

St. Charles Parks and Recreation Board
Tentative Agenda
January 21, 2026 ~ 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. Introduction of Judi Meredith – Group Travel Specialist
6. Items for Discussion and/or Action:
 - A. Consideration for approval Budget Amendment #1, 2026, Project Re-appropriations*
 - B. Resolution #1, 20256; Request to Declare Surplus Assets*
 - C. Contract with 510 Printing LLC dba Minuteman Press to provide brochure printing in 2026 in an amount not to exceed \$38,000*
 - D. Purchase Order with Westport Pools to provide chemicals for the aquatic facilities in 2026 in an amount not to exceed \$41,000*
 - E. Contract with Vandalia Bus Lines to provide transportation services for trip participants in 2026 in an amount not to exceed \$24,150*
7. Minutes-
 - A. Parks & Recreation Board Meeting Minutes December 17, 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: _____

MEMORANDUM

Date: January 12, 2026

To: St. Charles Parks and Recreation Board

From: Maralee M. Britton, Director

RE: Budget Amendment #1, 2026 - Re-appropriations to the 2026 Capital Budget

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

There are several spreadsheets attached appropriately numbered as summarized below.

1. Re-appropriations Budget Amendment Overview:
The Overview provides the funds available from the previous year's projects, encumbrances and recommended appropriation for capital projects and the balance will be reverted to the cash balance of the fund.
2. Encumbered Project Funds from 2025 to 2026- Purchase Orders:
These are existing contracts with businesses in progress from 2025 and necessary to continue funding in 2026 to complete the various projects.
3. Unencumbered Funds for Re-Appropriation to 2026 Budget:
These funds to specific projects are not currently under contract and necessary to appropriate to 2026 continue the stated projects. Some projects require multiple years of planning and development to be completed.
4. 2025 Projects Closing with Remaining Funds:
At the end of 2025 and project completion, these projects had funding remaining. We recommend closing the projects reverting the funds to the cash balance of the appropriate funding mechanism. These funds stay within Parks and Recreation accounts and do not revert to any City Accounts.

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

Revision

Project 24Parks009, McNair Park Improvements \$7,880 in encumbered funds were added for re-appropriation. The contractor was to finish before December 31, 2025 which did not occur.

2025 Re-Appropriations Budget Amendment Overview

Revised 1/20/2026

Property Tax/Equipment Replacement Funds

Project Funds Available	\$2,627,770
Encumbered Re-Appropriations	\$38,513
Non-Encumbered Re-Appropriations	\$2,584,814
Re-Appropriation Request	\$2,623,327
Closed Projects Reverting to Cash Balance	\$4,443

Metro Sales Tax Funds

Project Funds Available	\$265,299
Encumbered	\$0
Non-Encumbered	\$265,299
Re-Appropriation Request	\$265,299
Closed Projects Reverting to Cash Balance	\$0

Prop P Capital Sales Tax

Project Funds Available	\$2,732,553
Encumbered	\$605,574
Non-Encumbered	\$2,126,979
Re-Appropriation Request	\$2,732,553
Closed Projects Reverting to Cash Balance	\$0

Encumbered Project Funds from 2025 to 2026 - Purchase Orders

Revised 1/20/2026

PARKS & RECREATION DEPARTMENT

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

Property Tax/Replacement Fund

2025400	24PARKS009	MCNAIR IMPROVEMENTS	217-217-131-873109	Parks	Property Tax	\$ 1,133.00	Roller Rink Project will be completed in early 2026.
2025407	25PARKS029	WAPELHORST COMPLEX	217-217-131-873109	Parks	Property Tax	\$ 29,500.00	Project (lots sealcoated) will be completed in first quarter of 2026
20250010	24PARKS009	MCNAIR IMPROVEMENTS	217-217-131-873109	Parks	Property Tax	\$ 7,880.00	Contract is currently being terminated.
Property Tax/Replacement Fund						\$ 38,513.00	

Metro Sales Tax Funds

						Metro Sales Tax Funds	\$ -
--	--	--	--	--	--	------------------------------	-------------

Prop P Sales Tax Funds

2025405	25PARKS013	RECREATIONAL SITE DEVELOPMENT	417-417-131-873109	Prop P	Sales Tax	\$ 192,392.00	Ongoing project. Will run through 2026 and early 2027
20250029	25PARKS013	RECREATIONAL SITE DEVELOPMENT	417-217-131-873109	Prop P	Sales Tax	\$ 401,587.40	Ongoing project. Will run through 2026 and early 2027
20250538	25PARKS028	PUNDMANN PARK	417-217-131-873109	Prop P	Sales Tax	\$ 11,594.57	Project will be completed in 2026
Prop P Sales Tax Funds						\$ 605,573.97	

OAK GROVE CEMETERY

P.O. #	Project	Project Name	Account	Fund	Account Description	Amount	Justification/Explanation
						General Fund	\$ -

REQUEST FOR RE-APPROPRIATIONS TO 2026 BUDGET YEAR - PARKS & RECREATION BOARD PROPOSED JANUARY 21, 2026

PARKS

Account #	Project #	Project Name	Funds Requested for Re-Appropriation	Detailed Description/Timeline for Completion	To Project	Project Name
217-217-131-873109	24PARKS009	McNair Park Improvements	\$2,485	Will be used in spring 2026	24PARKS009	McNair Park Improvements Roller Rink
217-217-131-874103	24PARKS016	Furnishing Replacements	\$11,469	Will be used in spring 2026	26PARKS023	Furnishing Replacements
217-217-131-873109	25PARKS007	Stormwater	\$3,062	Will be used in spring 2026	26PARKS013	Stormwater
217-217-4131-874105	25PARKS010	Concession Equipment Replacement	\$5,739	Will be used in spring 2026	26PARKS024	Concession Equipment Replacement
217-217-131-874103	25PARKS011	Memorial Hall Furnishings	\$2,311	Will be used in spring 2026	26PARKS022	Memorial Hall Furnishings
217-217-131-873109	25PARKS012	Athletic Field Reno	\$1,336	Will be used in spring 2026	26PARKS014	Athletic Field Renovation
217-217-131-873109	25PARKS013	Recreation Site Development(LFP)	\$2,308,592	Construction will begin in 2026	25PARKS013	Legacy Farms Park
217-217-131-874102	25PARKS016	Ranger Vehicles & Equipment	\$41,500	Will be purchased in spring 2026	25PARKS016	Ranger Vehicles & Equipment
217-217-131-873109	25PARKS018	Maint Facilities Improvements	\$2,127	Will be used in spring 2026	26PARKS016	Maint Facilities Improvements
217-217-131-874106	25PARKS019	PC Replacement	\$2,334	Will be used in spring 2026	26PARKS019	PC Replacement
217-217-131-874106	25PARKS025	Printer Replacement	\$3,859	Will be used in spring 2026	25PARKS025	Printer Replacement
217-217-131-733099	25PARKS027	Parks Master Plan	\$200,000	RFP will be created in 2026	25PARKS027	Parks Master Plan
Parks Total			\$2,584,814			

Prop P Sales Tax

Account #	Project #	Project Name	Funds Requested for Re-Appropriation	Detailed Description/Timeline for Completion	To Project	Project Name
417-217-131-873109	23PARKS013	Recreational Site Development(LFP)	\$2,101,056	Construction will begin in 2026	25PARKS013	Legacy Farms Park
417-217-131-873109	25PARKS028	Hawks Nest Park	\$10,981	Construction will begin in 2026	25PARKS028	Hawks Nest Park
417-217-131-873109	25PARKS029	Wapelhorst Athletic Complex	\$14,942	End in Spring 2026	25PARKS029	Wapelhorst Athletic Complex
Prop P Total			\$2,126,979			

Metro Funds

Account #	Project #	Project Name	Funds Requested for Re-Appropriation	Detailed Description/Timeline for Completion	To Project	Project Name
216-217-131-873109	23PARKS013	Recreational Site Development(LFP)	\$179,536	Construction will begin in 2026	25PARKS013	Legacy Farms Park
216-217-131-873109	25PARKS029	Wapelhorst Athletic Complex	\$85,763	End in Spring 2026	25PARKS029	Wapelhorst Athletic Complex
Metro Total \$			265,299			

Cemetery

Account #	Project #	Project Name	Funds Requested for Re-Appropriation	Detailed Description/Timeline for Completion	To Project	Project Name
430-500-551-872102	25CMTRY002	HVAC at Cemetery Office	\$7,069	Completed in early 2026	25CMTRY002	HVAC at Cemetery Office
Cemetery Total			\$7,069			

