorcycles

RESTRICTIONS:
None

Donor
Symbol
Sticker

St. Charles Parks and Recreation Board

MEMORANDUM

Date: 12/11/2025

From: Missy Hollander, Aquatics Coordinator

RE: Proposed Revisions to the Aquatic Fee Schedule for 2026

Summary:

Attached is the 2026 proposed Aquatic Fee Schedule.

Included with the 2026 proposed Aquatic Fee Schedule are the total revenues and expenses from 2024, 2025, and the projections for 2026. With the estimated \$40,000 labor cost increase to retain staff and remain competitive in the job market, as well as the \$10,000 increase for the City Cost Allocations, staff is recommending a fee adjustment for admissions and facility rentals. Additional anticipated expenses for chemicals and other material expenses above the 2025 expenses are projected.

Due to the increased expenses, staff recommends the following:

- 1.) \$.50 increase for Resident and \$.50 increase for Non-Resident Entry
- 2.) 5% increase for Facility Rentals and Pool Party Packages

A fee comparison sheet is also included for surrounding facilities reflecting their 2025 pricing.

Staff recommends favorable consideration for the 2026 Aquatic Fee Schedule.

2026 Proposed Aquatic Fee Schedule

Daily Admission Prices	2024			2025			2026 \$.50 Potential Fee Adjustment		
Blanchette Pool	Price	Attendance	Total Revenue	Price	Attendance	Total Revenue	Price	Attendance	Total Revenue
Adult Non-Resident	\$15.00	3,837	\$57,555.00	\$16.00	3,133	\$50,128.00	\$16.50	3,485	\$57,502.50
Adult w/ Parks Passport or Privilege Card	\$10.50	4,002	\$42,021.00	\$11.00	2,938	\$32,318.00	\$11.50	3,470	\$39,905.00
Child/Senior Non-Resident	\$13.00	2,488	\$32,344.00	\$14.00	2,111	\$29,554.00	\$14.50	2,300	\$33,342.75
Child/Senior w/ Parks Passport or Privilege Card	\$9.50	2,395	\$22,752.50	\$10.00	2,187	\$21,870.00	\$10.50	2,291	\$24,055.50
Adult Non-Resident after 4:00 PM	\$14.00	695	\$9,730.00	\$15.00	503	\$7,545.00	\$15.50	599	\$9,284.50
Adult after 4:00 PM w/ Parks Passport or Privilege Card	\$9.50	769	\$7,305.50	\$10.00	724	\$7,240.00	\$10.50	747	\$7,838.25
Child/Senior Non-Resident after 4:00 PM	\$12.00	398	\$4,776.00	\$13.00	239	\$3,107.00	\$13.50	319	\$4,299.75
Child/Senior after 4:00 PM w/ Parks Passport or Privilege Card	\$8.50	521	\$4,428.50	\$9.00	476	\$4,284.00	\$9.50	499	\$4,735.75
Sunday Family Night (5-7 PM)	\$6.50	230	\$1,495.00	\$7.00	127	\$889.00	\$7.50	179	\$1,338.75
Child Under 2 Years Old Non-Resident	\$5.25	453	\$2,378.25	\$6.25	346	\$2,162.50	\$6.75	400	\$2,696.63
Child Under 2 Years Old w/ Parks Passport or Privilege Card	\$4.25	427	\$1,814.75	\$4.75	463	\$2,199.25	\$5.25	445	\$2,336.25
Tiny Tot Swim	\$5.00	823	\$4,115.00	\$5.50	1,025	\$5,637.50	\$6.00	924	\$5,544.00
Blanchette Lap Swim	\$6.00	307	\$1,842.00	\$6.50	249	\$1,618.50	\$7.00	278	\$1,946.00
Group Rates									
Group Rate Resident Adult	\$8.50	204	\$1,734.00	\$9.00	136	\$1,224.00	\$9.50	170	\$1,615.00
Group Rate Non-Resident Adult	\$13.00	376	\$4,888.00	\$14.00	191	\$2,674.00	\$14.50	284	\$4,110.75
Group Rate Resident Child/Senior	\$7.50	895	\$6,712.50	\$8.00	1,137	\$9,096.00	\$8.50	1,016	\$8,636.00
Group Rate Non-Resident Child/Senior	\$11.00	1,704	\$18,744.00	\$12.00	1,334	\$16,008.00	\$12.50	1,519	\$18,987.50
Daily Admission Prices	2024			2025			2026 Potential Fee Adjustment		
Wapelhorst Pool									
Adult Non-Resident	\$16.00	13,134	\$210,144.00	\$17.00	11,391	\$193,647.00	\$17.50	12,263	\$214,593.75
Adult w/ Parks Passport or Privilege Card	\$11.50	5,839	\$67,148.50	\$12.00	5,981	\$71,772.00	\$12.50	5,910	\$73,875.00
Child/Senior Non-Resident	\$14.00	9,712	\$135,968.00	\$15.00	8,626	\$129,390.00	\$15.50	9,169	\$142,119.50
Child/Senior w/ Parks Passport or Privilege Card	\$10.50	4,648	\$48,804.00	\$11.00	4,805	\$52,855.00	\$11.50	4,727	\$54,354.75
Adult Non-Resident after 4:00 PM	\$15.00	1,161	\$17,415.00	\$16.00	924	\$14,784.00	\$16.50	1,043	\$17,201.25
Adult after 4:00 PM w/ Parks Passport or Privilege Card	\$10.50	1,382	\$14,511.00	\$11.00	1,362	\$14,982.00	\$11.50	1,372	\$15,778.00
Child/Senior Non-Resident after 4:00 PM	\$13.00	678	\$8,814.00	\$14.00	480	\$6,720.00	\$14.50	579	\$8,395.50
Child/Senior after 4:00 PM w/ Parks Passport or Privilege Card	\$9.50	874	\$8,303.00	\$10.00	890	\$8,900.00	\$10.50	882	\$9,261.00
Sunday Family Night (5-7 PM)	\$6.50	480	\$3,120.00	\$7.00	339	\$2,373.00	\$7.50	410	\$3,071.25
Child Under 2 Years Old Non-Resident	\$5.25	1,023	\$5,370.75	\$6.25	786	\$4,912.50	\$6.75	905	\$6,105.38
Child under 2 Years Old w/ Parks Passport or Privilege Card	\$4.25	640	\$2,720.00	\$4.75	738	\$3,505.50	\$5.25	689	\$3,617.25
Tiny Tot Swim	\$5.00	1,881	\$9,405.00	\$5.50	2,521	\$13,865.50	\$6.00	2,201	\$13,206.00
Wapelhorst Lazy River Walk	\$6.00	2,416	\$14,496.00	\$6.50	2,777	\$18,050.50	\$7.00	2,597	\$18,175.50
Group Rates									
Group Rate Resident Adult	\$8.50	557	\$4,734.50	\$9.00	778	\$7,002.00	\$9.50	668	\$6,341.25
Group Rate Non-Resident Adult	\$13.00	651	\$8,463.00	\$14.00	535	\$7,490.00	\$14.50	593	\$8,598.50
Group Rate Resident Child/Senior	\$7.50	537	\$4,027.50	\$8.00	558	\$4,464.00	\$8.50	548	\$4,653.75
Group Rate Non-Resident Child/Senior	\$11.00	1,384	\$15,224.00	\$12.00	1,726	\$20,712.00	\$12.50	1,555	\$19,437.50
			\$803,304.25			\$772,979.75			\$846,960.00

2024, 2025, & Projected 2026 Total Revenues & Expenses

	Actual 2024 Totals	Actual 2025 Totals	Projected 2026 Totals
Admissions/Rentals/Pass Revenue	\$1,261,291	\$1,217,907	\$1,352,570
Program Revenue	\$86,822	\$73,751	\$80,286
Concessions Revenue	\$320,341	\$293,192	\$306,766
Other Revenue (Uniforms, Lockers, etc.)	\$2,104	\$1,579	\$1,841
Total Revenue	\$1,670,558	\$1,586,428	\$1,741,464
Total Expenses	\$1,573,337	\$1,562,130	\$1,639,130
Total	\$97,221	\$24,298	\$102,334

Total Yearly Attendance	116,397	110,956	113,677
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Season Aquatic Pass Rates-

12/1/2025

City/ # of Facilities Outdoor	Adult Resident Pass	Adult Non-Resident Pass	Child Resident Pass	Child Non-Resident Pass	Senior Resident Pass	Senior Non-Resident Pass	Family Pass Resident	Family Pass Non- Resident	# of Members in Family Pass	Additional Fee per person Family Pass
One Aquatic Facility										
Ballwin- 1	\$125	\$216	\$97	\$153	\$97	\$153	\$239	\$364	Unlimited	-
Bridgeton- 1	\$100	\$175	\$85	\$140	\$85	\$140	\$190	\$300	4	\$20/\$20
Chesterfield- 1	\$105	\$160	\$95	\$145	\$95	\$145	\$230	\$360	4	\$20/\$30
Clayton- 1	\$134	\$274	\$104	\$204	\$109	\$219	\$239	\$539	Unlimited	-
Des Peres-1	\$345	\$540	\$220	\$357	\$283	\$415	\$575	\$925	Unlimited	-
Hazelwood-1	\$75	\$140	\$75	\$140	\$75	\$140	\$175	\$275	5	\$45/\$60
Kirkwood-1	\$110	\$175	\$90	\$150	\$90	\$150	\$240	\$375	3	\$20/\$30
Maryland Heights- 1	\$156	\$232	\$124	\$186	\$124	\$186	\$232	\$356	Unlimited	-
O'Fallon- 1	\$130	\$165	\$105	\$140	\$105	\$140	\$250	\$295	5	\$40/\$65
Maplewood- 1	\$95	\$200	\$85	\$180	\$25	\$170	\$180	\$385	4	\$25/\$35
Sunset Hills- 1	\$135	\$210	\$120	\$170	\$120	\$170	\$275	\$385	5	\$20/\$40
Two Aquatic Facilities										
St. Peters- 2	\$138	\$193	Does Not Offer	Does Not Offer	\$110	\$175	\$231	\$319	6	\$25/\$25
Wentzville- 2	\$145	\$195	\$125	\$170	\$125	\$170	\$295	\$360	5	\$30/\$40
St Charles- 2 Current	\$160	\$200	\$140	\$160	\$140	\$160	\$365	\$415	4	\$40/\$40
St. Charles- 2 Proposed	\$160	\$200	\$140	\$160	\$140	\$160	\$365	\$415	4	\$40/\$40

Daily Admission Rates-

12/1/2025

City/ Name of Outdoor Facility	Adult Resident	Adult Non-Resident	Child Resident	Child Non-Resident	Senior Resident	Senior Non-Resident
Ballwin- North Pointe	\$7	\$15	\$6	\$15	\$6	\$15
Bridgeton	\$7	\$12	\$6	\$11	\$6	\$11
Chesterfield	\$7	\$11	\$6	\$11	\$6	\$11
Clayton- Shaw Park	\$8	\$12	\$6	\$10	\$7	\$11
Des Peres- The Lodge	\$10	\$15	\$10	\$15	\$10	\$15
Hazelwood- White Birch	\$8	\$16	\$7	\$14	\$7	\$14
Kirkwood Aquatic Center	\$10	\$17	\$10	\$17	\$10	\$17
Maryland Heights- Aquaport	\$7	\$20	\$6	\$15	\$6	\$15
O'Fallon- Alligator's Creek	\$10	\$12	\$9	\$11	\$9	\$11
Maplewood	\$8	\$10	\$5	\$10	\$5	\$10
Sunset Hills	\$9	\$11	\$8	\$11	\$8	\$11
St. Peters- The Cove	\$8	\$12	\$7	\$10	\$7	\$10
St. Peters- Laurel Park	\$6	\$8	\$5	\$6	\$5	\$6
Wentzville- Splash Station	\$10	\$13	\$9	\$12	\$9	\$12
Wentzville- Progress Pool	\$8	\$11	\$6	\$9	\$6	\$9
St Charles- Current						
Wapelhorst Aquatic Center	\$12.00	\$17	\$11.00	\$15	\$11.00	\$15
Blanchette Aquatic Center	\$11.00	\$16	\$10.00	\$14	\$10.00	\$14
St. Charles- Proposed*						
Wapelhorst Aquatic Center	\$12.50	\$17.50	\$11.50	\$15.50	\$11.50	\$15.50
Blanchette Aquatic Center	\$11.50	\$16.50	\$10.50	\$14.50	\$10.50	\$14.50

St. Charles Parks and Recreation Board

MEMORANDUM

Date: December 17, 2025

From: Maralee M. Britton, Director

RE: Revisions to the Compensation Policy Effective January 1, 2026

Summary:

For your consideration is the Compensation Policy to be effective January 1, 2026.

Following the recommendation to the City Council, the proposed salary grid changes the minimum and maximum wage by 2% for a cost of living increase. Likewise, the budget was approved in September with a 2% COLA for employees.

Favorable consideration is requested to the revised Compensation Policy.

St Charles Parks and Recreation Board Compensation Policy

Lead Pay Eligibility

An employee shall receive an additional \$2.00 per hour pay for work performed if one or more of the following criteria are met:

- 1) Immediate supervisor is absent for more than 2 consecutive days and employee is appointed direct supervision of crews. Lead person will be responsible for project management and the day to day operations of the work group. Work responsibilities includes but is not limited to assigning staff to work tasks, addressing questions from staff regarding daily work responsibilities and assuring work assignments match resources that are available to assure projects proceed in a timely and efficient manner. Also responsible for interaction with the general public (if required as part of the job responsibilities or in response to questions, comments and concerns)
- 2) Job responsibilities requires independent action and decision making and immediate action that directly affects the customer service reputation of the Department and addresses the needs of the general public in a timely and responsive manner. Requests for lead-pay will be sent in writing to the Director of Parks and Recreation 2 weeks in advance of the time period for approval. Requests will include person to receive lead pay, duration of lead-pay and justification for additional pay.

