

St. Charles Parks and Recreation Board
Tentative Agenda
February 18, 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. Elm Tree at Jaycee Park
6. Items for Discussion and/or Action:
 - A. Consideration of Revisions to Enterprise Employee Manual*
 - B. Contract with Dedicated Turf & Landscaping LLC. to complete the 2026 contracted mowing services in an amount not to exceed \$44,000*
 - C. Contract with Spectrum Lawn Care to complete the 2026 contracted mowing services in an amount not to exceed \$21,000*
 - D. Contract with Contemporary Landscape to complete the 2026 contracted mowing services in an amount not to exceed \$28,000*
 - E. Contract with Landscape Structures/NuToys for the purchase of playground equipment for Legacy Farms Park in an amount not to exceed \$504,217.00*
 - F. Consideration of Revisions to the Intoxicating Beverage Use Policy*
 - G. Consideration of Revisions to the Athletic Field Use Policy*
7. Minutes-
 - A. Parks & Recreation Board Meeting Minutes January 21, 2026*
 - B. Parks & Recreation Board Wapelhorst Athletic Complex Tour February 4, 2026*
8. Consent Agenda (items to be received)
 - A. Calendar
 - B. Financial Worksheets and Projects Report
 - C. Accounts Receivable Report
 - D. Financial Transactions from \$10,000 to \$15,000 - None
 - E. Oak Grove Cemetery Report

9. Items Removed from the Consent Agenda
 - A.

10. President's Announcements and Reminders
 - A.

11. Director's Report
 - A. Thank You's and Comments (As Available)
 - B. General Department Update
 - C. March Work Session: 2025 Department Annual Report, Discussion of Rau Garden

12. Board Member Announcements and Reminders

13. Council Liaison Announcements and Reminders

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

15. Closed Session (As Needed or Indicated)
 - A. Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys. (RSMo 610.021.1)
 - B. Leasing, purchase or sale of real estate where public knowledge of the transaction might adversely affect the legal consideration thereof. (RSMo 610.021.2)
 - C. Hiring, firing, disciplining or promoting of particular employees when information relating to the performance or merit of individual employees is discussed or recorded. (RSMo 610.021.3)
 - D. Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment. (RSMo 610.021.13)

16. Adjournment

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

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

Posted by: _____ Date: _____ Time: _____

St. Charles Parks and Recreation Board

MEMORANDUM

Date: February 13, 2026

From: Peter VanLinn, Superintendent of Parks

RE: Large Elm Tree at Jaycee Park

Summary:

The purpose of this memo is to provide an update on the large American Elm tree in Jaycee Park. In the fall of 2024, Staff began noticing decline in the elm by way of leaves browning and dropping very quickly and earlier in the season than normal. The following spring in May of 2025, the elm was treated with trunk injections for suspected Dutch Elms disease and all deadwood was removed via contracted arborists. While we were hopeful the tree might recover with the treatments, unfortunately it only briefly leafed out in 2025 and then quickly turned brown and dropped all leaves by mid-summer.

Dutch Elm disease is known to spread quickly in the tree, as was the case at Jaycee Park. Unfortunately, the tree is beyond recovery at this point and will continue to decay and become a greater hazard for limb failure. Given that reality, Staff has explored the best options for the removal and potential re-use of the wood from the Jaycee Park elm tree.

Bid proposals were obtained and Liscombe Tree Services provided the best pricing for the removal of most of the tree as well as working with Staff to save large limbs, 10 feet of trunk to create park amenities, memorabilia, and the potential for a large sculpture. The removal by Liscombe is tentatively scheduled to begin March 10th. Elm is known as a strong hardwood and we anticipate re-purposing pieces for amenities that can be used at Pundmann Nature Park. Along with the bids for removal, Staff is also soliciting pricing and ideas for local chainsaw artists and woodcarvers to determine the best approach for re-using the wood. The hope would be to work with an artist to create a sculpture that could either commemorate the tree and/or recognize Jaycee Park, St. Charles Parks & Recreation, or St. Charles in some meaningful design. Other ideas include using the trunk and creating a “timeline” display using the tree rings and marking historical periods, creating “cookies” as souvenirs or “signs” that can be provided to donors, Foundation and Board Members, or park visitors, and using other pieces of wood to make pieces of a “fairy garden” through many small carvings in one of our parks.

Much of this planning will depend on what condition the wood is in as the tree is removed. As of now, a bid for proposals is awaiting submittal from chainsaw artists and wood carvers to create a sculpture. Those bids are due February 25th with a selection date targeted for March 18th and a potential project timeline starting April 2nd and finishing by April 30th, 2026.





St. Charles Parks and Recreation Board

MEMORANDUM

Date: February 12, 2026

From: Don Borgmeyer, Enterprise Superintendent

RE: Revisions to the Enterprise Employee Manual

Summary:

In your board packet are the proposed revisions to the Enterprise Employee Manual for your consideration.

Included in the draft is some minor changes to a few of the sections including Aquatics, Concessions, Youth Sports and Adult Softball Umpires. In addition, there is a job description for the new position of Weekend Tournament Attendant. There were no changes to the other sections or job descriptions.

The City Legal Department reviewed and approved the entire Enterprise Employee Manual for use in 2026.

Staff recommends favorable consideration for the revised **Enterprise Employee Manual**

St. Charles Parks & Recreation Department

Enterprise Division Employee Manual 2026





Mission Statement

“The St. Charles Parks and Recreation Department provides parks, facilities, and programs to enrich the quality of life for residents and visitors while preserving green space for future generations to enjoy.”

Introduction

Welcome to the St. Charles Parks and Recreation Department seasonal employee team! We have prepared this manual to help you be an effective employee. You, the person with the day-to-day direct contact with the participants, are the most important person in our organization. Everything contained in the manual is important. Please take the time needed to read the manual and use it as a reference. At the end of the manual there is an acknowledgement stating you received and read the manual and will abide by its requirements.

St. Charles Parks and Recreation Department Board Members

Sandy Bichel, President
Joshua Allen
Tim Glosier
Kathy Mudrovic
Larry Muench
Brian Scheidegger
Anna Shy
TJ Slattery
Anne Zerr
Denise Mitchell, City Council Liaison

St. Charles Parks and Recreation Department Administrative Staff

Maralee M. Britton, Director
Chris Atkinson, Assistant Director
Peter VanLinn, Parks Superintendent
Mike Wilkins, Chief Park Ranger
Tina Sieker, Administrative Coordinator
Don Borgmeyer, Enterprise Superintendent
Missy Hollander, Aquatics Coordinator
Chan Smoot, Concessions Coordinator
Adi Naumann, Recreation Coordinator
Oscar Rojas, Recreation Supervisor II



Welcome

On behalf of the Saint Charles Parks and Recreation Board and Full Time Staff, we welcome you to the Enterprise Team. We have prepared this manual to help you be an effective Team Member. You, the person with the day-to-day direct contact with our Guests, are the most important person in our organization. Everything contained in the manual is important. Please take the time needed to read the manual and use it as a reference. Your Immediate Supervisor will also provide you with supplemental procedures specific to your job duties.

General Employment Information

Conditions of Employment

- All persons are employed on an as needed basis and paid an hourly rate for the work performed. Employees are not guaranteed a full forty-hour week.
- All employees should provide requested days to work and a last expected day of work date at the beginning of the season.
- An employee that desires to terminate employment shall submit a written resignation to their immediate supervisor. Resignations shall be submitted at least fourteen (14) calendar days before the final work day.

Basic Payroll Information

- Each employee will be held responsible for clocking in and out every day using the official time keeping system with your Employee Number each time you clock in or clock out. If for any reason the above is not followed or you fail to clock in or clock out (missed punch), you must contact your supervisor in writing within 24 hours of the missed punch. You will be paid on a later payroll once the discrepancy has been resolved. Repeated discrepancies may result in discipline. The tampering with other employee's time code may be cause for discipline, including termination.
- Hours are logged by job code. Any discrepancies should be brought to the Supervisor's attention immediately.
- Paychecks will no longer be mailed or hand delivered to you. If you do not have direct deposit set up, you will need to personally pick up your paycheck from the Administration Office in Blanchette Park on paydays.

2026 Payroll Schedule

**Pay date not on a Friday

Payroll		Pay Period	Pay Date
1	December 21, 2025	thru January 3, 2026	January 9, 2026
2	January 4, 2026	thru January 17, 2026	January 23, 2026
3	January 18, 2026	thru January 31, 2026	February 6, 2026
4	February 1, 2026	thru February 14, 2026	February 20, 2026
5	February 15, 2026	thru February 28, 2026	March 6, 2026
6	March 1, 2026	thru March 14, 2026	March 20, 2026
7	March 15, 2026	thru March 28, 2026	April 3, 2026
8	March 29, 2026	thru April 11, 2026	April 17, 2026
9	April 12, 2026	thru April 25, 2026	May 1, 2026
10	April 26, 2026	thru May 9, 2026	May 15, 2026
11	May 10, 2026	thru May 23, 2026	May 29, 2026
12	May 24, 2026	thru June 6, 2026	June 12, 2026
13	June 7, 2026	thru June 20, 2026	June 26, 2026
14	June 21, 2026	thru July 4, 2026	July 10, 2026
15	July 5, 2026	thru July 18, 2026	July 24, 2026
16	July 19, 2026	thru August 1, 2026	August 7, 2026
17	August 2, 2026	thru August 15, 2026	August 21, 2026
18	August 16, 2026	thru August 29, 2026	September 4, 2026
19	August 30, 2026	thru September 12, 2026	September 18, 2026
20	September 13, 2026	thru September 26, 2026	October 2, 2026
21	September 27, 2026	thru October 10, 2026	October 16, 2026
22	October 11, 2026	thru October 24, 2026	October 30, 2026
23	October 25, 2026	thru November 7, 2026	November 13, 2026
24	November 8, 2026	thru November 21, 2026	November 25, 2026 **
25	November 22, 2026	thru December 5, 2026	December 11, 2026
26	December 6, 2026	thru December 19, 2026	December 23, 2026 **
1	December 20, 2026	thru January 2, 2027	January 8, 2027

Employee Conduct

All employees are expected to conduct themselves while at work and on City premises in a manner that promotes the safety and welfare of employees, encourage congenial work habits and protects City property. The following lists are examples of conduct that may result in disciplinary action, and not inclusive but representative in nature:

- If the employee has been convicted (including a suspended imposition of sentence) of any felony or of a misdemeanor involving moral turpitude.
- The employee has lost, stolen, converted, abused, damaged, destroyed or misappropriated City property or records of information; attempted to steal, abuse, damage, destroy or misappropriate City property or records of information.
- The employee has been drinking, selling or possessing intoxicating liquor or non-intoxicating beer on duty or on City premises except where authorized. The employee has reported for duty drunk or impaired by intoxicating liquor and/or drugs.
- The employee is guilty of insubordination.
- The employee is offensive or discourteous in conduct or language in public, or toward the public, City officials, or employees.
- The employee is negligent, incompetent or inefficient in the performance of duties.
- The employee has failed to report accidents or personal injuries and or has falsified any information or report required by the City.
- The employee initiated or participated in verbal or physical altercations.
- The employee possesses or possessed unauthorized firearms, weapons or explosives.
- The employee failed to maintain a satisfactory attendance record or has abused leave privileges.
- The employee engaged in discrimination or harassment on the basis of race, color, religion, national origin, sex, ancestry, age, disability, public assistance recipient, sexual orientation, gender identity, gender expression or familial status.
- Employees are not permitted to distribute any items to program participants or the public at any time throughout their employment with the City. This could include but is not limited to; home-made or store-bought food items, treats, incentives, gifts or presents of any kind, advertisement materials, etc.
- Accepting any form of gratuity is forbidden.
- Employees should not engage in rumors or unsubstantiated information. Necessary information will be passed along to a supervisor for investigation as necessary.
- Media inquiries will be directed to Department Administration. Park patrons, park participants, general public and/or other employee inquiries that cannot be immediately answered will be passed along to Department Administration.

Shift Trading Procedures

If an employee needs to trade or desires to give a shift away, the employee must use “WhenToWork” to trade or give away the shift. The shift trade request must be placed and completed on the Trade Board

or transferred through a Pick-Up Request. In some divisions, manager approval may be required to trade a shift. Upon transfer of a shift to another employee, it now becomes each employee's responsibility to know the shift they work. If an employee misses a scheduled shift, the information in "WhenToWork" will determine the responsible employee(s) for missing the shift. No shift shall be traded based on oral confirmation from another employee. If an employee misses a scheduled shift and no completed and approved trade or pick up exists, the scheduled employee is responsible for missing the shift. If your shift is on the trade board and no one has assumed responsibility for your shift, you are still responsible for working that shift. Any form of compensation for covering a shift, offered or requested by either employee, is prohibited and may result in disciplinary action.

Employee Sick Procedures

- All employees are required to work the entire summer according to the hiring dates agreed upon.
- Excused absences will consist of illness of yourself, and/or serious illness or death in your immediate family. The St. Charles Parks and Recreation Department reserves the right to ask for a doctor's verification of illness and inability to work. In case of illness, the employee must notify his/her supervisor as soon as possible, but no less than two hours before scheduled work start time. Failure to report an absence will result in receiving a written warning.
- Unapproved absences will be considered "unexcused" and may be cause for discipline.

Overtime Policy

- Employees are required to obtain permission from their supervisor to work overtime.
- Employees who work overtime without the permission of their supervisor may be subject to discipline.
- Employees who work overtime shall be paid for all overtime hours worked regardless if the overtime was authorized or not. In no event shall overtime not be paid for overtime worked even if the overtime worked was without authorization.
- Under no circumstances shall an employee's time sheet or payroll record be altered by a supervisor to remove overtime hours which have been worked including any unauthorized overtime. Violation of this policy may subject the supervisor to discipline.

Employees shall not perform any work-related activities during non-working hours, such as, but not limited to, access their city email account via personal computer or mobile devices including city issued or personal cellular telephones. Violation of this policy may subject the employee to discipline. THIS POLICY DOES NOT RELIEVE AN EMPLOYEE OF THE RESPONSIBILITY FOR BEING AVAILABLE WHEN ON CALL; KNOWING THEIR WORK SCHEDULE; OR KNOWING OF A CHANGE IN THEIR WORK SCHEDULE.

Substance Abuse Policy

It is the policy of the City of St. Charles, Missouri, to protect the public safety and integrity, efficiency and productivity of the workplace by requiring that all employees are fit for duty while on the job. Employee involvement with alcohol or drugs while on duty can adversely affect the work environment,

job performance and safety. Therefore, employees are expressly prohibited from reporting for work or working when the employee would test positive for alcohol or prohibited drugs, and from using or possessing alcohol or prohibited drugs on the work premises.

On the Job Injury

If you are injured at any time that you are clocked in, you must report it to your supervisor immediately. An incident report must be completed and the Division Coordinator notified immediately. All paperwork and doctor's notes need to be turned into the Division Coordinator after completion of appointment.

Life-Threatening Emergency:

Call EMS/911

Non-Life-Threatening Emergency:

Concentra Urgent Care
1794 Zumbahl Road
Hours: Monday-Friday 8:00am – 5:00pm
636-947-1666

If a non-life-threatening injury occurs when the CONCENTRA office is closed, go to St. Joseph Hospital Emergency room.

****If you are injured at work and do not follow the above procedure, disciplinary action may result. ****

Discipline

The violation of personnel rules and guidelines may result in disciplinary action:

1. Verbal Warning
2. Written Warning
3. Clocked out and sent home
4. Suspension without pay
5. Termination of employment

The type of disciplinary action taken is a function of the severity of the infraction and/or the number of times the employee has been previously disciplined. Records of disciplinary action will be kept in each employee's personnel file.

Sexual Harassment

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. Sexual harassment is defined as "unwelcome behavior of a sexual nature."

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to or rejection of this conduct explicitly (directly) or implicitly (indirectly) affects an individual's employment, unreasonably interferes with an

individual's work performance or creates an intimidating, hostile or offensive working environment.

Examples of Prohibited Verbal (Oral) Conduct:

- Making catcalls or whistling
- Making sexual comments about clothing, looks or body parts
- Asking about sexual history, fantasies, preferences
- Repeatedly asking someone out who is not interested
- Spreading rumors or lies about another person's sex life

Examples of Prohibited Non-Verbal Conduct:

- Sending personal gifts
- Staring at someone or looking them up and down
- Blocking another's path
- Displaying sexually suggestive or inappropriate items
- Viewing pornographic internet sites or e-mail
- Digitally displaying or transmitting sexually explicit photos

Sexual harassment can occur in a variety of circumstances including but not limited to the following:

- The victim as well as harasser may be a woman or man.
- The victim does not have to be of the opposite sex.
- The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or the discharge of the victim.
- The harasser's conduct must be unwelcome.

Although not required by law, it is helpful for the victim to directly inform the harasser that the conduct is unwelcome and must stop. The victim must report the behavior to a member of management

Five Forbidden Phrases

When working in a customer service environment, there are certain phrases or responses that give immediate negative first impressions. In order to display a positive attitude, always consider alternative responses to the following "forbidden" phrases. Focus on the guest's needs and solving their problems.

"I Don't Know."

Overall quality of service and knowledge of technical expertise is questioned. Also, portrays an "I don't care attitude."

Alternative Responses

- Let me find out for you.
- I'll direct you to someone who can help you.
- That's a good question. Let's get an answer for you.
- Let me make a phone call and find out for you.
- If you could please wait, I can get an answer for you.

"We Can't Do That"

Portrays inflexibility and customer feels he/she is dealing with bureaucracy. He/she has no options. Tell customer what you can do.

Alternative Responses

- My supervisor can better explain our procedures; I will get them for you.
- Thank you for your idea, I will pass it along to my supervisor.

"You Will Have To "

Customer feels he/she is being given a directive. You give the impression of being authoritative.

Alternative Responses

- Sure, let me explain what we need from you.
- O.K., what you would need to do is...
- Let me explain our process, and then we can proceed.

"Just a Second"

Customer is not given an option of being placed on hold. He/she may feel put off.

Alternative Responses

- Are you able to wait, while I...?
- If you can wait for a few minutes, I will get someone to help you.
- I'll have to do some research; may I get back to you.

"No" at the beginning of a sentence.

Customer feels frustrated. They feel no sense of accomplishment in getting their question answered.

Alternative Responses

- I haven't been able to get the information you requested yet, but I am working on it and will have it by...
- I'm still checking but should have an answer for you shortly.



Statement of Acknowledgment and Understanding

I, _____ accept responsibility for this Employee Manual and I agree to make myself familiar with all policies and information contained within. I agree to abide by all rules and regulations set forth by the St. Charles Parks and Recreation Department. I understand that I am a City of St. Charles employee representing the St. Charles Parks and Recreation Department. I agree not to post any pictures, statements or media relating to my relationship with the City of St. Charles and the St. Charles Parks and Recreation Department.

Employee Signature: _____

Employee Printed Name: _____

Supervisor's Signature: _____

Date: _____

General Aquatic Employee Information

Smile, it's your first line of defense, and it will make our customers feel welcome when they are at the aquatic facility. You may be the first employee the guest has contact with and the one who will set the tone for their visit. You may get questions, complaints, concerns, and (sometimes) compliments.

Handle the guest to the best of your ability, to satisfy them. Sometimes you will not be able to satisfy them because we have rules that they don't always like or agree with. Approach guests in a helpful way, offering to take care of any problems that may exist. If you feel that you cannot handle the situation, ask for assistance from the Aquatic Manager on duty. ~~Because y~~You are representing the Parks & Recreation Department, ~~so~~ please always be mindful of this when you are at work and interacting with customers. You must be 15 years of age and possess a current ILTP certification through Ellis and Associates in order to work as a lifeguard.

Aquatic Uniform Requirements

It is expected that every employee report to their shifts looking neat and clean. It is required that the uniform lifeguard swimsuit/lifeguard swim trunks are worn. The uniform also includes the current St. Charles Parks and Recreation lifeguard t-shirt, visor, hip pack and whistle that are provided to you. An employee will not be permitted to work if not in the correct uniform.

Scheduling

Employee schedules will be made and distributed bi-weekly. Employees must submit their time off requests by the required date and time. When putting in time off requests, you are blocking out the time frame you cannot work for any given day and time. Schedules will be made and published by at the latest, the Wednesday after your availability is due for the new schedule. You are responsible for filling any of your shifts that you cannot work. You can do this by posting your shift on the trade board. This gives other employees the chance to pick up your shift to work. You can also personally reach out to other staff to ask them to pick up your shift. If you cannot find coverage for your shift, it is your responsibility to work that shift, ~~and y~~You may have to miss a personal event in order to do so. Please understand that simply posting your shift to the trade board does not relieve you of your responsibility ~~of~~for that shift. You are not relieved of responsibility until another person picks up that shift and you are no longer assigned to it in the system. Employees must work less than 40 hours a week. If you begin to approach 40 hours in a week, please inform the Aquatic Manager or supervisor.

Staff Meeting Attendance (In-service)

In-services will be held two times a week. The specific times and locations of these in-services will be posted in each lifeguard room and will be sent out via message through the scheduling program. It is required that all aquatic staff acquire 4 hours of in-service training per month. Staff ~~will be required to attend 1 in-service per week, if available and~~ will be scheduled accordingly. If a staff member is unable to acquire 4 hours of in-service in a month, staff member needs to contact the Aquatics Coordinator to discuss alternate options.