Total Funds Re-appropriated in 2026 for Future Park \$4,589,184

**2025 Projects Closing with Remaining Funds
Parks and Recreation Board Proposed January 21, 2026**

Property Tax Funds

Project Number	Project Description	Account Number	Remaining Funds
24PARKS033	Boschert Trail Project	217-217-131-873109	\$887.00
25PARKS001	Landscaping	217-217-131-873109	\$989.51
25PARKS004	Restroom Rehab	217-217-131-872102	\$398.64
25PARKS017	Concession Stand Reno	217-217-131-873109	\$475.17
25PARKS020	Mowing Equipment	217-217-131-874199	\$483.80
25PARKS024	Software Upgrades	217-217-131-874106	\$1,208.50
Closed Funds			\$4,442.62

Metro Funds

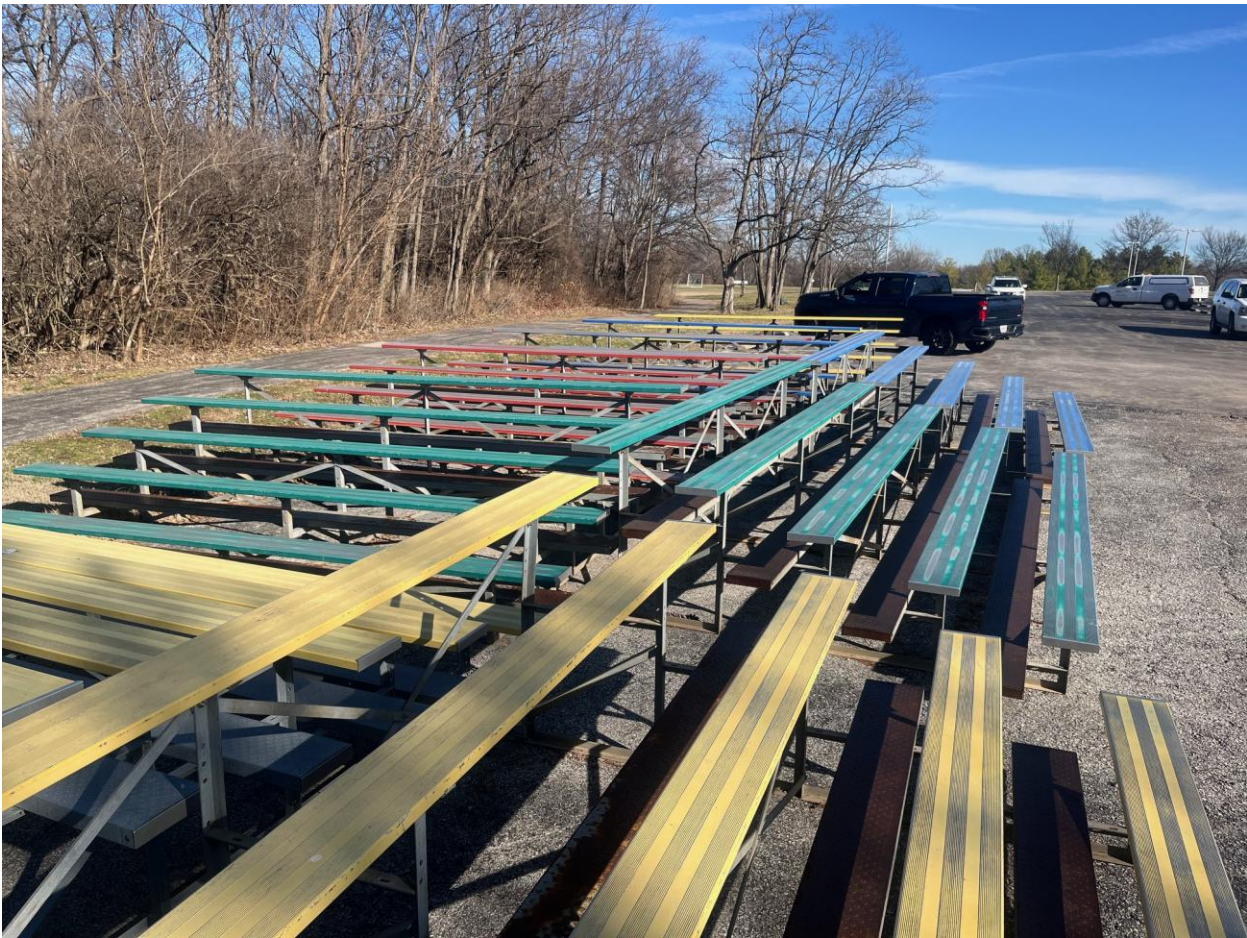
Project Number	Project Description	Account Number	Remaining Funds
Closed Funds			\$0.00

Prop P Sales Tax

Project Number	Project Description	Account Number	Remaining Funds
Closed Funds			\$0.00

Oak Grove Cemetery

Project Number	Project Description	Account number	Remaining Funds
25CMTRY001	Riding Mower Replacement	410-431-791-874199	\$21.90
Total Funds			\$21.90





St. Charles Parks and Recreation Board

MEMORANDUM

Date: January 5, 2026

From: Chris Atkinson, Assistant Director of Parks & Recreation

RE: Contract with 510 Printing LLC. dba Minuteman Press for the printing and mail preparation for 2 Parks PLAY brochures in 2026 in an amount not to exceed \$38,000

Summary:

December 31, 2025 was the end of the contract with a printer to print and complete mail preparation for the 2 Parks PLAY brochures that are mailed twice a year to all residents and people on our mailing list.

On December 11, 2025 a new bid was advertised for the printing (approx 40,000 prints) and mail preparation of the PLAY Brochure in 2026 with a renewal option for 2027 and 2028.

1 bid was submitted by Minuteman Press. That vendor has been printing our brochure since 2014 and have always done a great job. Staff would like to continue this relationship in 2026 and execute a new contract based upon the 40,000 prints and mail preparation twice per year.

The brochure payment is broken down by the amount of content within the department as follows:

Administration (15%)	\$5,700
Aquatics (20%)	\$7,800
Rangers (5%)	\$1,600
Recreation (60%)	\$22,900

Staff requests favorable consideration of the contract with 510 Printing LLC dba Minuteman Press to print and provide mail preparation for two brochures in 2026 in an amount not to exceed \$38,000.

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 CITY and 510 Printing LLC. dba Minuteman Press., hereafter referred to as SUPPLIER. For the consideration herein expressed, it is agreed by and between CITY and SUPPLIER as follows:

1. SUPPLIER shall provide CITY with printing and mail preparation services for two (2) Parks PLAY brochures in 2026. All purchases shall be made through purchase orders issued by the City, and the CITY shall pay the prices contained in Invitation to Bid #PR26-003 dated 11/11/25 and attached as Exhibit A.
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 Thirty-Eight Thousand Dollars and Zero Cents (\$38,000.00). SUPPLIER agrees that invoices will be submitted and CITY will be allowed payment terms of Net 30 Days.
4. 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.
5. 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.
6. 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.
7. This contract shall be deemed to have been fully executed, made by the parties in, and governed by the laws of the State of Missouri for all purpose and intents. Venue shall be vested in courts of appropriate jurisdiction in St. Charles County, Missouri.
8. 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.
9. SUPPLIER shall comply with City Code of Ordinance Section 145.040 regarding the registration of sex offenders with the Police Department.
10. 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.

11. 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).
12. 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.
13. 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

510 Printing LLC. dba Minuteman Press

 1-2-26
BY: ELISE BESS GM Date
(Please Print Name and Title)

CERTIFICATE OF DIRECTOR OF FINANCE

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

Director of Finance Date



CITY OF SAINT CHARLES, MISSOURI

INVITATION FOR BID

BID NUMBER PR26-003

**ST. CHARLES PARKS &
RECREATION DEPARTMENT**

BROCHURE PRINTING

NOVEMBER 11TH, 2025

INCLUDED ARE:

Bid Instructions
Terms and Conditions
Specifications
Bid Form

Copy

CITY OF SAINT CHARLES, MISSOURI

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 Thursday December 11th, 2025.
2. Returned envelopes must be clearly marked on the outside, "BID NUMBER PR-003 – BROCHURE PRINTING", 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 opening.
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 will be on Thursday December 11th, 2025, at 10:00 a.m., City time.
5. All bidders must furnish satisfactory evidence to the City that they have previously furnished the required equipment/services by providing examples of similar printings
6. Bidders who desire a copy of the bid tabulation shall enclose a self-addressed, stamped envelope with their bid submission.
7. The City of Saint Charles reserves the right to reject any or all bids.
8. 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.

CITY OF SAINT CHARLES, MISSOURI
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.

BID NUMBER PR26-003 SPECIFICATIONS

SCOPE:

The intent and purpose of this Invitation for Bid is to obtain competitive bids and award a contract for the printing of two (2) issues of the *Parks PLAY Brochure*. The term of the contract shall be for calendar year 2026 with the option to renew for two (2) additional one (1) year periods (calendar years 2027 and 2028) with formal contract acceptance by the City at the same terms and conditions.