Standby Duty Policy

It is necessary to have maintenance personnel on standby duty for park visitors and emergency situations to include support staff outside of regularly scheduled work hours. This policy outlines the personnel necessary to oversee any unforeseen situations that may occur.

An Employee on standby duty is required to remain mentally alert and physically prepared to respond should he or she be contacted. Mentally alert and physically prepared shall be interpreted to mean the employee shall not be under the influence of intoxicating beverages or illegal drugs and controlled substances, the possession or use of which is unlawful, pursuant to federal, state and local laws and regulations within the United States. The drug and alcohol policy applies to standby duty.

Standard Standby Duty Scheduling: The Parks Superintendent, with the approval of the Director, will set the annual schedule for Maintenance Employees to be placed into a rotating schedule. Depending on the season, 1 or 2 employees will be placed on Stand-by Duty. During times of high activity within the parks, a Maintenance Standby Supervisor and a Maintenance Standby Employee will be scheduled. All Full Time Employees will be required to be on standby duty for a seven (7) day period.

If an employee scheduled for standard standby duty determines that he or she cannot be available for their scheduled standby duty seven (7) day rotation, then he or she shall be responsible for finding another employee willing to substitute standby duty, subject to approval of the Parks Superintendent. If an employee is unavailable for his or her scheduled standby duty, then the standby duty shall first be offered on a voluntary basis to other employees. Should no employee volunteer, then the next person on the standby list shall be assigned the standby duty, unless scheduled leave has been taken, then the next employee on the schedule will be assigned, and

upon return from the leave of absence, the employee who was on leave shall be reassigned standby duty at the Park Superintendent's discretion. Any employee that is unavailable for standby duty due to sick leave will be required to provide a physician's note.

Non-Standard Standby Duty Scheduling:

In order to accommodate the needs of a variety of short-term activities or lack of staff availability, it may be necessary to schedule employee(s) to work 1 hour to 8 hours outside their normal schedule. This could include athletic fields, event setup/tear down, etc. and will be scheduled and known by the employee(s) in advance of the necessary duty. All aspects of the Standby Policy shall apply to the Non-Standard Standby Duty.

Failure to Respond: Any employee who fails to respond when called, or who responds in an unreasonable time or unacceptable manner, shall be subject to disciplinary action and will forfeit standby duty compensation unless the employee's inability to be contacted was caused by administrative error, technical failure, or any other reasonable situation as approved by the supervisor and reviewed by the Director. The call must be acknowledged within 10 minutes of transmission. Once the call is acknowledged, an employee must report in within 45 minutes.

Equipment: An employee assigned a mobile phone shall be responsible for the mobile phone. Loss or damage to the mobile phone may result in disciplinary action. An employee assigned standby duty must utilize the mobile phone provided by the Department. It is the responsibility of the oncoming supervisor/maintenance personnel to coordinate cell phone exchange.

Compensation: As per the salary grid, Non-Exempt Employees on Standby Duty shall be compensated at the straight-time pay rate of six (6) hours of pay for seven day rotation and one (1) hour of pay for each City Holiday. Time associated with standby status is not considered, and does not constitute, hours worked for any purpose. A minimum of two (2) hours pay for callouts in addition to the compensation for standby duty.

An Employee scheduled as the Maintenance Standby Supervisor will receive Lead Pay for the six (6) hours of Standby Duty compensation and any call-outs that are not part of a regularly scheduled work day.

If time is lost during the regular work week when the employee is on Stand By Duty due to sick leave, unpaid absence, or discipline, overtime pay rates shall not apply.

Callout: A callout is defined as when an employee is called in to work outside of the employee's scheduled work hours. Callouts will be for a period of two (2) hours, unless additional time is required, as determined by the supervisor. Supervisors may assign additional tasks during the callout period when the work prompting the callout takes less than the full two hours, so long as the work assigned is normal and customary, and reasonably related to the reason for the callout. Callout rates will not be compounded for multiple callouts within the same two (2) hour period.

Employees who are called back into work by their supervisor shall be credited with a minimum of (2) hours to be paid at the overtime rate. However, if the employee is required to work a total of two (2) or more hours, the standard overtime rate shall apply.

If an employee is called in to work within two (2) hours before a shift, then the employee shall receive pay for the time worked up to their regular shift, such requirement shall not be considered a callout, and the applicability of any overtime rate will be determined pursuant the Overtime Policy Rule 16 in the Employee Manual.

End of Year Closure

Whereas the City Council and Mayor have approved the closure of certain City Facilities for the timeframe identified annually between Christmas Eve and New Year’s Day, known as the End of the Year Closure. The Parks and Recreation Department will follow the established policy related to the closure, paid leave benefits for non-essential employees, and requirements for essential employees.

Compensation

Previous Compensation Policy dated December 17, 2025 is repealed effective 11:59 p.m. on December 31, 2025, except for automobile allowance for Department Directors which is memorialized in the Management Policies Benefits for Department Directors; Section 12 pertaining to vacation leave which is memorialized in Personnel Manual Rule 18.1; and Section 16 pertaining to City recognized holidays which is memorialized in Personnel Manual Rule 17.1 shall remain in full force and effect and are incorporated herein by this reference. The revised Compensation Policy hereby adopts the position titles, pay grades and minimum and maximum salary ranges as set forth in Exhibit A which is incorporated by this reference.

Full Time Employees

Manager Level Performance Based Compensation Program

- A. Manager level employees, as identified on Exhibit A (hereinafter, for purposes of this section shall be referred to as a “Management Employee”), shall be compensated based on performance as set forth in this section.
- B. Subject to annual appropriation, a Management Employee shall be eligible for a performance based compensation increase from zero percent (0%) to four percent (4%) determined by the evaluation score received by the employee on the annual performance evaluation form. The evaluation score and the corresponding annual percentage increase in compensation are set forth below:

<u>Evaluation Score</u>	<u>Annual Percentage Increase</u>
4.50 to 5.0	4.00%
4.29 to 4.49	3.50%
4.08 to 4.28	3.00%
3.87 to 4.07	2.50%
3.66 to 3.86	2.00%
3.51 to 3.65	1.50%
3.00 to 3.50	1.00%
2.99 to 0	Performance Improvement Plan

- C. In no event shall an annual salary increase result in an employee’s base salary exceeding the maximum salary range as set forth in Exhibit A.

- D. The annual compensation increase, if any, shall be effective the first full pay period in the month of April in any given year. An employee hired after September 15 is not eligible to receive an annual salary increase in April the following year.
- E. This annual salary increase should in no way be considered a cost-of-living or across-the-board salary increase, but is a merit Pay-For-Performance salary adjustment that is granted based to an individual employee based solely on the on the level of that employee's performance.
- G. The Director is granted the continuing authority to determine or reclassify which employees are Management Employees for purposes of this section and make salary adjustments to address compression or other organizational issues.

Non-Manager Level Performance Based Compensation Program

- A. Non-manager level employees, as identified on Exhibit A (hereinafter, for purposes of this section shall be referred to as a "Non-management Employee"), shall be compensated based on performance as set forth in this section.
- B. Subject to annual appropriation, a Non-management Employee shall be eligible for a performance based compensation increase equal to the percentage increase as approved in the annual operating budget for the fiscal year; provided, during the previous calendar year: (1) has not received any discipline resulting in a loss of pay; and (2) whose performance has met expectations as documented by a score of 3.0 or equivalent satisfactory rating on the annual performance evaluation form.
- C. In no event shall an annual salary increase result in an employee's base salary exceeding the maximum salary range as set forth in Exhibit A.
- D. The annual compensation increase, if any, shall be effective the first full pay period in the month of April. An employee hired after September 15 is not eligible to receive an annual salary increase in April of the following year.
- E. This annual salary increase should in no way be considered a cost-of-living or across-the-board salary increase, is a merit Pay-For-Performance salary adjustment that is granted to an individual employee based solely on the level of that employee's performance.
- F. The Director is granted the continuing authority to determine or reclassify which employees are Non-management Employees for purposes of this section and make salary adjustments to address compression or other organizational issues.

Transitional Employee

The position of Transitional Employee is established. The Director is authorized to appoint persons as transitional employees to staff existing filled positions that are soon to be vacated by retiring or resigning employees in order to facilitate the position transition process and to staff vacant positions while accrued leave or compensation is paid out. The Transitional employee shall be paid within the salary range of the vacant or soon to be vacant position. A Temporary Transitional employee may be necessary for an employee on extended leave to fulfill position responsibilities until the employee on leave returns and the transitional employee reverts to their regular duties and previous rate of pay.

Delegation of Employee Management

The Parks and Recreation Board appoint the Director of Parks and Recreation to interview, negotiate, hire, set salaries within the adopted compensation policy grid set forth as Exhibit A and discipline, including but not limited to removal, persons in those positions as described in the City of St. Charles, Missouri Charter, Section 7.2 Parks and Recreation Board.

Exhibit A

Salary Grid

Parks and Recreation Board Adopted: July 17, 2013; Revised February 5, 2014; May 21-2014; December 16-15; December 21, 2016; December 20, 2017; December 19, 2018; September 18, 2019.; December 16-2020; June 16, 2021, January 19, 2022; September 7, 2022; December 6, 2023; September 4, 2024; November 6, 2024; Proposed December 17, 2025.

St Charles Parks and Recreation Department
Exhibit A- Parks and Recreation Compensation Grid

2026						
Pay Grade	Position	FLSA	Minimum	Maximum	# of Positions	
53	Maintenance I	Non-Exempt	\$47,654.12	\$66,715.77	1	
54	Maintenance II	Non-Exempt	\$50,036.82	\$70,051.56	4	
56	Maintenance III	Non-Exempt	\$56,741.77	\$79,438.47	3.5	
	Administrative Associate V	Non-Exempt			3	
	Marketing/Communications Associate	Non-Exempt			1	
57	Maintenance Specialist- Horticulture	Non-Exempt	\$59,578.84	\$83,410.38	2	
	Mechanic	Non-Exempt			1	
	Recreation Supervisor II*	Exempt			1	
59	Maintenance Supervisor	Non-Exempt	\$66,936.84	\$93,711.56	1	
60	Ranger Sergeant	Non-Exempt	\$71,622.41	\$100,271.39	2	
61	Aquatics Coordinator*	Exempt	\$76,635.99	\$107,290.38	1	
	Concessions Coordinator*	Exempt			1	
	Maintenance Foreman*	Exempt			2	
	Recreation Coordinator*	Exempt			1	
63	Administrative Coordinator*	Exempt	\$87,740.55	\$122,836.75	1	
	Chief Ranger*	Exempt			1	
	Enterprise Superintendent*	Exempt			1	
	Parks Superintendent*	Exempt			1	
68	Assistant Director Parks and Recreation*	Exempt	\$113,747.10	\$159,822.79	1	
73	Director of Parks and Recreation*	Exempt	\$142,842.35	\$199,979.29	1	

*Management Level Employees

30.5

Parks and Recreation Board Recommendation December 17, 2025

MEMORANDUM

Date: December 8, 2025

To: Parks and Recreation Board

From: Maralee M. Britton, Director

RE: Policy Recommendations

For your consideration of approval are several policies reviewed by the Legal Department.

From discussion at the December Work Session, the policy has been updated including the 90/10% split in revenue sharing for overall attendance to the event and reserving the right to limit the number of ticketed events.

6. F. Discussion and Consideration for approval the Organizations Hosting Ticketed Events in Public Parks Policy effective January 1, 2026*

The next three policy edits remove the prohibition of fees for entering parks for events, leagues or tournaments and refers to the Organizations Hosting Ticketed Events in Public Parks.

6. G. Discussion and Consideration for approval amending the Special Event Use Policy Manual effective January 1, 2026*

6. H. Discussion and Consideration for approval amending the Business Use Policy effective January 1, 2026*

6. I. Discussion and Consideration of revoking the Athletic Facility League and Tournament Policy and the Permits for Use of the Ball Fields and adopting the Athletic Field Use Policy effective January 1, 2026*

St. Charles Parks and Recreation Board Policy for Organizations Hosting Ticketed Events in Public Parks

Purpose

To establish clear guidelines and responsibilities for organizations utilizing public park facilities for special events that request to assess a gate admission or ticketing, ensuring safety, public accountability, and compliance with park regulations. All rules, regulation and fees within other applicable policies apply.

Definition

A ticketed special event is any activity that will be advertised to the public and for which a ticket will be sold on site or in advance and required for admission to attend the overall event.