Aquatic Emergency Action Plans

Aquatic/Non-Aquatic

1. Immediately notify other aquatic staff by utilizing standard signal of two long whistle blasts while raising a clenched fist. Be sure to loudly call for assistance, direct an individual to call 911, and for that person to tell you once 911 has been contacted.
2. Quickly survey the scene to determine scene safety. If the scene is unsafe, make necessary adjustments to ensure that you have eliminated all threats that could cause any harm to you or those involved in the incident. Be sure to take all standard precautions, such as putting on medical exam gloves, to avoid contact with any bodily fluids.
3. Confirm that 911 has been contacted and that the break guards/Aquatic Manager(s) are on their way to assist, bringing with them the proper equipment (trauma bag, supplemental oxygen, AED, backboard, etc.)
4. Evaluate the emergency and decide what care should be provided. The type of care provided is based on the International Lifeguard Training Program through Ellis and Associates, Inc.
5. Lifeguards not directly involved in assisting or treating guest need to clear pools and maintain crowd control.
6. Aquatic manager will notify the Aquatics Coordinator immediately. Aquatic manager will also direct staff members to exact locations throughout the park in order to direct emergency personnel as they arrive on scene. Wapelhorst and Blanchette staff will direct emergency personnel to the gate located closest to the incident. Emergency personnel will arrive to an opened gate and a staff member will be there to provide details of the emergency and its location within where in the facility it is located. ~~A McNair staff member will direct emergency personnel through the entrance gate of the facility.~~
7. Once the patient has been released or transported, staff will complete the required rescue and incident reports. Aquatic manager will collect written statements from all staff involved in the care of the incident. Staff ~~shall not will never~~ make any statements about the event to anyone other than their supervisors.
8. Aquatics Coordinator will notify Ellis and Associates of any event that requires supplemental oxygen, AED, further medical care beyond the lifeguard scope, a near-drowning, or incident involving death. Aquatics Coordinator will notify any other necessary parties depending on the severity of the incident (Parks and Recreation Director/Assistant Director, Enterprise Superintendent, Parks and Recreation Camp Director/Assistant Camp Director, City Attorney, etc.)

Severe Weather Procedure

If the aquatic facility is open and lightning/thunder is positively identified by the Aquatic Manager on duty, lifeguards will execute three long whistle blasts to begin directing guests to exit the pools.

All umbrellas will be closed and lifeguards/slide attendants will come down from all lifeguard stands/slide towers. Do not leave lifeguard station until all guests are out of the water. Once all guests are clear from the pools, lifeguards must station themselves in a safe place on the pool deck to ensure that no guest re-enters the pool. Staff will direct all guests to go to the bathhouses or a safe place on the pool deck.

To allow guests back in the pool, it must be lightning/thunder free for a continuous 20 minutes. The 20-minute wait time will restart every time lightning is spotted or thunder is heard.

Aquatic managers will alert staff and guests when it is safe to re-enter the water. In the event that the pool is cleared for an extended amount of time, Aquatics Coordinator may close the facility for the remainder of the day.

If it begins lightly raining, the pool will remain open. Pools will only be cleared if heavy rain prevents lifeguards from seeing the bottom of the pool or lightning/thunder occurs.

Guardian Supervision

Children must be 12 years of age or older to enter the aquatic facility without a guardian. Children 11 years of age and younger must be accompanied by a guardian 14 years of age or older. Any guardian that has a child left unattended at any time while at the aquatic facility may be escorted out of the facility with the unattended child(ren).

Lost Child Alert

In the event that a child is reported missing, the Aquatic Manager will immediately announce over the PA system for all pools to be cleared and slides to stop dispatch. Lifeguards will signal with three long whistle blasts for the guests to exit the water and slides to stop. Once all pools are cleared, lifeguards will perform a proactive bottom scan. Once determined that the pools are clear, the Aquatic Manager, on break lifeguards, and all other available aquatic staff members will check the restrooms, concession areas, slide towers, and all deck space. If the child is not found within the aquatic facility, the Aquatic Manager will notify the St. Charles Parks and Recreation Department's Ranger Division and/or the City of St. Charles Police Department.

In the event that a child is found without a guardian, execute two short whistle blasts to alert the Aquatic Manager. The Aquatic Manager will then assist the child in finding their guardian. If the guardian cannot be located, the Aquatic Manager will notify the St. Charles Parks and Recreation Department's Ranger Division and/or the City of St. Charles Police Department.

Lost and Found

All lost and found items will be turned into the Aquatic Manager's office. Items of less than \$50 value such as towels, clothes, shoes, toys, etc. will be kept in a specific lost and found location at the aquatic facility. The lost and found will be cleaned out bi-weekly beginning at the start of the season, on Wednesday of every week. Useable items not claimed will be donated to local charities. Items broken or not useable will be discarded.

Items of value over \$50 such as phones, wallets, keys, glasses, jewelry, etc. will be kept in a secure location at the aquatic facility. Each item will be logged into a lost and found notebook with a description, date found, and employee who found the item. If the item contains identification, the owner will be notified by telephone as soon as possible and the contact attempt recorded within the lost and found notebook. If an item is claimed and proper identification of ownership is made, the claimant will sign and date the log book. If the item is not claimed, the

~~item will be turned over to the Ranger Division and the Parks and Recreation Department Lost and Found Policy will be followed. the same day, the St. Charles Parks and Recreation Department's Ranger Division will be notified and secure the item(s) and follow the Property and Evidence Policy.~~

Blood Borne Pathogens/Infectious Diseases

When administering first aid or cleaning up any bodily fluids, the following precautions should ALWAYS be implemented:

- Wear protective gloves.
- Use gloves or absorbent material, located in either the trauma bag or first aid closet, to soak up as much fluid as possible.
- Scrub floor/deck with bleach or provided disinfectant and rinse thoroughly with water.
- After treating an injury or cleaning up a bodily fluid spill, dispose of any gloves or absorbent material in the designated bags hanging on the first aid cabinet and remember to always wash hands.

Fecal/Vomit Contamination

- Notify the Aquatic Manager immediately.
- Clear the affected body of water by executing three long whistle blasts.
- Aquatic ~~M~~anager will announce to guests what has occurred and the amount of time the affected area will be cleared.
- Wear protective gloves and remove as much of the contaminant with a net or cup.
- Aquatic ~~M~~anager will super-chlorinate affected body of water.
- Wait the appropriate disinfection time before allowing guests to re-enter water.
- Obtain the name, address, and phone number of the individual involved (or parent/guardian), if possible.

Vigilance Awareness Training (VAT)

Remediation Program

1st Unsuccessful Operational Manikin Drop/Live Active Guest in Distress:

- The lifeguard failing to complete a successful OMD or Live Active GID will be immediately taken off stand. The Aquatic Manager/supervisor/instructor on duty will immediately revalidate the area where the manikin was to ensure the lifeguard was positioned in a place where the VAT could be seen.
- Lifeguard will work with management in the revalidation process as the lifeguard ~~is on~~ the stand to confirm ability to see the manikin. The assistance in this process will serve as initial remediation. Additionally, the lifeguard will receive a written warning and verbal counseling from management.
- After completion of the remediation described above, the lifeguard will begin guarding again. The lifeguard will be retested within 2 days of being back on stand.

2nd Unsuccessful Operational Manikin Drop/Live Active Guest in Distress:

- Lifeguard will be immediately taken off stand and sent home.
- Lifeguard will attend a 2-hour in-service before they will be able to return to work which will include re-education on:
 1. Environmental and physical factors that affect vigilance.
 2. The “If You Don’t Know...Go” premise. Should a lifeguard see something that is not normal, then they must immediately enter the water to attend to what they have seen.
 3. The occlusions present at the facilities (inlet caps, pool grates, changes in coloration, lap lanes, glares, etc.)
 4. The 10/20 Protection Standard, as well as scanning patterns, proactive bottom scanning, and the Five-Minute Strategy.
- Lifeguard will then be challenged to identify/retrieve a manikin while the following are present:
 1. Glares
 2. Reflection/Refraction
 3. Surface Disturbances
 4. Blind Spots
 5. Extreme Locations of Zones

If necessary, Aquatics Coordinator or Aquatic Manager may require [the](#) lifeguard to shadow guard for additional scanning practice. They will not serve as the primary guard.

After completion of documentation and the remediation described above, the lifeguard will begin guarding again. The lifeguard will be retested within 2 days of being back on stand. The Aquatic Manager/supervisor/instructor on duty will also conduct an internal observational audit on the lifeguard to ensure the lifeguard’s scanning meets the standards.

3rd Unsuccessful Operational Manikin Drop/ Live Active Guest in Distress:

The lifeguard will be terminated and their Ellis and Associates ILTP license will be revoked.

Employee may be moved to another position in the Department if discussed and agreed upon by all involved parties.

**Lifeguard Daily Responsibilities
Opening Shift**

- Prior to the beginning of every shift, hip packs must be checked for gloves and that their resuscitation mask has a one-way valve with proper inflation and no cracks.
- Arrive prepared with uniform suit, uniform t-shirt, whistle, sunglasses, visor, water, and apply sunscreen.
- Pick up any trash seen while walking to lifeguard stand.
- Lifeguards working opening shift will take a rescue tube to the appropriate stations.

- Lifeguards working opening shift will show up at least 15 minutes before opening to ensure that lifeguard is prepared for guests to enter the facility.
- Employees that are scheduled to leave midday will be assigned a cleaning duty to complete before they are allowed to leave. Examples include the following:

- Pick up trash on pool deck, concession area, and restrooms.
- Re-stock toilet paper, paper towels, and soap in restrooms.
- Empty trash cans if needed.

***Aquatic Manager will assign cleaning duties. Do not clock out without Aquatic Manager approval. ***

Closing Shift

- Hang rescue tubes up and put all umbrellas down.
- Empty all trash cans and replace with new liners.
- Bathrooms
 - Scrub toilets
 - Empty trash and sanitary napkin bins
 - Scrub floors; hose down thoroughly and squeegee excess water
 - Clean floor drains
- Clean lifeguard room.
- Empty leaf baskets.
- Squeegee zero depths.
- Pick up trash on all pool decks.
- Put chairs up and put them back in place.

***Aquatic Manager will assign cleaning duties. Do not clock out without Aquatic Manager approval. ***

Lifeguard Whistle/Hand Signals

- One Long Blast: Signals that lifeguard is breaking their 10/20 protection standard and entering the water to perform a rescue.
- One Short Blast: Gains the attention of a pool patron.
- Two Long Blasts: Activates facility EAP for an aquatic/non-aquatic emergency.
- Three Long Blasts: Alerts patrons that pool must be cleared.
- Two Short Blasts: Alerts Aquatic Manager or another lifeguard that you are requesting assistance.
- Raised Clenched Fist: Signals that lifeguard needs assistance making a rescue or providing first aid, while simultaneously using one long blast. When raised in unison with two short blasts, it directs the Aquatic Manager to the lifeguard who needs attention.
- Wrists Crossed Over Head: Informs lifeguard/slide attendant on slide tower to stop dispatching guests down the slide.
- Thumbs Up: Situation is clear, resume back to normal activity.
- Pat Top of Head: Signals to neighboring lifeguard to watch your water.

Aquatic Facility Closing Information

In the event of inclement weather, information on pool closings or adjusted hours will be updated on the Rainout Line. Please visit rainoutline.com or download the Rainout Line App. You may sign up for text alerts or emails by visiting the website. Staff will NOT need to call the facility. Please be sure to pay attention to each facility on the Rainout Line; it is possible that the information may differ between the facilities. (Blanchette Aquatic Facility, Blanchette Aquatic Facility Programs, ~~McNair Aquatic Facility, McNair Aquatic Facility Programs~~, Wapelhorst Aquatic Facility, Wapelhorst Aquatic Facility Programs) If you need to speak with an Aquatic Manager please contact them directly. All Aquatic Manager phone numbers are listed on the When to Work App.

General Aquatic Facility Rules

- Ellis and Associates licensed ~~L~~lifeguards are on duty at all times and guests shall adhere to their instructions.
- Staff reserves the right to ask guests to discontinue use of the facility for safety reasons or inappropriate/unacceptable behavior.
- Horseplay will not be tolerated. An Aquatic Manager will be notified immediately if a guest is acting in a way that is unsafe and may cause harm to themselves or other guests.
- Smoking, of cigarettes, cigars or other substances and the use of vapor products, are not allowed within the aquatic facility.
- Outside food, coolers, or glass is prohibited.
- Hard balls or toys are not permitted.
- No diving, flipping, or twisting into pool.
- Sitting or hanging on lane ropes is prohibited.
- Coast Guard approved life jackets, noodles, water wings and rings no larger than 38 inches in diameter are allowed with adult supervision. Other flotation devices such as inner tubes and rafts are not permitted.
- Guests swimming abilities may be tested before being allowed in water depths where they cannot touch.

Aquatic Slide Rules

- Guests must be at least 48" tall to ride enclosed flume slides, drop slides and speed slide.
- Guests must be at least 42" tall to ride the Boomerango Slide; and
 - Maximum Operational Load: 2 persons, 400lbs;
 - Maximum Individual Rider Weight: 300lbs;
 - Minimum Total Rider Weight: 100lbs.
- Guests must be at least 36" tall to ride the kiddie structure slides.
- Guests must use sSlides ~~will be used while~~ laying on backs and feet first only.
- Guests rRiding the Speed Slide must have; arms ~~must be~~ crossed over the chest and feet crossed at the ankles.

- Guests shall not hang, swing or engage in similar activities on the slide tower structures – such activities are prohibited.
- Guests having a health or other problematic condition are prohibited from riding the slides. The conditions include but are not limited to:
 - a significant physical ailment or conditions are present.
 - neck or back problems.
 - high blood pressure or heart disease.
 - pregnant or body weight over 300 lbs.
 - under the influence of drugs/alcohol.
 - experienced stomach/intestinal illness within the past 2 weeks.
- Orthopedic hard casts are not allowed.
- Suits/Trunks with buttons, zippers, or rivets are not allowed.
- T-shirts, lifejackets, shoes and aqua socks are prohibited; rash guard swim shirts may be worn.
- ~~Hanging, swinging and such on the slide tower structures is prohibited.~~

Lazy River Usage

- Enter and exit lazy river only at designated areas.
- Floaters must follow the direction of the current and should not block the progress of other guests.
- All guests must use tubes provided and are first come, first served.
- No independent or underwater swimming.
- Tubes must be returned to the tube storage area after use and may not be taken out of the lazy river area or retained for a later use.
- Climbing, sitting, standing or walking on the walls/island in the lazy river is not permitted.
- Jumping or diving into the lazy river is not permitted.
- Standing on tubes or stacking of tubes is prohibited.

River Walk Program

The River Walk is an exercise program designed for participants to walk the lazy river with or against the current.

- Enter and exit lazy river only at designated areas.
- Climbing, sitting, standing or walking on the walls/island in the lazy river is not permitted.
- Jumping or diving into the lazy river is not permitted.
- Children are allowed, but must be able to walk on their own without disrupting other participants, or can be carried by an adult.

Lap Swim Program

Lap swimming is an exercise program designed for those capable of swimming at least 25 yards without assistance.

- Lap swimmers may be asked to share a lane, or swim in a circle traffic pattern to accommodate 3 or more swimmers in a lane.
- Jumping or diving into the lap pool is not permitted.
- Diving block and diving board use is not permitted during lap swim.

Diving Board Usage

- Only one person at a time is permitted on the diving board and ladder.
- Each person must wait until the proceeding diver has cleared the area before diving.
- Only two bounces are permitted on the diving board.
- Front dives and flips are allowed straight off the end of the board.
- Cartwheels and handstands are prohibited.
- Hanging off the end of the diving board is not permitted.
- Swimmers are not allowed in the water of the diving area including catching a person from the diving board.
- Divers must swim directly to the nearest ladder and leave the diving area.
- Goggles, masks or flotation devices may not be worn going off the diving board.
- Adjustments of the diving board fulcrum may only be made at the discretion of aquatic staff.
- Due to safety concerns, the Aquatic Manager may restrict dives from the diving board.

Aquatic Employee Expectations

- Report for work on time. If unforeseen circumstances arise and an employee must be late, call an Aquatic Manager as soon as possible.
- Never leave a shift uncovered. If a shift is left unfilled by an employee, disciplinary action will be taken.
- The pool will always be open for scheduled hours unless the weather prohibits it. Each pool will be open on holidays, Memorial Day, Fourth of July and Wapelhorst Aquatic Facility on Labor Day.
- A lifeguard's shift does not end until an Aquatic Manager has given them approval to clock out and leave for the day.
- If an employee is ill and cannot work a shift, the Aquatics Coordinator or an Aquatic Manager must be notified as soon as possible. An absence of three days or more will require a release in the form of a doctor's note in order to return to work.
- Always remember to clock in and clock out for every shift. If a correction must be made please inform the Aquatics Coordinator as soon as possible so the correction can be made.
- Always maintain an alert and professional appearance when on the clock and in uniform.
- To remain vigilant, refrain from any unnecessary conversation while covering any zone of protection. Visiting with other lifeguards, friends, or family while on stand will result in disciplinary action.
- No food or drink is allowed while on stand, except for with the exception of water and sports drinks, ~~is allowed while on stand.~~

- Any form of technology, including but not limited to, cell phones, air pods, etc. is strictly prohibited from use while on stand. If an employee is found to be actively in use of one of these items while on stand, the employee will be immediately clocked out and sent home. A second violation of this nature will result in immediate termination.
- By completing the ILTP and obtaining a lifeguard license through Ellis and Associates, it has been agreed upon to abide by the rules they have set for environmental protection. Umbrellas that are located on stands and slide towers must be opened and remain open at all times. The uniform t-shirt must be worn when the lifeguard is not covered by an umbrella or in water that is waist deep. The uniform visor, sunglasses, water, and sunblock (at least 30 SPF) must also be present at all times. Sunblock will be available in the lifeguard room.
- Lifeguards are not to assume responsibility for any guest's possessions.
- Lifeguards do not have the authority to eject a person from any facility. Contact an Aquatic Manager immediately if ejection is warranted.
- Staff is strongly encouraged to bring their lunch. Employees will receive a 25% discount on select items from the concession stand. All items must be paid for. If an employee does not pay for items from the concession stand, it is stealing and they will be subject to disciplinary action.

Lifeguard Licensing Fee Policy

All employees intending to work as lifeguards, lead lifeguards, and Aquatic Managers for the St. Charles Parks and Recreation Department must complete and pass the required lifeguard licensing class through Jeff Ellis and Associates. The required licensing class and licensing fee for new and returning aquatic staff members will be provided and paid for by the St. Charles Parks and Recreation Department.

Uniform Policy

The St. Charles Parks and Recreation Department will provide each aquatic staff member with one uniform swimsuit/swim trunks, one lifeguard t-shirt (lifeguards/lead lifeguards/Aquatic Managers), one supervisors polo (lead lifeguards/Aquatic Managers), visor, and whistle. The hip packs and resuscitation masks will be given on loan and must be returned at the end of the season. Additional lifeguard shirts and polos may be purchased if needed.

Aquatic Emergency Contact Information

Aquatics Coordinator- Missy Hollander 636-866-8197

In the event of an aquatic emergency, please notify safety officials immediately.

Emergency 911
 St. Charles City Police Dispatch 636-949-3309

General Day Camp Counselor Information

Smile, it's your first line of defense and it will make our parents and campers feel welcome while they are here. You are the first employee the guests have contact with and you're the one who will set the tone for their visit. You are the one who usually gets all the questions, complaints, concerns and (sometimes) compliments. Handle the guest to the best of your ability, ~~satisfy them~~. Sometimes you will not be able to satisfy them because we have rules that they don't always like or agree with. Approach guests in a helpful way offering to take care of any problems that may exist. If you feel that you cannot handle the situation, ask for assistance from the Camp Director. You are representing the Parks & Recreation Department, please be mindful of this when you are at work and interacting with customers.

Day Camp Uniform Policy

Uniforms will consist of one staff shirt or sweatshirt, khaki/tan shorts, tennis shoes, fanny pack/back pack and whistle. The shirts and whistle will be provided through the Department. Each Staff Member supplies their own shorts, closed toe tennis shoes, and back pack that they are required to carry each day. Staff sweatshirts can be purchased through your supervisor. Protect yourself from the sun by applying sunscreen each morning and carrying a water bottle in your back pack. A hat is strongly recommended for wear each day. In your back pack you will also be required to carry a first aid kit that will be supplied through the Department. If you are assigned to a 1-on-1 position or want to swim with your age group on pool days, you are required to wear a modest one-piece swim suit or staff shirt and swim bottoms. The Camp Directors and Site Assistant reserve the right to have you change if they feel you do not meet the requirements. If you have questions about appropriate swim attire, please ask. Uniforms will be kept neat and clean throughout the season. Dirty or wrinkled uniforms will not be permitted at work. If you are planning to use park and recreation facilities after your scheduled hours you must wear something other than the camp uniform. There should be no unreasonable logos or writing on accessories such as hats, sunglasses, jackets, etc. Any jacket or sweatshirt without a staff logo is not permitted. Personal rain jackets are permitted.

Appropriate 7 Inseam Shorts



Inappropriate 3" Inseam



General Day Camp Information

- The 202~~65~~⁶⁶ St. Charles Summer Fun Day Camp program begins on Tuesday, May 2~~6~~⁷th and continues through Friday, August 7~~8~~⁹th. Camp hours are Monday through Friday, 9:00 A.M – 3:00 P.M. Sunrise Camp is available from 6:30 – 9:00 A.M. and Sunset Camp is available from 3:00 – 6:00 P.M. Camp will not be held Friday, July 3~~rd~~rd~~4th~~^{4th}.
- Children between 6 -14 years of age may attend the Summer Fun Program. A five-year-old who has completed kindergarten, with proof, may attend camp. Pre-registration is required. A completed Consent Waiver Form is required prior to the participants first day at camp. Program participants will not be allowed to be signed-in by a parent/guardian until a completed Consent Waiver Form is on file.
- Fees are all inclusive and are not prorated by day. Each camper will receive one t-shirt on their first registered week. All supplies, field trip admissions, etc. are included in the program fee. All campers must wear their camp program shirt every day at camp. Additional shirts may be purchased at the Park Office for an additional fee.
- All campers and staff members are responsible for supplying their own lunch and drinks each day. Campers must bring a non-perishable lunch and drink with their name clearly marked.
- All campers and staff members are responsible for their own personal belongings. The City is not responsible for any campers or staff member's personal possessions which are lost or stolen. All articles brought to camp should be clearly marked. Bikes brought to camp should have a lock. No skateboards or wheeled shoes should be brought to camp.
- Typically, Blanchette Camp will swim on Tuesday, Wednesday and Friday each week and Wapelhorst Camp will swim on Tuesday, Thursday and Friday each week. Each-camper should bring swim items in a clearly labeled bag. Campers will not be required to swim, but they will need to remain seated around the pool area until the session is completed. Typically, Blanchette Camp will take an off-site field trip once per week on Thursdays and Wapelhorst Camp on Wednesdays.