1. **PUBLICATION DATES:** (Publication dates are subject to change)
 (2 Issues of Parks PLAY Brochure – 2026):
 March - August (56 pages, self cover)
 September - February (48 pages, self cover)

2. **QUANTITY:**
 Approximately 40,000 prints per issue. Printers shall also bid pricing per 500 & 1,000 for quantities in excess of 40,000.

3. **SIZE:**
 8-1/2" x 11" or 10.875" Finished Page Size.

4. **NUMBER OF PAGES:**
 Each printing will have either thirty two (32), forty (40) or forty eight (48) pages.

5. **STOCK:**
 50# White Gloss Text

6. **INK:**
 Four (4) color on all pages, full bleed on all pages.

7. **BINDERY:**
 Saddle stitch.

8. **LAYOUT:**
 Newsletter is designed by City staff, using the most recent version of Adobe® InDesign®. The City will deliver the newsletter file, images, and fonts to the printer in a high quality print pdf format with computer printout, through electronic file transfer (FTP) or in a manner mutually agreeable between the City and printer. Photos will be inserted into the newsletter layout and design camera-ready. City will provide Printer with content via an email file, upload or FTP. Film shall be responsibility of printer.

**CITY OF ST. CHARLES, MISSOURI
BID FORM
INVITATION TO BID PR26-003**

9. PROOF:

Printer shall deliver proof to the Communications Coordinator located at the St. Charles Parks & Recreation Department, 1900 Randolph Street, Saint Charles, MO 63301.

10. MAIL PREPARATION.

Printer shall be responsible for mail preparation and delivery of flat newsletters to the Post Office. City shall pay Postmaster for postage for each issue of the newsletter, with Printer receiving payment for printing, preparation for mailing, and delivery to the Post Office. Unsorted mail list will be provided by City to Printer; or mailer designated by Printer. Printer shall use a walk-sequence in addressing and sorting of newsletters for delivery to post office. All unaddressed newsletters shall be delivered to the Parks & Recreation Department.

11. COMPLETION TIME.

Printer shall complete each newsletter and deliver to the Post Office within ten (10) working days from receipt of design.

12. SAMPLE OF WORK:

Printer shall provide three (3) samples of recent newsletters printed, or similar printing work.

13. BROCHURE:

Samples of the current Parks PLAY Brochure can be provided upon request.

14. CONTRACT/BILLING:

This bid will require one contracts to be executed. Billing will be separated into two invoices. One for the Parks Department portion and one for the City portion.

15. CONTACT INFORMATION:

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

**CITY OF ST. CHARLES, MISSOURI
 BID FORM
 INVITATION TO BID PR26-003**

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

In compliance with Invitation for Bid Number PR26-003 and to all the conditions imposed herein, the undersigned offers and agrees to print and mail the *Parks PLAY Brochure*, as per the specifications, at the following unit prices:

Item	Estimated Quantity	Bid Price
Forty (40) Page Brochure	40,000	\$ 14,024-
Forty (40) Page Brochure – quantity over 40,000	500	\$ 148-
Forty (40) Page Brochure – quantity over 40,000	1000	\$ 296-
Forty-Eight (48) Page Brochure	40,000	\$ 15,676-
Forty-Eight (48) Page Brochure – quantity over 40,000	500	\$ 168-
Forty-Eight (48) Page Brochure – quantity over 40,000	1000	\$ 336-
Fifty-Six (56) Page Brochure	40,000	\$ 18,525-
Fifty-Six (56) Page Brochure – quantity over 40,000	500	\$ 195-
Fifty-Six (56) Page Brochure – quantity over 40,000	1000	\$ 390-
Mail preparation and NCOA on customer list and Delivery to Post Office (Need per printing cost for bid) Will be multiplied by 2 for 2 printings.	1	\$ 1,990-
Renewal Pricing (City Option)		Percentage
Renewal #1: 2027 Maximum Percentage Increase above 2026 Price		3%
Renewal #2: 2028 Maximum Percentage Increase above 2026 Price		3%

****All Transportation, Handling, Fuel Surcharges, Pallet Deposits, etc. are to be included in the Prices Bid.**

**CITY OF ST. CHARLES, MISSOURI
BID FORM
INVITATION TO BID PR26-003**

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

Incorporated in the state of: MISSOURI

COMPANY: SIO PRINTING LLC dba MINUTEMAN PRESS

REMITTANCE ADDRESS: 217 CHESTERFIELD IND. BLVD

STREET ADDRESS (NO P.O. BOX): CHESTERFIELD, MO 63005

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

TAX ID NO.: 25999168

PHONE NO.: 636 530 0020

NAME: ELISE BESS

TITLE: General Manager

SIGNATURE: EBESS

DATE: 11-26-25

EMAIL ADDRESS: mmp chesterfield@minutemanpress.com

**CITY OF ST. CHARLES, MISSOURI
BID FORM
INVITATION TO BID PR26-003**

**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.

**CITY OF ST. CHARLES, MISSOURI
BID FORM
INVITATION TO BID PR26-003**

**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.



**CITY OF ST. CHARLES, MISSOURI
BID FORM**

INVITATION TO BID PR26-003 City of Saint Charles

Discover.

200 North Second Street • Saint Charles, MO 63301

RETURN WITH BID

PROOF OF LAWFUL PRESENCE - PUBLIC BENEFITS

Name: Last SCHAEFER	First MARVIN	Middle Initial J	Maiden Name
Address (Street Name & Number) 3405 JOHNS CABIN RD		Apt #	Date of Birth 12/31/1950
City WILDWOOD	State MO	Zip Code 63038	

- (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: *Marvin Schaefer*

Date (M/D/YY)
1/5/2026

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:		L200156037		Document title:
Expiration Date (if any)		Missouri Driver's License <input checked="" type="checkbox"/> Expiration Date 12/31/2028		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.

**CITY OF ST. CHARLES, MISSOURI
BID FORM
INVITATION TO BID PR26-003**

PAGE LEFT BLANK



Company ID Number: 2579601

Approved by:

Employer 510 PRINTING LLC	
Name (Please Type or Print) Jason Hasquin	Title
Signature Electronically Signed	Date 12/02/2024
Department of Homeland Security - Verification Division	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 12/02/2024



E-VERIFY IS A SERVICE OF DHS AND SSA

Company ID Number: 2579601

Information Required for the E-Verify Program	
Information relating to your Company:	
Company Name	510 PRINTING LLC
Company Facility Address	217 CHESTERFIELD IND BLVD CHESTERFIELD, MO 63005
Company Alternate Address	
County or Parish	SAINT LOUIS
Employer Identification Number	844035903
North American Industry Classification Systems Code	323
Parent Company	
Number of Employees	10 to 19
Number of Sites Verified for	1 site(s)



Company ID Number: 2579601

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

MO 1



Company ID Number: 2579601

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

Name Jason Hasquin
Phone Number 6365300020
Fax
Email mmpchesterfield@minutemanpress.com



Company ID Number: 2579601



This list represents the first 20 Program Administrators listed for this company.

St. Charles Parks and Recreation Board

MEMORANDUM

Date: January 7, 2026

From: Chris Atkinson, Assistant Director of Parks & Recreation

RE: Purchase Order with Westport Pools to provide chemicals for use at the two aquatic facilities in 2026 for the Parks & Recreation Department*

Summary:

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

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

The Department utilized this bid in 2024 and 2025. 2026 will be the second renewal, third and final year of the bid.

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

Based up usage over the last two years staff would like to recommend a purchase amount of \$41,000 to cover the cost of supplying the chemicals for our 2 aquatic facilities in 2026.

Park Board approval for this purchase is required.

Staff requests favorable consideration of a Purchase Order with Westport Pools to provide aquatic facility chemicals in 2026 in an amount not to exceed \$41,000.

CITY OF O'FALLON, MISSOURI

City of St. Charles

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

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

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

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

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

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

CITY OF O'FALLON, MISSOURI

PRICING

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

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

CITY OF O'FALLON, MISSOURI

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

Renewal & Extension:

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

Renewal Clause:

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

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

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

St. Charles Parks and Recreation Board

MEMORANDUM

Date: January 7, 2026

From: Chris Atkinson, Assistant Director of Parks & Recreation

RE: Motor coach transportation for trip participants during overnight trips in 2026.

Summary:

Staff has been working with Vandalia Bus Lines for them to provide a 56-seat passenger bus and driver that will be used for extended trips that our trip participants will be going on in 2026.

May 3rd, 2026 and May 10th, 2026 – Airport Transfer San Antonio Trip - \$2,650

June 24th – June 28th, 2026 – Mystery Trip - \$11,900

August 18th – 23rd, 2026 – Twin Cities Trip - \$9,600

Staff is still working on transportation pricing for the 2026 Christmas Trip. Once we receive that quote we will bring it back before the Park Board for a Change Order to the original contract.