1. Permit and Event Approval

- All organizations must obtain a Permit from the Parks and Recreation Department before requesting to host a ticketed event for the purposes of a special event, athletic tournament, league business use or similar use of a park intended to be open to public attendance as an attraction.
 - The ticketed event permit application must include:
 - Ticketing structure and pricing
 - Expected attendance
 - Security and staffing plan
 - Site layout for crowd control with designated entrance/exit points
 - Detailed plan for crowd control barriers for designated ticketed event area to include type of barrier
 - Applications will be reviewed by the Department and may require modifications for approval
 - The Department reserves the right to limit the number of ticketed events annually allowing for free public access to the parks. Considerations may include, but not limited to, the number of ticketed/non-ticketed events within a month, or reoccurring events with the same organization.
-

2. Admission Control

- The host organization is responsible for:
 - Staffing entry gates
 - Validating tickets or credentials
 - Controlling access to the event area
 - Wristbands, stamped passes, or digital ticket scanning systems must be used to verify paid admission and to support re-entry if allowed
-

3. Ticket Sales and Pricing

- The organization must disclose in advance to the public:
 - All ticket prices (including tiers, discounts, and age-based pricing)
 - On-sale dates and sales channels (e.g., online, at the gate)
 - Complimentary or sponsored admissions must be tracked and reported as part of final attendance counts.
 - Tickets sold within a package for additional benefits such as food or beverages will be tallied within the admissions fee structure. For example, if a premier package is sold at \$100.00 and a general admission ticket is \$10.00, then \$10.00 of the premier package fee of \$100.00 will be tallied for the revenue sharing.
 - The Parks and Recreation Department reserves the right to request a ticket sales summary or audit.
-

4. Security and Gate Operations

- The organization must provide a security plan for gate operations, which may include:
 - Bag checks
 - Security personnel or contracted guards
 - Crowd control barriers and signage
 - The Department may require coordination with law enforcement or emergency services for larger events.
 - Law Enforcement services first priority will be the safety of the event guests
-

5. Re-Entry Policy

- If re-entry is allowed, a system must be in place (e.g., wristbands or hand stamps).
 - Re-entry privileges must be clearly communicated to attendees and posted at entry points.
-

6. Prohibited Items

- The organization must enforce a list of prohibited items at the gate, which must include:
 - Illegal substances
 - Outside alcohol
 - Glass containers
 - Drones (unless authorized by the Department and the FAA)
 - The final list must be provided to the Department for review and posted publicly at entrances
-

7. Accessibility

- The organization must ensure that all gate admission points and event features are ADA-compliant
 - Reasonable accommodations for guests with disabilities must be planned and documented
-

8. Refunds and Cancellation

- A refund and cancellation policy must be submitted with the event permit application.
 - In the event of cancellation, the organization is responsible for communicating with ticket holders and issuing refunds if applicable
 - The Parks and Recreation Department reserves the right to cancel or postpone events due to weather, safety, or non-compliance
-

9. Public Access and Park Use

- Events in non-gated sections of public parks must maintain general public access to park amenities not reserved for the event
 - Gated ticketed areas must be clearly marked with fencing, signage, and controlled access points
 - Blanchette and Wapelhorst Aquatic Facilities are not available for ticketed events
 - No permanent structures or damage to the grounds is permitted
-

10. Revenue Sharing

- ~~25~~75% of the total ticket fee is retained by the event organization; ~~10~~25% is to be donated to the Parks and Recreation Department
 - Ticket fee revenue shall be used for operations, maintenance, and capital improvements of the Parks ~~for capital improvements~~
-

11. Reporting Requirements

- Within 10 business days after the event, the organization must provide:
 - Final attendance reflecting a daily tally
 - Incident or security reports
 - Ticket sales summary reflecting a daily tally

- Revenue Share of the Ticket fee no later than 15 days after the conclusion of the event/
 - Additional reporting may be required for recurring events
-

12. Compliance and Enforcement

- Failure to adhere to this policy or permit conditions may result in:
 - Fines or penalties
 - Loss of future event privileges
 - Immediate suspension or cancellation of the event

Modifications

The Parks and Recreation Board through the Director of Parks and Recreation may modify or waive any policy or fee as it deems necessary and in the best interest of the City.

Proposed Effective Date: January 1, 2026



CITY OF ST. CHARLES, MISSOURI PARKS AND RECREATION



Special Event Use Policy Manual

St. Charles is a city that celebrates community events. From RiverFest to Lewis and Clark Heritage Days; walks, runs and parades, the City of St Charles is proud to be the host location for a variety of events each year.

Adopted 12/4/2013; Revised 12/21/2016; 10/16/2019; 9/4/2024; Proposed 10/1/2025

The Special Event Use Permit Policy Manual is provided to assist Special Event Organizers in providing a quality event at City of St. Charles Parks. The Parks and Recreation Department's goal is to assist the Special Event Organizer in planning safe and successful events that create a minimal impact on the community surrounding the event. The Department provides this Policy Manual so that Special Event Organizers are familiar with the policies applicable to Special Events and to assist in the preparation of the Special Event Use Permit Application. On behalf of the City of St. Charles Parks and Recreation Department, we thank you for contributing to the spirit and vitality of our community through the staging of your event. Best wishes for a successful event!

What is a Special Event?

A Special Event is a one time, annual or intermittently occurring event that takes place within a City of St. Charles Park where the property is reserved for the exclusive use of the Special Event. A Special Event Use Permit is required when any of the following conditions exist:

1. use of a Park that obstructs the use by others;
2. the event is advertised and open to public attendance;
3. musical instruments are played or sound equipment is used;
4. alcoholic beverages are sold;
5. portable restrooms are utilized on a temporary basis;
6. vendors offer food, beverages or merchandise for sale or for free;
7. tents, canopies or stages are erected;
8. the event requires, or is reasonably likely to require, city services additional to those already provided to the public as a matter of course; or
9. any other event that is determined in the sole discretion of the Director of Parks and Recreation to require a Special Event Use Permit.

Event Organization Responsibility

A. Your responsibility as an Event Organizer is to communicate clearly with Department employees and to cooperate with other City Departments in making your event the best and safest as can be. We cannot fully assist in your creation of a successful event if communication is not clear and precise. As an Application is reviewed by all necessary City Departments, additional information requested should be

returned promptly so the application process is not delayed or stopped thereby hindering the potential approval of the Application.

B. The Parks and Recreation Department will provide all normal maintenance services to current seasonal standards which include, but are not limited to, grass cutting, normal janitorial services and supplies at regularly scheduled locations and intervals. Any additional maintenance required by the Event Organizer, vendors or participants, prior, during or after an event, is the financial responsibility of the Event Organizer.

C. It is the Event Organizer's responsibility to comply with City, County, State, and Federal laws. Additional licensing, permits or inspections, as may be required by the City of St. Charles Code of Ordinances or as stated in the Application.

How to Apply for a Special Event Permit

A. Applications are available on-line at www.stcharlesparks.com. Applications may also be picked up at the Parks Administration Office listed below.

B. Returning Events:

Applications will be mailed by November for events that are held each calendar year for the following year. Applications must be received by the Parks and Recreation Department no later than November 30 in order to be considered for the same event dates as previous years. The Department will issue preliminary approval of event dates by December 31.

C. New Events:

New Event Applications must be received by the Parks and Recreation Department no later than 180 days prior to the event date for consideration. Applications must be filed with the Parks and Recreation Department as outlined below.

D. A situation may arise for a New Event to be requested in less than 180 days before the date of the Event due to unforeseen circumstances. Please provide a letter of explanation with the Application if such circumstances arise.

E. New Events are required to complete the Preliminary Special Event Request Form, Attachment A, and submit the Preliminary Form to the Parks and Recreation Department for review prior to a

complete Application is submitted. The Preliminary Form must be submitted to the Department by no later than 180 days prior to the date of the event. After preliminary approval, the entire Event Application must be completed and submitted for further review.

F. Parks and Recreation Department Contact Information

Regular office hours are 8:00am to 5:00pm Monday through Friday.

St. Charles Parks and Recreation Department

Special Event Application

1900 Randolph Street

St. Charles, MO 63301

636-949-3372

info@stcharlesparks.com

G. Park and Recreation Board Members, Parks and Recreation employees or the family members of Board Members and employees within the third degree of consanguinity by blood or marriage are not permitted to submit Special Event Applications.

Application Process

A. New Events will complete the Preliminary Special Event Request Form, Attachment A, and submit the Form to the Parks and Recreation Department for review prior to submission of a Special Event Application. The Preliminary Form must be submitted to the Department by no later than 180 days prior to the date of the event. After preliminary approval, the entire Special Event Application must be completed and submitted for further consideration.

B. Special Event Applications will be reviewed by the Department and submitted to other applicable City Departments for review and approval. A Special Event Application must be received at least 180 days prior to the event. Submission after that date may result in the inability of the City to provide appropriate services for the event, thus requiring cancellation of the event in the sole discretion of the Department. **No changes can be made to an Application after it is approved. An Event will**

not be considered to be a definite event, nor will it receive any promotion until the Application is approved.

C. Every Special Event Organizer is required to cooperate and attend all meeting as required by the Department regarding the Application.

D. Special Event Organizers are required to describe on the Application how their Special Event benefits the City of St. Charles and the Special Event Organization.

Special Events Calendar

The City of St. Charles provides a calendar of upcoming Special Events in printed form, social media, through e-newsletters and at kiosks in the City. Information from the Application is an open public record and may be used for any purpose including developing a calendar of community events. Please complete the Application carefully and thoroughly as it may be used to assist with the promotion of the Special Event.

Length of Special Events

A. A Special Event is limited to not more than four (4) days or forty-two (42) continuous hours, whichever is less, within a consecutive seven-day period. For purposes of this paragraph, the word hours means from the time the Event starts to the time the Event ends, or if the Event concludes within one (1) hour of a Park closing then the Park closing time will be the Event ending time. The Department shall have the right to establish the length of Special Events for the protection of the public health, safety and welfare or the protection of City Park property.

B. Multiple Special Events are considered sponsored by a single Event Organizer and are treated as a single event unless otherwise approved by the Parks and Recreation Board. A Multiple Special Event is defined as any activity that incurs or is proposed to incur sufficient activity to restrict general public use of a Park. Applications requesting an Event length more than four (4) consecutive days may petition the Parks and Recreation Board for approval.

Fees

A. This Manual is effective upon approval by the St Charles Parks and Recreation Board. Special Use Fees become effective January 1, 2020~~6~~. Pricing subject to change without notice.

B. Special Use Fees are for the purpose of recovering the costs associated with preparation and use of the Park for the Special Event. This Fee Schedule applies to labor, materials and equipment used specific to the Special Event.

Special Use Fees- Exhibit A

Frontier Park Special Use Description:

North: From behind Jaycee Stage to the northern end of the Park

North Middle: Jaycee Stage to the northern end of the Depot

South Middle: Northern end of the Depot to the Lewis and Clark Statue

South: From Lewis and Clark Statue to the southern end of the park

Residency rates are determined by the State of Missouri Letter of Incorporation of the event organization.

C. Fees Due Date:

Special Event Use Fees must be paid in full at the time of rental if a one day event. Multiple day events must be paid in full at least 120 calendar days prior to the Special Event start date. Special Event Use Fees for City employee personnel costs will be invoiced 5 days after the Special Event end date and are due and payable upon receipt. Event facilities will not be reserved for the following year until Special Event Use Fees are paid in full.

D. Waiting Lists:

The Department does not maintain a waiting list for Special Event reservations.

E. Special Requests:

Requests for items and services not routinely provided for Special Events will be reviewed on an individual basis. Fees will be assessed for approved requests to recover costs for providing the

additional services. The Event Organizer will be notified of the additional cost prior to goods or services being scheduled or ordered.

F. Keys:

There is a key deposit amount of \$100.00. All key deposits are refundable if all required conditions for refund are satisfied. Event Organizers that require access to a secure area must pay the key deposit at the time of picking up the key. Keys shall not be picked up earlier than 48 hours in advance of the Event and during normal Department business hours.

G. Damages:

In recognition of the impact of Special Events on the grass, shrubbery, trees, other plant life and infrastructure, a management plan is established to address damage assessment, rehabilitation, maintenance and cost recovery. The management plan includes methods of cost assessment sufficient to finance the expense of sustaining a quality environment.

H Clean-up, Repair, and Restoration

1. Litter and trash shall be removed promptly during and after the event; and
2. All items related to the Event, including but not limited to, tents, trash receptacles and portable restrooms, and non-City property shall be removed within 24 hours of the Event closing.

Notification of damage cost recovery will be invoiced within 5 days of the Event end date and is payable upon receipt.

The most common types of damage in which cost are assessed are damage to underground utilities, turf damage caused by vehicle and pedestrian traffic. A pre-event site meeting with the Department is recommended to assist in reducing costs assessed for damage.

I. The Parks and Recreation Board has established a standard for the restoration of park grounds facilities. The assessment of damages is non-negotiable.

J. Cancellation of an event less than 120 days prior to the scheduled event may result in forfeiture of the first right of refusal in subsequent years for the same event and may result in forfeiture of all fees paid to date.

Hours of Operation and Set-up/Tear Down

- A. Official Event hours of operation shall not start before 8:00 a.m. and shall end no later than 11:00 p.m. If circumstances exist that deem an earlier Event start time or later Event ending time, then the Department shall have the absolute discretion to adjust schedules should the change be necessary and in the best interest of the City.
- B. Set-up/tear down of Events beginning earlier than the 8:00 a.m. start time or after the 11 p.m. closing time shall be in compliance with all City ordinances applicable to noise control.
- C. All vendor vehicles will be allowed to enter and exit the event area for the purpose of loading and unloading wares only during the following times:
1. All vehicles must exit the Event area at least 1 hour prior to the Event start time.
 2. 30 minutes after the Event end time or has been canceled for the day through the regular closing hours, or at the discretion of the Department.
 3. Vehicle speeds may not exceed 5 M.P.H. in event areas.
 4. Event Organizers are required to provide a minimum of 1 representative from the Organization at the Event main entrance to assist vendors.

Vehicle Access/Traffic Plan

- A. Event Organizers are required to submit to the Department a detailed pedestrian and vehicular traffic at least thirty (30) days before the Event. The Event Organizer shall provide a copy of the final approved traffic plan to **ALL PARTICIPATING VENDORS AND EVENT PERSONNEL**. Event Organizers shall designate an Event representative whose responsibility shall be to determine specific vendors, entertainment and service vehicles requiring access to the Event area. Every Event Organizer shall designate and provide personnel who shall be stationed at every pre-determined entry point into the Event area in order to direct authorized vehicles to the appropriate Event area per the approved event traffic plan.

B. The parking of vehicles on turf or walkways is prohibited unless a permit is issued by the Department to permit the parking thereon. No more than thirty-five (35) vehicles shall be authorized to be in Frontier Park during the open hours of a Special Event.

C. the word “vehicle” means: cars, trucks, trailers, tractors, vendor trucks, or any other motorized vehicles, except that “vehicle” does not include a Departmental approved turf rated vehicle.

D. Parking permits may be required for an Event and will be issued if required. Any vehicle without an authorized parking permit is subject to being towed and impounded. The cost of towing and impoundment shall be the sole responsibility of the owner of the vehicle.

E. Vehicles located within the Event area shall not be moved except as authorized by the Department, and only during designated loading and unloading times, ~~except as authorized by the Department.~~ Once the Department provides authorization for vehicle movement, it is the event organizer's responsibility to facilitate these movements. Safety protocols for performing these movements must be outlined in the pedestrian and vehicular traffic plan.