Day Camp Employee Expectations

- Staff shall attend and complete all required training.
- Staff shall report for duty as scheduled unless the absence is approved by the Camp Director or his/her designee.
- Staff shall report on time. The definition for "on time" consists of these elements: in uniform, at your assigned station, at the posted time.
- Staff is not permitted to leave camp premises at any time prior to clocking out.
- Staff is not permitted to leave their group or campers at any time without notifying another counselor. Staff is responsible for supervising campers at all times. Staff is responsible for knowing their group attendance count at all times.
- Staff must avoid lifting camp participants and will not allow camp participants to lift others.

- Staff is not permitted to distribute any items to camp or program participants at any time throughout their employment with the City. This could include, but is not limited to: homemade or store-bought treats/incentives, gifts or presents of any kind, advertisement materials, etc. Cell phones should not be used while working unless requested by supervisor. Campers should never have access to a counselor's phone.
- Staff should report any maintenance problems, dangerous areas on the work site, suspicious behavior of a park patron, and parent or camp participant immediately to the Camp Director.
- Staff is prohibited to pass rumors or other unsubstantiated information to the press, park patrons, parents, program participants and/or City employees. The Parks and Recreation Department will handle the distribution of any information.

Day Camp Staff Training

All staff training is mandatory. All staff is required to be certified in First Aid/CPR/AED for Adults and Pediatric Care. Ellis and Associates training and certification for First Aid/CPR/AED for Adults and Pediatric will be provided. All staff will be required to attend training on Inclusion Services, ADA requirements, Epi-Pen administration as well as any other training for lay person medical procedures. Staff will be required to provide the services they receive training on and take appropriate actions at all times when clocked-in for every shift. You will be paid for all other required staff training sessions and meetings. Staff training will be held prior to the first week of camp. Any absences must be approved and it is your responsibility to make up any missed training topics.

Corrective Actions, Discipline and Program Dismissal

A positive approach will be used regarding discipline. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual situation. Lead staff will maintain open communication with parent/guardians when a discipline problem occurs. All disciplinary issues will be documented on an incident form and parent/guardians will be required to sign at time of pick-up. Violent or aggressive behavior, leaving camp premises or any situations deemed unsafe by staff towards one's self, another program participant, or staff member may call for the immediate dismissal of the program participant from the Summer Fun Day Camp Program. If your child is dismissed from the Summer Fun Day Camp Program, a refund will not be issued. The following steps will be used for correcting inappropriate behavior. Severity of behavior may dictate which corrective actions are taken or dismissal from Day Camp:

1. Verbal reminder of appropriate behavior. Ask camper if what they are doing is Respectful, Safe, and Responsible. Remind camper of Code of Conduct/appropriate behavior.
2. Verbal warning to correct inappropriate behavior. —Remind camper of Code of Conduct/appropriate behavior. Ask/tell camper how to correct and demonstrate appropriate behavior. Warn camper what will happen the next time they repeat the inappropriate behavior.
3. Disciplinary action fitting to inappropriate behavior. Disciplinary action should be directly related to the camper's behavior and may consist of: picking up trash, activity supplies,

- verbal or written apology to make amends for inappropriate behavior, etc.
4. Staff supervised time away from activity/group or pool. At this time an incident report will be written requiring signature at pick-up by parent/guardian. Staff and/or multiple staff begin writing an incident report for the camper's inappropriate behavior and the actions taken such as supervised time away from activity/group. Include all previous steps used in attempt to modify their behavior.
 5. Meeting with camper, counselor and Camp Director/Recreation Specialist. Discuss behavior and plan moving forward. Make sure that the camper understands that there are no more warnings, the next time they repeat the behavior, there will be a meeting with their Parent/Guardian.
 6. Phone call/Meeting with Parent/Guardian and staff and/or camper to discuss further action.

Medication

Campers are not allowed to have medication of any kind in their possession during day camp hours unless otherwise noted on their Consent Waiver Form for emergency situations. If a camper does require medication during camp hours, then all medications will be given in accordance with the following policies:

- The Parks and Recreation Department must have the participant's Consent Waiver Form on file with each medication the camper needs to take during camp hours. The Consent Waiver Form must be received before the camper may be signed in to camp on their first morning.
- Each program participant must have their own individual Consent Waiver Form completed by Parent/Guardian. Only the Parents/Guardians listed on the Consent Waiver Form will be allowed to make changes to the Consent Waiver Form, including medical information.
- All medication must be in the original container bottle with its original label when given to the Camp Director or staff member. Parent/Guardian may leave a week's worth of medication or may drop off and pick up daily or as needed.
- Parents/Guardians are responsible for making sure their child has enough medication at camp each day per the dosage instructions listed on the Consent Waiver Form and for picking up any unused medication at the end of a session.
- The camper, accompanied by a counselor, is responsible for coming to the Camp Director to receive medication at the scheduled time.
- Staff will be responsible for documenting all actions pertaining to medication at camp.

Program Participant Check-Out Procedures

Program participants will be allowed to leave the camp premises only with a parent/guardian or individual listed on the Consent Waiver Form, unless we receive a release in writing. Children must be signed out by the Site Assistant or designated staff member.

If a parent/guardian or individual on the consent waiver form needs to pick up a program participant early for any reason (ex. Doctor's appointment/Dentist appointment/lunch/outside activity) and will be returning the program participant back to our care, the program participant must be signed in and signed out according to procedures at each arrival and/or departure from camp premises. Once a program participant is signed out to a parent/guardian or individual on their

Consent Waiver Form, the participant is no longer under the City's care, even if the participant is still on Park premises. For example, if a parent/guardian wished to eat lunch with their child at camp, they may do so, but will sign the child out of camp first and at this time the program participant is no longer under our care. When finished with their lunch/visit, the parent/guardian must re-sign in the program participant, at which time the participant returns to our care. Any time a child is signed out, the parent/guardian/responsible party must present a valid government issued photo ID to be compared to the names listed on the Consent Waiver Form.

3:00 p.m. and After Care Pickups

If a child is being picked up by someone other than a known parent/guardian (mother, father or sibling) or a parent is picking up a child other than their own, do the following: 1) ask the name of the person 2) ask for picture identification 3) verify that person is listed on the consent waiver form to pick this child up.

If person is not listed on the Consent Waiver Form

Parents and/or guardian must be contacted to verify this person is allowed to take the program participant BEFORE the participant will be allowed to leave camp premises. Also, ask the parent or guardian if they would like you to add this person to the Consent Waiver Form. If a parent/guardian or any individual on the Consent Waiver Form cannot be reached by phone, staff will immediately notify the Recreation Specialist and/or Recreation Coordinator.

At both camps, campers that are being picked up at 3:00 p.m. are to be separated from the children who are in Sunset Camp. 3:00 p.m. pick-up parents should not have to retrieve campers from the playground unless they are enrolled in Sunset Camp and they come early to pick them up. Campers should be ready by 2:50 p.m. each day.

Wapelhorst

Campers being picked up at 3:00 p.m. should be in the Gould Building with their belongings ready to go. The Site Assistant (or designated representative) will have a Parks device with ePact ready to sign-out campers at entrance of the building. Each age group counselor needs to designate an area for their age group to sit and remain with them until all campers have been picked up. Campers are to remain at in the Gould Building until 3:15 p.m. At this time the campers are then taken to after care and late pick-up procedures should be followed.

Blanchette

The campers being picked up at 3:00 p.m. should be at the grassy area near the parking lot of Memorial Hall or inside Memorial Hall. Directors will let you know the location per day. Each age group counselor needs to designate an area for their age group to sit and remain with them until all campers have been picked up. The Site Assistant (or designated representative) will have a Parks device with ePact ready to sign-out children in this area. Campers are to remain in this area until 3:15 p.m. At this time, they are then taken to after care and late pick-up procedures should be followed.

Late Pick-up

A late pick-up form should be filled out before the parent leaves with the campers' name, the parent's signature and the time of departure if parent/guardian was late. Late charges will be issued and the camper may not return until fines are paid. Late charges will begin at 6:05 p.m. Staff is

required to call the Recreation Specialist or Recreation Coordinator at 6:15 p.m. if program participants are still at camp. Consult with Recreation Specialist regarding late pick-up fees.

Field Trip Procedures

- Field trips will be pre-planned for the 11 weeks of camp. No camper will attend a field trip without the required Consent Waiver Form on file or a waiver required from the site-specific field trip vendor. No refunds will be given for a camper who misses a field trip.
- There will not be supervision at camp on field trip days, so all camp participants will be attending field trips. If a parent/guardian does not want their child to attend a field trip, they must find another form of childcare.
- Each Monday, during the eleven weeks of day camp, it is the Camp Director/Site Assistant's responsibility to make sure that each camper has a current Emergency Waiver Form completed on ePact. Lead group counselors will be responsible for the age group binders on field trips. As each participant arrives, the opener must make sure each participant has the appropriate colored camp T-shirt and has put their lunch in the appropriate age group sack before proceeding to the movie room/playground. If the participant does not have a shirt or sack lunch, provide them with an extra in the Day Camp Office and make sure you inform the parents/guardian and make the participant change immediately.
- As each staff member arrives, the opening Site Assistant is responsible for handing out the field trip itinerary to every counselor after they clock in. It is the counselor's responsibility to make themselves familiar with the detailed time frame. This field trip itinerary will consist of all field trip details, which can include, but is not limited to: an exact timeline explaining when the group will be departing, arriving, eating lunch, leaving and all scheduled activities in between. This itinerary will also consist of any appropriate modifications that will be made to the "Buddy Checks".
- It is the Camp Director/Site Assistant's responsibility to greet the bus drivers and make staff aware of the bus arrival. Participants should be kept inside or at a designated area separated by age group until the bus is ready to load. The Camp Director/Site Assistant will tell the staff when to board the bus and which bus they will be loading if two or more are used for the field trip.
- Once all staff and program participants have loaded the bus, it is the Camp Director/Site Assistant's responsibility to complete a final head count and Field Trip Report. A head count is to be done by physically tapping each campers head and should be done twice both by the Camp Director and Site Assistant. Note: When Field Trip Report document is completed and all participants and staff have returned to camp, this document must be turned in to the Recreation Specialist.
- Each time the staff and participants are loaded on or off the bus, a head count and Field Trip Report must be completed. Each camper must be physically tapped when you are counting to ensure they are all accounted for.
- Upon arriving to the field trip destination, the Camp Director/Site Assistant will check in with the location's staff and inform them of their arrival. All staff and participants are to

remain on the bus until the Camp Director/Site Assistant notifies staff of when/where to unload the campers.

- During the field trip, it is the Camp Director/Site Assistant's responsibility to conduct a "Buddy Check" with each age group at designated times and fill out the Field Trip "Buddy Check" Report. Each "Buddy Check" will consist of the Camp Director/Site Assistant checking in with each age group and counselor. Before signing each time, the "Buddy Check" was conducted, to signal it is complete, the Camp Director/Site Assistant will make sure of the following:
 - Verify that each age group has the correct number of campers and staff
 - Verify that no injuries or behavior issues have been reported
 - Verify/resolve any other issues that have been reported

The "Buddy Check" procedures will be appropriately modified and accommodations will be made, depending on the location of the field trip, to ensure all procedures are feasible for staff to complete. Note: When the document is completed and all participants and staff have returned to camp, this document must be turned in to the Recreation Specialist.

- During the field trip, all campers and staff must wear their Parks issued Contact Information sticker at all times. If the field trip involves water, it is the staff member's responsibility to remove the stickers after exiting the bus and establishing a meeting place at the field trip site. Upon the conclusion of the field trip, staff is responsible for placing all stickers back on each camper before departing the field trip site and boarding the bus.
- Once all staff and program participants have returned to their appropriate camp, the Camp Director/Site Assistant is responsible for collecting any Accident/Illness or Discipline Reports from staff that occurred on the field trip. Along with these reports, the Camp Director/Site Assistant is to gather the Field Trip Report and turn in all documents to the Recreation Specialist. A brief meeting/phone call is to be conducted between the Camp Director/Site Assistant and Recreation Specialist after each field trip to review these documents and any other issues that arose.

Bus Safety during Field Trips

The driver is in full charge of the bus and riders. Riders must obey the driver promptly and willingly. Campers must also obey the orders of the Park staff. No body parts are to be out of the vehicle while stationary or moving. No items are permitted to be thrown out the vehicle.

It is important to stay seated and quiet. Group songs and activities are permitted as long as they are kept under control and do not break the above procedures. Final discretion is left up to the bus driver.

Procedures for Aquatic Center Visits

- Your job does not stop at the entrance of the Aquatic Center.
- The lifeguards are there for safety and will not be held responsible for disciplining our camp participants. The lifeguards have certain disciplining rules they follow and we will also follow these.

- Each staff member is on duty the entire time they are at the pool. Pool Support staff will be assigned to an area of the pool to oversee campers. These staff members will rotate in and out of the shade. If a patron or pool staff brings a situation to your attention or you see a participant who needs assistance please address the situation. Remember, you are representing the City of St. Charles Parks & Recreation Department.
 - Protection from the sun is always an important factor. Children burn very quickly so you should make sure they are wearing sun screen. We will have an emergency supply in the Emergency Kit. If you notice a camper is becoming sunburned, take them to a shaded area immediately. Staff must make time for the program participants to apply sunscreen before each pool day. Younger campers may need staff to assist them.
 - The swimsuit attire to be worn while on duty will consist of a modest one-piece or red tank top and swim bottoms for the females and medium length swim trunks for the males. Both camp participants and staff may wear a suitable t-shirt over their swimsuit, especially if you burn easily.
 - “Buddy Checks”–We will be conducting "Buddy Checks" at the halfway mark while at the Aquatic Center. These only occur while the 6 and 7-year olds are at the pool. Here is the procedure for “Buddy Checks”:
- Each staff member picks out a designated location at the pool and takes his/her group to it. Instruct their group that when they hear three long blasts on the lifeguard's whistle, they are to meet at the predetermined spot. A head count will then be done.
 - When the guards have checked the bottom of the pools and give the signal to get back in, the guests can return to the water. After each day camp participant is accounted for, they are allowed to return to the water.
 - If a camper is missing, notify the manager on duty immediately. If you have any questions, ask the pool manager on duty.
 - Please conduct Buddy Checks as quickly and efficiently as possible – the pools are cleared during Buddy Checks, and we want to keep the amount of time pool patrons are out of the water as short as possible.
 - Site Assistant/Lead Counselor needs to notify the manager the Buddy Check is complete right away.

Safety Procedures

Trash

“If you see it, pick it up!” Trash not only helps to keep our day camp area clean but eliminates items that staff members and program participants may trip/fall and scrape/cut themselves on.

Injury to a Camper

For minor injuries in which a camper can administer their own band-aid/first-aid, an accident report does NOT need to be written. For ALL other injuries, even as simple as a staff member applying a band-aid, an accident report must be completed immediately. Completed accident forms should be turned into the Camp Director/Site Assistant and filed in the Accident Binder. Parent/guardians should be made aware of the injury when they come to pick up their child or notified immediately by the Camp Director if there is a serious or life-threatening injury.

Missing Camper/On site

If at any point you notice that one of your campers is missing, immediately contact your Camp Director/Site Assistant. Next, conduct a search of your immediate area. This includes any restrooms, building or playground area that is in your immediate sight. After conducting a search of your immediate area, take attendance of your group. The Camp Director will instruct all other staff to take attendance of their respective age groups. Once attendance for the entire camp has been taken and everyone else accounted for, the Camp Director is responsible for immediately notifying the next direct authority in the Chain of Command. This may be the Recreation Specialist, Recreation Coordinator, Enterprise Superintendent, etc. After notifying the next direct supervisor within the St. Charles Parks Department, Call the City of St. Charles Police Non-Emergency Number which is listed on the Emergency Contact Number Sheet. Once a Ranger or Police have been notified, continue to search your immediate area and keep all other campers calm. Counselors and Camp Directors are NOT responsible for contacting any Parent/Guardian. This is to be done by the Park Ranger, Police or Administrative Staff. Once proper authorities have arrived on scene, follow all instructions you are given and keep campers calm.

Missing Camper/Off site

If at any point you notice that one of your campers is missing, immediately contact your Camp Director/Site Assistant. Next, conduct a search of your immediate area. This includes any restrooms, building, playground or bright nearby attractions that your missing camper could have wandered off to see. After conducting a search of your immediate area, take attendance of your group. The Camp Director will instruct all other staff to take attendance of their respective age groups. Once attendance for the entire camp has been taken and everyone else accounted for, the Camp Director is responsible for immediately notifying the next direct authority in the Chain of Command. After notifying St. Charles Parks Staff, the Camp Director is responsible for notifying staff at the specific field trip site. Follow any instructions you are given by the site-specific staff. Keep all St. Charles Summer Fun Day Campers in a designated area all together. The Camp Director/Site Assistant is not to leave the group and look for the missing child. The Camp Director/Site Assistant is to remain in the designated area and is the point of contact to communicate with site staff or authorities.

Suspicious Person/Car at Camp

If at any time you notice a suspicious person or a suspicious vehicle around the park or park buildings, immediately contact your Camp Director/Site Assistant. Make sure to report a specific description of the person/vehicle and try to include a license plate number. Continue as normal with your current activity. Immediately stopping could alert the suspicious person/vehicle to leave the area and we want Park Rangers to arrive and investigate before this happens.

Threatening Weather

Our camp is a rainy-day camp, meaning we do not close our doors if threatening weather approaches. In the event of inclement weather, Camp at Blanchette will seek shelter in Memorial Hall and Camp at Wapelhorst will seek shelter in the Gould Building. If threatening weather is approaching, your Camp Director will immediately inform you to take your group inside Memorial

Hall, the Gould Building or other assigned area. Please keep your campers calm and quiet. If a child sees you panic, they will do the same. Once assembled inside, make sure all campers are accounted for. Camp Directors will take attendance again to ensure all staff and campers are accounted for.

Rainstorm

Lightening and/or thunder = move indoors immediately! If in the Aquatic Facility when inclement weather approaches, pool managers will make a P.A. announcement to clear the pool and have all campers meet at their designated group area. When all campers are accounted for and there is NO lightening, you may proceed to Memorial Hall or the Gould Building.

Tornado:

Follow the same procedure as for a rain storm. Once inside Memorial Hall, the Gould Building or other designated shelter, all staff and campers are to proceed to the basement or lowest level of the facility. At this time, Camp Directors will again take attendance to ensure all staff and campers are accounted for. Stay as far away as possible from any windows or doors. Everyone must protect your head with your hands while sitting in a crouched position.

Fire

If there is a fire inside a Park building or facility, first give three long whistle blasts to notify other staff and clear the facility. Next, quickly and calmly move your group outdoors and as far away from the building as possible.

- The designated meeting place for a fire at Blanchette Camp on the north side of the building, is the far edge of Memorial Hall parking lot, facing Randolph Street. The designated meeting place for a fire at Blanchette Camp on the south side of the building is on the far edge of the playground.
- The designated meeting place for a fire at Wapelhorst Camp is at the ball diamond number one, across the street from the Gould Building.
- Once you have moved your group to the designated area away from any present danger, take attendance of your group.

The Camp Director is responsible for calling Fire at 911 and notifying the Chain of Command as soon as a fire is reported and three long whistle blasts have been given to clear the building. If possible, without putting themselves in danger, the Camp Director should attempt to make sure the building is clear before heading to the designated meeting place. Upon arrival at the designated meeting place, Camp Director is responsible for taking attendance of the entire camp, counselors and staff. They will then follow any instructions given to them by the emergency response team.

Fire extinguishers:

Upper Level in Memorial Hall – 2 are located in the Auditorium, 1 is located in the V.F.W. Room, 1 is located in the Legion Room, 1 is located in the Kitchen. Lower Level in Memorial Hall – 1 is located in lower level one, 1 is located in lower level two, 2 are located in the kitchen. Gould Building – 1 is located in kitchen upstairs, 1 is located in the basement.

Emergency:

In the event that a parent or one of the Primary, Secondary or Emergency Contacts cannot be reached, the camper will be transported via ambulance to the nearest emergency room, which is SSM St. Joseph's or other medical facility deemed necessary by medical personnel and to the physician(s) selected to hospitalize, secure proper treatment for, and to order injection, anesthesia or surgery for the child. **Parents/Guardians are RESPONSIBLE FOR 100% OF THE COST REGARDLESS IF the CHILD IS TREATED AT OR BY MEDICAL CARE THAT IS IN OR OUT-OF-NETWORK.** Camp participants in a medical emergency will not be transported in a City vehicle.

All Staff Responsibilities

A parent/guardian will be notified immediately in the event of an accident, injury, sudden illness. Notification will be attempted by phone and should be made by only the Camp Director, Site Assistant or Recreation Specialist. If a child is feeling persistently ill, a parent/guardian will be notified by the Camp Director, Site Assistant or Recreation Specialist that they will have to come pick up their child from camp. A parent/guardian or emergency contact listed on the program participant's waiver must be available at any time to pick up their child from camp for any accident, injury, sudden illness or severe discipline issue.

Report Writing

- Each staff member will be responsible for filling out Incident Reports as needed. Incident Reports are written for accidents/injury (when First Aid is administered by a staff member), illness and discipline. Incident reports provide information and documentation for parents/guardians regarding events that occurred during the camp day.
- When writing incident reports, staff must: use only individual participants names', write legibly in complete, grammatically correct sentences, include a detailed, factual description of the given incident with date, time and location. Incident Reports must be written on the date of the incident and turned in to the Camp Director for approval. Incident reports must be signed by a parent/guardian on the day of the incident or the following morning. A parent/guardian may request a copy of the incident report and it will be made available to them the day of or day after the dated incident.
- Staff members will also be expected to fill out positive reports for campers who go above and beyond expectations.