This type of purchase is exempt from competitive bidding practices according to Section 145.180 (7) of the City Code due to the fact that the items being purchased are for resale to our trip participants.

Staff requests favorable consideration for the approval to enter into a contract with Vandalia Bus Lines to provide motor coach transportation for trip participants during overnight trips in 2026 in an amount not to exceed \$24,150.

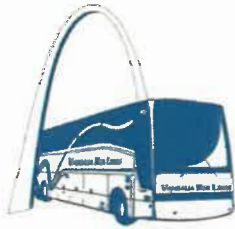
PURCHASE CONTRACT

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 **Vandalia Bus Lines Inc.**, hereafter referred to as SUPPLIER. For the consideration herein expressed, it is agreed by and between PARKS and SUPPLIER as follows:

1. SUPPLIER shall assist PARKS with motor coach transportation during overnight trips in 2026 in accordance with SUPPLIERS' proposals, copies of which are attached herein as Exhibit A, Exhibit B and Exhibit C are 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 the Contract Sum as herein provided.
3. It is hereby further agreed that the Contract Sum shall not exceed Twenty Four Thousand One Hundred & Fifty Dollars and Zero Cents (\$24,150.00).
4. SUPPLIER agrees that invoices will be submitted and PARKS will be allowed payment terms of Net 30 Days.
5. 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.
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 PARKS.
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. SUPPLIER shall comply with City Code of Ordinance Section 145.040 regarding the registration of sex offenders with the Police Department.
10. 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).
11. 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.

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.
13. 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.



Vandalia

Booking ID: 10930-1

Booking Total

\$2,650.00

Booking Information

Customer Information

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

Salesperson

Kayla Hancock

Contact #

Deposit

\$265.00 Remaining - (Due on 09-19-2025)

Current Remaining Balance

\$2,650.00 Remaining - (Due on 04-27-2026)

Route Description

Total Capacity	Total Miles
56	10.07

Vehicles

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

Trip Details 05/03/2026 - 05/03/2026

05-03-2026 04:30 AM - Vehicle Onsite at Blanchette Park, Blanchette Park, 1900 W Randolph St, St Charles, MO 63301, USA

05-03-2026 05:00 AM - Depart from Blanchette Park, Blanchette Park, 1900 W Randolph St, St Charles, MO 63301, USA

05-03-2026 05:25 AM - Arrive at St. Louis Lambert International Airport (STL), St. Louis Lambert International Airport (STL), 10701 Lambert International Blvd, St. Louis, MO 63145, USA

Additional Route Details

Sunday, May 3, 2026
 Spot Time at Blanchette Park 4:30am
 Departure Time 5:00am

Route Description

Total Capacity	Total Miles
56	9.93

Vehicles

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

Trip Details 05/10/2026 - 05/10/2026

05-10-2026 07:00 PM - Vehicle Onsite at St. Louis Lambert International Airport (STL), St. Louis Lambert International Airport (STL), 10701 Lambert International Blvd, St. Louis, MO 63145, USA

05-10-2026 07:30 PM - Depart from St. Louis Lambert International Airport (STL), St. Louis Lambert International Airport (STL), 10701 Lambert International Blvd, St. Louis, MO 63145, USA

05-10-2026 07:55 PM - Arrive at Blanchette Park, Blanchette Park, 1900 W Randolph St, St Charles, MO 63301, USA

Additional Route Details

Sunday, May 10, 2026

Pick up at Lambert Field Southwest Airlines Flight # 1436 arriving at 7:10pm back to Blanchette Park



Vandalia

Booking ID: 12071-0

Booking Total

\$11,900.00

Mystery Trip

Customer Information

ST CHARLES PARKS DEPARTMENT
 Don Borgmeyer
 Enterprise Superintendent
 don.borgmeyer@stcharlesparks.com
 636 255 6151

Salesperson

Sara McGee

Contact #

Deposit

\$1,190.00 Remaining - (Due on 02-02-2026)

Current Remaining Balance

\$11,900.00 Remaining - (Due on 06-10-2026)

Route Description

Total Capacity

56

Total Miles

Vehicles

#

Vehicle Type

Seats/Total

1

56 Pax Motorcoach

56 / 56

Trip Details 06/24/2026 - 06/28/2026

0

Wednesday 6/24/26 Leave Blanchette Park

[Redacted]

[Redacted] g

p g

Arrive in Blanchette Park 5:30pm



Vandalia

Booking ID: 11984-0

Booking Total

\$9,600.00

Twin Cities Tour 2026**Customer Information**

ST CHARLES PARKS DEPARTMENT
 Don Borgmeyer
 Enterprise Superintendent
 don.borgmeyer@stcharlesparks.com
 636 255 6151

Salesperson

Nehemiah Robenstine

Contact #**Deposit**

\$960.00 Remaining - (Due on 02-02-2026)

Current Remaining Balance

\$9,600.00 Remaining - (Due on 08-04-2026)

Route Description**Total Capacity**

56

Total Miles

1068.14

Vehicles

#

Vehicle Type**Seats/Total**

1

56 Pax Motorcoach

56 / 56

Trip Details 08/18/2026 - 08/23/2026

08-18-2026 07:30 AM - Vehicle Onsite at Blanchette Park, Blanchette Park, 1900 W Randolph St, St Charles, MO 63301, USA

08-18-2026 08:00 AM - Depart from Blanchette Park, Blanchette Park, 1900 W Randolph St, St Charles, MO 63301, USA

08-18-2026 03:00 PM - Arrive at Country Inn & Suites by Radisson, Mason City, IA, 4082 4th St SW, Mason City, IA 50401, USA

08-19-2026 08:00 AM - Depart from Country Inn & Suites by Radisson, Mason City, IA, 4082 4th St SW, Mason City, IA 50401, USA

08-19-2026 10:05 AM - Arrive at Hampton Inn Minneapolis/Eagan, 3000 Eagandale Pl, Eagan, MN 55121, USA

08-22-2026 08:00 AM - Depart from Hampton Inn Minneapolis/Eagan, 3000 Eagandale Pl, Eagan, MN 55121, USA

08-22-2026 11:25 AM - Arrive at Hampton Inn Cedar Falls Downtown, 101 W 1st St, Cedar Falls, IA 50613, USA

08-23-2026 08:00 AM - Depart from Hampton Inn Cedar Falls Downtown, 101 W 1st St, Cedar Falls, IA 50613, USA

08-23-2026 04:00 PM - Arrive at Blanchette Park, Blanchette Park, 1900 W Randolph St, St Charles, MO 63301, USA

Pickup Instructions

point of contact required

Additional Route Details

Tuesday August 18, 2026

Spot Time 6:15am

7:00am Depart Blanchette Park, 1900 W Randolph St, St Charles, MO 63301
to Love's Travel Stop, 17550 M0-19, New London, MO 63459 Drive 86.2 miles, 1 hr. 24 min

9:00am Depart Love's Travel Stop, 17550 M0-19, New London, MO 63459
to Culver's, 2591 Heartland Pl, Coralville, IA 52241 Drive 161 miles, 2 hr. 31 min

1:00pm Depart Culver's, 2591 Heartland Pl, Coralville, IA 52241
to Country Inn & Suites 4082 4th St SW, Mason City, IA 50401 Drive 163 miles, 2 hr. 31 min

5:00pm Depart Country Inn & Suites, Mason City, IA, 4082 4th St SW, Mason City, IA 50401
to Prime N Wine, 3000 4th St SW, Mason City, IA 50401 Drive 1.3 miles, 5 mi

6:30pm Depart Prime N Wine, 3000 4th St SW, Mason City, IA 50401
to Country Inn & Suites by Radisson, Mason City, IA, 4082 4th St SW, Mason City, IA 50401
Drive 1.2 miles, 4 min

Wednesday August 19, 2026

8:00am Depart Country Inn & Suites, Mason City, IA, 4082 4th St SW, Mason City, IA 50401
to Wabasha Street Caves, 215 Wabasha St S, St Paul, MN 55107 Drive 137 miles, 2 hr. 2 min

3:00pm Depart Wabasha Street Caves, 215 Wabasha St S, St Paul, MN 55107
to Hampton Inn Minneapolis/Eagan, 3000 Eagandale Pl, Eagan, MN 55121 Drive 8.5 miles, 15 min

5:45pm Depart Hampton Inn Minneapolis/Eagan, 3000 Eagandale Pl, Eagan, MN 55121
to Chanhassen Dinner Theatres, 501 W 78th St, Chanhassen, MN 55317 Drive 20.5 miles, 26 min

9:30pm Depart Chanhassen Dinner Theatres, 501 W 78th St, Chanhassen, MN 55317
to Hampton Inn Minneapolis/Eagan, 3000 Eagandale Pl, Eagan, MN 55121 Drive 20.1 miles, 26 min