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F. The Department shall have the authority to change any Traffic Plan in its sole and absolute discretion.

Site Plan

A. Event Organizers are required to submit a detailed Site Plan with the Special Event Application. Site Plans shall designate the location of beer gardens, booths, amusement rides, vehicles remaining on site, portable restrooms, tents, trailers, stages and all other property brought into the Event area. The site plan shall indicate all emergency lanes for fire, ambulance and police in the Event area.

B. The Event Application and Site Plan shall indicate every specific facility located in the Event area that is to be used during the Event. Specific facilities include, but are not limited to, pavilions, Jaycee Stage, the portable stage, gazebos, Gould Building, Memorial Hall, Webster Park Community Building or any conference room. Use of the Katy Depot in Frontier Park is a separate fee as described within the Fees Section based upon availability and requested use.

C. The Department shall have the authority to change any Site Plan in its sole and absolute discretion.

Security

A. The Event Organizer is responsible for everything that occurs in the Event area, including all areas encompassed by a liquor license. This Event Organizer responsibility includes underage persons consuming alcoholic beverages, intoxicated persons, fights, removal of alcoholic beverages from Parks and any other conduct that may occur.

B. Special Events that serve alcoholic beverages are required to provide a minimum of one uniformed Park Ranger or Police Officer who shall be present during all Event operating hours. The number of law enforcement officers required for an event shall be determined by the Chief Park Ranger or the Chief of Police in their sole and absolute discretion.

C. One Event Organizer representative is required to be stationed at every entrance point and exit point of the Event during all Event operating hours. The representative shall inform event participants that alcoholic beverages are not to be brought into or removed from designated alcoholic beverage consumption areas and that domesticated animals, except service animals, are not allowed in Frontier Park during Special Events.

D. Additional law enforcement officers may be required at the expense of the Event Organizer when:

1. the type of event exposes the City to potential liability;
2. the estimated crowd size varies depending upon the time of day during the Event;
3. property exhibited during the Event is of great monetary value; or
4. as determined as necessary in the sole authority of the Department.

[E. Law enforcement's first priority in providing services will be the safety of the event guests.](#)

Alcohol

A. The sale, serving or consumption of all alcoholic beverages during an Event shall be restricted to designated Event areas (for example, a beer garden). The location and size of a designated area for sale, serving or consumption of alcoholic beverages shall be clearly stated in the Event Application and shall be subject to review and modification by the Department. The premises where alcoholic beverages are served or sold shall be clearly identified on the Event Site Plan. Alcoholic beverages shall not be

brought into or removed from designated alcoholic beverage areas as outlined in the SECURITY section of the Manual.

B. Every Event Organizer that desires to serve or sell alcoholic beverages is required to obtain a liquor license from the State of Missouri, St. Charles County, Missouri and the City of St. Charles, Missouri. A copy of all three liquor licenses issued must be available for inspection during Event operating hours.

C. In order to obtain a liquor license for an Event in a City Park, a letter of approval must be obtained from the Chief Park Ranger for submission of all three issuing agencies listed above.

D. Event Organizers are presumed to know all applicable liquor control laws. Ignorance of the law is no excuse to law enforcement agencies whose responsibility it is to enforce liquor control laws.

E. It is unlawful to possess intoxicating beverages or to drink intoxicating beverages when the beverage has an alcohol content in excess of fourteen percent (14%) by weight, except for events held in Memorial Hall. Intoxicating beverages must be pre-packaged by the manufacturer and the alcohol weight by volume must be printed on the container. See, Code Section 255.170.

F. Frontier Park Alcoholic Beverage Area (i.e. Beer Garden) Requirements:

1. The Alcoholic Beverage Service Area shall be completely fenced with fencing that is not less than 36 inches in height and is securely constructed and fastened to prevent the entry or exit of any person from any location other than the designated entry and exit location(s). The integrity and security of the fence shall be maintained during all operating hours of the Alcoholic Beverage Service Area.

2. In the event that the consumption of alcoholic beverages is going to be permitted throughout Frontier Park in its entirety during an Event, then the existing barriers described below may be utilized. These barriers include: the black iron fencing along Riverside Drive and the Missouri River riverbank. As stated in the SECURITY section, the Event Organizer is responsible for insuring that all entry points and exit points are manned with people to inform Event participants that alcoholic beverages are prohibited from being brought in or removed from the Event area. This prohibition and the requirement for the Event Organizer to provide manpower includes, but is not limited to, all entry points and exit points along the western iron fencing, Katy Trail and the pedestrian bridge.

3. Operating hours of Alcoholic Beverage Service Area shall be approved by the Department. The sale or serving of alcoholic beverages shall end one-half hour before the official closing time of the Event. The Event Organizer shall clearly post the operating hours of the Alcoholic Beverage Service Area. Upon the closing of the Alcoholic Beverage Service Area, all connections to all alcoholic beverage containers shall be disconnected and secured. The sale, serving or dispensing of alcoholic beverages after the Event closing time is a violation of the liquor control law.

4. The St. Charles Police Department or the Parks Department Ranger Division may at anytime inspect the Alcoholic Beverage Service Area for compliance with all applicable liquor control laws before any alcoholic beverages may be sold, served, dispensed or consumed.

Entertainment

A. Special Events are family friendly and oriented Events designed for attendance by persons of all ages. Entertainment appropriate for all ages and representing the event theme is recommended. A detailed entertainment schedule shall be submitted with the Special Event Application. Any change to the entertainment schedule shall be submitted to the Department for review.

B. All entertainment is subject to review by the Department and may be denied if determined to be inappropriate for the Event or Event venue.

C. Entertainment may be canceled by the Department at any time if the entertainment is determined to be inappropriate. Entertainment that has the propensity to cause persons to become disruptive, disturb the peace, incite violence, or be in violation of any law or ordinance or require the deployment of law enforcement officers in excess of the number of officers normally assigned to the Event is prohibited. Amplified sound shall comply with the City Code of Ordinances regarding maximum decibel levels. See, City Code of Ordinances Section 255.160, Musical Instruments and Sound Equipment.

D. It shall be the responsibility of the Event Organizer to comply with all music licensing organizations such as, but not limited to, ASCAP and BMI. Failure to obtain appropriate licensing is cause for cancellation of the Event by the Department. The Event Organizer shall provide a copy of the applicable license to the Department with its Special Event Application or prior to the performance or playing of any music.

Pony Rides, Petting Zoos, Inflatable/Amusement Attractions

A. The amusement activities described below shall be operated only in designated areas of the Parks which have been pre-approved by the Department.

B. Listed below are requirements that shall be satisfied before an operating permit is issued by the Department to any vendor for any of the following amusement activities:

1. Pony Ride, Petting Zoo, Inflatable's or other amusement type activities are required to sign an Operating Agreement for Concession Rights which is required annually and is kept on file by the Department.

2. The vendor shall provide a Certificate of Insurance naming the City of Saint Charles as an additional insured with a policy endorsement that shall list the City as an additional insured on a primary and non-contributory basis. Vendors shall refer to the Insurance Requirement section of this Manual for the policy limits of liability insurance that is required. The insurance requirements set forth in this section are separate from and in addition to the Event Organizer insurance requirements. The Certificate of Insurance and policy endorsement shall be submitted to the Department 30 days prior to the date of the Event for the permit to be issued.

3. Fees schedule on Exhibit A.

These fees are payable in the form of a check, money order or cash and shall be payable to the City of St. Charles Parks and Recreation Department. All fees shall be paid 30 days prior to the event. The failure to timely pay the fees may result in the vendor's future application being denied.

4. The operating permit must be available for inspection during hours of operation and produced upon request.

Sanitation

A. Portable Restrooms:

The Event Organizer shall provide portable restrooms in sufficient quantity, type and at appropriate locations to service the Event. In addition, an adequate number and type of hand washing stations shall

accompany portable restrooms. Portable restroom locations and numbers for the anticipated attendance at an Event shall be identified on the Site Plan.

B. Trash Receptacles:

The Department provides a maximum of 40 individual trash receptacles. The Event Organizer is responsible for any additional receptacles necessary at their sole expense. It is the sole responsibility of the Event Organizer to ensure that all trash containers throughout the Event area are emptied on a regular basis. **Event Organizer's shall not permit trash receptacles to overflow.**

C. Large Dumpsters:

If a dumpster is required for the Event, the cost of the dumpster is the sole responsibility of the Event Organizer. The location of all dumpsters shall be identified on the Site Plan.

Insurance Requirements

A. The Event Organizer is required to have liability insurance in the amount and form set forth in this section for an Event that will occur on property owned by the City of St. Charles, Missouri. The liability insurance must be in place ninety (90) days before the event date.

B. Liability Insurance:

The Special Event/Activity Liability Insurance Requirement Policy is a guide for determining the required insurance coverage for activities or events that occur on City property. Liability insurance in the policy amount and form stated in this Policy is a requirement for obtaining a permit to conduct an event/activity. Liability insurance must be in place thirty (30) days before the activity/event date.

The City of St. Charles utilizes a self-insured retention for liability claims that are not protected by Sovereign Immunity. These claims normally involve the alleged dangerous condition of City property or motor vehicle collisions involving City vehicles where the City driver was at fault. By state law, liability is limited for these claims. The limits are adjusted by the State of Missouri each year for inflation and can be found on the Missouri Director of Insurance website at <https://insurance.mo.gov/industry/sovimmunity.php>. The liability limits, as well as the risk inherent in an activity and other factors, form the basis for requiring certain dollar amounts of insurance coverage for events/activities that occur on City property.

In an effort to manage risk and promote the maximum utilization of City facilities, the amount of insurance coverage required for an event/activity may adjust based upon risk assessment. For purposes of determining insurance requirements, events/activities are divided into three categories (High, Medium or Low) based upon the risk of injury or damage associated with the event/activity. The event/activity list shown below is not intended to be all inclusive and may be adjusted based upon perceived risk.

Category I, High Risk Events/Activities

Commercial General Liability policy limit of at least \$3,000,000 per occurrence is required, except fireworks which requires a \$5,000,000 per occurrence and \$6,000,000 per general aggregate policy limit. The events/activities include:

1. amusement rides
2. aquatic facility rentals open to the general public
3. alcoholic beverage dispensing
4. activities or events on any body of water in or adjacent to City property (Missouri River or lakes in parks). These activities include: canoeing, kayaking, fishing, swimming, etc.)
5. Bicycling events
6. Any race or walk on a City street including full and half marathons, 5K's and walks
7. sports tournaments/leagues/camps
8. Skate Park competition/exhibition
9. concerts
10. animal related show/exhibition
11. food vendors cooking with hot oil or open flame
12. parades
13. rock climbing walls
14. inflatables (more than 2)

Category II, Medium Risk Activities or Events:

Commercial General Liability policy limit of at least \$2,000,000 per occurrence is required. These events/activities include:

1. re-enactments of historical events utilizing gunpowder or blank firing with historic weapons

2. caterers or food service
3. 5K runs/walks within a park (not on a City street)
4. instructional classes (for example: boot camp, yoga, etc.)
5. inflatables (one to two)
6. animal (pony) rides
7. car show
8. motion picture production
9. dance recitals/exhibitions

Category III, Low Risk Activities or Events:

Commercial General Liability policy limit of at least \$1,000,000 per occurrence is required. These events/activities include:

1. re-enactment of historical events, with historic weapons present but without gunpowder or blank firing
2. vendor selling goods (nontoxic, not explosive or flammable)
3. trivia night

Additional Coverage and Policy limits for Special Risks:

1. Festivals or events dispensing alcoholic beverages (wine tastings, beer festivals, or other liquor specific events) should obtain host liquor liability coverage in addition to liability insurance.
2. Auto races, car show, or activities using motor vehicles should obtain automobile liability insurance in addition to liability insurance.

Certificate of Insurance and Endorsement Requirements:

A Certificate of Insurance and Additional Insured Endorsement must be provided to the City in the form and required amount thirty (30) days before the date of the event/activity or the event/activity will not be allowed to occur on City property. A Certificate of Insurance and Additional Insured Endorsement can be obtained from your insurance broker. The Certificate of Insurance must name the City of St. Charles, Missouri as:

1. The certificate holder with the correct address of the City as:
"City of Saint Charles, 200 North Second Street, St. Charles, Missouri,
63301"

AND

2. An additional primary insured and include the substantially the following words on the Certificate in the description line with name of the activity/event and date:

“This insurance is primary to the insurance coverage of the City of St. Charles, Missouri which shall be non-contributory.”

In addition, an Additional Insured Endorsement must be provided with the Certificate. The Endorsement must name the City of St. Charles, Missouri as an additional insured and contain substantially the following words:

“This insurance is primary to the insurance coverage of the City of St. Charles, Missouri which shall be non-contributory.”

Fires

A. Cooking fires are prohibited in Parks except for barbecue grills. The fire box should be above the ground a minimum of 24 inches and in the proximity of picnic areas unless otherwise permitted by the Department.

B. Open fires or bonfires are prohibited in Parks. Any exception to this policy requires Department approval and issuance of a Fire Permit and Fire Marshall approval.

C. Park Fire Permits will only be issued when all requirements have been satisfied regarding Patron or Organization requests for Park Area or Facility Use for Special Events and a permit has been issued from the Fire Department that indicates compliance with the 2021 International Fire Code: Chapter 3 (General Requirements) and Chapter 4 (Emergency Planning and Preparedness).

Camping

A. No person shall set up a shack or any other temporary shelter, other than tents, for the purpose of overnight camping; nor shall any movable structure or special vehicle be used for such purposes, such as house trailers, camp trailers, camp wagons or the like without approval. A camping permit may be

obtained through the Department for events seeking exception to this provision. Upon the issuance of a Camping Permit, all other provisions listed herein, including but not limited to fire requirements, shall be adhered to.

Utilities

The connection to and supplies to hose bibs are the sole responsibility of the Event Organizer.