Payments

- Staff is not permitted to accept payments under any circumstances. Staff must direct the parent/guardian to the Park Office in Blanchette Park, Monday – Friday, between the hours of 8:00 a.m. and 5:00 p.m., or to call 636-949-3372 for all payment/balance due inquiries.

Supplies

- All equipment and supplies are property of the St. Charles Parks and Recreation Department. All staff members are required to use proper care when using Park supplies. Each staff member is required to know where all supplies, first aid materials and equipment is stored/kept, and is responsible for returning all materials to their proper location when

finished with use. All equipment shortage or breakage should be reported to the Camp Director.

Weekly Newsletter

- A weekly newsletter will be posted on our website every Friday for the next of camp.

Lunch Procedures

- All staff will receive a paid lunch and therefore be required to eat lunch with their camp participants. No more than 2 staff members should be seated at one table – you are working and are still required to know program participant locations at all times.
- Staff is not permitted to have guests eat lunch or visit during camp hours and staff is not permitted to have lunch delivered to them from an outside location. You are receiving a paid lunch and are therefore still working during that entire time.
- It is also the responsibility of the staff to ensure that the campers have cleaned their lunch area thoroughly before proceeding to the next activity.

Social Media

- All staff are employees of the City of St. Charles. Please be aware and careful of any and all information you post on social media sites, as you are a representative of the City of St. Charles.
- At no time should any employee of the City of St. Charles Parks and Recreation Department be off the clock in City/Park staff logo apparel. At no time should any pictures be taken/posted while wearing City/Park logo staff apparel, with day camp participants or of your work site.
- Summer Fun Day Camp Employees should not interact with Summer Fun Day Camp Participants on any social media or virtual gaming platforms.

Main Camp Contact Information

Adi Naumann Recreation Coordinator	Office: 636-949-3579 Cell: 636-541-1863
Autumn Olendorff—Cool Recreation Specialist- Day Camp	Office: 636-949-3578 Cell: 636-448-9563
Blanchette Camp Cell	Office: 636-389-3214
Wapelhorst Camp Cell	Office: 636-866-8205

Additional Camp Contact Information

Emergency	911
Police Dispatch	636-949-3309
Maintenance, On-Call Supervisor	636-255-6148
Parks and Recreation Administrative Office Office Hours: Monday – Friday, 8:00 AM – 5:00 PM	636-949-3372
Rainout Line Number	636-944-6001
Extension #10 - Memorial Hall Programs	
Extension #11 - Gould Building Programs	
Extension # 14 - Blanchette Aquatic Facility	
Extension # 15 - Wapelhorst Aquatic Facility	
Extension # 17 - Blanchette Aquatic Facility Programs	
Extension # 18 - Wapelhorst Aquatic Facility Programs	

Day Camp Building Addresses

Blanchette Park
Memorial Hall
1900 Randolph
St. Charles, MO 63301

Wapelhorst Park
George Gould Building
1875 Muegge Road
St. Charles, MO 63303

General Concession Stand Attendant/Cashier Information

Smile, it's your first line of defense and it will make our customers feel welcome when they enter the stand. You are the first employee the guests have contact with and you're the one who will set the tone for their visit. You are also the one who usually gets all the questions, complaints, concerns and (sometimes) compliments.

Handle the guest to the best of your ability, ~~to satisfy them~~. Sometimes you will not be able to satisfy them because we have rules that they don't always like or agree with. Approach guests in a helpful way, offering to take care of any problems that may exist. If you feel that you cannot handle the situation, ask for assistance from the manager on duty. ~~Because y~~ou are representing the Parks Department, ~~so~~ please always be mindful of this when you are at work and interacting with customers.

Greeting Guests

- Guests should always be greeted when they enter and exit. "Hi How are you," "Welcome to Wapelhorst Pool or Wapelhorst Ballfields," "Have a nice day," "Enjoy your day," "Have fun today," "Thank you for coming," "Hope to see you back soon!," etc.
- Take your time when waiting on a customer and running their transaction. Make sure everyone is charged correctly.
- Repeat back to the customer their order or the number of people they are paying for.
- At times it will be busy and you'll feel rushed. Take your time and stay calm.
- Leave large bills in sight until you give the guest their change. Lay the bill on the edge of the register drawer once it is handed to you. This way you will know exactly what you were given and the guest can't tell you something different. Mark large bills with the counterfeit money marker. Count the customer's change back to them to ensure correctness.

Uniforms

Concessions

Uniform consists of Parks Logo shirt, khaki shorts, capris or pants. Dri-fit khaki colored material is allowed. Leggings, capri leggings, jeans and cut offs are not allowed. Inseam of shorts must be at least 7". Only closed-toed shoes are to be worn. Long hair should be pulled above the collar line and away from the face. Fingernails must be kept short and maintained in good condition and jewelry should be kept to a minimum. Facial hair must be kept neatly groomed and clean.

Appropriate 7” Inseam Shorts



Inappropriate 3” Inseam



Weekend Tournament Attendant

Uniform consists of Parks Logo shirt, solid black athletic shorts or solid black pants. Leggings, capri leggings, jeans and cut offs are not allowed. Inseam of shorts must be at least 7”. Only closed-toed shoes are to be worn. Crocs, slides and open toed shoes are not allowed due to position requirements. Long hair should be pulled above the collar line and away from the face. Fingernails must be kept short and maintained in good condition and jewelry should be kept to a minimum. Facial hair must be kept neatly groomed and clean.

Appropriate 7” Inseam Shorts



Inappropriate 3” Inseam & Color



Slide Attendant

Uniform consists of Parks Logo shirt, solid black athletic shorts or solid black pants. Leggings, capri leggings, jeans and cut offs are not allowed. Inseam of shorts must be at least 7”. Only closed-toed shoes are to be worn. Crocs are ok to wear, but slides and open toed shoes are not allowed, even when working as a slide attendant as you could be asked to work in the concession stand where closed toed shoes are required. Long hair should be pulled above the collar line and

away from the face. Fingernails must be kept short and maintained in good condition and jewelry should be kept to a minimum. Facial hair must be kept neatly groomed and clean.

Appropriate 7” Inseam Shorts



Inappropriate 3” Inseam & Color



Scheduling

Employee schedules will be made and distributed weekly through our scheduling system. Time off requests are due every Monday no later than 9am. When putting in time off requests, you are blocking out the time frame you can NOT work for any given day. Schedules will be made and published by Wednesday each week. You are responsible for filling any of your shifts that you cannot work. You can do this by posting your shift on the trade board. This gives other employees the chance to pick up your shift to work. You can also personally reach out to other staff to ask them to pick up your shift. If you cannot find coverage for your shift, it is your responsibility to work that shift and you may have to miss a personal event in order to do so. Employees must work less than 40 hours a week. If you begin to approach 40 hours in a week, please inform your supervisor.

Staff Meeting Attendance

Staff meetings will be held on an as needed basis. Notices will be sent out via email or message through the scheduling program. Staff meetings are mandatory. If you are unable to attend a mandatory meeting you must reach out to your supervisor for approval or your absence may result in disciplinary action.

Safety

The St. Charles Parks Department makes a concerted effort to prevent and eliminate hazardous situations in and around the facilities. If you see an unsafe condition, please correct it; and, if you cannot reasonably do so, contact your supervisor. In addition, never leave an area you are assigned to supervise ~~when assigned to supervise an area never leave it~~ without being properly relieved. Staff entrances to concession stands should be kept closed and locked at all times while facilities are in operation, as well as during closing while money is being counted. Staff should make every effort to leave the concession stands at the same time when appropriate so that no employee is left alone. **If you are closing alone and you would like a Ranger escort ~~out~~ at the end of your shift, please call the non-emergency police number at 636-949-3309 at least 30 minutes before the end of your shift.**

Fire

In the event of a fire, everyone must exit the building in a quick and safe manner. The following steps should be followed:

- Sound alarm by pulling one of the fire alarms in the building.
- Make an announcement to evacuate the building, “Attention please. An emergency evacuation of the park is required at this time. Please go to the nearest exit quickly and in an orderly fashion. All guests should meet on north end of the parking lot for further instructions. Employees should be sure that their respective areas are cleared before leaving.
- Once the building has been completely cleared, the supervisor on duty should exit the building.

The following are instructions for use of the fire extinguishers for fires which are not out of control:

- Hold the extinguisher upright
- Pull pin
- Aim the horn at the base of the fire
- Squeeze the handle and use a sweeping motion to extinguish the fire

Money Handling Procedures

- Each safe has a set amount of petty cash and start-up money for cash drawer. The total amount in the safe is logged and kept in the safe.
- If the safe is located in a locked room, that room should be kept locked at all times.

- Only Concessions Leads have a key to the safe room and should have access to the safe during a shift.
- If more than one Lead is assigned to the same shift, then one Lead should be designated as the only Lead running the safe for the entirety of the shift.

Opening the drawer:

- Upon arrival to shift, the Lead should count the petty cash and ~~start-up~~start-up money to verify both together match the total amount logged in the safe.
- Once both are verified, the Lead should get a closing concessions envelope and notate that all have been verified and initial it on the envelope.
- Each cash drawer will have a set cash amount to start up with. After start-up money has been verified, the Lead will place it into the cash drawer.
- The Lead will then assign a cashier to be ~~is~~ responsible for running transactions using this cash drawer for the entire shift. This person should also sign the closing concessions envelope at the start of their shift.
- Any additional cashiers must also sign the closing concessions envelope so that all cashiers are accounted for.
- Any change needed for that cash drawer will come from the safe. Cashiers will need to let the Lead know when they notice that they are low on a certain denomination.
- The Lead will then take the necessary amount of money out of the drawer and go straight to the safe to exchange it for the denominations needed. The money pulled from the safe ~~must will~~ then ~~need to~~ be taken straight back to ~~be placed in~~ the cash drawer for placement.
- Checks are not accepted.
- **TIP JARS ARE PROHIBITED IN ALL CONCESSION STANDS.**

Closing the drawer:

- At the end of the shift, the cash drawer will be closed out by the designated lead on duty.
- Bills should be sorted by denomination, all facing the same way. Lead will need to print a cash journal report for the appropriate workstation number
- Start-up money should be pulled back out of the cash drawer and placed back in the safe.
- Lead will then count remaining money in drawer and verify total amount matches listed cash amount on cash journal report.
- Once all is completed, they will need to fill out a deposit slip to put with the cash deposit.
- The closing concessions envelope will then be filled out listing all totals needed from the cash journal report. Lead should also confirm that all responsible cashiers' and managers' names are signed on the envelope.
- The cash deposit with bank deposit slip, credit card receipts, and the cash journal report will all be placed and sealed in the closing concessions envelope and locked in the safe at the end of the shift.
- At closing, the Lead will verify that the petty cash and start-up money for cash drawer again equals the total amount logged and kept in the safe.

Point of Sale

All transactions will be entered into the POS system - this affects inventory levels. Payments accepted in the concession stand include cash, Visa, MasterCard, Discover, Apple Pay and St Charles Parks Department gift cards. The POS system will have a tender key for the various forms of payment.

- Cash Transactions: The system will always ask for the tendered amount. - The system will then tell you what change is to be returned to the customer and the drawer will open. Always leave the bills on top of the cash drawer until the change has been counted. Change should always be counted back to the customer. This should eliminate the need for there to be any miscommunication regarding the amount of money given by the customer.
- Reports: At the end of your shift, you will print the Daily Cash Journal (GL Distribution Report) for the appropriate workstation.
- Balancing the Drawer: The Lead on Duty will remove the cash drawer and take it to a secure location in the concession stand to count and remove money from the cash drawer. Lead will then count out the start-up money, remove it from the cash drawer and return it to the safe. The remaining money in cash drawer will then be counted and verified that it matches the cash journal report cash total. Once confirmed the Lead will then fill out a deposit slip to match cash total. Once the deposit form has been completed the Lead will place the cash with deposit slip, credit card receipts, any voided transaction receipts, and the cash journal report into a sealed envelope with their name printed and signature on the envelope. Sealed envelope should be placed in the locked safe once completed.
- Voids –All void receipts must be put in the cash drawer and included in the closing deposit envelope. Cashiers are not allowed to void a transaction. If a void is needed, the cashier must alert their Lead on Duty so that the Lead can run the transaction. Only exception to this procedure is that cashiers may run beer pitcher return transactions.
- No Sale – Is not to be used.
- Keys to open cash drawers shall be kept in the possession of the shift lead at all times and not left in the cash drawer.

Responsibilities While on Duty

- Visitors are strictly prohibited behind the counters and cash registers.
- Do not sit at any time on the concession stand/cashier counter or on top of deep freezers.
- Stop reading whenever a guest approaches.
- Keep front entrance/counter clean and straight at all times.
 - Clean inside the cashier area/concession counter.
 - Clean all cabinets.
 - Check supplies and notify manager when needed. Don't wait until you are completely out.

- Clean the area directly outside the stand
- Long hair must be worn in a ponytail; - if your hair is long enough to pull back, it must be.
- Arrive 15 minutes before your scheduled shift. If you are late or cannot work your shift, call the supervisor.
- Use of eElectronic devices are strictly prohibited. Emergency calls only.
- Contact a manager to issue a refund.
- Sanitation rules are to be followed at all times. Wash your hands. Hands are to be washed immediately after clocking in, a minimum of once per hour during a scheduled shift, after eating or drinking, and after touching face, hair, clothing, chemicals, trash receptacles, or any surface that may contaminate food.
- Wear gloves when handling food at all times. Gloves should be changed often during a shift, and anytime they may be contaminated.
- Employees are to eat during scheduled breaks in the back room or outside.
- Drink cups and personal items such as purses, fanny pack style bags, backpacks, or jackets are not to be stored in concession area. ~~These items are not to~~ This includes a fanny pack style bag, it cannot be worn during your shift and must be stored in the back room of the concession stand
 - failures to comply these are St. Charles County Health Code violations.
- Employees are responsible to remember to clock in and out.
- Do not leave at the end of a shift until manager checks the concession area and dismisses you.
- If you are unable to work a shift for which you have been scheduled ~~for~~, it is your responsibility to find someone to cover your shift. This is not the manager's responsibility. The substitution may require approval by the manager as well

Concession Procedures

Opening

- Turn on electrical power for all equipment
- Obtain product and utensils for each products use
- Bring cash register on line
- Count drawer- make sure it is the correct amount
- Prepare estimated start-up amount of food
 - Pretzels
 - Nacho Chips
 - Hot Dogs
 - Burgers
 - Candy
 - Soda
- Wipe down all counters prior to opening
- Check/Restock all products when not busy

Closing

- Replace all food in proper container or cooler
- Turn off electricity to each necessary machine
- Clean and Restock
 - Pretzel Machine - clean grill and lower tray. Clean pretzel display cage.
 - Nacho Chips - Clean warmers as required. Restock as needed.
 - Candy - restock candy on display shelves. Wipe down display as required.
 - ~~○ Restock all other product as needed.~~
 - Soda – restock coolers;
 - ~~restock p~~Paper products – restock
 - Restock all other product as needed
 - Hot Dog Warmer - clean rollers with scrub pad and wipe off.
 - Replace buns and hotdogs in cooler.
 - Ice machine – wipe down
 - Clean all coffee pots
 - Clean all utensils, pans, etc. and put away
 - Clean soda machines and take off nozzles and disinfect with hot water only
 - Clean all surfaces, mop floors, wash all utensils and hang up.
- Pick up all trash on ground and surrounding area.
- Empty trashcans and replace liners.
- Sweep and mMop floors, including restroom.
- Empty mMop bucket and hang mop to dry.
- Leads are responsible for counting cash drawer after you have confirmed it contains its correct amount.

Food

- Food should be stored properly. All food has to be off the ground and on a shelf.
- FIFO - First In, First Out. Write delivery date on each box.
- Expiration dates should be checked frequently.
- Food should be cooked and prepared properly.
- If food needs to be refrigerated make sure it is refrigerated.
- Do not serve food that you would not eat.
- ~~• Employees get a 25% discount on select items and must pay for all items eaten, receipt must be kept for proof of purchase.~~
- Food waste should be recorded on the closing envelope.
- Employees get a 25% discount on select items and must pay for all items eaten, receipt must be kept for proof of purchase.

Sanitation Rules and Procedures

- Employees must wash their hands before every encounter with food. Wear gloves when working with food.
- A bucket of water with a cap full of bleach should be kept with cleaning towels in it. The water should be changed twice a day. Any cleaning towel contaminated with food or chemical should be washed thoroughly before it is put back into the bucket.
- All counters and work areas should be cleaned and sanitized before, during and after the operation hours of the facility.
- All food should be stored off of the ground and dated.
- All products should be used according to the “best use by” date. The product in first is first to go out.

Lost and Found

All lost and found items turned in to the Concession Stands will be placed in the designated Lost & Found space in each stand. Each item will be logged into a lost and found notebook with a description, date found, and employee who found the item. Items suspected to be of minimal value will be kept in the designated lost and found location at the concession stand where that item was found. Items suspected to be of value over \$50 such as phones, wallets, keys, glasses, jewelry, etc. will be kept in a secure location at the concession stand. If the item of value over \$50 is not claimed the same day it is turned in, the Ranger Division will be notified and will secure the item(s) and follow the Property and Evidence Policy.

If the item contains identification, the owner will be notified by telephone as soon as possible and the contact attempt recorded within the lost and found notebook. If an item is claimed and proper identification of ownership is made, the claimant will sign and date the log book.

The lost and found bin will be cleaned out every 90 days. Useable items not claimed will be donated to local charities. Items broken or not useable will be discarded.

Health Inspections

The St. Charles County Health Inspector will be at the parks at varying times to inspect the concession premises. Everything must be cleaned and in order at all times to prevent an unacceptable restaurant rating.

Injury to Guest

First aid for a non-emergency:

- When a guest is treated for an injury an Incident Form must be completed immediately.
- After the form is completed it must be turned in to the supervisor on duty. If the injured person is a minor, the parent's name must also be on the Incident Form. Please give as much detailed information as possible without diagnosing the injury on the Incident Form.
- When the guest is a minor, contact a parent or guardian.
- If it is an emergency call 911 immediately.

Concessions Contact Information

Chan Smoot	Office: 636-949-3577
Concessions Coordinator	Cell: 636-328-7979
Emergency	911
Police, Non-Emergency	636-949-3309
Maintenance, On-Call Supervisor	636-255-6148
Parks and Recreation Administrative Office	636-949-3372
Office Hours: Monday – Friday, 8:00 AM – 5:00 PM	
Program Rainout Hotline	636-944-6001

Parks and Recreation Administrative Office
Blanchette Park
1900 Randolph
St. Charles, MO 63301

General Youth Sports Instructor Information

All program participants and parents/guardians should always be greeted when they enter and exit the field or building. “Welcome”, “Glad you are here,” etc. Make our participants feel welcome. Always assume you are the first employee the customers have contact with, and you’re the one who will set the tone for their visit. You are the one who usually gets all the questions, complaints, concerns, and (sometimes) compliments.

Treat all program participants and parents/guardians with respect. Approach customers in a helpful way, offering to take care of any problems that may exist. If you feel that you cannot handle the situation, then ask for assistance from the supervisor on duty. ALWAYS inform your supervisor of any incident or situation, solved or unsolved.

Youth Program Instructor Uniform Policy

Uniforms will consist of one staff shirt, solid black athletic shorts or athletic pants, and closed-toe tennis shoes. Jeans or cut-offs are not allowed, ~~the inseam~~ of shorts must be at least 7” ~~and~~ ~~only~~ closed-toed shoes are to be worn. Long hair should be pulled above the collar line and away from the face. Fingernails must be kept short and maintained in good condition, and jewelry should be kept to a minimum. Facial hair must be kept neatly groomed and clean. Uniforms will be kept neat and clean throughout the season: ~~Dirty~~ or wrinkled uniforms will not be permitted at work. If you are planning to use the park facilities after your scheduled hours, you must wear something other than the uniform. It is important for you to stand out in a crowd as an employee of Parks and Recreation. The highest standards of appearance and grooming are required at all times. Wear your uniform with pride!

Appropriate 7” Inseam Shorts



Inappropriate 3” Inseam



Scheduling

Employee schedules will be made and distributed weekly or per season. ~~As stated before,~~ You are responsible to make arrangements for filling any of your shifts that you cannot work. Employees must work less than 40 hours a week. If you approach 40 hours per week, please notify your manager or supervisor.

Staff Meeting Attendance

Staff meetings will be held on an as-needed basis. -Notices will be posted via email and text message, or a message sent through the scheduling program. Staff meetings are mandatory. Absence may result in disciplinary action.

Safety

We must do everything possible to prevent accidents and eliminate hazardous situations in and around our facilities. -If you see an unsafe condition, if possible, please correct it. -In addition, when assigned to an area, never leave it without being properly relieved. If you are directly involved with handling an accident/injury/serious illness of a program participant or guardian, you must complete the required report and documentation of the event prior to clocking out for your shift.

Accidents/Injury/Serious Illness

- Determine details of the incident.
- Notify staff and supervisor by cell phone or with another coach if supervisor is present.
- Evaluate injuries/illness and coordinate First Aid as needed.
- Determine need for emergency services.
- CALL 911 IMMEDIATELY IF NECESSARY!
- If not directly involved in the first aid treatment, assist in crowd control.
- If directly involved in the first aid treatment, complete the proper incident form. After the form is completed, it must be turned in to the supervisor on duty. If the injured person is a minor, the parent's name must also be on the incident form. Please give as much detailed information as possible without diagnosing the injury on the incident form.
- Do not make statements about the incident to anyone other than your supervisor.
- Supervisor will notify Recreation Supervisor II.

Missing Child

If at any point you notice that one of your children is missing, immediately notify staff and the supervisor. Staff will take an immediate head count of all participants in their group.