Thursday August 20, 2026

8:15am Depart Hampton Inn Minneapolis/Eagan, 3000 Eagandale Pl, Eagan, MN 55121
to Target Center 600 N 1st St. Minneapolis MN 55403 Drive 15.7 miles, 30 min

11:00am Depart Target Center, 600 N 1st St. Minneapolis MN 55403
to Hell's Kitchen Inc., 80 S 9th St, Minneapolis, MN 55402 Drive .7 miles, 3 min

1:00pm Depart Hell's Kitchen Inc., 80 S 9th St, Minneapolis, MN 55402
to Mill City Museum, 704 S 2nd St, Minneapolis, MN 55401 Drive 1.5 miles, 7 min

3:30 Depart Mill City Museum, 704 S 2nd St, Minneapolis, MN 55401
to Hampton Inn Minneapolis/Eagan, 3000 Eagandale Pl, Eagan, MN 55121 Drive 16.1 miles, 24 min

5:15 Depart Hampton Inn Minneapolis/Eagan, 3000 Eagandale Pl, Eagan, MN 55121
to Lone Oak Bar and Grill, 3010 Eagandale Pl, Eagan, MN 55121 Drive 0.2-mile, 1 min

7:00pm Depart Lone Oak Bar and Grill, 3010 Eagandale Pl, Eagan, MN 55121
to Hampton Inn Minneapolis/Eagan, 3000 Eagandale Pl, Eagan, MN 55121 Drive 0.2-mile, 1 min

Friday August 21, 2026

9:45am Depart Hampton Inn Minneapolis/Eagan, 3000 Eagandale Pl, Eagan, MN 55121
to Mall of America, 60 E Broadway, Bloomington, MN 55425 Drive 5.8 miles, 10 min

1:30pm Depart Mall of America, 60 E Broadway, Bloomington, MN 55425
to Bell Museum, 2088 Larpenteur Ave W, St Paul, MN 55113 Drive 17.5 miles, 21 min

4:15pm Depart Bell Museum, 2088 Larpenteur Ave W, St Paul, MN 55113
to Hampton Inn Minneapolis/Eagan, 3000 Eagandale Pl, Eagan, MN 55121 Drive 13.6 miles, 22 min

5:45pm Depart Hampton Inn Minneapolis/Eagan, 3000 Eagandale Pl, Eagan, MN 55121

to Padelford Riverboats, 205 Dr Justus Ohage Blvd, St Paul, MN 55107 Drive 8.0 miles, 14 min

9:00pm Depart Padelford Riverboats, 205 Dr Justus Ohage Blvd, St Paul, MN 55107
to Hampton Inn Minneapolis/Eagan, 3000 Eagandale Pl, Eagan, MN 55121 Drive 8.0 miles, 14 min

Saturday August 22, 2026

8:00am Depart Hampton Inn Minneapolis/Eagan, 3000 Eagandale Pl, Eagan, MN 55121
to Mill City Museum, 704 S 2nd St, Minneapolis, MN 55401 Drive 16.0 miles, 22 min
Met!t Step on Guide for 90-minute Twin Cities Bus I.<iiiiil

10:30am Depart Mill City Museum, 704 S 2nd St, Minneapolis, MN 55401
to Culver's, 17800 Kenwood Trail, Lakeville, MN 55044 Drive 22.1 miles, 26 min

12:00pm Depart Culver's, 17800 Kenwood Trail, Lakeville, MN 55044
to Spam Museum, 101 3rd Ave NE, Austin, MN 55912 Drive 79.9 miles, 1 hr. 19 min

3:00pm Depart Spam Museum, 101 3rd Ave NE, Austin, MN 55912
to Hampton Inn Cedar Falls Downtown, 101 W 1st St, Cedar Falls, IA 50613 Drive 98.8 miles, 1 hr. 42 min

5:45pm Depart Hampton Inn Cedar Falls Downtown, 101 W 1st St, Cedar Falls, IA 50613
to Montage Restaurant, 222 Main St. St, Cedar Falls, IA 50613 Drive .2 miles, 2 min

7:15pm Depart Montage Restaurant, 222 Main St. St, Cedar Falls, IA 50613
to Hampton Inn Cedar Falls Downtown, 101 W 1st St, Cedar Falls, IA 50613 Drive .2 miles, 2 min

Sunday August 23, 2026

8:00am Depart Hampton Inn Cedar Falls Downtown, 101 W 1st St, Cedar Falls, IA 50613
to Wendy's, 1623 Main St, Keokuk, IA 52632 Drive 179 miles, 2 hr. 47 min

12:30pm Depart Wendy's, 1623 Main St, Keokuk, IA 52632
to Love's Travel Stop, 17550 MO-19, New London, MO 63459 Drive 74.6 miles, 1 hr. 18 min

2:00pm Depart Love's Travel Stop, 17550 MO-19, New London, MO 63459
to Blanchette Park, 1900 W Randolph St, St Charles, MO 63301 Drive 86.4 miles, 1 hr. 27 min

Additional Trip Requirements

Gratuity NOT included

Final itinerary needed

Group will provide driver lodging

**SAINT CHARLES PARKS & RECREATION BOARD MINUTES
MEETING HELD
DECEMBER 17, 2025**

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

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

Brian Scheidegger, TJ Slattery and Anne Zerr were absent.

Staff Maralee Britton – Director, Chris Atkinson – Assistant Director
Don Borgmeyer – Enterprise Superintendent, Missy Hollander – Aquatics Coordinator

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. 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*

Replacement lifts are needed due to the original lifts no longer functioning.

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

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*

Administration vehicle and Park Ranger vehicles have met the replacement thresholds outlined in the City Replacement Policy.

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

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*

Parks & Recreation Department has been working with Protronics Technologies since 2005. 2025 was the end of the current 6-year agreement. Bids were solicited. Only one vendor submitted a proposal. 1-year contract with five possible renewals if desired.

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

D. Consideration of Revisions to Aquatic Fees 2026*

Staff recommended a \$.50 cent increase in daily resident and non resident entry fees as well as a 5% increase in costs for facility rentals and pool party packages. All other fees would remain the same as in 2025.

Glosier made a motion to approve the revised fees; seconded by Mudrovic. Motion Passed.

E. Consideration for approval of the 2026 Compensation Policy*

Follows suit with the policy for other City employees. Includes a 2% cost of living salary grid increase.

Mudrovic made a motion to approve the policy; seconded by Allen. Motion Passed.

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

This is a new policy that has been discussed by the Board at previous meetings. Would allow an organization hosting an event or tournament to assess a ticket requirement for general entry to the event on park grounds if they wanted to and followed all the guidelines and requirements. 90% of ticket fee would be retained by the event host organization and 10% would be donated to the Parks & Recreation Department for capital improvements within parks.

Shy made a motion to approve the policy; seconded by Allen. Motion Passed.

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

This amendment would remove the prohibition of fees for entering parks for events.

Allen made a motion to approve the amended policy; seconded by Mudrovic. Motion Passed.

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

This amendment would remove the prohibition of fees for entering parks for events, leagues or tournaments.

Mudrovic made a motion to approve the amended policy; seconded by Allen. Motion Passed.

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*

Shy made a motion to revoke the old policy and approving the new policy; seconded by Glosier. Motion Passed.

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

7. Meeting Minutes:

- A. Parks & Recreation Board Meeting Minutes November 19, 2025*
- B. Parks & Recreation Board Work Session Meeting Minutes December 3, 2025*

Mudrovic made a motion to approve the meeting minutes from November 19, 2025 and December 3, 2025; seconded by Allen. 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

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

9. Items Removed from the Consent Agenda: None

10. Presidents Announcements and Reminders:

Bichel provided the Board with an update on the current standing of the lawsuit between tax payers Mary West and Bridget Ohmes and the City of St. Charles. She stated that all the information is public knowledge and can be found on Casenet.

Bichel provided a timeline of the different actions/motions taken by all sides since the initial filing on 12/23/2024. This included several changes to the judge assigned to the case. The current judge is Dwayne Allen Johnson. There was also a judgement that tax payers Bichel, Mudrovic, Ryan, Slattery and Zerr are allowed to intervene in this matter.

Bichel stated that a Sunshine Request asking the amount of tax payer dollars currently spent by the City of St. Charles on this case is \$65,000. Both West and Ohmes are paying any of their fees out of pocket.

11. Directors Report:

A. Thank You's (As Available)

B. General Department Update

Britton reminded the Board that the Parks & Recreation Office as part of the overall City closure would be closed from December 23, 2025 through January 1, 2026. The office would reopen on Friday January 2, 2026 and that is also the date that shelter reservation open for 2026.

Informed the Board that staff would be hosting a remembrance event for the passing of long time Trip Planner John Pike. Would be attended by staff, John's family and some frequent travelers who went on his trips.