B. Electrical Connections:

Listed below are general guidelines for the installation of temporary electrical wiring:

1. Temporary electrical wiring is required to be located where it will not be subject to physical damage.
2. All receptacles shall be of the grounding type (breaker G.F.I. receptacle).
3. Flexible cords are required to be of continuous length (hard service cord of three wires which includes ground conductor).
4. Boxes and fitting located in damp or wet locations are to be of the weatherproof types.

Due to variances in electrical use in Frontier Park, this policy is subject to changes in the sole discretion of the Department.

No person or any other entity shall perform temporary electrical wiring work without first being licensed to perform the work in the City of St. Charles and without having been issued a permit by the Community Development Department and approved by the Department.

Golf Carts, Utility and Other Small Motorized Vehicles

A. Park user safety and park facility protection is of paramount importance. Therefore, the following restrictions shall apply to the use of golf carts, utility carts, and other small motorized vehicles (hereinafter, "small vehicles") operated within City Parks during Special Events:

1. Small vehicles shall only be operated by Special Event, League or Tournament Officials. A valid driver's license is required to operate a vehicle in a Park.
2. The use of Small vehicles shall be restricted to the authorized driver who must be sitting in the operator seat of the vehicle.
3. Passengers shall only be authorized upon a small vehicle when there is a reason for such ridership. During those times, the passenger shall be seated at all times in a passenger seat designed and installed by the manufacturer or provider of the small vehicle. The only exception would be Emergency Vehicle(s) that are operated by law enforcement/medical personnel (on official business).
4. The driver of a small vehicle is subject to all applicable State and City laws and shall use due care in the safe operation (eg: no excessive speed or sharp cornering) of the vehicle.

The small vehicle driver shall only be authorized to use the vehicle within the facility limits of the Special Event, League or Tournament and such use shall not authorize access onto any other area including ball fields, for any reason, except for an emergency or injury situation.

Failure to comply with this Policy is cause to cancel small vehicle use or current or future park facility use.

Animals

- A. By City Ordinance, animals, except for service animals, are prohibited in Frontier Park during Special Events. Exceptions to this ordinance are as follows:
 1. All animals associated with the Event are required to obtain a permit issued by the Department. For a permit to be issued, a list identifying all animals shall be submitted with the Special Event Application and states the length of time the animal will be in Frontier Park and when. If the presence of animals is only a portion of the Event, the animals must be promptly removed from Frontier Park at the end of the demonstration or activity. If animals are to remain throughout the Event, then the animals must be contained to a specific area of Frontier Park that is designated on the Site Plan.

2. Service Animals, law enforcement animals and parade animals are exempt from this prohibition. For purposes of this section, "Service Animals" means dogs that are individually trained to do work or perform tasks for people with disabilities as those words are defined in the regulations or an amendment thereto implementing the Americans with Disabilities Act.

B. Every Event Organizer shall advise all vendors, concessionaires, participant groups, entertainers and all persons who may be present at the Event of the prohibition of bringing animals into Frontier Park. The Event Organizer shall publicize this prohibition in every advertisement for the Event.

Katy Trail

Special Events that plan to use any part of the Katy Trail or First Missouri State Capitol Property are required to obtain the permission of the Missouri Department of Natural Resources. Such permission shall be obtained at least 180 days prior to the Event date. Requests for permission may be submitted by telephone at (636)899-1135 or by email at: confluence.state.park@dnr.mo.gov.

Green Space Policy

St. Charles Parks and Recreation Board's mission is to maintain all City Parks as open spaces for the enjoyment of residents and visitors. Accordingly, the Board may limit the number of events in City Parks to allow sufficient time for maintenance and for all-purpose use by the public to minimize the overall impact of Special Events and maximizing park use opportunities for all persons.

Parks Public Trust

It is the ~~policy-philosophy~~ of the Parks and Recreation Board ~~that everyday general~~ public access into all City of St. Charles Parks shall be free of charge, ~~and that no public entry fees shall be charged by any person; organization; civic club; event organizer; private or public group; or governmental unit, agency, department or official for the purpose of granting access or entry, while denying another who has not paid such fee that same access. This policy shall include any and all charges which may be construed or misconstrued as a general admission fee into a Park, whether solicited as a donation or as some other form of gate charge.~~ The Board recognizes parks are an opportunity to host events creating a

community gathering space for celebration. Organizations requesting to host a ticketed event shall apply and abide by the Organizations Hosting Ticketed Events in Public Parks Policy.

Permit Review

The Department may request assistance from other governmental agencies during the review of Special Event Applications. These agencies include, but are not limited to, the St. Charles County Health Department, Missouri Department of Natural Resources, United States Coast Guard, or Army Corps of Engineers.

Complaint Process

In the event that the Department receives complaints regarding a Special Event, the Department will notify the Event Organizer as to the nature of the complaint and their frequency. Complaints requiring immediate action by the Department will be referred to the appropriate City Department as well as reported to the Event Organizer for follow-up. Complaints that are not resolved to the satisfaction of the Department may result in future Special Event Applications being denied.

Modifications

The Parks and Recreation Board through the Director of Parks and Recreation may modify or waive any policy or fee as it deems necessary and in the best interest of the City.



ST. CHARLES PARKS AND RECREATION BOARD

BUSINESS USE AGREEMENT POLICY

The St. Charles Parks and Recreation Department, hereinafter **“Department”**, of the City of St. Charles, Missouri, hereinafter **“City”**, operates and maintains public park facilities at various locations throughout the City.

The purpose of this Business Use Agreement Policy, hereinafter **“Policy”**, is to set a standard of expectation for a Business requesting to use park space/facilities on a regular or intermittent basis. A Business is defined as an organization or enterprising entity engaged in commercial, industrial or professional activities for-profit or not-for-profit. It is the intent of this Policy that such business use ~~which~~ is consistent with the level of service expected from the Department while offering beneficial amenities for the public. Fees charged for the issuance of a Permit pursuant to this Policy is intended to recover costs associated with the upkeep of the amenity. ~~A Business is defined as an organization or enterprising entity engaged in commercial, industrial or professional activities for profit or not for profit.~~

~~The Business Use Agreement shall apply to businesses requesting to use a park space or facility for the purposes of operating their business on a regular or intermittent basis.~~

Availability of Amenities

Open park space is available year-round during normal Park operating hours and within the time reserved by the renter of the facility. Special requests not within regular operating hours may be considered.

Modifications

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

Reservation Procedures

1. A designee of the Business must complete the Business Use Application Request Form and submit it to Department no less than 30 days prior to the activity to be considered. A deposit may be required at the discretion of Department.
2. Incomplete or late applications requests could result in the business use request being denied.
3. Schedules of the intended use must be submitted to Department no less than 5 days prior to the requested start date.
4. A Certificate of Insurance, ~~as determined by the City and the Board~~, naming the City as additional insured, and with appropriate coverage and language as determined by City and the Board, must be submitted at least 30 days prior to the activity or use as outlined within

the Insurance provisions of this Policy.

Inclement Weather

Department reserves the right to postpone, cancel or delay Business's activity due to inclement weather. The decision on whether to start any activity may commence rests solely with the Department. If the activity has been started, it is the responsibility of the Business to cancel or delay the same for the safety of the participants and to maintain acceptable conditions of the rented space or area. It is, however, presumed that Park facilities that are outdoors will encounter periods of inclement weather such as rain, snow, extreme cold and heat. Unless an activity is cancelled by the Department for safety reasons or to preserve facilities or an area, there will be no refunds for facilities or permit fees as a result of such inclement weather.

Permit Use Regulations

1. Business shall operate only within the area and at such times specified in a Permit, and only for such times. Operation times should be within normal park operation hours unless prior written authorization is given to operate outside those hours.
2. In case of the potential for loud or projected sounds, care should be taken to avoid disturbing other park visitors and neighboring residents; and, in addition, Business shall act at all times in accordance with the Noise Ordinance in Chapter 230 of the City's Code of Ordinances.
3. Business ~~or its successors or assigns~~ will not assign, mortgage, pledge or otherwise encumber the issued Permit or sublet any park area or portion thereof encompassed within the Permit, or allow the privileges granted rights under the Permit to be used by others.
4. Unless specifically stated on the Permit, it is understood that the activity is *not* a fundraiser, ~~and that no admission/parking/gate fee is to be charged~~. Groups conducting fundraising events must possess ~~not-for-profit~~ status and submit a copy of its Tax Exemption Letter. Copies of all documents must be submitted filed with the Permit application request form. Business will be required to follow the Special Event Use Policy and/or the Organizations Hosting Ticketed Events in Public Parks Policy, instead of the Business Use Agreement Policy, if determined by Department to be more appropriate.
5. The sale of t-shirts, hats, photographs and other novelty items is subject to the prior approval of Department, payment of a vendor fee, and the acquirement of the applicable / proper license or permit from the City.
6. At the discretion of Department, security personnel may be required at Business's expense.
7. Golf carts and/or utility carts are prohibited without the prior written approval of Department. Drivers must possess a valid driver's license.
8. Vehicles may not be driven or parked on grass surfaces, sidewalks, service drives or emergency zones. Only parking lots may be used for loading and unloading.
9. Apparatus or equipment may not be located or stored at the facility unless prior written approval has been given by Department for the use and location of such equipment.
10. Unless permitted by Department, food concession sales and food/drink giveaways are not allowed.
11. Department may revoke any permit granted if it is determined that the application for the permit contained any misrepresentation or false statement, that the space or area is being used for an activity other than ~~that~~ listed on the application, that any condition set forth in the

- policies are not being complied with, or that the safety of the participants in the activities of the applicant or other patrons/visitors is endangered by the continuation of the activity.
12. The area specified in the Permit must be left in a clean and neat condition, and without damage to grounds, Department equipment, or facilities. If it is necessary for Department to provide cleaning services or repair following a Business's use or activity, additional fees will be charged to Business.
 13. Business will cooperate with all requests made by a sStaff member of the City and/or the Department.
 14. Business shall operate in such a manner as to conform to all applicable federal, state, county and municipal laws, ordinances and codes.
 15. All equipment needed for the provision of services which may relate to the activity or use covered by the Permit shall be provided by Business unless otherwise noted. Business shall maintain all such equipment in a safe operating condition.
 16. All terms and conditions set forth in an application for a Permit are hereby incorporated and considered a part of this Policy as if fully expressed herein.
 17. Business agrees that, as it may relate to the Business's services provided under a Permit issued pursuant to this Policy ~~this Agreement~~ and in its provision of services to the public, neither it nor anyone under its control shall allow or engage in discrimination against any employee, worker or applicant for employment or any customer because of race, color, creed, religion, national origin or ancestry, sex, age, handicapped status, or veteran status.

Insurance

Waivers of Liability Requirements:

Business retains sole responsibility for its merchandise and/or use of equipment throughout the approved agreement. Business shall release, indemnify, defend and hold harmless City, its elected and appointed officials, successors, assigns, legal representatives, officers, employees and agents (collectively, "indemnities") for, from and against any and all claims, liabilities, cost damages, losses, causes of action, suits, demands, judgments and expenses (including, without limitation, court costs, attorneys' fees and costs of investigation or otherwise) (collectively, "liabilities") of any nature, kind or description of any person or entity directly or indirectly arising out of, resulting from or related to (in whole or in part) merchandise loss or property damage of any kind whatsoever resulting from or connected to the operation of Business.

Liability Insurance Requirements:

In an effort to manage risk and promote the maximum utilization of Department or City facilities, the amount of insurance coverage required for an event/activity may adjust based upon risk assessment. For purposes of determining insurance requirements, events/activities are divided into three categories (High, Medium or Low) based upon the risk of injury or damage associated with the event/activity. The Special Event/Activity Liability Insurance Requirement Policy is attached and the Department will specify the category of risk applicable to the Business use request.

Certificate of Insurance and Endorsement Requirements:

A Certificate of Insurance and an Additional Insured Endorsement must be provided to the

Department in the specified form and required amount at least thirty (30) days before the date of the event/activity or the event/activity will not be allowed to occur on City property. A Certificate of Insurance and Additional Insured Endorsement can be obtained from your insurance broker. The Certificate of Insurance must name the City of St. Charles, Missouri as:

1. The **certificate holder**, with the correct address of the City of:
 “City of Saint Charles, 200 North Second Street, St. Charles, Missouri, 63301”

AND

2. An **additional primary insured**, with substantially the following words on the Certificate in the description line with name of the activity/event and date:
 “This insurance is primary to the insurance coverage of the City of St. Charles, Missouri which shall be non-contributory.”

The Additional Insured Endorsement must name the City of St. Charles, Missouri as an additional insured and contain substantially the following words:

“This insurance is primary to the insurance coverage of the City of St. Charles, Missouri which shall be non-contributory.”

Fees

Business shall remit all Fees due to Department in the form of a personal check, cashier’s check or money order, payable to the St. Charles Parks and Recreation Department, or by credit / debit card (cash prohibited). Payment is required at the time of reservation.

Fee Schedule

Facility	Rental Period	Resident	Non-Resident
Designated Special Use Area	All Day/Per Day	\$110	\$220
Designated Special Use Area	Hourly/Per Day	\$30	\$60

*Residency rates are determined by the address of the Business License.

**Pricing is subject to change

Miscellaneous

1. Nothing herein shall be interpreted or applied as a waiver of the City's sovereign immunity.
2. Nothing herein shall be deemed to cause this Agreement to create an agency, partnership, or joint venture between the City, the Department and the Business.



BUSINESS USE APPLICATION

**Please complete all applicable information;
incomplete applications may delay process.**

To be permitted to operate in St. Charles City Parks, you must complete this form and meet all requirements no less than 30 days prior to Park use.

APPLICANT INFORMATION

Legal Company/Organization Name: _____

Doing Business As: _____

Contact Name: _____

Telephone Number: _____ **Email Address:** _____

Mailing Address: _____

City, State, Zip Code: _____

CLASS/ACTIVITY PROPOSED

Class/Activity Type: _____

Proposed Start Date and Times: _____

For multiple date and recurring dates, please list the proposed schedule, including days and times:

Preferred Park and Location: _____

Back Up Park and Location Option: _____

Anticipated attendance and age groups: _____

Does this activity require that any area of the Park (pParking lots, roadways, sidewalks, etc.) be closed for any period of time? _____ If yes, provide details:

Equipment:

What equipment will be provided: _____

Who will provide the equipment: _____

Activity History: New _____ Recurring _____ How many years has it been held? _____

Have you previously held this Class/Activity at another Parks and Recreation Department? If so, where?