The supervisor will locate the guardian to see if the child is with the guardian or if they know where the child is. If the guardian is not located, the supervisor will try to contact the guardian by phone at the numbers listed on the activity registration roster in the program manual. -The supervisor will also search for the child in your immediate area. This includes any restrooms,

buildings, or playground areas that are in your immediate sight. While the search is being conducted, the program should continue as normal. If the child cannot be located, the supervisor will notify the Recreation Supervisor II, Park Rangers, and St. Charles Police.

Threatening Weather/Severe Storm/Tornado

In the event of inclement weather, including sudden situations, seek shelter wherever possible. Try to get the children to their guardians immediately. Remain calm.

- If lightning is sighted or thunder is heard, notify staff and the supervisor. The supervisor will decide whether to continue the program or to cancel it. Thunderstorms can quickly form, creating a dangerous situation. When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. According to the National Weather Service, lightning can strike 10 miles away from the parent thunderstorm.
- Keep children assembled in an orderly manner. Continue the program until notified that a decision has been made to cancel. At that time, release the children to their guardians. Should lightning strike near you, assume a crouched position on the ground with only the balls of your feet touching the ground. Wrap your arms around your knees and lower your head. Minimize contact with the ground since lightning often travels through the ground.
• -Avoid: Tall trees or objects like backstops, dugouts, light poles, flagpoles, and standing pools of water. -Avoid being the highest object on the field.
- If a sudden weather change requires immediate action, seek shelter immediately. If time permits, release children to guardians in an orderly fashion. Move all assembled participants (guardians and children) to the available shelter. Memorial Hall and the Gould building are designated shelters. Staff and participants should move to the basement level. Calmly line up participants against interior walls and assume a protective position by kneeling on their elbows with their foreheads on the floor and covering their heads with their hands. Assist person(s) with special needs.
- If a tornado appears so quickly that we are caught outside, we should not attempt to run to a building or shelter unless we are absolutely sure to arrive before the tornado strikes. Instead, we should take shelter by assuming the protective position on the ground. If a ditch, creek, or other depression is close, move to the lowest possible ground and assume a protective position.

Fire

In the event of a fire, everyone must exit the building in a quick and safe manner. The following steps should be followed:

- Sound the alarm by pulling one of the fire alarms in the building.
- Announce to evacuate the building, “Attention please. An emergency evacuation of the park is required at this time. Please go to the nearest exit quickly and orderly. All guests should meet at the north end of the parking lot for further instructions. Employees should be sure that their respective areas are cleared before leaving.
- Once the building has been completely cleared, the supervisor on duty should exit the building.

The following are instructions for the use of the fire extinguishers for fires that are not out of control:

- Hold the extinguisher upright
- Pull pin
- Aim the horn at the base of the fire
- Squeeze the handle and use a sweeping motion to extinguish the fire

Youth Program Instructor Contact Information

Oscar Rojas– Primary Contact
Recreation Supervisor II

Office: 636-255-6146
Cell: 636-448-7482

Adi Naumann – Emergency Contact
Recreation Coordinator

Office: 636-949-3579
Cell: 636-541-1863

Emergency
Police, Non-Emergency
Maintenance, On-Call Supervisor

911
636-949-3309
636-255-6148

Parks and Recreation Administrative Office
Office Hours: Monday – Friday, 8:00 AM – 5:00 PM

636-949-3372

Program Rainout Hotline

636-944-6001

Park and Recreation Administrative Office
Blanchette Park
1900 Randolph
St. Charles, MO 63301

General Umpire Information

All Adult Softball Umpires, hereinafter Umpires, must represent the St. Charles Parks and Recreation Department in a professional manner and have great communication skills and customer service with all the participants and spectators. Umpires are the authority in the fields to enforce the St. Charles County Softball rules. This must be done in a very respectful and professional way. You are the one who usually gets all the questions, complaints, concerns, and (sometimes) compliments.

Umpire Uniform Policy

- Uniforms must be in accordance with USSSA and St. Charles County USSSA Association rules as directed by the Umpire in Chief.
- The proper uniform must be worn every work day without exception.
- Uniforms will be kept neat and clean throughout the season. Soiled or wrinkled uniforms are not permitted. You may not wear your umpire uniform while off duty in the park. It is important for you to stand out in a crowd, as a proud employee of the Parks Department. The highest standards of appearance and grooming are required at all times. Wear your uniform with pride!

Umpire Compensation

- Umpires are required to use their Employee Number for the official time keeping system at the computer terminal located in the concession stand at the Park where you are working to clock in and clock out of work. This is the only time that an umpire should enter the concession stand, except for an emergency.
- Umpires are paid as follows: Single Umpire pay is \$~~297~~ per game, and Double Umpire pay is \$~~224~~ per game.
- Umpires are paid per game worked and not by the hour. –Umpire compensation is recommended by the Umpire in Chief and the St. Charles County Umpires Association, and is approved by the St. Charles Parks and Recreation Board.
- If fields are deemed not playable after 5:00 p.m. and an Umpire shows up to work, then the Umpire shall be paid for one game.
- If a scheduled game is forfeited, Umpires are required to wait at the field for the designated time limit set by the St. Charles County Parks and Recreation Department House Rules, which state: Forfeit time for the second game of a Double-header League involving the same two teams on the same diamond shall be 20 minutes after the first game forfeit has been declared. –After waiting the designated time period, Umpires are to clock out and are allowed to leave the Park if they are not scheduled to officiate any other games. –Under these forfeit circumstances, Umpires will be paid for each game that was forfeited.

If an Umpire fails to clock in or clock out, they must notify the Recreation Supervisor II within 24 hours of the time of the missed ~~punched~~punch.

- Umpires must work less than 40 hours a week. If you begin to approach 40 hours in a week, please inform the supervisor.

Umpire Expectations

- The definition for "on time" consists of three elements: in your uniform, at your assigned work station, and at the scheduled time.
- Umpires are required to call the Rainout Hotline any time they think field conditions are questionable. -If the Rainout Hotline does not state that a game has been cancelled, then Umpires are to report to work as scheduled. The Rainout Hotline is only updated when games are cancelled.
- Smoking, tobacco or other substances, or alcohol use is not permitted in City of St. Charles Parks or while in a City uniform.
- Cell phones should be turned off or on silent mode when you are working, except for use during emergencies.
- Umpires are not permitted to distribute any item to a Parks and Recreation program participant. This includes, but is not limited to, homemade or purchased food, drinks, gifts, or any other item or thing.
- Umpires should report maintenance problems, dangerous areas, suspicious or inappropriate behavior, or the issuance of an ejection notice of a park patron, team manager, or player in a timely manner to the Umpire in Chief or Recreation Supervisor II.
- Umpires should refer information inquiries to the Recreation Supervisor II.

Safety

We must do everything possible to prevent accidents and eliminate hazardous situations in and around our facilities. If you see an unsafe condition, if possible, please correct it. In addition, when assigned to an area, never leave without being properly relieved. If you are directly involved with handling an accident/injury/serious illness of a program participant or guardian, you must complete the required report and documentation of the event prior to clocking out for your shift.

Accidents/Injury/Serious Illness

- Determine details of the incident.
- Notify staff and supervisor by cell phone or one long whistle blast with clenched fist raised.
- Evaluate injuries/illness and coordinate First Aid as needed.
- Determine need for emergency services.
- CALL 911 IMMEDIATELY IF NECESSARY!
- If not directly involved in the first aid treatment, assist in crowd control.
- If directly involved in the first aid treatment, complete the proper incident form. After the form is completed, it must be turned in to the supervisor on duty. Please give as much detailed information as possible without diagnosing the injury on the incident form.

- Do not make statements about the incident to anyone other than your supervisor.
- Supervisor will notify Recreation Supervisor II.

Threatening Weather/Severe Storm/Tornado

In the event of inclement weather, including sudden situations, seek shelter where ever possible. Remain calm.

- If lightning is sighted or thunder is heard notify staff and the supervisor. Supervisor will decide to continue program or to cancel. Thunderstorms can quickly form creating a dangerous situation. When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. According to the National Weather Service, lightning can strike 10 miles away from the parent thunderstorm.
- Should lightning strike near you, assume a crouched position on the ground with only the balls of your feet touching the ground. Wrap your arms around your knees and lower your head. Minimize contact to the ground since lightning often travels through the ground. *Avoid:* Tall trees or objects like backstops, dugouts, light poles, flagpoles, and standing pools of water. -Avoid being the highest object on the field.
- If a sudden weather change requires immediate action, seek shelter immediately. Calmly line up Staff and participants to interior walls and assume a protective position by kneeling on their elbows with their foreheads on the floor and cover their heads with their hands.
- If a tornado appears so quickly we are caught outside, we should not attempt to run to a building or shelter unless we are absolutely sure to arrive before the tornado strikes. Instead, we should take shelter by assuming the protective position on the ground. If a ditch, creek or other depression is close, move to lowest possible ground and assume protective position.

Adult Softball Umpire Contact Information

Oscar Rojas– Primary Contact
Recreation Supervisor II

Office: 636-255-6146

Emergency

911

Police (non-emergency)

636-949-3309

Maintenance or On-call Supervisor

636-255-6148

Parks and Recreation Department Administrative Office

636-949-3372

Blanchette Park, 1900 Randolph Street, St. Charles, MO 63301

Office Hours: Monday – Friday, 8:00 AM – 5:00 PM

Rainout Line Number (Wapelhorst-Ext. 1, McNair-Ext. 2&3) 636-944-6001

City of St. Charles Position Description

Position Title: Concession Stand Worker
Pay Grade: \$15.00/ hr
Reports to: Lead Concessions/ Pool Lead Concessions/ Concessions Coordinator
Approved: September 2025

Purpose of Position

Responsible for following the guidelines of the St Charles Parks Department by providing excellent customer service, empowering other team members, creating experiences worth repeating, and constantly improving our services. Responsible tasks include but are not limited to food preparation, cash handling and cleanliness of concession stands.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Handles people-oriented situations with public in a tactful, professional and friendly manner.
- Exercises good interpersonal skills by gladly assisting others to accomplish the work of the organization, even if it is outside the scope of regular duties.
- Food preparation including the operation of food services equipment.
- Stock and restocking products as needed.
- Following department policies and procedures as well as guidelines established by the Health Department.
- Maintain concession areas in a clean, safe, and organized manner.
- Cleaning and maintaining all equipment.
- Operating point of sale systems.
- Following proper portion control.
- Assist in opening and closing the park, including completion of paperwork.
- Assists in inventory controls.
- Assists in conducting special events and community activities.
- Acts in a dependable manner by meeting schedules and deadlines, adhering to policies and procedures and maintaining an excellent attendance record.
- Collects appropriate monies and fees for all sales and transactions.
- Reports any problems, suggestions, or equipment issues immediately to the direct supervisor.

Minimum Training and Experience Required to Perform Essential Job Functions

- Must be at least 15 years of age or older
- If 15 years old, must obtain both a School Term & Non-School Term worker's permit provided by the Missouri Department of Labor.

City of St. Charles is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

City of St. Charles

Position Description

Position Title: Lead Concession Stand Worker
Pay Grade: \$17.00/ hr
Reports to: Concessions Coordinator
Approved: September 2025

Purpose of Position

Responsible for following the guidelines of the St Charles Parks Department by providing excellent customer service, empowering other team members, creating experiences worth repeating, and constantly improving our services. Responsible for managing daily operations: Tasks include but are not limited to management of staff, food preparation, cash handling and cleanliness of concession stands.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Handles people-oriented situations with public in a tactful, professional and friendly manner.
- Exercises good interpersonal skills by gladly assisting others to accomplish the work of the organization, even if it is outside the scope of regular duties.
- Stock and restocking products as needed.
- Following department policies and procedures as well as guidelines established by the Health Department.
- Food preparation including the operation of food services equipment.
- Maintain concession areas in a clean, safe, and organized manner.
- Cleaning and maintaining all equipment.
- Operating point of sale systems.
- Ensuring proper portion controls are established and maintained.
- Supervision of daily operations including but not limited to food sales, cleaning, and health codes.
- Responsible for managing daily staff conduct, controlling staff costs and other various personnel issues as deemed appropriate. Reports all personnel information to Concession Coordinator.
- Assists in conducting special events and community activities.
- Acts in a dependable manner by meeting schedules and deadlines, adhering to policies and procedures and maintaining an excellent attendance record.
- Collects appropriate monies and fees for all sales and transactions.
- Enforcement of facility policies and City rules and regulations.
- Reports any problems, suggestions, or equipment issues immediately to the Concession Coordinator.
- Will be responsible for keys issued to Parks facilities.
- Is responsible for the start-up money as well as the daily receipts.
- General Supervision of Concession Attendant

Minimum Training and Experience Required to Perform Essential Job Functions

- Must be a minimum of 21 years of age or older at time of employment
- Must be able to prepare and serve snack bar type food to the public and complete basic cash handling transactions.

City of St. Charles is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



City of St. Charles Position Description

Position Title: Weekend Tournament Attendant
Pay Grade: \$17.00/ hr
Reports to: Lead Concessions/ Concessions Coordinator
Approved: September 2025

Purpose of Position

Responsible for following the guidelines of the St Charles Parks Department by providing excellent customer service, empowering other team members, creating experiences worth repeating, and constantly improving our services. Responsible tasks include but are not limited to light janitorial duties, field prep, other tournament duties, food preparation, cash handling and cleanliness of concession stands.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Handles people-oriented situations with public in a tactful, professional and friendly manner.
- Exercises good interpersonal skills by gladly assisting others to accomplish the work of the organization, even if it is outside the scope of regular duties.
- Must be available to work Fridays, Saturdays and Sundays at Wapelhorst Athletic Complex.
- Additional positions available at most St. Charles athletic field and aquatic locations during weekdays.
- Hours vary based on location and assigned shifts.
- Tournament responsibilities will include facility upkeep such as managing trash disposal, restocking restrooms, and assisting with field set up by moving pitching mounds and bases.
- Concession Stand responsibilities will include preparing and serving food and beverages, operating basic kitchen equipment such as popcorn machines and hot dog rollers, handling cash and credit card transactions accurately using a point-of-sale (POS) system and assist with opening and closing duties.
- Greet guests in a friendly and professional manner and provide excellent customer service.
- Work efficiently in a fast-paced environment, especially during peak times and large events.
- Must be able to help lift 50 pounds or more.
- Following department policies and procedures as well as guidelines established by the Health Department.
- Reports any problems, suggestions, or equipment issues immediately to the direct supervisor.

Minimum Training and Experience Required to Perform Essential Job Functions

- Must be at least 15 years of age or older
- If 15 years old, must obtain both a School Term & Non-School Term worker's permit

provided by the Missouri Department of Labor.

City of St. Charles is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



City of St. Charles Position Description

Position Title: Aquatics Manager
Pay Rate: \$18.25/hr
Reports to: Aquatics Coordinator
Approved: August 2025

Purpose of Position

When accepting the position of an Aquatics Manager, an individual agrees to assuming responsibilities that are never to be taken lightly. The success of the Aquatics Department greatly depends on the performance of its employees. The performance of an employee is reflected through their management team. Managers are selected based on their knowledge, work ethic, and their ability to lead. It is a manager's obligation to the St. Charles Parks Department to ensure that all job expectations are consistently being met. If at any time expectations are not being met, the Aquatics Coordinator has the authority to terminate employment or reassign to another position.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Ultimately responsible for the complete day to day operations of the aquatic facility.
- Ensure that all lifeguards are maintaining their 10/20 protection standard and performing all necessary lifeguarding skills as certified by Ellis & Associates.
- Ensure lifeguard rotations take place on time, using a brisk walking pace, keeping conversation to a minimum.
- Give verbal warnings and write-ups when appropriate and fill out the correct documentation when doing so.
- Assign and evaluate staff cleaning duties to ensure it is being completed efficiently and properly.
- Make sure all lifeguards clock in and clock out for their shifts. If a correction must be made, notify the Aquatics Coordinator.
- Ensure that all shifts are covered including lifeguard shifts, swim lesson instructors, special events, and private rentals.
- Make sure that all substitution procedures are being handled correctly.
- Open the facility for staff and ensure the facility is ready to open by the scheduled time.
- Lock all doors, windows, and gates before leaving at the end of the day.
- Responsible for the safe and efficient management of the facilities. This includes addressing and fixing any known dangerous conditions or reporting them to the proper person.
- Frequently check all areas of the pool to ensure they are safe and in proper working order. This includes the pump room, restrooms, deck areas, pools, etc.
- Make decisions that may be unpopular but are necessary for the health and safety of the facility, staff, and guests.
- Explain and enforce pool rules, regulations, and policies to ensure the safety and enjoyment of all staff and patrons.
- Fill out all required paperwork with all necessary information, such as daily logs, rescue reports, incident reports, Ellis & Associates documents, etc.
- Ensure we have all necessary supplies, first aid, cleaning, chemicals, concession, office supplies, etc. Notify Aquatics Coordinator when an item needs to be restocked.
- Make sure that all lifeguard, maintenance, and safety equipment is in working order and being properly used. Notify Aquatics Coordinator if a piece of equipment needs attention.
- Monitor and ensure that all mechanical equipment is operational and working properly (chemical pumps, slide pool pumps, filtration pool pumps, UV's, automatic fills, BECsys

chemical controllers, etc.) Notify Aquatics Coordinator if an issue arises that you are unable to fix.

- Ensure proper water quality by completing water chemistry tests for chlorine and PH every two hours and record in chemical log. Notify Aquatics Coordinator when any level is unacceptable.
- Follow the proper protocol set forth by the CDC for all vomit and fecal incidents.
- Responsible for offering great customer service when approached with concerns, complaints, or suggestions.
- Supervise the collection of all daily revenue and perform money drops when needed.
- Count revenue at the close of the day and prepare revenue to be deposited.
- Ensure the safe is locked at ALL times.
- Perform all necessary lifeguarding skills as certified by Ellis & Associates
- Respond to emergencies and rescue swimmers struggling to swim.
- Perform first aid to guests in need.
- Attend and actively participate in at least 4 hours of in-service training per month and assist Aquatics Coordinator or Assistant Aquatics Coordinator in the execution of the in-service training by running stations or teaching skills.
- Teach Group and Private Swim Lessons when scheduled.
- Must work special events, swim meets, and private rentals when scheduled.
- Actively communicates necessary information to the Aquatics Coordinator or Assistant Aquatics Coordinator when needed.
- Actively works to ensure the safest and most enjoyable experience for guests
- Reports actions that violate the Employee Code of Conduct to the Aquatics Coordinator.
- Steps in to fulfill roles and complete tasks of lifeguards when additional help is needed.
- Steps in to assist Aquatics Coordinator when needed.
- Maintain a positive and enthusiastic attitude.
- Ability to work overtime.

Minimum Training and Experience Required to Perform Essential Job Functions

- Must be at least 18 years of age or older and graduated high school.
- Must have worked as a lifeguard for at least one full season.
- Must possess an Ellis & Associates ILTP Lifeguard License or be willing to take the certification course provided by the St. Charles Parks Department to obtain one.

City of St. Charles is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

City of St. Charles Position Description

Position Title: Assistant Aquatics Coordinator
Pay Rate: \$20.00/hr
Reports to: Aquatics Coordinator
Approved: August 2025

Purpose of Position

When accepting the position of Assistant Aquatics Coordinator, an individual agrees to assuming responsibilities that are never to be taken lightly. The success of the Aquatics Department greatly depends on the performance of its employees. An Assistant Aquatics Coordinator is selected based on their knowledge, work ethic, and their ability to lead. It is an Assistant Aquatics Coordinator's obligation to the St. Charles Parks Department to ensure that all job expectations are consistently being met. If at any time expectations are not being met, the Aquatics Coordinator has the authority to terminate employment or reassign to another position.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Ultimately responsible for assisting the Aquatics Coordinator with overseeing pre-season job duties, and day-to-day operations of the aquatic facilities. When needed, assist with the planning involved for the aquatic facilities, staff training, programs, etc.
- Organize and publish the bi-weekly aquatic facility staff schedule and make sure that all substitution procedures are being handled correctly.
- Ensure that all shifts are covered including lifeguard shifts, swim lesson instructors, special events, and private rentals.
- Help plan and assist with pre-season training and in-service training.
- Observe and ensure that aquatic staff are performing all necessary job duties at a satisfactory level.
- Give verbal warnings and write-ups when appropriate and fill out the correct documentation when doing so.
- Responsible for the safe and efficient management of the facilities. This includes addressing personnel issues, fixing any known dangerous conditions, or reporting them to the Aquatics Coordinator.
- Assign and evaluate staff cleaning duties to the Aquatic Manager and ensure it is being completed efficiently and properly.
- Frequently check all areas of the pool to ensure they are safe and in proper working order, this includes the pump room, restrooms, deck areas, pools, etc.
- Make decisions that may be unpopular but are necessary for the health and safety of the facility, staff, and guests.
- Explain and enforce pool rules, regulations, and policies to ensure the safety and enjoyment of all staff and patrons.
- Fill out all required paperwork with all necessary information such as daily logs, rescue reports, incident reports, Ellis & Associates documents, etc.
- Ensure we have all necessary supplies, first aid, cleaning, chemicals, concession, office supplies, etc. Notify the Aquatics Coordinator when an item needs to be restocked.
- Make sure that all lifeguard, maintenance, and safety equipment is in working order and being properly used. Notify the Aquatics Coordinator if a piece of equipment needs attention.
- Monitor and ensure that all mechanical equipment is operational and working properly (chemical pumps, slide pool pumps, filtration pool pumps, UV's, automatic fills, BECsys chemical controllers, etc.) Notify the Aquatics Coordinator if an issue arises that you are

unable to fix.