Updated the Board that Mr. Reineke the organizer of "Help St. Charles City Parks" would be going before the City Council at an upcoming meeting where Council would review the petition per City Charter requirements when a voter initiative is filed and ruled upon with the St. Charles County Election Authority. It appears as though the petition was short 589 of the necessary signatures.

12. Board Member Announcements and Reminders:

Muench - Good

Shy – Good

Mudrovic – Good

Glosier – Good

Allen – Will check assigned parks when that happens.

Bichel - Good

13. Council Liaison Announcements and Reminders:

Councilperson Mitchell requested that staff look into a concern that was sent to her about the functionality of the flashing beacon lights that are located on Old Highway 94 on the Centennial Greenway. A resident stated that the button does not activate the flashing lights when pressed. Atkinson stated that staff would investigate and make repairs if needed.

Mitchell also thanked the Board for their service to the City by serving on this Board.

14. Park Board Liaisons Comments

A. Foundation Report: None

B. Legislative Report: None

As there was no further business to discuss Glosier moved for **Adjournment** at 7:01 pm; Seconded by Mudrovic. The motion passed.

Meeting: December 17, 2025

Respectfully Submitted,

Sandy Bichel, President

Anna Shy, Secretary

Upcoming Events

Meetings:

- February 4, 2026 Board Work Session
- February 18, 2026 Board Meeting

-
- Shelter Reservations Open for 2026 – January 2nd, 2026
 - Parks Administration Office – Blanchette Park, (636) 949-3372, 8A – 5P
 - Fete de Glace/Bowls and Brews – Saturday January 31, 2026
 - North Main Street – 9:30A – 3:30P
 - Fire Arts Fest – Friday January 30, 2026
 - Foundry Arts Centre – 4:00P – 9:00P
 - 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 – February 7 & 8, 2026
 - Main Historic Main Street, Saturday & Sunday Noon – 3:00P
 - Mardi Gras Parade – February 15, 2026, 11:00A
 - Main Street – Lewis and Clark Boat House
 - St. Charles Parks and Recreation Job Fair – Tuesday, February 17, 2026
 - Memorial Hall– 3:00P – 5:00P
 - Wapelhorst Celebration Homerun Derby – Thursday, March 12, 2026
 - Wapelhorst Ball Fields–Ribbon Cutting 5:15; Youth Derby 5:30; Adult Derby 6:30pm

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

January 2026 Finances
Parks and Recreation Financials Worksheet-Operating Funds



Estimated Financial Worksheet	2026 Actual	2026 Budget
Total Expenses	\$ (696,329)	\$ (9,370,560)
Total Customer Revenue	\$ -	\$ 5,127,685
Total Property Tax	\$ -	\$ 4,265,872
Total Delinquent Tax	\$ -	\$ 56,019
Total Tax Surtax	\$ -	\$ 151,059
Recovered Exp. - Sale of Assets	\$ -	\$ -
Interest	\$ -	\$ -
Total Cell Tower	\$ 875	\$ 77,914
Capital Reappropriations	\$ -	\$ -
Other Revenue Contributions	\$ -	\$ 28,498
Grants	\$ -	\$ 22,000
Replacement Fund	\$ 577,100	\$ 577,100
	\$ (118,355)	\$ 935,587

Beginning Fund Balance	2,741,326	Unaudited Fund Balance Minus BA for Wap & LFP
Expenses	\$ (696,329)	
Revenue	\$ 577,974.51	
Ending Cash Balance	\$ 2,622,971	

Petty Cash	\$ 8,950
Asset Disposition of Soccer Park	\$ 3,000,000
Estimated Equipment Replacement Fund ↑	\$ 3,088,103

Fund Balance	\$ (3,456,182)
--------------	----------------

Aquatics	2026 Actual	2026 Budget
Personnel Expenditures	\$ (5,505)	\$ (1,118,033)
Contractual Expenditures	\$ (590)	\$ (197,858)
Materials & Supplies Expenditures	\$ (1,170)	\$ (352,387)
Capital Outlay	\$ -	\$ (70,000)
Equipment Replacement Fund	\$ (100,223)	\$ (100,223)
Total Expenses	\$ (107,488)	\$ (1,838,501)

Total Revenue	\$ -	\$ 1,803,500
Recovered Expenses	\$ -	
Total Income	\$ -	\$ 1,803,500

Aquatics Net Revenue	\$ (107,488)	\$ (35,001)
-----------------------------	--------------	-------------

Concessions	2026 Actual	2026 Budget
Personnel Expenditures	\$ (2,059)	\$ (195,135)
Contractual Expenditures	\$ (15)	\$ (76,237)
Materials & Supplies Expenditures	\$ (20)	\$ (207,585)
Capital Outlay	\$ -	\$ (5,000)
Equipment Replacement Fund	\$ (19,046)	\$ (19,046)
Total Expenses	\$ (21,140)	\$ (503,003)

Total Revenue	\$ -	\$ 503,000
Recovered Expenses	\$ -	\$ -
Total Income	\$ -	\$ 503,000

Concession Net Revenue	\$ (21,140)	\$ (3)
-------------------------------	-------------	--------

January 2026 Finances
Parks and Recreation Financials Worksheet-Operating Funds

Memorial Hall	2026 Actual	2026 Budget
Personnel Expenditures	\$ (823)	\$ (61,036)
Contractual Expenditures	\$ (339)	\$ (14,503)
Materials & Supplies Expenditures	\$ (1,392)	\$ (32,839)
Capital Outlay	\$ -	\$ (3,000)
Equipment Replacement Fund	\$ (12,565)	\$ (12,565)
Total Expenses	\$ (15,120)	\$ (123,943)
Total Revenue	\$ -	\$ 115,300
Total Tax Revenue (.002)	\$ -	\$ 8,644
Recovered Expenses	\$ -	\$ -
Total Income	\$ -	\$ 123,944
Memorial Hall Net Revenue	\$ (15,120)	\$ 1
Recreation	2026 Actual	2026 Budget
Personnel Expenditures	\$ (13,312)	\$ (1,051,520)
Contractual Expenditures	\$ -	\$ (207,251)
Materials & Supplies Expenditures	\$ (1,785)	\$ (552,225)
Capital Outlay	\$ -	\$ (3,000)
Equipment Replacement Fund	\$ (19,098)	\$ (19,098)
Total Expenses	\$ (34,195)	\$ (1,833,094)
Total Revenue	\$ -	\$ 1,617,000
Total Tax Revenue (5%)	\$ -	\$ 216,095
Recovered Expenses	\$ -	\$ -
Total Income	\$ -	\$ 1,833,095
Recreation Net Revenue	\$ (34,195)	\$ 1
Maintenance	2026 Actual	2026 Budget
Personnel Expenditures	\$ (60,636)	\$ (2,075,197)
Contractual Expenditures	\$ (1,950)	\$ (469,456)
Materials & Supplies Expenditures	\$ (490)	\$ (179,375)
Capital Outlay	\$ -	\$ -
Equipment Replacement Fund	\$ (273,850)	\$ (273,850)
Total Expenses	\$ (336,926)	\$ (2,997,878)
Total Revenue	\$ -	\$ 353,800
Total Tax Revenue (57.33%)	\$ -	\$ 2,477,740
Total Surtax (83%)	\$ -	\$ 125,379
Recovered Expenses	\$ -	\$ -
MO Conservation Grant	\$ -	\$ 12,000.00
Total Income	\$ -	\$ 2,968,919
Maintenance Net Revenue	\$ (336,926)	\$ (28,959)

January 2026 Finances
Parks and Recreation Financials Worksheet-Operating Funds

Administration	2026 Actual	2026 Budget
Personnel Expenditures	\$ (33,368)	\$ (1,002,153)
Contractual Expenditures	\$ (6)	\$ (153,106)
Materials & Supplies Expenditures	\$ (6,511)	\$ (62,710)
Capital Outlay		
Equipment Replacement Fund	\$ (28,715)	\$ (28,715)
Total Expenses	\$ (68,600)	\$ (1,246,684)
Total Revenue	\$ -	\$ 339,085
Total Tax Revenue (21%)	\$ -	\$ 907,597
Recovered Expenses	\$ -	\$ -
Total Income	\$ -	\$ 1,246,682
Administration Net Revenue	\$ (68,600)	\$ (2)
Rangers	2026 Actual	2026 Budget
Personnel Expenditures	\$ (18,479)	\$ 573,322
Contractual Expenditures	\$ -	\$ 103,677
Materials & Supplies Expenditures	\$ -	\$ (25,680)
Capital Outlay		
Equipment Replacement Fund	\$ (53,097)	\$ (53,097)
Total Expenses	\$ (71,576)	\$ 598,222
Total Revenue	\$ -	\$ 372,000
Total Tax Revenue (12%)	\$ -	\$ 518,627
Total Surtax (17%)	\$ -	\$ 27,670
Recovered Expenses	\$ -	\$ -
Total Income	\$ -	\$ 918,297
Rangers Net Revenue	\$ (71,576)	\$ 1,516,519
Parks Capital	2026 Actual	2026 Budget
Total Expenses	\$ (41,285)	
Total Revenue/ Replacement Fund	\$ 577,100	\$ 577,100
Total Tax Revenue (4.47%)	\$ -	\$ 187,307
Re-Appropriations		
Other Revenue Contributions	\$ 875	\$ 89,330
Budget Amendments		
Total Income	\$ 577,975	\$ 853,737
Capital Net Revenue	\$ 536,690	\$ 853,737
Cemetery	2026 Actual	2026 Budget
Personnel Expenditures	\$ (4,615)	\$ (192,044)
Contractual Expenditures	\$ -	\$ (31,288)
Materials & Supplies Expenditures	\$ -	\$ (14,350)
Capital Outlay	\$ -	\$ (20,000)
Total Expenses	\$ (4,615)	\$ (257,682)
Total Revenue	\$ -	\$ 65,000
Cemetery Net Revenue	\$ (4,615)	\$ (192,682)