Not for Profit Status, if applicable*: _____

**A certificate of 501 (c) status from the IRS must accompany this application for.*

ILLUSTRATIVE SITE MAP – *If clarification of layout or route is needed, a site map of the class/activity including location(s) of all tents, equipment, routes and activities should be submitted with this application. _____ Attached*

ATTACH BUSINESS PROPOSALS, FLIERS, SOCIAL MEDIA ACCOUNTS OR ANY INFORMATION REGARDING EVENT

_____ Attached

Facebook: _____

Instagram: _____

Website: _____

Snap Chat: _____

Tiktok: _____

Other: _____

Certificate of Insurance will be required– see Insurance requirements below in the Business Use Agreement Policy and attached Special Event/Activity Liability Insurance Policy. The COI does NOT need to be submitted with this form, but must will need to be submitted no less than 30 days prior to ~~your~~ the activity start date.

RAINOUT CONTACT INFORMATION: _____

BACKUP CONTACT INFORMATION: _____

BILLING INFORMATION

How would you prefer your invoice (check one):

Regular Mail: _____ E-Mail: _____

Contact Name: _____

Billing Address: _____

Billing Email: _____ Contact Direct Phone: _____

By signing this application form, it is agreed the Business Owner/Agent has received, read and understands the Business Use Agreement Policy and all fees applicable to the use of St. Charles Parks and Recreation Department Property. Misuse of Park ~~p~~Property or falsification of the Class/Activity as presented in this application may result in rejection or termination of this application or future applications.

By signing this application form, it is further agreed and understood (i) that the Business and/or Business Owner agrees to all terms and conditions of the St. Charles Parks and Recreation Board Business Use Agreement Policy which are incorporated herein as if fully set forth, and (ii) that no agency, partnership, or joint venture is herein created between the City, the Department, and the Business, and Business shall refrain from any representation of such a relationship.

Signature of Applicant: _____

Date: _____

St Charles Parks and Recreation Board

Athletic Field Use Policy

(Tournaments, Leagues and Practices)

It is the Policy of the St. Charles Parks and Recreation Board (hereinafter the “Board”) to charge ~~that~~ fees ~~that charged~~ will recover costs associated with the preparation and use of the athletic fields and facilities of the City’s parks, and to empower the Parks and Recreation Department and its staff Staff, (herein-after “Parks;”), at their sole discretion, to apply this policy for the betterment of the City’s parks system. ~~Department~~. This policy also sets a standard of expectation for Organizations, including its Participants and Visitors, which is consistent with the level of service expected from the City’s ~~our~~ parks system as a whole.

Organizational uUsers of the City’s athletic fields, or those persons requesting such use, shall be responsible for the application, the payment of all fees and damages, the enforcement of all rules, regulations and ordinances, and for assuring that all activities are properly controlled and, ~~assuring~~ that a designated person(s) of authority is on site at all times during the field usage, and for such other requirements listed in these rules.

Availability

Facilities will be available from March 1 to November 30 annually. Minor calendar adjustments may be considered depending on the days of the week which March 1 and November 30 ~~fall occur~~. Special requests outside this time frame may be considered.

Modifications

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

Reservation Priorities

To ensure fair distribution of facilities, the following priorities will apply for leagues and tournaments:

1. City of St. Charles Parks and Recreation Programs
2. Returning Organizations in good standing
3. New Requests

Reservation Procedures

- A. A designee of the Organization must complete the Athletic Facility League and Tournament Request Form and submit to Parks no less than 30 days before the event to be considered.
 - Incomplete requests may be denied. If two or more organizations request the same time/date/fields, the Reservation Priority list will apply.
- B. A deposit may be required at the discretion of Parks.
- C. Parks will determine if a meeting is necessary prior to any tournaments or league date.s ~~Incomplete requests may be denied. If two or more organizations request the same time/date/fields, the reservation priority list will apply~~

- D. Schedules must be submitted no less than 5 days prior to the start date of a tournament or league event.
- E. Field layout requests must be submitted no less than 14 days prior to the start date.
- F. A Certificate of Insurance with the required limits and naming the City of St. Charles as additional insured must be provided no less than 10 days prior to the event. The required limits are available from Parks.

Inclement Weather

- A. Parks reserves the right to postpone, cancel, or delay a tournament or league event, or related activity, due to inclement weather.
- B. The decision to start league or tournament games rests solely with Parks.
- C. If games have already started, the Organization is responsible for canceling/delaying the games for safety and field preservation.

Use Regulations

- A. Reservation is for designated fields/courts only and must match the approved permit. Unauthorized uses will incur charges.
- B. Organizations ~~desiring wishing~~ to require a fee for admission must adhere to the Board's "Organizations Hosting Ticketed Events in Public Parks Policy."
- C. Utilization of All tents, awnings, canopies, and temporary structures require prior approval.
- D. Sale of merchandise (t-shirts, hats, photography, etc.) requires prior approval, vendor fee, and City license.
- E. Security and/or ~~m~~Medical personnel may be required at Organization's cost. Operation of gGolf/utility carts require written approval and valid driver's license.
- F. Vehicles prohibited on turf, sidewalks, service drives, emergency zones. Parking lots only for loading/unloading.
- G. Equipment placement requires prior approval.
- H. Amusement rides, booths, bands, DJs, etc. require written approval and permits.
- I. Food/drink sales and giveaways require written permission.
- J. Only Parks staff may prepare fields/courts (unless prior written approval obtained, and for hand tools only).
- ~~K. Parks may revoke permits for misrepresentation, non-compliance, or safety concerns~~
- K. During tournaments, organizers are responsible for emptying trash cans, stocking restrooms, and leaving facilities clean. Parks may charge cleaning fees if Parks staff must provide service.
- L. Parks may revoke permits for misrepresentation, non-compliance, or safety concerns.

Rules for Artificial Turf Infields (Wapelhorst Complex)

- A. Metal cleats are prohibited not allowed (molded cleats, turf shoes, tennis shoes only)
- B. Soft toss into fencing/backstops is prohibited not allowed
- C. Hitting into nets/fences is prohibited unless in designated areas or with portable nets
- D. Sunflower seeds, shelled nuts, gum, or tobacco on/near turf areas is prohibited

- E. Food/drinks (except water) in dugouts or turf areas is prohibited
- F. Glass bottles/containers are ~~prohibited~~ not allowed
- G. Pets are not allowed on infields or outfields
- H. No un-authorized field usage; - all usage must be approved by Parks in advance
- I. Pitchers and catchers may use mound and home plate for warmups

Rental Fees

Fees are based on field set-up and preparation for the tournament or league activity, and a portion of the yearly maintenance costs associated with the care and maintenance of the fields. Deposits (if required) are due upon application of requested dates of field usage. ~~Tournament~~. Parks reserves the right to assess and collect fees for the scheduled use of athletic fields for team practices. Such f Fees will be applied to offset operational costs.

Natural Field Tournament Fee Structure

Ball Diamonds with Dirt Infields and Mounds

Baseball Diamond Setup	\$75 per field
Second Day Field Preparation	\$50 per field
Game Play	\$9 per field, per game

Ball Diamonds with Dirt Infields and No Mounds

Ball Diamond Setup	\$45 per field
Second Day Field Preparation	\$30 per field
Game Play	\$8 per field, per game

McNair Multi-Use Fields

Field Setup	\$150 per field
Game Play	\$35 per field per game/hour

Blanchette Park Horseshoe Complex

Complex Set up Fee	\$200 per day
Game Play	\$100 per day

Natural Field League Fee Structure

Ball Fields with Mounds	\$20 per Game
Ball Fields without Mounds	\$15 per Game
Multi-Use Fields	\$35 per Game/Hour
Tennis/Pickleball/Roller Hockey	\$70 per Day
Cricket Fields	\$80 per day

Wapelhorst Complex Fee Structure (Turf Infields)

Tournament Game Play	Full Day \$1500 / Partial Day \$750 (Entire Complex)
Practices/League Play	Resident \$50 per hour / Non-Resident / \$75 per hour

McNair Disc Golf Fee Structure

One (1) Day Tournament \$300	Two (2) Day Tournament \$600
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- A. Application is due 120 days prior to tournament
- B. Rental of Shelters #3 and #4 is mandatory with rental fee paid at time of booking
- C. Park staff will determine if extra security is required based on the size of event with fee to be paid by the Organization
- D. Rentals will be for the entire day and Applicants may request exclusive use

Cross Country Fee Structure

One (1) to 250 Participants \$450	250 to 500 Participants \$900
Over 500 Participants \$1 per Participant	

- A. Application must be submitted no later than 120 days prior to meet
- B. Rental of all shelters in the designated park may be required depending on size, participant registration and length of event
- C. Park staff will determine if extra security is required based on the size of event and charged at the appropriate hourly rate

Multiple Use Sports Fields

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

Impact Fee

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

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

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

Additional Fees if Applicable for All Athletic Fields

Deposit	Determined by Parks
Port-a-johns	Current Market Price
Trash Dumpster	Current Market Price
Athletic Facility Lights	\$ 17 Resident per hour, per field \$ 18 Non-Resident per hour, per field
*Attendant/Clean up Staff	Current Hourly Rate for Position
Park Rangers	Current Hourly Rate for Position
Drying Agent	Current Market Price
Vendor Fee	\$ 75 per vendor
Ball Diamond Field Lining	Current Hourly Rate for Position
Soccer Field First Time Lining	Current Hourly Rate for Position
Soccer Field Re-Lining	Current Hourly Rate for Position
Use of McNair Press Box	\$200 Monthly or \$1000 Yearly

*Attendant is required for multi-day tournaments

Practice Usage for Athletic Fields

Practice reservations will be issued to individual teams beginning on a date established annually by Parks, based on field availability. Games and Park Programs take precedent over practice; therefore, reservations may be subject to recall by Parks

- A. Reservations may be made online, by phone or in person at the Administration office
- B. Reservations may be made for as far as two weeks out
- C. Each team may reserve fields for a maximum of two hours per week and can be consecutive hours
- D. Fields are available on a first-come, first-served basis

~~ST. CHARLES PARKS AND RECREATION BOARD~~
~~Permits For Use of Ballfields Policy~~

~~It is the policy of the St. Charles Park and Recreation Board that written "Permits For Use Of Ballfields" (issued by the department) are required.~~

~~Game permits for organized league/tournament play will be issued to league/tournament officials based on actual written schedules submitted from the league/tournament officials. Priority will be given (in the current year) to leagues/tournaments who used departmental facilities during the previous season.~~

~~Practice field permits will be issued to individual teams (beginning on a date established annually) subject to field availability.~~

~~Games take precedent over practice and permits issued for practice are subject to recall by Park Department.~~

~~The following is a listing of the procedure used by the St. Charles Park & Recreation Department in scheduling ballfields:~~

~~Games~~

- ~~1. Field use requests must be submitted in writing to the Park Department from league/tournament officials.~~
- ~~2. Written allocations for field usage will be submitted to league/tournament officials from the park department.~~
- ~~3. Once the actual league/tournament schedules are completed, they must be submitted to the park office from league/tournament officials.~~
- ~~4. Written permits for games will then be sent to league/tournament officials based on the actual schedule as required in #3 above.~~

~~Practice~~

- ~~1. Practice Field Permits will be issued to individuals representing a team during Normal Office Hours.~~
- ~~2. This representative must come to the park office (in person) to select the field/date/time for the practice on a weekly basis if routine practice times are wanted.~~
- ~~3. A permit for one hour of play in the current week and one hour in the subsequent week will be issued. Then during the next weekly period the representative may select an additional hour in the current week (which was the second week of the previous period) and one hour in the next. This process will be repeated throughout the season.~~

~~Athletic Facility League and Tournament Policy~~ ~~St Charles Parks and Recreation Board~~

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

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

~~1. Availability~~

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

~~2. Modifications~~

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

~~3. Reservation Priorities~~

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

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

~~4. Reservation Procedures~~

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

~~5.—Inclement Weather~~

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

~~6.—Use Regulations~~

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

Basic Tournament Fee Structure

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

Blanchette/Wapelhorst Park Ball Diamonds

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

Kiwanis/McNair Park Ball Diamonds

Ball Diamond Setup	\$ 45 per field
Second Day Field Preparation	\$ 30 per field
Usage Fee	\$ 8 per field, per game

McNair Park Football Field

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

McNair Park Soccer Fields

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

Blanchette Park Horseshoe Complex

Complex Set up Fee	\$200 per day
Usage Fee	\$100 per day

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

Usage Fee	\$7.00 per game
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Bales Park Cricket Pitch

Pitch Set up Fee	\$185.00 per field
Usage Fee	\$55 per day

Basic League Fee Structure

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

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

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

**Press Box User Fee:

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

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

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

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

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

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

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

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

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

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

League/Tournament Fees

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

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

Cross Country Fees

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

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

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

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

McNair Disc Golf Fees

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

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

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

Multiple Use Sports Fields

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

Impact Fee

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

**SAINT CHARLES PARKS & RECREATION BOARD MINUTES
MEETING HELD
NOVEMBER 19, 2025**

The meeting was **Called to Order** by President Bichel at 6:03pm in the American Legion Room in Memorial Hall. **Roll Call** noted the following present for the meeting:

Board Sandy Bichel, Larry Muench, Kathy Mudrovic, Anna Shy, Anne Zerr, and Council Liaison Denise Mitchell were present.

TJ Slattery, Brian Scheidegger, Tim Glosier were absent.