- Ensure proper water quality by checking that Aquatic Manager is completing water chemistry tests for chlorine and PH every two hours and they are being recorded in the chemical log. Notify the Aquatics Coordinator when any level is unacceptable.
- Responsible for offering great customer service when approached with concerns, complaints, or suggestions.
- Supervise the Aquatic Managers and ensure the collection of all daily revenue and money-handling procedures are being followed.
- Assist in counting revenue at the close of the day and prepare revenue to be deposited, when needed.
- Perform all necessary lifeguarding skills as certified by Ellis & Associates
- Respond to emergencies and assist staff where needed.
- Perform first aid to guests in need.
- Must work special events, swim meets, and private rentals when scheduled.
- Steps in to fulfill roles and complete tasks of lifeguards when additional help is needed
- Actively communicates necessary information to the Aquatics Coordinator or Aquatics Manager when needed.
- Steps in to assist Aquatics Coordinator when needed, this includes accepting responsibility for the aquatic facilities when the Aquatics Coordinator has the day off.
- Actively works to ensure the safest and most enjoyable experience for guests
- Reports actions that violate the Employee Code of Conduct to the Aquatics Coordinator.
- Maintain a positive and enthusiastic attitude.
- Ability to work overtime.

Minimum Training and Experience Required to Perform Essential Job Functions

- Must be at least 18 years of age or older and graduated high school.
- Must have worked as an Aquatic Manager for one full season.
- Must possess an Ellis & Associates ILTP Lifeguard License and be willing to take the Lifeguard Instructor certification course provided by Ellis & Associates. The cost of training will be covered by the St. Charles Parks Department.

The City of St. Charles is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

City of St. Charles Position Description

Position Title: Lead Lifeguard
Pay Rate: \$17.00/hr
Reports to: Aquatics Coordinator
Approved: August 2025

Purpose of Position

The purpose of this position is to assist in the day to day operations of the aquatic facility by aiding in lifeguard management, guest relations, and facility upkeep under the direction of the Aquatics Manager and ultimately the Aquatics Coordinator. A Lead Lifeguard's main responsibility is the safety of all guests. No other duties will take precedence over this. The St. Charles Parks Department operates on the basis of "proactive lifeguarding." The key point is to prevent an incident from occurring rather than suffer the consequences after one has occurred.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Perform all job duties contained under the position of lifeguard.
- Perform all necessary lifeguarding skills as certified by Ellis & Associates.
- Explain and enforce pool rules, regulations, and policies to ensure the safety and enjoyment of all patrons.
- Respond to emergencies and rescue swimmers struggling to swim.
- Perform first aid to guests in need.
- Responsible for offering great customer service.
- Attend and actively participate in at least 4 hours of in-service training per month.
- Teach Group and Private Swim Lessons when scheduled.
- Must work special events, swim meets, and private rentals when scheduled.
- Performs basic maintenance and cleaning duties before, during, & at the end of a shift.
- Communicates necessary information to the Aquatics Coordinator, Assistant Aquatics Coordinator, and Aquatics Manager when needed.
- Maintain a positive and enthusiastic attitude.
- Assists Aquatics Manager in overseeing, leading, aiding, instructing, and evaluating pool staff (lifeguards, slide attendants, concession staff, etc.)
- Actively works to ensure the safest and most enjoyable experience for guests.
- Accurately and thoroughly records and files paperwork for rescue reports, first aid incident reports, in-services, pool chemicals, and programs.
- Reports actions that violate the Employee Code of Conduct to the Aquatics Manager on duty, the Assistant Aquatics Coordinator, or the Aquatics Coordinator.
- Assists in maintaining pool cleanliness and chemical levels throughout the day.
- Steps in to fulfill roles and complete tasks of lifeguards when additional help is needed.
- Steps in to assist the Aquatics Manager, Assistant Aquatics Coordinator, or Aquatics Coordinator when needed.
- Ability to work overtime.

Minimum Training and Experience Required to Perform Essential Job Functions

- Must be at least 17 years of age or older
- Must have worked as a lifeguard for at least one full season.
- Must possess an Ellis & Associates ILTP Lifeguard License or be willing to take the certification course provided by the St. Charles Parks Department to obtain one.

City of St. Charles is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



City of St. Charles Position Description

Position Title: Lifeguard
Pay Grade: \$16.00/hr
Reports to: Aquatics Coordinator
Approved: August 2025

Purpose of Position

A lifeguard's main responsibility is the safety of all guests. No other duties will take precedence over this. The St. Charles Parks Department operates on the basis of "proactive lifeguarding." The key point is to prevent an incident from occurring rather than suffer the consequences after one has occurred. Performs all duties under the direction of the Aquatics Manager, Lead Lifeguard, Assistant Aquatics Coordinator, and ultimately the Aquatics Coordinator.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Perform all necessary lifeguarding skills as certified by Ellis & Associates.
- Explain and enforce pool rules, regulations, and policies to ensure the safety and enjoyment of all patrons.
- Respond to emergencies and rescue swimmers struggling to swim.
- Perform first aid to guests in need.
- Responsible for offering great customer service.
- Attend and actively participate in at least 4 hours of in-service training per month.
- Teach Group and Private Swim Lessons when scheduled.
- Must work special events, swim meets, and private rentals when scheduled.
- Performs basic maintenance and cleaning duties before, during, and at the end of a shift.
- Communicates necessary information to the Aquatics Coordinator, Assistant Aquatics Coordinator, or Aquatics Manager when needed.
- Maintain a positive and enthusiastic attitude.
- Ability to work overtime.

Minimum Training and Experience Required to Perform Essential Job Functions

- Must be at least 15 years of age or older
- If 15 years old, must obtain both a School Term & Non-School Term worker's permit provided by the Missouri Department of Labor.
- Must possess an Ellis & Associates ILTP Lifeguard License or be willing to take the certification course provided by the St. Charles Parks Department to obtain one.

City of St. Charles is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

City of St. Charles Position Description

Position Title: Aquatic Slide Attendant
Pay Grade: \$15.00/hr
Reports to: Aquatics Coordinator/ Concessions Coordinator
Approved: August 2025

Purpose of Position

A slide attendant's main responsibility is to safely dispatch all guests down the slides. The St. Charles Parks Department operates on the basis of "proactive lifeguarding." This applies to the safety of the slides as well. The key point is that by enforcing slide rules it will prevent an incident from occurring rather than to suffer the consequences after one has occurred. Slide attendants perform all duties under the direction of the Aquatics Manager, Lead Lifeguard, Assistant Aquatics Coordinator, & ultimately the Concessions Coordinator & Aquatics Coordinator.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Responsible for operating the top of the water slides.
- Explain and enforce general pool rules, water slide rules, and policies to ensure the safety and enjoyment of all patrons.
- Respond to emergencies and notify the Aquatics Manager and lifeguards when one has occurred at the top of the slides.
- Responsible for offering great customer service.
- Performs basic maintenance and cleaning duties at the end of a shift.
- Must work special events and private rentals when scheduled.
- Communicates necessary information to the Aquatics Coordinator or Aquatics Manager when needed.
- Maintain a positive and enthusiastic attitude.
- Ability to work overtime.

Minimum Training and Experience Required to Perform Essential Job Functions

- Must be at least 16 years of age or older.
- Must complete Slide Attendant Training provided by the St. Charles Parks Department.
- Must be CPR certified or be willing to take the certification course provided by the St. Charles Parks Department to obtain it.

City of St. Charles is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

St. Charles Parks and Recreation Board

MEMORANDUM

Date: January 15th, 2026

From: Peter VanLinn, Superintendent of Parks

RE: Designation of Contractual Mowing Services with Contemporary Landscape, Dedicated Turf and Landscape, and Spectrum Lawn and Tree Care for 2026

Summary:

On 2/3/25 the bid was advertised for a vendor to provide contractual mowing and weed abatement services for several park parcels across the Parks Department system in 2025 with the possibility of also providing the same service in 2026 and 2027 at our option.

Three (3) different vendors submitted competitive bids for these services across 25 park units, including Contemporary Landscape, Dedicated Turf and Landscape, and Spectrum Lawn and Tree Care. All three vendors have been previously contracted by the City for mowing and landscaping services in various capacities.

In order to best diversify our mowing capabilities as well as to maximize our budget options, vendors were selected for each unit awarded based on lowest bids as well as keeping the same vendor within a single park with multiple mowing units. This combined with our regular in-house mowing crews, helps provides a comprehensive mowing plan across all parks.

In 2025 all three vendors worked well to complete the required mowing regimens and were responsive when requested by staff. With that, and along with some small adjustments from last year based on the original bid estimates, staff would like to recommend \$93,000.00 for contracted mowing services at the following levels in order to cover all planned needs as well as any unforeseen additional needs: Contemporary Landscape: \$28,000.00 Dedicated Turf and Landscape: \$44,000.00 Spectrum Lawn and Tree Care: \$21,000.00

Favorable consideration for approval is requested for contractual mowing services with Contemporary Landscape in an amount not to exceed \$28,000.00, Dedicated Turf and Landscape in an amount not to exceed \$44,000.00, and Spectrum Lawn and Tree Care in an amount not to exceed \$21,000.00, for a total amount not to exceed \$93,000.00

PURCHASE CONTRACT

THIS CONTRACT, made and entered into as of the contract date last signed below this by and between the City of Saint Charles, Missouri by and through its Parks and Recreation Board hereinafter referred to as PARKS and **Dedicated Turf & Landscaping LLC.**, hereafter referred to as SUPPLIER. For the consideration herein expressed, it is agreed by and between PARKS and SUPPLIER as follows:

1. SUPPLIER shall provide selected contractual mowing services for PARKS at selected Parks in 2026 in accordance with SUPPLIERS' proposal submitted for Bid #PR2025-0300, a copy of which is attached herein as Exhibit A and made a part hereof.
2. It is hereby mutually agreed that in consideration of the complete performance of the Contract terms by SUPPLIER, PARKS shall pay SUPPLIER the Contract Sum as herein provided.
3. It is hereby further agreed that the Contract Sum shall not exceed Forty Four Thousand Dollars and Zero Cents (\$44,000.00).
4. Notwithstanding other terms to the contrary, the obligation of PARKS under this contract shall cease immediately for a fiscal year in which City does not, for any reason appropriate funds for this contract.
5. The City's obligation to pay the Contract Price and the Vendor to provide goods or services ceases immediately for any fiscal year in which the City does not, for any reason, appropriate funds for the Contract.
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. SUPPLIER shall comply with City Code of Ordinance Section 145.040 regarding the registration of sex offenders with the Police Department.
9. In accordance with City Code of Ordinance Section 145.160, neither the Contractor/Supplier or an affiliated business entity of the Contractor/Supplier shall: (1) be in arrears to the City on any taxes or debt; be in default of any contractual obligation to the City; (2) be in default as security or otherwise of any obligation to the City; or (3) be a party to a non-adjudicated, non-traffic related citation for a code violation. For complete text of Section 145.160, please contact the Purchasing Office.
10. SUPPLIER acknowledges award of this 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.

RETURN WITH BID

CITY OF SAINT CHARLES, MISSOURI

BIDS ARE TO BE RETURNED NO LATER THAN:

Time 2:00 p.m. Date: Wednesday, February 26th, 2025

FOR INFORMATION CONTACT:

Peter VanLinn (Superintendent of Parks)
(Specification Questions)
(636) 949-3372
Peter.vanlinn@stcharlesparks.com

Chris Atkinson (Assistant Director of Parks)
(Contact with questions on paperwork requirements)
(636) 949-3372
chris.atkinson@stcharlesparks.com

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

PR25-0300, CONTRACT MOWING AND WEED ABATEMENT SERVICES

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

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

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

Indicate whether () Individual; () Partnership; () Corporation.

INCORPORATED IN THE STATE OF MISSOURI.

FEDERAL ID NUMBER 27-5239243

THIS SECTION MUST BE COMPLETED FOR BID TO BE CONSIDERED VALID

COMPANY DELICIOUS LAWNS AND LANDSCAPING LLC. SIGNATURE Tom Langel

ADDRESS 3877 Linwood Lane NAME Tom Langel

CITY Winchester TITLE President

STATE MO. ZIP 63062 COUNTY St. Louis PHONE NO. 314-651-5226

**RETURN WITH BID
BID FORM**

In accordance with this bid inviting proposals for:

BID # PR25-0300 CONTRACT MOWING AND WEED ABATEMENT SERVICES

as prepared by the City of St. Charles, subject to the conditions and requirements of the Agreement, and the Specifications as well as the Plans, which so far as they relate to the Proposal are made a part of it, the undersigned herewith proposes to provide and perform such work, for the sum of:

BID - 2025 Pricing

<u>Unit Location/Description</u> Apr. 1 thru Oct 31 (30 Week Duration)	<u>Cut Freq.</u>	<u>Cost per Cut</u>	<u>Total Cost for Full Season</u>
Unit 1 - Boone's Lick Park: (1000 Rosebrea Dr to 900 Boone's Lick Rd)	Weekly (30 Cuts)	\$ 725.00	\$ 2,250.00
Unit 2a - Boschert Greenway: Mel Wetter (N. 5th) to Fox Hill Park Entrance. (3309 Kister Drive) – Finish mowing from road to 10 feet behind trail	Bi-Weekly (15 cuts)	\$ 341.20	\$ 5118.75
Unit 2b - Boschert Greenway: Mel Wetter (N. 5th) to Fox Hill Park Entrance (3309 Kister Drive) – ROW Brush mowing from trail to 370 ROW fence line	Semi-annual (2 cuts)	\$ 1,312.50	\$ 2,625.00
Unit 2c - Boschert Greenway: Boschertown Rd. to New Town. (3309 Kister Drive) – Mow from trail 6 ft. past trees on either side of trail.	Bi-Weekly (15 cuts)	\$ 735.00	\$ 11,025.00
Unit 2d - Boschert Greenway: East of intersection @ Mel Wetter Pkwy & Little Hills Expressway	Bi-Weekly (15 cuts)	\$ 262.50	\$ 3,937.50
Unit 2e - Boschert Greenway: Olive St. to Lawrence St - Mow 6 foot buffer along trail and additional lots along trail	Bi-Weekly (15 cuts)	\$ 577.50	\$ 8,662.50
Unit 3a - Centennial Greenway: (2320 S. Old Hwy 94) - Mow from ROW to MODOT boundary fence to Christy Dr.	Weekly (30 Cuts)	\$ 175.00	\$ 5,250.00
Unit 3b - Centennial Greenway: (2320 S. Old Hwy 94) - Trail edges, 10 feet on each side of trail	Bi-Weekly (15 cuts)	\$ 175.00	\$ 2,625.00
Unit 4 - Circle Drive Park: (1000 Circle Drive)	Weekly (30 Cuts)	\$ 78.25	\$ 2,362.50
Unit 5a - DuSable - Blanchette Boat Ramp (100 Olive St.)	Weekly (30 Cuts)	\$ 175.00	\$ 5,250.00
Unit 5b - DuSable - Eco Trail and Regot (2006 N. Main St.)	Weekly (30 Cuts)	\$ 325.00	\$ 9,750.00
Unit 5c - DuSable Motorcycle Range (2300 N. Main St.)	Weekly (30 Cuts)	\$ 300.00	\$ 9,000.00
Unit 5d - Bales Park (800 N. River St.)	Weekly (30 Cuts)	\$ 1,000.00	\$ 30,000.00

<u>Unit Location/Description</u> Apr. 1 thru Oct 31 (30 Week Duration)	<u>Cut Freq.</u>	<u>Cost per Cut</u>	<u>Total Cost for Full Season</u>
Unit 6 - Fox Hill Park (3400 Kister Drive)	Weekly (30 Cuts)	\$ 785.00	\$ 23,550.00
Unit 7 - Frontier Park: (500 S. Riverside Dr.) Mow & trim strip between Katy Trail in park and Riverside Drive, from Boone's Lick Rd. to Monroe St. parking lot	Weekly (30 Cuts)	\$ 415.00	\$ 1,245.00
Unit 8 - Graystone Park: (2232 Graystone Dr.)	Semi-annual (2 cuts)	\$ 525.00	\$ 1,050.00
Unit 9 - Heatherbrook Park: (130 Wildwood Court)	Bi-Weekly (15 cuts)	\$ 250.00	\$ 3,750.00
Unit 10a - Jaycee Park: (2805 Elm St.) - Finish Mowing for front of park, firehouse and along walking trail	Weekly (30 Cuts)	\$ 315.00	\$ 9,450.00
Unit 10b - Jaycee Park: (2805 Elm St.) - Finish mow back hill and behind firehouse	Bi-Weekly (15 cuts)	\$ 150.00	\$ 2,250.00
Unit 11a - Schaefer Park: (1647 Wilshire Valley Drive)	Weekly (30 Cuts)	\$ 225.00	\$ 6,750.00
Unit 11b - Schaefer Park (1647 Wilshire Valley Drive)	Bi-Weekly (15 cuts)	\$ 325.00	\$ 4,875.00
Unit 13 - Vogt Brothers Park: (500 Fairgrounds Rd.)	Weekly (30 Cuts)	\$ 341.25	\$ 10,237.50
Unit 14 - Webster Park: (2201 S. River Rd.)	Weekly (30 Cuts)	\$ 200.00	\$ 6,000.00
Unit 15 - Westwinds Park: (114 Paula Dr.)	Bi-Weekly (15 cuts)	\$ 52.50	\$ 787.50
Unit 16 - Woodlands Park: (1278 Harvest Ridge Dr.)	Bi-Weekly (15 cuts)	\$ 175.00	\$ 2,625.00
GRAND TOTAL 2025			\$ 190,430.25

BID - 2026 Pricing

Unit Location/Description	Cut Freq.	Cost per Cut	Total Cost for Full Season
Apr. 1 thru Oct 31 (30 Week Duration)			
Unit 1 - Boone's Lick Park: (1000 Rosebrea Dr to 900 Boone's Lick Rd)	Weekly (30 Cuts)	\$ 775.00	\$ 23,250.00
Unit 2a - Boschert Greenway: Mel Wetter (N. 5th) to Fox Hill Park Entrance. (3309 Kister Drive) – Finish mowing from road to 10 feet behind trail	Bi-Weekly (15 cuts)	\$ 341.20	\$ 5,118.00
Unit 2b - Boschert Greenway: Mel Wetter (N. 5th) to Fox Hill Park Entrance (3309 Kister Drive) – ROW Brush mowing from trail to 370 ROW fence/line	Semi-annual (2 cuts)	\$ 1,312.50	\$ 2,625.00
Unit 2c - Boschert Greenway: Boschertown Rd. to New Town. (3309 Kister Drive) – Mow from trail 6 ft. past trees on either side of trail.	Bi-Weekly (15 cuts)	\$ 735.00	\$ 11,025.00
Unit 2d - Boschert Greenway: East of intersection @ Mel Wetter Pkwy & Little Hills Expressway	Bi-Weekly (15 cuts)	\$ 262.50	\$ 3,937.50
Unit 2e - Boschert Greenway: Olive St. to Lawrence St - Mow 6 foot buffer along trail and additional lots along trail	Bi-Weekly (15 cuts)	\$ 577.50	\$ 8,662.50
Unit 3a - Centennial Greenway: (2320 S. Old Hwy 94) - Mow from ROW to MODOT boundary fence to Christy	Weekly (30 Cuts)	\$ 175.00	\$ 5,250.00
Unit 3b - Centennial Greenway: (2320 S. Old Hwy 94) - Trail edges, 10 feet on each side of trail	Bi-Weekly (15 cuts)	\$ 175.00	\$ 2,625.00
Unit 4 - Circle Drive Park: (1000 Circle Drive)	Weekly (30 Cuts)	\$ 78.50	\$ 2,362.50
Unit 5a - DuSable - Blanchette Boat Ramp (100 Olive St.)	Weekly (30 Cuts)	\$ 175.00	\$ 5,250.00
Unit 5b - DuSable - Eco Trail and Regot (2006 N. Main St.)	Weekly (30 Cuts)	\$ 325.00	\$ 9,750.00
Unit 5c - DuSable Motorcycle Range (2300 N. Main St.)	Weekly (30 Cuts)	\$ 300.00	\$ 9,000.00
Unit 5d - Bales Park (800 N. River St.)	Weekly (30 Cuts)	\$ 1,000.00	\$ 30,000.00

<u>Unit Location/Description</u> Apr. 1 thru Oct 31 (30 Week Duration)	<u>Cut Freq.</u>	<u>Cost per Cut</u>	<u>Total Cost for Full Season</u>
Unit 6 - Fox Hill Park (3400 Kister Drive)	Weekly (30 Cuts)	\$ 785.00	\$ 23,550.00
Unit 7 - Frontier Park: (500 S. Riverside Dr.) Mow & trim strip between Katy Trail in park and Riverside Drive, from Boone's Lick Rd. to Monroe St. parking lot	Weekly (30 Cuts)	\$ 415.00	\$ 1,245.00
Unit 8 - Graystone Park: (2232 Graystone Dr.)	Semi-annual (2 cuts) ^{30 cuts} _{11.00}	\$ 52.50	\$ 105.00
Unit 9 - Heatherbrook Park: (130 Wildwood Court)	Bi-Weekly (15 cuts)	\$ 250.00	\$ 3,750.00
Unit 10a - Jaycee Park: (2805 Elm St.) - Finish Mowing for front of park, firehouse and along walking trail	Weekly (30 Cuts)	\$ 315.00	\$ 9,450.00
Unit 10b - Jaycee Park: (2805 Elm St.) - Finish mow back hill and behind firehouse	Bi-Weekly (15 cuts)	\$ 150.00	\$ 2,250.00
Unit 11a - Schaefer Park: (1647 Wilshire Valley Drive)	Weekly (30 Cuts)	\$ 225.00	\$ 6,750.00
Unit 11b - Schaefer Park (1647 Wilshire Valley Drive)	Bi-Weekly (15 cuts)	\$ 325.00	\$ 4,875.00
Unit 13 - Vogt Brothers Park: (500 Fairgrounds Rd.)	Weekly (30 Cuts)	\$ 341.25	\$ 10,237.50
Unit 14 - Webster Park: (2201 S. River Rd.)	Weekly (30 Cuts)	\$ 200.00	\$ 6,000.00
Unit 15 - Westwinds Park: (114 Paula Dr.)	Bi-Weekly (15 cuts)	\$ 52.50	\$ 787.50
Unit 16 - Woodlands Park: (1278 Harvest Ridge Dr.)	Bi-Weekly (15 cuts)	\$ 135.00	\$ 2,025.00
GRAND TOTAL 2026			\$ 190,480.25