Project Report - January 2026

Project Code	Project Name	G/L Account	Budget	Expenses	Encumbrances	Remaining Funds	Fund
25PARKS013	LEGACY FARMS RECREATIONAL SITE	216-217-131-873109	\$150,000	\$0	\$0	\$150,000	Metro
26PARKS002	FACILITY REPAIRS	417-217-131-873109	\$550,000	\$0	\$0	\$550,000	Prop P Sales Tax
26PARKS003	GARDENS AND MEMORIAL HALL DR	417-217-131-873109	\$30,000	\$0	\$0	\$30,000	Prop P Sales Tax
26PARKS006	HVAC REPLACEMENT - ALL FACILITIES	417-217-131-873009	\$80,000	\$0	\$0	\$80,000	Prop P Sales Tax
26PARKS007	RESTROOM REHABS - ALL PARKS	217-217-131-872102	\$12,000	\$0	\$0	\$12,000	Property Tax
26PARKS008	ROOFING PROJECTS	217-217-131-872102	\$50,000	\$0	\$0	\$50,000	Property Tax
26PARKS009	SEAL ASPHALT - ALL PARKS	217-217-131-873104	\$22,500	\$0	\$0	\$22,500	Property Tax
26PARKS010	LANDSCAPING - ALL PARKS	217-217-131-873109	\$9,500	\$0	\$0	\$9,500	Property Tax
26PARKS011	PLAYGROUND SAFETY SURFACING	217-217-131-873109	\$5,000	\$0	\$0	\$5,000	Property Tax
26PARKS012	ADA RENOVATIONS	217-217-131-873109	\$5,000	\$0	\$0	\$5,000	Property Tax
26PARKS013	PARK'S STORM WATER	217-217-131-873109	\$10,000	\$0	\$0	\$10,000	Property Tax
26PARKS014	ATHLETIC FIELD RENOVATIONS	217-217-131-873109	\$20,000	\$143	\$0	\$19,857	Property Tax
26PARKS015	CONCESSION STAND RENOVATIONS	217-217-131-873109	\$15,000	\$0	\$10,167	\$4,833	Property Tax
26PARKS016	MAINTENANCE FACILITIES IMPROVEMENTS	217-217-131-873109	\$23,000	\$0	\$0	\$23,000	Property Tax
26PARKS017	AQUATIC - FEATURES & SIGNAGE	217-217-131-873109	\$155,500	\$21,736	\$0	\$133,764	Replacement Fund
26PARKS018	WAPELHORST SAND VOLLEYBALL COURTS	217-217-131-873109	\$28,000	\$0	\$0	\$28,000	Replacement Fund
26PARKS019	PC REPLACEMENT	217-217-131-874106	\$40,000	\$0	\$0	\$40,000	Replacement Fund
26PARKS020	RECREATION EQUIPMENT	217-217-131-873199	\$16,500	\$0	\$0	\$16,500	Replacement Fund
26PARKS021	SECURITY EQUIPMENT	217-217-131-873199	\$20,000	\$9,238	\$0	\$10,762	Replacement Fund
26PARKS022	MEMORIAL HALL FURNISHINGS	217-217-131-874103	\$14,000	\$0	\$0	\$14,000	Replacement Fund
26PARKS023	FURNISHING REPLACEMENTS	217-217-131-874103	\$10,000	\$0	\$0	\$10,000	Replacement Fund
26PARKS024	CONCESSION EQUIPMENT REPLACEMENT	217-217-131-874105	\$8,500	\$0	\$0	\$8,500	Replacement Fund
26PARKS025	AQUATICS - FACILITY SAFETY EQUIPMENT	217-217-131-874199	\$5,600	\$0	\$0	\$5,600	Replacement Fund
26PARKS026	ADMINISTRATION VEHICLE	217-217-131-874105	\$45,000	\$0	\$0	\$45,000	Replacement Fund
26PARKS027	BLANCHETTE LANDING BOAT RAMP	217-217-131-873199	\$50,000	\$0	\$0	\$50,000	Property Tax
26PARKS028	TRAILS & PARKING LOT REHAB	216-217-131-873109	\$100,000	\$0	\$0	\$100,000	Metro
			\$1,487,100	\$31,117	\$10,167	\$1,445,815	

Project Funding Source Totals

	Budget	Expenses	Encumbrances	Remaining Amount
Equipment Replacement Fund	\$343,100	\$30,974	\$0	\$312,126
Taxes	\$234,000	\$143	\$10,167	\$223,689
Metro Parks & Recreation Fund	\$250,000	\$0	\$0	\$250,000
Prop P Parks Capital	\$660,000	\$0	\$0	\$660,000
Gaming Funds	\$0			
Cash Balance		\$0		
TOTAL PROJECTS	\$1,487,100	\$31,117	\$10,167	\$1,445,815

Capital Sales Tax (Cemetery only)	\$	-	\$	-	\$
Other City Funds	\$	-	\$	-	\$

Legacy Farms Park Balance \$ 700,000.00
 Wapelhorst Athletic Complex Balance \$ -

December 2025 Finances
Parks and Recreation Financials Worksheet-Operating Funds



Estimated Financial Worksheet	2025 Actual	2025 Budget
Total Expenses	\$ (10,835,430)	\$ (13,930,469)
Total Customer Revenue	\$ 3,435,043	\$ 4,427,230
Total Property Tax	\$ 3,874,205	\$ 4,141,624
Total Delinquent Tax	\$ 58,198	\$ 48,694
Total Tax Surtax	\$ 163,877	\$ 162,763
Recovered Exp. - Sale of Assets	\$ 25,443	\$ -
Interest	\$ 41,199	\$ -
Total Cell Tower	\$ 88,362	\$ 67,420
Capital Reappropriations	\$ 5,288,503	\$ 5,288,503
Other Revenue Contributions	\$ 15,742	\$ -
Grants	\$ -	\$ 10,000
Replacement Fund	\$ 518,100	\$ 518,100
	\$ 2,673,241	\$ 733,865

Beginning Fund Balance	2,741,326	Audited Fund Balance Minus BA for Wap & LFP
Expenses	\$ (10,835,430)	
Revenue	\$ 13,508,672	
Ending Cash Balance	\$ 5,414,567	

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

Fund Balance	\$ (415,632)
--------------	--------------

Aquatics	2025 Actual	2025 Budget
Personnel Expenditures	\$ (966,166)	\$ (1,054,801)
Contractual Expenditures	\$ (203,766)	\$ (226,964)
Materials & Supplies Expenditures	\$ (269,813)	\$ (332,319)
Capital Outlay	\$ (34,070)	\$ (35,000)
Equipment Replacement Fund	\$ (100,118)	\$ (100,118)
Total Expenses	\$ (1,573,933)	\$ (1,749,201)

Total Revenue	\$ 1,591,503	\$ 1,753,500
Recovered Expenses	\$ -	\$ -
Total Income	\$ 1,591,503	\$ 1,753,500

Aquatics Net Revenue	\$ (17,570)	\$ 4,299
-----------------------------	--------------------	-----------------

Concessions	2025 Actual	2025 Budget
Personnel Expenditures	\$ (102,719)	\$ (111,397)
Contractual Expenditures	\$ (60,803)	\$ (71,483)
Materials & Supplies Expenditures	\$ (46,616)	\$ (120,900)
Capital Outlay	\$ (656)	\$ (5,000)
Equipment Replacement Fund	\$ (17,721)	\$ (17,721)
Total Expenses	\$ (228,515)	\$ (326,501)

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

Concession Net Revenue	\$ (136,392)	\$ 13,999
-------------------------------	---------------------	------------------