Staff Maralee Britton – Director, Chris Atkinson – Assistant Director
Don Borgmeyer – Enterprise Superintendent, Peter Van Linn – Maintenance
Superintendent, Mary Ann Ohms – Assistant City Attorney

Others Holly Magdziarz –City Attorney

3. **Pledge of Allegiance**

4. **Verbal Petitions/Public Comments and Response:** None

5. **Staff Reports/Presentations:**

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

A. **Master Agreement between the City of St. Charles and the St. Charles City-County Library District for existing and future programs/partnerships***

Atkinson explained that this agreement was requested by the Library District. It would memorialize the current programs the City already partners with the district on and also allow future programs to be added as needed by staff. Also requires City Council approval since it is an intergovernmental agreement.

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

B. Change Order #1 with McConnell & Associates to complete the McNair Roller Rink resurfacing project. Adding \$21,360.00 making the new contract amount \$45,138.00*

Atkinson explained that this would add the McNair Roller Rink resurfacing project to be completed in 2026. The contractor recently completed the McNair Basketball Court resurfacing project.

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

C. First Renewal Contract with Capri Pools & Aquatics to perform opening and closing of aquatic facilities and maintenance support in 2026 in an amount not to exceed \$35,000*

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

D. Contract with Aquatic Control to complete the 2026 Pond Management Program in an amount not to exceed \$17,300*

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

E. Purchase Order with ATT Mobility/FirstNet to provide cellular phone service and equipment in 2026 in an amount not to exceed \$30,800.00*

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

F. Purchase Order with WEX Bank to provide fleet fuel cards for use in 2026 in an amount not to exceed \$98,500.00*

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

G. Purchase Order with NAPA Auto Parts to supply vehicle and equipment parts in 2026 in an amount not to exceed \$17,300.00*

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

H. Purchase Order with Imperial Dade to provide janitorial supplies in 2026 in an amount not to exceed \$30,000.00*

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

- I. First Renewal of contract with STL Shirt Co. to provide all screen-printed shirts and apparel for staff and program participants in 2026 in an amount not to exceed \$39,550.00***

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

- J. Purchase Order with Krey Distributing to provide alcoholic beverages for resale at Concession Stands in 2026 in an amount not to exceed \$28,000.00***

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

- K. Purchase Order with Concentra Medical Services for related medical and testing for employees in the Parks & Recreation Department in 2026 in an amount not to exceed \$21,620.00***

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

- L. Contract with Jeff Ellis & Associates Inc. to provide aquatics risk management and safety certifications in 2026 in an amount not to exceed \$20,540.00***

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

- M. Purchase Order with Vermont Systems Inc. to provide annual service and support in 2026 in an amount not to exceed \$27,933.18***

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

- N. Purchase Order with MBR Management Corp to provide Domino's Pizza at the Wapelhorst Aquatic Facility for resale in 2026 in an amount not to exceed \$24,000***

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

- O. Purchase Order with Old Time Servicing Company to provide Cool Beads Ice Cream for resale at concession stands in 2026 in an amount not to exceed \$55,000***

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

7. Meeting Minutes:

- A. Parks & Recreation Board Meeting Minutes October 15, 2025***

Muench made a motion to approve the meeting minutes; seconded by Scheidegger. 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

Muench made a motion to approve the consent agenda; Seconded by Mudrovic. The motion passed.

9. Items Removed from the Consent Agenda: None

10. Presidents Announcements and Reminders:

Reminded the Board about the upcoming Board Holiday Social being held on Thursday December 11th from 6:00 – 9:00pm at Memorial Hall.

11. Directors Report:

A. Thank You's (As Available)

B. General Department Update

C. Legacy Farms Update

Britton updated the Board that we had nine submissions from playground vendors for the playground at the new park. Staff and the consultant are currently going through the submissions. An update and recommendation for a purchase contract will come before the Board at a future meeting.

Britton also updated the Board on the delay that the project is experiencing right now while waiting for MoDot to decide on where access will be allowed from State Highway B in to the park property. The delay was caused by having to complete a second Traffic Study at their request and then also a 6-8 week wait time for them to make a recommendation. This delay will likely cause a delay in the bidding of the overall project as Parks staff directed the consultant group to hold moving forward on their work on the roadway portion of the project so that final direction could be provided by MoDot.

Delayed bidding would also likely lead to delayed construction start date and completion date. Currently the goal is to include the spring 2026 planting season as part of the construction so the park will likely be delayed to opening in the spring/summer of 2027 rather than the original December 2026 timeline which ultimately is not the best time to be finishing up construction of the park and opening it to the public.

12. Board Member Announcements and Reminders:

Muench - Good

Shy – Good

Zerr – Good

Mudrovic – Good

13. Council Liaison Announcements and Reminders:

Councilperson Mitchell informed the Board that there will a new Park Board member named Joshua Allen coming onto the Board. He was appointed at the 11/18/25 City Council meeting. Reminded the Board about the Ward 7 meeting being held at Coverdale Elementary on Thursday November 20th.

14. Park Board Liaisons Comments

A. Foundation Report: Mudrovic stated the the Foundation Board are finalizing how they will distribute \$30,000 per year for park projects from their endowment income.

B. Legislative Report: None

As there was no further business to discuss Mudrovic moved for **Adjournment** at 6.46 pm; Seconded by Zerr. The motion passed.

Meeting: November 19, 2025

Respectfully Submitted,

Sandy Bichel, President

Anna Shy, Secretary

SAINT CHARLES PARKS & RECREATION BOARD MINUTES
MEETING HELD
December 3, 2025

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

Board Joshua Allen, Kathy Mudrovic, Larry Muench, Anna Shy, TJ Slattery, Sandy Bichel, Tim Glosier, Anne Zerr and Council Liaison Denise Mitchell were present.

Brian Scheidegger was absent.

Staff Maralee Britton – Director, Chris Atkinson- Assistant Director, Don Borgmeyer – Enterprise Superintendent, Mike Wilkins - Chief Park Ranger

Other Holly Magdziarz – City Attorney, Dan Foust - Oktoberfest

3. Pledge of Allegiance

President Bichel welcomed the newest Park Board Member Joshua Allen to the Board. All Board Members, Council Liaison and City staff introduced themselves.

4. Discussion and Consideration for approval the Organizations Hosting Ticketed Events in Public Parks Policy effective January 1, 2026

Britton led the discussion of the ticketed events policy. This change or new policy was created following a request by the Oktoberfest Committee earlier in the year. They would like to have the ability to charge a fee to the attending public for access to future events in Frontier Park. During the Board meeting on October 1st, 2025 when this topic was first discussed the Board asked staff to reach out to the other larger events that use the park to get their thoughts and feedback. Both FOLH and Riverfest did not feel like they would utilize the policy and their events would remain free to attend.

Dan Foust from the Oktoberfest Committee spoke to the Board about why Oktoberfest would like to have the ability to charge a fee to enter their event. Since the Committee took over the event 18 years ago from Sister Cities the event has grown every year. He outlined the size of the event currently includes around 100 vendors (60 food vendors, 40 craft vendors), also that the cost to stage and operate the event are continuing to rise. He estimated it cost around \$600,000 to run the event. He also highlighted the number of non-profits that the committee partners with to operate alcohol booths, provide ID wrist bands etc. All of those non-profits earn significant funds during the event to help with their missions.

Mr. Foust stated that the biggest concern the Oktoberfest Committee has with the current language in the policy is the revenue sharing split of 75%/25%. He stated at that split the

committee would not want to move forward with a ticketed event. The committee felt the split proposed by them 90%/10% was a more appropriate split since the Parks & Recreation Department was still being paid all the other fees they currently charge and this is a possible new revenue source without any additional work or commitments being needed from the Department.

There was discussion about how the park could be fenced/gated to restrict access to the park/event and how that would work with the KATY Trail State Park being integrated into Frontier Park. Those discussions would continue if the policy was created between the committee and the department. It was agreed Ranger and Police Officer priority is safety of event visitors and not those who try to circumvent the gated entry for free access.

Mr. Foust stated that other than the revenue split percentage that the committee were good with all the other parts of the proposed policy.

The Board had consensus to continue forward with the policy at the 90%/10% revenue sharing split.

The next step would be for review by the Legal Department and then the policy would be brought back at an upcoming meeting for possible further discussion and adoption.

Mr. Foust also asked if the Board at some point would consider widening the interior park trail system due to the narrowness of the trail during the larger special events. This would assist emergency carts and allow more room for event visitors.

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

Muench – Good.

Zerr – Good.

Mudrovic – Good. Asked about snow clearing at Webster on trail from ADA parking spot to building.

Slattery – Good.

Bichel – Good.

Glosier – Good.

Shy – Good.

Allen – Will have his parks assigned at an upcoming meeting.

Council Liaison Mitchell – Asked if a sign could be straightened at Schaefer Park.

As there was no further business to discuss Mudrovic moved for **Adjournment** at 7.18 pm; Seconded by Slattery. Motion passed.

Meeting: December 3, 2025

Respectfully Submitted,

Sandy Bichel - President

Anna Shy - Secretary

Upcoming Events

Meetings:

- January 7, 2026
- January 21, 2026

- First Fridays– Every First Friday of the Month
 - Foundry Art Centre, 5:00 – 8:00P
- Christmas Traditions – each Friday, Saturday, Sunday through December 24, 2025
 - Main Historic Main Street, Fri 6:00P – 8:30P; Sat 12:00P – 8:30P; Sun 12:00P – 5:00P
- Christmas Traditions “A Christmas Carol” Stroll, every Wednesday through December 17, 2025
 - Historic Main Street, 6:00P – 8:30P
- Shelter Reservations Open for 2026 – January 2nd, 2026
 - Parks Administration Office – Blanchette Park, (636) 949-3372, 8A – 5P
- St. Charles Parks Winter Bingo – January 14, 2026
 - Memorial Hall, Blanchette Park, 11:30A – 2:00P
- Fire Arts Fest – Friday January 30, 2026
 - Foundry Arts Centre – 4:00P – 9:00P
- Fete de Glace/Bowls and Brews – Saturday, January 31, 2026
 - North Main Street – 9:30A – 3:30P
- St. Charles Parks Aquatic Passes 2025 Go On Sale – February 2, 2026
 - Parks Administration Office – Blanchette Park, (636) 949-3372, 8A – 5P
- Once Upon a Valentine – Saturday-Sunday, February 8 - 9, 2026
 - Main Historic Main Street, 12–3P
- St. Charles Parks Valentine Bingo – February 10, 2026
 - Memorial Hall, Blanchette Park, 11:30A – 2:00P
- St. Charles Parks and Recreation Job Fair – Tuesday, February 17, 2026
 - Memorial Hall– 3:00P – 5:00P

St. Charles Parks and Recreation Photo Contest – Ends January 23, 2026

Estimated Financial Worksh	2025 Actual	2025 Budget
Total Expenses	\$ (10,452,735)	\$ (13,927,769)
Total Customer Revenue	\$ 3,359,833	\$ 4,427,230
Total Property Tax	\$ 1,855,282	\$ 4,141,624
Total Delinquent Tax	\$ 56,747	\$ 48,694
Total Tax Surtax	\$ 148,097	\$ 162,763
Recovered Exp. - Sale of Ass	\$ 24,372	\$ -
Interest	\$ 41,199	\$ -
Total Cell Tower	\$ 70,914	\$ 67,420
Capital Reappropriations	\$ 5,288,503	\$ 5,288,503
Other Revenue Contributions	\$ 12,734	\$ -
Grants	\$ -	\$ 10,000
Replacement Fund	\$ 518,100	\$ 518,100
	\$ 923,046	\$ 736,565



Beginning Fund Balance	2,741,326	Audited Fund Balance Minus BA for Wap & LFP
Expenses	\$ (10,452,735)	
Revenue	\$ 11,375,780	
Ending Cash Balance	\$ 3,664,372	

Petty Cash	\$ 8,950
Asset Disposition of Soccer P	\$ 3,000,000
Estimated Equipment Replace	\$ 2,839,149

Fund Balance	\$ (2,165,827)
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Aquatics	2025 Actual	2025 Budget
Personnel Expenditures	\$ (951,713)	\$ (1,054,801)
Contractual Expenditures	\$ (194,102)	\$ (226,964)
Materials & Supplies Expendi	\$ (282,296)	\$ (332,319)
Capital Outlay	\$ (34,781)	\$ (35,000)
Equipment Replacement Func	\$ (100,118)	\$ (100,118)
Total Expenses	\$ (1,563,010)	\$ (1,749,201)

Total Revenue	\$ 1,586,428	\$ 1,753,500
Recovered Expenses	\$ -	\$ -
Total Income	\$ 1,586,428	\$ 1,753,500

Aquatics Net Revenue	\$ 23,418	\$ 4,299
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Concessions	2025 Actual	2025 Budget
Personnel Expenditures	\$ (96,602)	\$ (111,397)
Contractual Expenditures	\$ (55,036)	\$ (71,483)
Materials & Supplies Expendi	\$ (57,874)	\$ (120,900)
Capital Outlay	\$ (656)	\$ (5,000)
Equipment Replacement Func	\$ (17,721)	\$ (17,721)
Total Expenses	\$ (227,889)	\$ (326,501)

Total Revenue	\$ 92,123	\$ 340,500
Recovered Expenses	\$ -	\$ -
Total Income	\$ 92,123	\$ 340,500

Concession Net Revenue	\$ (135,766)	\$ 13,999
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Memorial Hall	2025 Actual	2025 Budget
Personnel Expenditures	\$ (43,063)	\$ (57,896)
Contractual Expenditures	\$ (9,597)	\$ (13,275)
Materials & Supplies Expendi	\$ (26,405)	\$ (29,727)
Capital Outlay	\$ -	\$ (4,000)
Equipment Replacement Func	\$ (16,258)	\$ (16,258)
Total Expenses	\$ (95,322)	\$ (121,156)

Total Revenue	\$ 55,323	\$ 112,975
Total Tax Revenue (.002)	\$ 3,824	\$ 8,381
Recovered Expenses	\$ -	\$ -
Total Income	\$ 59,147	\$ 121,356