BID - 2027 Pricing

Unit Location/Description Apr. 1 thru Oct 31 (30 Week Duration)	Cut Freq.	Cost per Cut	Total Cost for Full Season
Unit 1 - Boone's Lick Park: (1000 Rosebrea Dr to 900 Boone's Lick Rd)	Weekly (30 Cuts)	\$ 775.00	\$ 23,250.00
Unit 2a - Boschert Greenway: Mel Wetter (N. 5th) to Fox Hill Park Entrance. (3309 Kister Drive) - Finish mowing from road to 10 feet behind trail	Bi-Weekly (15 cuts)	\$ 341.20	\$ 5,118.75
Unit 2b - Boschert Greenway: Mel Wetter (N. 5th) to Fox Hill Park Entrance (3309 Kister Drive) - ROW Brush mowing from trail to 370 ROW fence line	Semi-annual (2 cuts)	\$ 1,312.50	\$ 2,625.00
Unit 2c - Boschert Greenway: Boschertown Rd. to New Town. (3309 Kister Drive) - Mow from trail 6 ft. past trees on either side of trail.	Bi-Weekly (15 cuts)	\$ 735.00	\$ 11,025.00
Unit 2d - Boschert Greenway: East of Intersection @ Mel Wetter Pkwy & Little Hills Expressway	Bi-Weekly (15 cuts)	\$ 262.50	\$ 3,937.50
Unit 2e - Boschert Greenway: Olive St. to Lawrence St - Mow 6 foot buffer along trail and additional lots along trail	Bi-Weekly (15 cuts)	\$ 577.50	\$ 8,662.50
Unit 3a - Centennial Greenway: (2320 S. Old Hwy 94) - Mow from ROW to MODOT boundary fence to Christy Dr	Weekly (30 Cuts)	\$ 175.00	\$ 5,250.00
Unit 3b - Centennial Greenway: (2320 S. Old Hwy 94) - Trail edges, 10 feet on each side of trail	Bi-Weekly (15 cuts)	\$ 175.00	\$ 2,625.00
Unit 4 - Circle Drive Park: (1000 Circle Drive)	Weekly (30 Cuts)	\$ 78.50	\$ 2,362.50
Unit 5a - DuSable - Blanchette Boat Ramp (100 Olive St.)	Weekly (30 Cuts)	\$ 175.00	\$ 5,250.00
Unit 5b - DuSable - Eco Trail and Regot (2006 N. Main St.)	Weekly (30 Cuts)	\$ 325.00	\$ 9,750.00
Unit 5c - DuSable Motorcycle Range (2300 N. Main St.)	Weekly (30 Cuts)	\$ 300.00	\$ 9,000.00
Unit 5d - Bales Park (800 N. River St.)	Weekly (30 Cuts)	\$ 1,000.00	\$ 30,000.00

<u>Unit Location/Description</u> Apr. 1 thru Oct 31 (30 Week Duration)	<u>Cut Freq.</u>	<u>Cost per Cut</u>	<u>Total Cost for Full Season</u>
Unit 6 - Fox Hill Park (3400 Kister Drive)	Weekly (30 Cuts)	\$ 785.00	\$ 23,550.00
Unit 7 - Frontier Park: (500 S. Riverside Dr.) Mow & trim strip between Katy Trail in park and Riverside Drive, from Boone's Lick Rd. to Monroe St. parking lot	Weekly (30 Cuts)	\$ 415.00	\$ 1,245.00
Unit 8 - Graystone Park: (2232 Graystone Dr.)	Semi-annual (2 cuts) ³⁰ _{1,575.00}	\$ 525.00	\$ 105.00
Unit 9 - Heatherbrook Park: (130 Wildwood Court)	Bi-Weekly (15 cuts)	\$ 250.00	\$ 3,750.00
Unit 10a - Jaycee Park: (2805 Elm St.) - Finish Mowing for front of park, firehouse and along walking trail	Weekly (30 Cuts)	\$ 315.00	\$ 9,450.00
Unit 10b - Jaycee Park: (2805 Elm St.) - Finish mow back hill and behind firehouse	Bi-Weekly (15 cuts)	\$ 150.00	\$ 2,250.00
Unit 11a - Schaefer Park: (1647 Wilshire Valley Drive)	Weekly (30 Cuts)	\$ 225.00	\$ 6,750.00
Unit 11b - Schaefer Park: (1647 Wilshire Valley Drive)	Bi-Weekly (15 cuts)	\$ 325.00	\$ 4,875.00
Unit 13 - Vogt Brothers Park: (500 Fairgrounds Rd.)	Weekly (30 Cuts)	\$ 341.25	\$ 10,237.50
Unit 14 - Webster Park: (2201 S. River Rd.)	Weekly (30 Cuts)	\$ 200.00	\$ 6,000.00
Unit 15 - Westwinds Park: (114 Paula Dr.)	Bi-Weekly (15 cuts)	\$ 52.50	\$ 787.50
Unit 16 - Woodlands Park: (1278 Harvest Ridge Dr.)	Bi-Weekly (15 cuts)	\$ 175.00	\$ 2,625.00
GRAND TOTAL 2027			\$

Addendum #1 Received: _____
 Addendum #2 Received: _____
 By: _____

Company Name: WED IOWA LANDSCAPING LLC
 Title: PAUL IOWA
 Date: 2/17/2025

Dedicated Locations	# of Cuts	Cost Per Cut	Season Total
UNIT 8 - GRAYSTONE PARK	30	\$ 52.50	\$ 1,575.00
UNIT 9 - HEATHERBROOK PARK	30	\$ 250.00	\$ 7,500.00
UNIT 10A - JAYCEE PARK	30	\$ 315.00	\$ 9,450.00
UNIT 10B - JAYCEE PARK	15	\$ 150.00	\$ 2,250.00
UNIT 11A - SCHAEFER PARK	30	\$ 225.00	\$ 6,750.00
UNIT 11B - SCHAEFER PARK	15	\$ 325.00	\$ 4,875.00
UNIT 13 - VOGT BROS. PARK	30	\$ 341.25	\$ 10,237.50
		Total	\$ 42,637.50

PURCHASE CONTRACT

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

1. SUPPLIER shall provide selected contractual mowing services for PARKS at selected Parks in 2026 in accordance with SUPPLIERS' proposal submitted for Bid #PR2025-0300, a copy of which is attached herein as Exhibit A and made a part hereof.
2. It is hereby mutually agreed that in consideration of the complete performance of the Contract terms by SUPPLIER, PARKS shall pay SUPPLIER the Contract Sum as herein provided.
3. It is hereby further agreed that the Contract Sum shall not exceed Twenty One Thousand Dollars and Zero Cents (\$21,000.00).
4. Notwithstanding other terms to the contrary, the obligation of PARKS under this contract shall cease immediately for a fiscal year in which City does not, for any reason appropriate funds for this contract.
5. The City's obligation to pay the Contract Price and the Vendor to provide goods or services ceases immediately for any fiscal year in which the City does not, for any reason, appropriate funds for the Contract.
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. SUPPLIER shall comply with City Code of Ordinance Section 145.040 regarding the registration of sex offenders with the Police Department.
9. In accordance with City Code of Ordinance Section 145.160, neither the Contractor/Supplier or an affiliated business entity of the Contractor/Supplier shall: (1) be in arrears to the City on any taxes or debt; be in default of any contractual obligation to the City; (2) be in default as security or otherwise of any obligation to the City; or (3) be a party to a non-adjudicated, non-traffic related citation for a code violation. For complete text of Section 145.160, please contact the Purchasing Office.
10. SUPPLIER acknowledges award of this 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.

RETURN WITH BID

CITY OF SAINT CHARLES, MISSOURI

BIDS ARE TO BE RETURNED NO LATER THAN:

Time 2:00 p.m. Date: Wednesday, February 26th, 2025

FOR INFORMATION CONTACT:

Peter VanLinn (Superintendent of Parks)
(Specification Questions)
(636) 949-3372
Peter.vanlinn@stcharlesparks.com

Chris Atkinson (Assistant Director of Parks)
(Contact with questions on paperwork requirements)
(636) 949-3372
chris.atkinson@stcharlesparks.com

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

PR25-0300, CONTRACT MOWING AND WEED ABATEMENT SERVICES

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

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

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

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

INCORPORATED IN THE STATE OF Missouri.

FEDERAL ID NUMBER 43-1757707

THIS SECTION MUST BE COMPLETED FOR BID TO BE CONSIDERED VALID

COMPANY Spectrum Lawn & Tree Care SIGNATURE Courtney Ford

ADDRESS 361 North Dr. NAME Courtney Ford

CITY St. Charles TITLE office manager

STATE MO ZIP 63301 COUNTY St. Charles PHONE NO. 636-916-1881

**RETURN WITH BID
BID FORM**

In accordance with this bid inviting proposals for:

BID # PR25-0300 CONTRACT MOWING AND WEED ABATEMENT SERVICES

as prepared by the City of St. Charles, subject to the conditions and requirements of the Agreement, and the Specifications as well as the Plans, which so far as they relate to the Proposal are made a part of it, the undersigned herewith proposes to provide and perform such work, for the sum of:

BID - 2025 Pricing

Unit Location/Description Apr. 1 thru Oct 31 (30 Week Duration)	Cut Freq.	Cost per Cut	Total Cost for Full Season
Unit 1 - Boone's Lick Park: (1000 Rosebrea Dr to 900 Boone's Lick Rd)	Weekly (30 Cuts)	\$ 1394 ^{.00}	\$ 41,820 ^{.00}
Unit 2a - Boschert Greenway: Mel Wetter (N. 5th) to Fox Hill Park Entrance. (3309 Kister Drive) – Finish mowing from road to 10 feet behind trail	Bi-Weekly (15 cuts)	\$ 465 ^{.00}	\$ 6,975 ^{.00}
Unit 2b - Boschert Greenway: Mel Wetter (N. 5th) to Fox Hill Park Entrance (3309 Kister Drive) – ROW Brush mowing from trail to 370 ROW fenceline	Semi-annual (2 cuts)	\$ 1314 ^{.00}	\$ 2,628 ^{.00}
Unit 2c - Boschert Greenway: Boschertown Rd. to New Town. (3309 Kister Drive) – Mow from trail 6 ft. past trees on either side of trail.	Bi-Weekly (15 cuts)	\$ 468 ^{.00}	\$ 7,020 ^{.00}
Unit 2d - Boschert Greenway: East of intersection @ Mel Wetter Pkwy & Little Hills Expressway	Bi-Weekly (15 cuts)	\$ 44 ^{.00}	\$ 660 ^{.00}
Unit 2e - Boschert Greenway: Olive St. to Lawrence St - Mow 6 foot buffer along trail and additional lots along trail	Bi-Weekly (15 cuts)	\$ 204 ^{.00}	\$ 3,060 ^{.00}
Unit 3a - Centennial Greenway: (2320 S. Old Hwy 94) - Mow from ROW to MODOT boundary fence to Christy Dr.	Weekly (30 Cuts)	\$ 66 ^{.50}	\$ 1,995 ^{.00}
Unit 3b - Centennial Greenway: (2320 S. Old Hwy 94) - Trail edges, 10 feet on each side of trail	Bi-Weekly (15 cuts)	\$ 113 ^{.00}	\$ 1,695 ^{.00}
Unit 4 - Circle Drive Park: (1000 Circle Drive)	Weekly (30 Cuts)	\$ 85 ^{.00}	\$ 2,550 ^{.00}
Unit 5a - DuSable - Blanchette Boat Ramp (100 Olive St.)	Weekly (30 Cuts)	\$ 105 ^{.00}	\$ 3,150 ^{.00}
Unit 5b - DuSable - Eco Trail and Regot (2006 N. Main St.)	Weekly (30 Cuts)	\$ 265 ^{.00}	\$ 7,950 ^{.00}
Unit 5c - DuSable Motorcycle Range (2300 N. Main St.)	Weekly (30 Cuts)	\$ 198 ^{.00}	\$ 5,940 ^{.00}
Unit 5d - Bales Park (800 N. River St.)	Weekly (30 Cuts)	\$ 1068 ^{.00}	\$ 32,040 ^{.00}

<u>Unit Location/Description</u> Apr. 1 thru Oct 31 (30 Week Duration)	<u>Cut Freq.</u>	<u>Cost per Cut</u>	<u>Total Cost for Full Season</u>
Unit 6 - Fox Hill Park (3400 Kister Drive)	Weekly (30 Cuts)	\$ 1052. ⁰⁰	\$ 31,560. ⁰⁰
Unit 7 - Frontier Park: (500 S. Riverside Dr.) Mow & trim strip between Katy Trail in park and Riverside Drive, from Boone's Lick Rd. to Monroe St. parking lot	Weekly (30 Cuts)	\$ 103. ⁰⁰	\$ 3090. ⁰⁰
Unit 8 - Graystone Park: (2232 Graystone Dr.)	Semi-annual (2 cuts)	\$ 78. ⁰⁰	\$ 156. ⁰⁰
Unit 9 - Heatherbrook Park: (130 Wildwood Court)	Bi-Weekly (15 cuts)	\$ 280. ⁰⁰	\$ 4200. ⁰⁰
Unit 10a - Jaycee Park: (2805 Elm St.) - Finish Mowing for front of park, firehouse and along walking trail	Weekly (30 Cuts)	\$ 269. ⁰⁰	\$ 8070. ⁰⁰
Unit 10b - Jaycee Park: (2805 Elm St.) - Finish mow back hill and behind firehouse	Bi-Weekly (15 cuts)	\$ 250. ⁰⁰	\$ 3750. ⁰⁰
Unit 11a - Schaefer Park: (1647 Wilshire Valley Drive)	Weekly (30 Cuts)	\$ 525. ⁰⁰	\$ 15,750. ⁰⁰
Unit 11b - Schaefer Park (1647 Wilshire Valley Drive)	Bi-Weekly (15 cuts)	\$ 525. ⁰⁰	\$ 7875. ⁰⁰
Unit 13 - Vogt Brothers Park: (500 Fairgrounds Rd.)	Weekly (30 Cuts)	\$ 550. ⁰⁰	\$ 16,500. ⁰⁰
Unit 14 - Webster Park: (2201 S. River Rd.)	Weekly (30 Cuts)	\$ 214. ⁰⁰	\$ 6420. ⁰⁰
Unit 15 - Westwinds Park: (114 Paula Dr.)	Bi-Weekly (15 cuts)	\$ 42. ⁰⁰	\$ 630. ⁰⁰
Unit 16 - Woodlands Park: (1278 Harvest Ridge Dr.)	Bi-Weekly (15 cuts)	\$ 102. ⁰⁰	\$ 1530. ⁰⁰
GRAND TOTAL 2025			\$ 217,014

BID - 2026 Pricing

Unit Location/Description Apr. 1 thru Oct 31 (30 Week Duration)	Cut Freq.	Cost per Cut	Total Cost for Full Season
Unit 1 - Boone's Lick Park: (1000 Rosebrea Dr to 900 Boone's Lick Rd)	Weekly (30 Cuts)	\$ 1394. ⁰⁰	\$ 41,820. ⁰⁰
Unit 2a - Boschert Greenway: Mel Wetter (N. 5th) to Fox Hill Park Entrance. (3309 Kister Drive) – Finish mowing from road to 10 feet behind trail	Bi-Weekly (15 cuts)	\$ 465. ⁰⁰	\$ 6,975. ⁰⁰
Unit 2b - Boschert Greenway: Mel Wetter (N. 5th) to Fox Hill Park Entrance (3309 Kister Drive) – ROW Brush mowing from trail to 370 ROW fenceline	Semi-annual (2 cuts)	\$ 1314. ⁰⁰	\$ 2,628. ⁰⁰
Unit 2c - Boschert Greenway: Boschertown Rd. to New Town. (3309 Kister Drive) – Mow from trail 6 ft. past trees on either side of trail.	Bi-Weekly (15 cuts)	\$ 468. ⁰⁰	\$ 7,020. ⁰⁰
Unit 2d - Boschert Greenway: East of intersection @ Mel Wetter Pkwy & Little Hills Expressway	Bi-Weekly (15 cuts)	\$ 421. ⁰⁰	\$ 6,315. ⁰⁰
Unit 2e - Boschert Greenway: Olive St. to Lawrence St - Mow 6 foot buffer along trail and additional lots along trail	Bi-Weekly (15 cuts)	\$ 204. ⁰⁰	\$ 3,060. ⁰⁰
Unit 3a - Centennial Greenway: (2320 S. Old Hwy 94) - Mow from ROW to MODOT boundary fence to Christy Dr.	Weekly (30 Cuts)	\$ 66. ⁵⁰	\$ 1,995. ⁰⁰
Unit 3b - Centennial Greenway: (2320 S. Old Hwy 94) - Trail edges, 10 feet on each side of trail	Bi-Weekly (15 cuts)	\$ 113. ⁰⁰	\$ 1,695. ⁰⁰
Unit 4 - Circle Drive Park: (1000 Circle Drive)	Weekly (30 Cuts)	\$ 85. ⁰⁰	\$ 2,550. ⁰⁰
Unit 5a - DuSable - Blanchette Boat Ramp (100 Olive St.)	Weekly (30 Cuts)	\$ 105. ⁰⁰	\$ 3,150. ⁰⁰
Unit 5b - DuSable - Eco Trail and Regot (2006 N. Main St.)	Weekly (30 Cuts)	\$ 265. ⁰⁰	\$ 7,950. ⁰⁰
Unit 5c - DuSable Motorcycle Range (2300 N. Main St.)	Weekly (30 Cuts)	\$ 198. ⁰⁰	\$ 5,940. ⁰⁰
Unit 5d - Bales Park (800 N. River St.)	Weekly (30 Cuts)	\$ 1068. ⁰⁰	\$ 32,040. ⁰⁰

<u>Unit Location/Description</u> Apr. 1 thru Oct 31 (30 Week Duration)	<u>Cut Freq.</u>	<u>Cost per Cut</u>	<u>Total Cost for Full Season</u>
Unit 6 - Fox Hill Park (3400 Kister Drive)	Weekly (30 Cuts)	\$ 1052.00	\$ 31,560.00
Unit 7 - Frontier Park: (500 S. Riverside Dr.) Mow & trim strip between Katy Trail in park and Riverside Drive, from Boone's Lick Rd. to Monroe St. parking lot	Weekly (30 Cuts)	\$ 103.00	\$ 3090.00
Unit 8 - Graystone Park: (2232 Graystone Dr.)	Semi-annual (2 cuts)	\$ 78.00	\$ 156.00
Unit 9 - Heatherbrook Park: (130 Wildwood Court)	Bi-Weekly (15 cuts)	\$ 280.00	\$ 4200.00
Unit 10a - Jaycee Park: (2805 Elm St.) - Finish Mowing for front of park, firehouse and along walking trail	Weekly (30 Cuts)	\$ 269.00	\$ 8070.00
Unit 10b - Jaycee Park: (2805 Elm St.) - Finish mow back hill and behind firehouse	Bi-Weekly (15 cuts)	\$ 250.00	\$ 3750.00
Unit 11a - Schaefer Park: (1647 Wilshire Valley Drive)	Weekly (30 Cuts)	\$ 525.00	\$ 15,750.00
Unit 11b - Schaefer Park (1647 Wilshire Valley Drive)	Bi-Weekly (15 cuts)	\$ 525.00	\$ 7875.00
Unit 13 - Vogt Brothers Park: (500 Fairgrounds Rd.)	Weekly (30 Cuts)	\$ 550.00	\$ 16,500.00
Unit 14 - Webster Park: (2201 S. River Rd.)	Weekly (30 Cuts)	\$ 214.00	\$ 6420.00
Unit 15 - Westwinds Park: (114 Paula Dr.)	Bi-Weekly (15 cuts)	\$ 42.00	\$ 630.00
Unit 16 - Woodlands Park: (1278 Harvest Ridge Dr.)	Bi-Weekly (15 cuts)	\$ 102.00	\$ 1530.00
GRAND TOTAL 2026			\$ 217,014

BID - 2027 Pricing

Unit Location/Description Apr. 1 thru Oct 31 (30 Week Duration)	Cut Freq.	Cost per Cut	Total Cost for Full Season
Unit 1 - Boone's Lick Park: (1000 Rosebrea Dr to 900 Boone's Lick Rd)	Weekly (30 Cuts)	\$ 1477. ⁰⁰	\$ 44,310. ⁰⁰
Unit 2a - Boschert Greenway: Mel Wetter (N. 5th) to Fox Hill Park Entrance. (3309 Kister Drive) – Finish mowing from road to 10 feet behind trail	Bi-Weekly (15 cuts)	\$ 493. ⁰⁰	\$ 7395. ⁰⁰
Unit 2b - Boschert Greenway: Mel Wetter (N. 5th) to Fox Hill Park Entrance (3309 Kister Drive) – ROW Brush mowing from trail to 370 ROW fenceline	Semi-annual (2 cuts)	\$ 1392. ⁰⁰	\$ 2784. ⁰⁰
Unit 2c - Boschert Greenway: Boschertown Rd. to New Town. (3309 Kister Drive) – Mow from trail 6 ft. past trees on either side of trail.	Bi-Weekly (15 cuts)	\$ 496. ⁰⁰	\$ 7440. ⁰⁰
Unit 2d - Boschert Greenway: East of intersection @ Mel Wetter Pkwy & Little Hills Expressway	Bi-Weekly (15 cuts)	\$ 46. ⁰⁰	\$ 690. ⁰⁰
Unit 2e - Boschert Greenway: Olive St. to Lawrence St - Mow 6 foot buffer along trail and additional lots along trail	Bi-Weekly (15 cuts)	\$ 216. ⁰⁰	\$ 3240. ⁰⁰
Unit 3a - Centennial Greenway: (2320 S. Old Hwy 94) - Mow from ROW to MODOT boundary fence to Christy Dr.	Weekly (30 Cuts)	\$ 70. ⁰⁰	\$ 2100. ⁰⁰
Unit 3b - Centennial Greenway: (2320 S. Old Hwy 94) - Trail edges, 10 feet on each side of trail	Bi-Weekly (15 cuts)	\$ 119. ⁰⁰	\$ 1785. ⁰⁰
Unit 4 - Circle Drive Park: (1000 Circle Drive)	Weekly (30 Cuts)	\$ 90. ⁰⁰	\$ 2700. ⁰⁰
Unit 5a - DuSable - Blanchette Boat Ramp (100 Olive St.)	Weekly (30 Cuts)	\$ 111. ⁰⁰	\$ 3330. ⁰⁰
Unit 5b - DuSable - Eco Trail and Regot (2006 N. Main St.)	Weekly (30 Cuts)	\$ 280. ⁰⁰	\$ 8400. ⁰⁰
Unit 5c - DuSable Motorcycle Range (2300 N. Main St.)	Weekly (30 Cuts)	\$ 209. ⁰⁰	\$ 6270. ⁰⁰
Unit 5d - Bales Park (800 N. River St.)	Weekly (30 Cuts)	\$ 1132. ⁰⁰	\$ 33,960. ⁰⁰