December 2025 Finances
Parks and Recreation Financials Worksheet-Operating Funds

Memorial Hall	2025 Actual	2025 Budget
Personnel Expenditures	\$ (48,886)	\$ (57,896)
Contractual Expenditures	\$ (10,146)	\$ (13,275)
Materials & Supplies Expenditures	-	\$ (29,927)
Capital Outlay	\$ -	\$ (4,000)
Equipment Replacement Fund	\$ (16,258)	\$ (16,258)
Total Expenses	\$ (75,290)	\$ (121,356)
Total Revenue	\$ 56,803	\$ 112,975
Total Tax Revenue (.002)	\$ 7,865	\$ 8,381
Recovered Expenses	\$ -	\$ -
Total Income	\$ 64,668	\$ 121,356
Memorial Hall Net Revenue	\$ (10,622)	\$ (0)
Recreation	2025 Actual	2025 Budget
Personnel Expenditures	\$ (911,848)	\$ (961,287)
Contractual Expenditures	\$ (165,373)	\$ (197,535)
Materials & Supplies Expenditures	\$ (491,516)	\$ (510,000)
Capital Outlay	\$ -	\$ (3,000)
Equipment Replacement Fund	\$ (16,695)	\$ (16,695)
Total Expenses	\$ (1,585,432)	\$ (1,688,517)
Total Revenue	\$ 1,347,290	\$ 1,462,500
Total Tax Revenue (5%)	\$ 196,620	\$ 209,516
Recovered Expenses	\$ -	\$ -
Total Income	\$ 1,543,910	\$ 1,672,016
Recreation Net Revenue	\$ (41,523)	\$ (16,501)
Maintenance	2025 Actual	2025 Budget
Personnel Expenditures	\$ (1,974,684)	\$ (1,972,350)
Contractual Expenditures	\$ (468,054)	\$ (504,473)
Materials & Supplies Expenditures	\$ (175,168)	\$ (195,375)
Capital Outlay	\$ -	\$ -
Equipment Replacement Fund	\$ (139,782)	\$ (139,782)
Total Expenses	\$ (2,757,688)	\$ (2,811,980)
Total Revenue	\$ 77,663	\$ 232,200
Total Tax Revenue (57.33%)	\$ 2,254,447	\$ 2,402,309
Total Surtax (83%)	\$ 136,018	\$ 135,093
Recovered Expenses	\$ -	\$ -
MO Conservation Grant	\$ -	\$ 10,000.00
Total Income	\$ 2,468,127	\$ 2,779,603
Maintenance Net Revenue	\$ (289,561)	\$ (32,377)
Administration	2025 Actual	2025 Budget
Personnel Expenditures	\$ (961,034)	\$ (963,222)
Contractual Expenditures	\$ (146,358)	\$ (158,949)
Materials & Supplies Expenditures	\$ (43,781)	\$ (64,586)
Capital Outlay	\$ -	\$ -
Equipment Replacement Fund	\$ (28,766)	\$ (28,766)
Total Expenses	\$ (1,179,940)	\$ (1,215,523)
Total Revenue	\$ 189,826	\$ 335,555
Total Tax Revenue (21%)	\$ 825,805	\$ 879,967
Recovered Expenses	\$ -	\$ -
Total Income	\$ 1,015,630	\$ 1,215,522
Administration Net Revenue	\$ (164,310)	\$ (1)

December 2025 Finances
Parks and Recreation Financials Worksheet-Operating Funds

Rangers	2025 Actual	2025 Budget
Personnel Expenditures	\$ (540,572)	\$ (546,234)
Contractual Expenditures	\$ (97,708)	\$ (110,323)
Materials & Supplies Expenditures	\$ (17,056)	\$ (22,216)
Capital Outlay		
Equipment Replacement Fund	\$ (50,115)	\$ (50,115)
Total Expenses	\$ (705,451)	\$ (728,888)
Total Revenue	\$ 79,835	\$ 190,000
Total Tax Revenue (12%)	\$ 471,888	\$ 502,838
Total Surtax (17%)	\$ 27,859	\$ 27,670
Recovered Expenses		
Total Income	\$ 579,582	\$ 720,508
Rangers Net Revenue	\$ (125,869)	\$ (8,380)
Parks Capital	2025 Actual	2025 Budget
Total Expenses	\$ (2,729,181)	\$ (5,288,503)
Total Revenue/ Replacement Fund	\$ 518,100	\$ 518,100
Total Tax Revenue (4.47%)	\$ 175,778	\$ 187,307
Re-Appropriations	\$ 5,288,503	\$ 5,288,503
Other Revenue Contributions	\$ 145,303	\$ 89,330
Budget Amendments		
Total Income	\$ 6,127,685	\$ 6,083,240
Capital Net Revenue	\$ 3,398,504	\$ 794,737
Cemetery	2025 Actual	2025 Budget
Personnel Expenditures	\$ (175,264)	\$ (192,044)
Contractual Expenditures	\$ (25,153)	\$ (31,288)
Materials & Supplies Expenditures	\$ (11,009)	\$ (14,350)
Capital Outlay	\$ -	\$ (20,000)
Total Expenses	\$ (211,426)	\$ (257,682)
Total Revenue	\$ 34,365	\$ 65,000
Cemetery Net Revenue	\$ (177,061)	\$ (192,682)

Project 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	\$37,424.46	\$11,594.57	\$10,980.97	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	\$33,581.50	\$671.50	\$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	\$18,664.26	\$0.00	\$1,335.74	Property Tax	68.62
25PARKS011	MEMORIAL HALL FURNISHINGS	217-217-131-874103	\$18,833.00	\$16,522.48	\$0.00	\$2,310.52	Replacement Fund	61.61
25PARKS010	CONCESSION EQPT REPLACEMENT	217-217-131-874105	\$13,804.00	\$8,065.33	\$0.00	\$5,738.67	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	\$6,937.50	\$0.00	\$3,062.50	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	\$11,601.36	\$0.00	\$398.64	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	\$10,510.49	\$0.00	\$989.51	Property Tax	91.39

Project Funding Source Totals

	Budget	Expenses	Encumbrances	Remaining Amount	
Equipment Replacement Fund					
TOTAL	\$542,706.15	\$471,845.79	\$1,956.50	\$68,903.86	Replacement Fund
Taxes					
TOTAL	\$5,425,499.44	\$2,269,281.28	\$843,401.59	\$2,312,816.57	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	\$472,129.31	\$27,837.17	\$2,338,283.52	Prop P - Parks Capital
Gaming Funds	\$				Gaming
Cash Balance					Cash
TOTAL PROJECTS	\$9,086,902.78	\$3,228,404.23	\$873,195.26	\$4,985,303.29	
Capital Sales Tax					
(Cemetery only)					
TOTAL	\$34,138.00	\$27,047.10	\$0.00	\$7,090.90	Capital Sales Tax
Other City Funds	\$	\$	\$	\$	
Legacy Farms Park	\$5,481,516.16	\$257,954.25	\$634,377.85	\$4,589,184.06	
Development Balance	\$2,155,425.00	\$1,834,697.86	\$216,253.34	\$104,473.80	
pelhorst Athletic Com					16.27
Development Balance					95.15

JANUARY Accounts Receivable Report

2025 Individual			Status
Daycamp			
2025 TOTAL		\$ -	
2025 Organizations			
Organizations with multiple uses paying monthly, quarterly or by season			
Duchesne High School		\$ 374.00	July tournament - billed 10/7 - followed up multiple times - no response
Warhawks		\$ 34.00	Last minute light addition - calling 1/16 for payment
Ambassadors of Harmony		\$ 1,800.00	Final 2025 bill sent 1/16
2025 TOTAL		\$ 2,208.00	
	Total Due	2,208.00	
2026 Organizations			
Whealers and Dealers		1,650.00	Billed for 2026 season in January - Payment forthcoming
2026 TOTAL		1,650.00	
<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>			

2026 Oak Grove Cemetery Report

01/01/26 - 01/15/26

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	0	\$ -
Cremation (3 feet by 3 feet)	\$ 800.00	0	\$ -
Total:		0	\$ -

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	0	\$ -
Saturday	\$ 1,800.00	0	\$ -
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:		0	\$ -

Single Depth Grave Disinterment

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

Double Depth Grave

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

Double Depth Grave Disinterment

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

Cremations without a Service

Burial Day (Completed before Closing)	Fee	Quantity	Total
Monday - Friday	\$ 500.00	0	\$ -
Saturday	\$ 850.00	0	\$ -
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:		0	\$ -

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	0	\$ -
Total:		0	\$ -

Charitable Burials

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

Year End Totals	Quantity	Revenue
Total Grave Sales	0	\$ -
Total Cremation Grave Sales	0	\$ -
Total Grave Burials	0	\$ -
Total Cremation Burials	0	\$ -
Total Income		\$ -