Memorial Hall Net Revenue	\$ (36,175)	\$ 200
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Recreation	2025 Actual	2025 Budget
Personnel Expenditures	\$ (872,141)	\$ (961,287)
Contractual Expenditures	\$ (157,483)	\$ (197,535)
Materials & Supplies Expendi	\$ (497,905)	\$ (507,500)
Capital Outlay	\$ -	\$ (3,000)
Equipment Replacement Func	\$ (16,695)	\$ (16,695)

Total Expenses	\$	(1,544,225)	\$	(1,686,017)
Total Revenue	\$	1,294,429	\$	1,462,500
Total Tax Revenue (5%)	\$	95,137	\$	209,516
Recovered Expenses	\$	-		
Total Income	\$	1,389,566	\$	1,672,016

Recreation Net Revenue	\$	(154,659)	\$	(14,001)
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Maintenance		2025 Actual		2025 Budget
Personnel Expenditures	\$	(1,805,083)	\$	(1,972,350)
Contractual Expenditures	\$	(458,297)	\$	(504,473)
Materials & Supplies Expendi	\$	(168,578)	\$	(195,375)
Capital Outlay	\$	-		
Equipment Replacement Func	\$	(139,782)	\$	(139,782)
Total Expenses	\$	(2,571,740)	\$	(2,811,980)

Total Revenue	\$	69,792	\$	232,200
Total Tax Revenue (57.33%)	\$	1,096,166	\$	2,402,309
Total Surtax (83%)	\$	122,920	\$	135,093
Recovered Expenses	\$	-		
MO Conservation Grant	\$	-	\$	10,000.00
Total Income	\$	1,288,878	\$	2,779,603

Maintenance Net Revenue	\$	(1,282,862)	\$	(32,377)
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Administration		2025 Actual		2025 Budget
Personnel Expenditures	\$	(876,748)	\$	(963,222)
Contractual Expenditures	\$	(138,803)	\$	(158,949)
Materials & Supplies Expendi	\$	(40,171)	\$	(64,586)
Capital Outlay	\$	-	\$	-
Equipment Replacement Func	\$	(28,766)	\$	(28,766)
Total Expenses	\$	(1,084,488)	\$	(1,215,523)

Total Revenue	\$	186,840	\$	335,555
Total Tax Revenue (21%)	\$	401,526	\$	879,967
Recovered Expenses	\$	-	\$	-

Total Income	\$	588,366	\$	1,215,522
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Administration Net Revenue	\$	(496,123)	\$	(1)
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Rangers		2025 Actual		2025 Budget
Personnel Expenditures	\$	(496,995)	\$	(546,234)
Contractual Expenditures	\$	(94,962)	\$	(110,323)
Materials & Supplies Expendi	\$	(17,833)	\$	(22,216)
Capital Outlay				
Equipment Replacement Func	\$	(50,115)	\$	(50,115)
Total Expenses	\$	(659,905)	\$	(728,888)

Total Revenue	\$	74,898	\$	190,000
Total Tax Revenue (12%)	\$	229,443	\$	502,838
Total Surtax (17%)	\$	25,176	\$	27,670
Recovered Expenses				
Total Income	\$	329,517	\$	720,508

Rangers Net Revenue	\$	(330,388)	\$	(8,380)
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Parks Capital		2025 Actual		2025 Budget
Total Expenses	\$	(2,706,156)	\$	(5,288,503)

Total Revenue/ Replacement	\$	518,100	\$	518,100
Total Tax Revenue (4.47%)	\$	85,468	\$	187,307
Re-Appropriations	\$	5,288,503	\$	5,288,503
Other Revenue Contributions	\$	121,008	\$	89,330
Budget Amendments				
Total Income	\$	6,013,079	\$	6,083,240

Capital Net Revenue	\$	3,306,922	\$	794,737
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Cemetery		2025 Actual		2025 Budget
Personnel Expenditures	\$	(159,546)	\$	(192,044)
Contractual Expenditures	\$	(18,461)	\$	(31,288)
Materials & Supplies Expendi	\$	(10,473)	\$	(14,350)
Capital Outlay	\$	-	\$	(20,000)
Total Expenses	\$	(188,479)	\$	(257,682)

Total Revenue	\$	32,115	\$	65,000
Cemetery Net Revenue	\$	(156,364)	\$	(192,682)

t Report -December 2025

Project Code	Project Name	G/L Account	Budget	Expenses	Encumbrances	Remaining Funds	Fund	%
25CMTRY001	RIDING MOWER REPLACEMENT	410-431-791-874199	\$20,000.00	\$19,978.10	\$0.00	\$21.90	Capital Sales Tax	99.89
25CMTRY002	NEW HVAC AT CEMETERY OFFICE	430-500-551-872102	\$14,138.00	\$7,069.00	\$0.00	\$7,069.00	Capital Sales Tax	50
24PARKS033	BOSCHERT TRAIL PROJECT	217-217-131-873109	\$234,225.00	\$233,338.00	\$0.00	\$887.00	Property Tax	99.62
24PARKS016	FURNISHING REPLACEMENTS	217-217-131-874103	\$12,699.62	\$1,230.62	\$0.00	\$11,469.00	Replacement Fund	9.6
24PARKS009	MCNAIR PARK IMPROVEMENTS	217-217-131-873109	\$50,000.00	\$38,502.05	\$9,013.00	\$2,484.95	Property Tax	95.03
25PARKS029	WAPELHORST ATHLETIC COMPLEX	216-217-131-873109	\$100,911.00	\$15,147.85	\$0.00	\$85,763.15	Metro	15.01
		217-217-131-873109	\$1,850,514.00	\$1,648,369.16	\$202,144.84	\$0.00	Property Tax	100
		417-217-131-873109	\$204,000.00	\$171,180.85	\$14,108.50	\$18,710.65	Parks Capital	90.83
25PARKS028	PARK AT HAWKS NEST DRIVE	417-217-131-873109	\$60,000.00	\$31,543.86	\$0.00	\$28,456.14	Parks Capital	52.57
25PARKS027	PARKS & REC DEPT MASTER PLAN	217-217-131-733099	\$200,000.00	\$0.00	\$0.00	\$200,000.00	Property Tax	0
25PARKS026	AQUATICS FEATURES & SIGNAGE	217-217-131-873109	\$102,250.00	\$102,250.00	\$0.00	\$0.00	Replacement Fund	100
25PARKS025	PRINTER REPLACEMENT	217-217-131-874106	\$6,073.00	\$2,213.84	\$0.00	\$3,859.16	Replacement Fund	36.45
25PARKS024	SOFTWARE UPGRADES	217-217-131-874106	\$5,000.00	\$2,506.50	\$1,285.00	\$1,208.50	Replacement Fund	75.83
25PARKS023	COPIER REPLACEMENT	217-217-131-874106	\$12,844.79	\$12,844.79	\$0.00	\$0.00	Replacement Fund	100
25PARKS022	PLAYGROUND REPLACEMENTS	417-217-131-873109	\$211,662.00	\$211,662.00	\$0.00	\$0.00	Parks Capital	100
25PARKS020	MAINTENANCE MOWING EQUIPMENT	217-217-131-874199	\$67,530.55	\$67,046.75	\$0.00	\$483.80	Replacement Fund	100
25PARKS019	PC REPLACEMENT	217-217-131-874106	\$36,587.21	\$25,326.50	\$8,926.50	\$2,334.21	Replacement Fund	93.62
25PARKS018	MAINT FACILITIES IMPROVEMENTS	217-217-131-873109	\$33,221.42	\$31,094.33	\$0.00	\$2,127.09	Property Tax	93.59
25PARKS017	CONCESSION STAND RENOVATIONS	217-217-131-873109	\$15,000.00	\$14,524.83	\$0.00	\$475.17	Property Tax	96.83
25PARKS016	RANGER VEHICLES & EQUIPMENT	217-217-131-874102	\$41,500.00	\$0.00	\$0.00	\$41,500.00	Replacement Fund	0
25PARKS015	MAINT VEHICLES & ATTACHMENTS	217-217-131-874102	\$192,204.45	\$192,204.45	\$0.00	\$0.00	Replacement Fund	100
25PARKS014	FACILITY REPAIRS	417-217-131-873109	\$30,338.00	\$30,338.00	\$0.00	\$0.00	Parks Capital	100
25PARKS013	RECREATIONAL SITE DEVELOPMENT	216-217-131-873109	\$179,536.19	\$0.00	\$0.00	\$179,536.19	Metro	0
		217-217-131-873109	\$2,332,250.00	\$21,524.00	\$2,134.10	\$2,308,591.90	Parks Capital	1.01
		417-217-131-873-109	\$2,969,729.97	\$236,430.25	\$632,243.75	\$2,101,055.97	Property Tax	29.25
25PARKS012	ATHLETIC FIELD RENOVATIONS	217-217-131-873109	\$20,000.00	\$13,723.08	\$0.00	\$6,276.92	Property Tax	68.62
25PARKS011	MEMORIAL HALL FURNISHINGS	217-217-131-874103	\$18,833.00	\$11,602.48	\$0.00	\$7,230.52	Replacement Fund	61.61
25PARKS010	CONCESSION EQPT REPLACEMENT	217-217-131-874105	\$13,804.00	\$3,342.93	\$0.00	\$10,461.07	Replacement Fund	24.21
25PARKS009	MAINTENANCE GROUNDS EQUIPMENT	217-217-131-874199	\$33,379.53	\$33,379.53	\$0.00	\$0.00	Replacement Fund	100
25PARKS007	PARKS STORM WATER	217-217-131-874105-	\$10,000.00	\$5,990.69	\$0.00	\$4,009.31	Property Tax	59.9
25PARKS006	ADA RENOVATIONS	217-217-131-873109	\$1,827.46	\$1,827.46	\$0.00	\$0.00	Property Tax	100
25PARKS005	PLAYGROUND SAFETY SURFACING	217-217-131-873109	\$3,381.59	\$3,381.59	\$0.00	\$0.00	Property Tax	100
25PARKS004	RESTROOM REHABS ALL PARKS	217-217-131-872102	\$12,000.00	\$5,699.56	\$0.00	\$6,300.44	Property Tax	47.49
25PARKS003	HVAC REPLACEMENTS ALL PARKS	217-217-131-872102	\$14,100.00	\$14,100.00	\$0.00	\$0.00	Property Tax	100
25PARKS001	LANDSCAPING ALL PARKS	217-217-131-873109	\$11,500.00	\$8,510.49	\$2,000.00	\$989.51	Property Tax	91.39

Project Funding Source Totals

			Budget	Expenses	Encumbrances	Remaining Amount	
Equipment Replacement Fund	TOTAL		\$542,706.15	\$453,948.39	\$10,211.50	\$78,546.26	Replacement Fund
Taxes	TOTAL		\$5,425,499.44	\$2,255,491.49	\$845,401.59	\$2,324,606.36	Property Taxes
Metro Parks & Recreation Fund	TOTAL		\$280,447.19	\$15,147.85	\$0.00	\$265,299.34	Metro
Prop P Parks Capital	TOTAL		\$2,838,250.00	\$466,248.71	\$16,242.60	\$2,355,758.69	Prop P - Parks Capital
Gaming Funds	TOTAL		\$ -				Gaming
Cash Balance	TOTAL			\$ -			Cash
TOTAL PROJECTS			\$9,086,902.78	\$3,190,836.44	\$871,855.69	\$5,024,210.65	
Capital Sales Tax (Cemetery only)	TOTAL		\$34,138.00	\$27,047.10	\$0.00	\$7,090.90	Capital Sales Tax
Other City Funds	TOTAL		\$ -	\$ -	\$ -	\$ -	
Legacy Farms Park Development Balance			\$5,481,516.16	\$257,954.25	\$634,377.85	\$4,589,184.06	16.27
pelhorst Athletic Com Development Balance			\$2,155,425.00	\$1,834,697.86	\$216,253.34	\$104,473.80	95.15

DECEMBER Accounts Receivable Report

2025 Individual			Status
Programs			
Trip			
Daycamp			
Facility			
2025 TOTAL		\$ -	
2025 Organizations			
Organizations with multiple uses paying monthly, quarterly or by season			
Duchesne High School		\$ 374.00	
2025 TOTAL		\$ 374.00	
	Total Due	374.00	
<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 - 12/11/25

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	17	\$ 23,800.00
Cremation (3 feet by 3 feet)	\$ 800.00	12	\$ 9,600.00
Total:		29	\$ 33,400.00

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	17	\$ 27,200.00
Saturday	\$ 1,800.00	5	\$ 9,000.00
Sunday	\$ 2,100.00	0	\$ -
City Holidays	\$ 2,100.00	0	\$ -
Burial Day (Completed after closing - 3:00P.M.)	Fee	Quantity	Total
Monday - Friday	\$ 1,800.00	0	\$ -
Total:		22	\$ 36,200.00

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	2	\$ 4,000.00
Saturday	\$ 2,200.00	0	\$ -
Sunday	\$ 2,500.00	0	\$ -
City Holidays	\$ 2,500.00	0	\$ -
Burial Day (Completed after closing - 3:00P.M.)	Fee	Quantity	Total
Monday - Friday	\$ 2,200.00	0	\$ -
Total:		2	\$ 4,000.00

Double Depth Grave Disinterment

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

Cremations without a Service

Burial Day (Completed before Closing)	Fee	Quantity	Total
Monday - Friday	\$ 500.00	12	\$ 6,000.00
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:		14	\$ 7,700.00

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	17	\$ 23,800.00
Total Cremation Grave Sales	12	\$ 9,600.00
Total Grave Burials	24	\$ 40,200.00
Total Cremation Burials	14	\$ 7,700.00
Total Income		\$ 81,300.00

St. Charles Parks Dept,

On behalf of my family, I would like to extend our heartfelt gratitude to the Parks Dept. for the support shown during this difficult time. My brother cherished his role as a trip planner and we are grateful that he worked among colleagues who respected and cared for him. Thank you for honoring his memory and his service. The floral arrangement was beautiful. Thanks also for inviting us to the bingo and wonderful meal. Your kindness will always be remembered!

The family of John Pike
Joan, Sharon, + June