<u>Unit Location/Description</u> Apr. 1 thru Oct 31 (30 Week Duration)	<u>Cut Freq.</u>	<u>Cost per Cut</u>	<u>Total Cost for Full Season</u>
Unit 6 - Fox Hill Park (3400 Kister Drive)	Weekly (30 Cuts)	\$ 1115.00	\$ 33450.00
Unit 7 - Frontier Park: (500 S. Riverside Dr.) Mow & trim strip between Katy Trail in park and Riverside Drive, from Boone's Lick Rd. to Monroe St. parking lot	Weekly (30 Cuts)	\$ 109.00	\$ 3270.00
Unit 8 - Graystone Park: (2232 Graystone Dr.)	Semi-annual (2 cuts)	\$ 82.00	\$ 164.00
Unit 9 - Heatherbrook Park: (130 Wildwood Court)	Bi-Weekly (15 cuts)	\$ 296.00	\$ 4440.00
Unit 10a - Jaycee Park: (2805 Elm St.) - Finish Mowing for front of park, firehouse and along walking trail	Weekly (30 Cuts)	\$ 285.00	\$ 8550.00
Unit 10b - Jaycee Park: (2805 Elm St.) - Finish mow back hill and behind firehouse	Bi-Weekly (15 cuts)	\$ 265.00	\$ 3975.00
Unit 11a - Schaefer Park: (1647 Wilshire Valley Drive)	Weekly (30 Cuts)	\$ 556.00	\$ 16,680.00
Unit 11b - Schaefer Park (1647 Wilshire Valley Drive)	Bi-Weekly (15 cuts)	\$ 556.00	\$ 8340.00
Unit 13 - Vogt Brothers Park: (500 Fairgrounds Rd.)	Weekly (30 Cuts)	\$ 583.00	\$ 17,490.00
Unit 14 - Webster Park: (2201 S. River Rd.)	Weekly (30 Cuts)	\$ 268.00	\$ 8040.00
Unit 15 - Westwinds Park: (114 Paula Dr.)	Bi-Weekly (15 cuts)	\$ 44.00	\$ 660.00
Unit 16 - Woodlands Park: (1278 Harvest Ridge Dr.)	Bi-Weekly (15 cuts)	\$ 108.00	\$ 1620.00
GRAND TOTAL 2027			\$ 231,083

Addendum #1 Received: _____
 Addendum #2 Received: _____
 By: _____

Company Name: Spectrum Lawns: Tree Care
 Title: Office manager
 Date: 2/13/2025

Spectrum Location	# of Cuts	Cost Per Cut	Season Total
UNIT 3A - CENTENNIAL GREENWAY	30	\$ 66.50	\$ 1,995.00
UNIT 3B - CENTENNIAL GREENWAY	15	\$ 113.00	\$ 1,695.00
UNIT 5A - DUSABLE BOAT RAMP	30	\$ 105.00	\$ 3,150.00
UNIT 5B - DUSABLE ECO TRAIL REGOT	30	\$ 265.00	\$ 7,950.00
UNIT 7 - FRONTIER PARK	30	\$ 103.00	\$ 3,090.00
UNIT 15 - WESTWINDS PARK	15	\$ 42.00	\$ 630.00
UNIT 16 - WOODLANDS PARK	15	\$ 102.00	\$ 1,530.00
	Total		\$ 20,040.00

PURCHASE CONTRACT

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

1. SUPPLIER shall provide selected contractual mowing services for PARKS at selected Parks in 2026 in accordance with SUPPLIERS' proposal submitted for Bid #PR2025-0300, a copy of which is attached herein as Exhibit A and made a part hereof.
2. It is hereby mutually agreed that in consideration of the complete performance of the Contract terms by SUPPLIER, PARKS shall pay SUPPLIER the Contract Sum as herein provided.
3. It is hereby further agreed that the Contract Sum shall not exceed Twenty Eight Thousand Dollars and Zero Cents (\$28,000.00).
4. Notwithstanding other terms to the contrary, the obligation of PARKS under this contract shall cease immediately for a fiscal year in which City does not, for any reason appropriate funds for this contract.
5. The City's obligation to pay the Contract Price and the Vendor to provide goods or services ceases immediately for any fiscal year in which the City does not, for any reason, appropriate funds for the Contract.
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. SUPPLIER shall comply with City Code of Ordinance Section 145.040 regarding the registration of sex offenders with the Police Department.
9. In accordance with City Code of Ordinance Section 145.160, neither the Contractor/Supplier or an affiliated business entity of the Contractor/Supplier shall: (1) be in arrears to the City on any taxes or debt; be in default of any contractual obligation to the City; (2) be in default as security or otherwise of any obligation to the City; or (3) be a party to a non-adjudicated, non-traffic related citation for a code violation. For complete text of Section 145.160, please contact the Purchasing Office.
10. SUPPLIER acknowledges award of this 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.



RETURN WITH BID

CITY OF SAINT CHARLES, MISSOURI

BIDS ARE TO BE RETURNED NO LATER THAN:

Time 2:00 p.m. Date: Wednesday, February 26th, 2025

FOR INFORMATION CONTACT:

Peter VanLinn (Superintendent of Parks)
(Specification Questions)
(636) 949-3372
Peter.vanlinn@stcharlesparks.com

Chris Atkinson (Assistant Director of Parks)
(Contact with questions on paperwork requirements)
(636) 949-3372
chris.atkinson@stcharlesparks.com

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

PR25-0300, CONTRACT MOWING AND WEED ABATEMENT SERVICES

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

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

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

INCORPORATED IN THE STATE OF Missouri

FEDERAL ID NUMBER 43-1575387

THIS SECTION MUST BE COMPLETED FOR BID TO BE CONSIDERED VALID

COMPANY Contemporary Landscape SIGNATURE [Signature]

ADDRESS 11744 Riverview Dr. NAME Kevin M. Nowak

CITY St. Louis TITLE President

STATE MO ZIP 63138 COUNTY St. Louis PHONE NO. 314-524-0530

**RETURN WITH BID
BID FORM**

In accordance with this bid inviting proposals for:

BID # PR25-0300 CONTRACT MOWING AND WEED ABATEMENT SERVICES

as prepared by the City of St. Charles, subject to the conditions and requirements of the Agreement, and the Specifications as well as the Plans, which so far as they relate to the Proposal are made a part of it, the undersigned herewith proposes to provide and perform such work, for the sum of:

BID - 2025 Pricing

<u>Unit Location/Description</u> Apr. 1 thru Oct 31 (30 Week Duration)	<u>Cut Freq.</u>	<u>Cost per Cut</u>	<u>Total Cost for Full Season</u>
Unit 1 - Boone's Lick Park: (1000 Rosebrea Dr to 900 Boone's Lick Rd)	Weekly (30 Cuts)	\$1,400.00	\$42,000.00
Unit 2a - Boschert Greenway: Mel Wetter (N. 5th) to Fox Hill Park Entrance. (3309 Kister Drive) – Finish mowing from road to 10 feet behind trail	Bi-Weekly (15 cuts)	\$250.00	\$3,750.00
Unit 2b - Boschert Greenway: Mel Wetter (N. 5th) to Fox Hill Park Entrance (3309 Kister Drive) – ROW Brush mowing from trail to 370 ROW fenceline	Semi-annual (2 cuts)	\$495.00	\$990.00
Unit 2c - Boschert Greenway: Boschertown Rd. to New Town. (3309 Kister Drive) – Mow from trail 6 ft. past trees on either side of trail.	Bi-Weekly (15 cuts)	\$467.75	\$7,031.25
Unit 2d - Boschert Greenway: East of intersection @ Mel Wetter Pkwy & Little Hills Expressway	Bi-Weekly (15 cuts)	\$65.00	\$975.00
Unit 2e - Boschert Greenway: Olive St. to Lawrence St - Mow 6 foot buffer along trail and additional lots along trail	Bi-Weekly (15 cuts)	\$125.00	\$1,875.00
Unit 3a - Centennial Greenway: (2320 S. Old Hwy 94) - Mow from ROW to MODOT boundary fence to Christy Dr.	Weekly (30 Cuts)	\$112.50	\$3,375.00
Unit 3b - Centennial Greenway: (2320 S. Old Hwy 94) - Trail edges, 10 feet on each side of trail	Bi-Weekly (15 cuts)	\$187.50	\$2,812.50
Unit 4 - Circle Drive Park: (1000 Circle Drive)	Weekly (30 Cuts)	\$65.00	\$1,950.00
Unit 5a - DuSable - Blanchette Boat Ramp (100 Olive St.)	Weekly (30 Cuts)	\$150.00	\$4,500.00
Unit 5b - DuSable - Eco Trail and Regot (2006 N. Main St.)	Weekly (30 Cuts)	\$287.00	\$8,610.00
Unit 5c - DuSable Motorcycle Range (2300 N. Main St.)	Weekly (30 Cuts)	\$150.00	\$4,500.00
Unit 5d - Bales Park (800 N. River St.)	Weekly (30 Cuts)	\$950.00	\$28,500.00

<u>Unit Location/Description</u> Apr. 1 thru Oct 31 (30 Week Duration)	<u>Cut Freq.</u>	<u>Cost per Cut</u>	<u>Total Cost for Full Season</u>
Unit 6 - Fox Hill Park (3400 Kister Drive)	Weekly (30 Cuts)	\$ 950.00	\$ 28,500.00
Unit 7 - Frontier Park: (500 S. Riverside Dr.) Mow & trim strip between Katy Trail in park and Riverside Drive, from Boone's Lick Rd. to Monroe St. parking lot	Weekly (30 Cuts)	\$ 150.00	\$ 4,500.00
Unit 8 - Graystone Park: (2232 Graystone Dr.)	Semi-annual (2 cuts)	\$ 497.50	\$ 995.00
Unit 9 - Heatherbrook Park: (130 Wildwood Court)	Bi-Weekly (15 cuts)	\$ 467.75	\$ 7,016.25
Unit 10a - Jaycee Park: (2805 Elm St.) - Finish Mowing for front of park, firehouse and along walking trail	Weekly (30 Cuts)	\$ 262.50	\$ 7,875.00
Unit 10b - Jaycee Park: (2805 Elm St.) - Finish mow back hill and behind firehouse	Bi-Weekly (15 cuts)	\$ 375.00	\$ 5,625.00
Unit 11a - Schaefer Park: (1647 Wilshire Valley Drive)	Weekly (30 Cuts)	\$ 475.00	\$ 14,250.00
Unit 11b - Schaefer Park (1647 Wilshire Valley Drive)	Bi-Weekly (15 cuts)	78.00	1,173.75
Unit 13 - Vogt Brothers Park: (500 Fairgrounds Rd.)	Weekly (30 Cuts)	\$ 500.00	\$ 15,000.00
Unit 14 - Webster Park: (2201 S. River Rd.)	Weekly (30 Cuts)	\$ 175.00	\$ 5,250.00
Unit 15 - Westwinds Park: (114 Paula Dr.)	Bi-Weekly (15 cuts)	\$ 65.00	\$ 975.00
Unit 16 - Woodlands Park: (1278 Harvest Ridge Dr.)	Bi-Weekly (15 cuts)	\$ 187.00	\$ 2,805.00
GRAND TOTAL 2025			\$ 201,371.25

BID - 2026 Pricing

<u>Unit Location/Description</u> Apr. 1 thru Oct 31 (30 Week Duration)	<u>Cut Freq.</u>	<u>Cost per Cut</u>	<u>Total Cost for Full Season</u>
Unit 1 - Boone's Lick Park: (1000 Rosebrea Dr to 900 Boone's Lick Rd)	Weekly (30 Cuts)	\$ 1,442.00	\$ 43,260.00
Unit 2a - Boschert Greenway: Mel Wetter (N. 5th) to Fox Hill Park Entrance. (3309 Kister Drive) – Finish mowing from road to 10 feet behind trail	Bi-Weekly (15 cuts)	\$ 257.50	\$ 3,862.50
Unit 2b - Boschert Greenway: Mel Wetter (N. 5th) to Fox Hill Park Entrance (3309 Kister Drive) – ROW Brush mowing from trail to 370 ROW fenceline	Semi-annual (2 cuts)	\$ 510.00	\$ 1,020.00
Unit 2c - Boschert Greenway: Boschertown Rd. to New Town. (3309 Kister Drive) – Mow from trail 6 ft. past trees on either side of trail.	Bi-Weekly (15 cuts)	\$ 483.00	\$ 7,245.00
Unit 2d - Boschert Greenway: East of intersection @ Mel Wetter Pkwy & Little Hills Expressway	Bi-Weekly (15 cuts)	\$ 67.00	\$ 1,005.00
Unit 2e - Boschert Greenway: Olive St. to Lawrence St - Mow 6 foot buffer along trail and additional lots along trail	Bi-Weekly (15 cuts)	\$ 123.25	\$ 1,848.75
Unit 3a - Centennial Greenway: (2320 S. Old Hwy 94) - Mow from ROW to MODOT boundary fence to Christy Dr.	Weekly (30 Cuts)	\$ 116.00	\$ 3,480.00
Unit 3b - Centennial Greenway: (2320 S. Old Hwy 94) - Trail edges, 10 feet on each side of trail	Bi-Weekly (15 cuts)	\$ 193.25	\$ 2,898.75
Unit 4 - Circle Drive Park: (1000 Circle Drive)	Weekly (30 Cuts)	\$ 67.00	\$ 2,010.00
Unit 5a - DuSable - Blanchette Boat Ramp (100 Olive St.)	Weekly (30 Cuts)	\$ 154.50	\$ 4,635.00
Unit 5b - DuSable - Eco Trail and Regot (2006 N. Main St.)	Weekly (30 Cuts)	\$ 296.25	\$ 8,887.50
Unit 5c - DuSable Motorcycle Range (2300 N. Main St.)	Weekly (30 Cuts)	\$ 154.50	\$ 4,635.00
Unit 5d - Bales Park (800 N. River St.)	Weekly (30 Cuts)	\$ 973.50	\$ 29,205.00

<u>Unit Location/Description</u> Apr. 1 thru Oct 31 (30 Week Duration)	<u>Cut Freq.</u>	<u>Cost per Cut</u>	<u>Total Cost for Full Season</u>
Unit 6 - Fox Hill Park (3400 Kister Drive)	Weekly (30 Cuts)	\$ 978.50	\$ 29,355.00
Unit 7 - Frontier Park: (500 S. Riverside Dr.) Mow & trim strip between Katy Trail in park and Riverside Drive, from Boone's Lick Rd. to Monroe St. parking lot	Weekly (30 Cuts)	\$ 154.50	\$ 4,635.00
Unit 8 - Graystone Park: (2232 Graystone Dr.)	Semi-annual (2 cuts)	\$ 255.00	\$ 510.00
Unit 9 - Heatherbrook Park: (130 Wildwood Court)	Bi-Weekly (15 cuts)	\$ 483.00	\$ 7,245.00
Unit 10a - Jaycee Park: (2805 Elm St.) - Finish Mowing for front of park, firehouse and along walking trail	Weekly (30 Cuts)	\$ 270.50	\$ 8,115.00
Unit 10b - Jaycee Park: (2805 Elm St.) - Finish mow back hill and behind firehouse	Bi-Weekly (15 cuts)	\$ 386.25	\$ 5,793.75
Unit 11a - Schaefer Park: (1647 Wilshire Valley Drive)	Weekly (30 Cuts)	\$ 489.25	\$ 14,677.50
Unit 11b - Schaefer Park (1647 Wilshire Valley Drive)	Bi-Weekly (15 cuts)	\$ 80.50	\$ 1,207.50
Unit 13 - Vogt Brothers Park: (500 Fairgrounds Rd.)	Weekly (30 Cuts)	\$ 515.00	\$ 15,450.00
Unit 14 - Webster Park: (2201 S. River Rd.)	Weekly (30 Cuts)	\$ 180.25	\$ 5,407.50
Unit 15 - Westwinds Park: (114 Paula Dr.)	Bi-Weekly (15 cuts)	\$ 67.00	\$ 1,005.00
Unit 16 - Woodlands Park: (1278 Harvest Ridge Dr.)	Bi-Weekly (15 cuts)	\$ 193.25	\$ 2,898.75
GRAND TOTAL 2026			\$ 210,525.00

BID - 2027 Pricing

<u>Unit Location/Description</u>	<u>Cut Freq.</u>	<u>Cost per Cut</u>	<u>Total Cost for Full Season</u>
Apr. 1 thru Oct 31 (30 Week Duration)			
Unit 1 - Boone's Lick Park: (1000 Rosebrea Dr to 900 Boone's Lick Rd)	Weekly (30 Cuts)	\$1,185.25	\$41,557.50
Unit 2a - Boschert Greenway: Mel Wetter (N. 5th) to Fox Hill Park Entrance. (3309 Kister Drive) – Finish mowing from road to 10 feet behind trail	Bi-Weekly (15 cuts)	\$265.25	\$3,978.75
Unit 2b - Boschert Greenway: Mel Wetter (N. 5th) to Fox Hill Park Entrance (3309 Kister Drive) – ROW Brush mowing from trail to 370 ROW fenceline	Semi-annual (2 cuts)	\$525.25	\$1,050.50
Unit 2c - Boschert Greenway: Boschertown Rd. to New Town. (3309 Kister Drive) – Mow from trail 6 ft. past trees on either side of trail.	Bi-Weekly (15 cuts)	\$497.50	\$7,462.50
Unit 2d - Boschert Greenway: East of intersection @ Mel Wetter Pkwy & Little Hills Expressway	Bi-Weekly (15 cuts)	\$69.00	\$1,035.00
Unit 2e - Boschert Greenway: Olive St. to Lawrence St - Mow 6 foot buffer along trail and additional lots along trail	Bi-Weekly (15 cuts)	\$132.75	\$1,991.25
Unit 3a - Centennial Greenway: (2320 S. Old Hwy 94) - Mow from ROW to MODOT boundary fence to Christy Dr.	Weekly (30 Cuts)	\$119.50	\$3,585.00
Unit 3b - Centennial Greenway: (2320 S. Old Hwy 94) - Trail edges, 10 feet on each side of trail	Bi-Weekly (15 cuts)	\$199.00	\$2,985.00
Unit 4 - Circle Drive Park: (1000 Circle Drive)	Weekly (30 Cuts)	\$69.00	\$2,070.00
Unit 5a - DuSable - Blanchette Boat Ramp (100 Olive St.)	Weekly (30 Cuts)	\$159.25	\$4,777.50
Unit 5b - DuSable - Eco Trail and Regot (2006 N. Main St.)	Weekly (30 Cuts)	\$305.25	\$9,157.50
Unit 5c - DuSable Motorcycle Range (2300 N. Main St.)	Weekly (30 Cuts)	\$159.25	\$4,777.50
Unit 5d - Bales Park (800 N. River St.)	Weekly (30 Cuts)	\$1,008.00	\$30,240.00

<u>Unit Location/Description</u> Apr. 1 thru Oct 31 (30 Week Duration)	<u>Cut Freq.</u>	<u>Cost per Cut</u>	<u>Total Cost for Full Season</u>
Unit 6 - Fox Hill Park (3400 Kister Drive)	Weekly (30 Cuts)	\$ 1,003.00	\$ 30,090.00
Unit 7 - Frontier Park: (500 S. Riverside Dr.) Mow & trim strip between Katy Trail in park and Riverside Drive, from Boone's Lick Rd. to Monroe St. parking lot	Weekly (30 Cuts)	\$ 159.25	\$ 4,777.50
Unit 8 - Graystone Park: (2232 Graystone Dr.)	Semi-annual (2 cuts)	\$ 262.75	\$ 525.50
Unit 9 - Heatherbrook Park: (130 Wildwood Court)	Bi-Weekly (15 cuts)	\$ 497.50	\$ 7,462.50
Unit 10a - Jaycee Park: (2805 Elm St.) - Finish Mowing for front of park, firehouse and along walking trail	Weekly (30 Cuts)	\$ 279.75	\$ 8,392.50
Unit 10b - Jaycee Park: (2805 Elm St.) - Finish mow back hill and behind firehouse	Bi-Weekly (15 cuts)	\$ 398.00	\$ 5,970.00
Unit 11a - Schaefer Park: (1647 Wilshire Valley Drive)	Weekly (30 Cuts)	\$ 504.00	\$ 15,120.00
Unit 11b - Schaefer Park (1647 Wilshire Valley Drive)	Bi-Weekly (15 cuts)	\$ 83.00	\$ 1,245.00
Unit 13 - Vogt Brothers Park: (500 Fairgrounds Rd.)	Weekly (30 Cuts)	\$ 530.50	\$ 15,915.00
Unit 14 - Webster Park: (2201 S. River Rd.)	Weekly (30 Cuts)	\$ 195.75	\$ 5,872.50
Unit 15 - Westwinds Park: (114 Paula Dr.)	Bi-Weekly (15 cuts)	\$ 69.00	\$ 1,035.00
Unit 16 - Woodlands Park: (1278 Harvest Ridge Dr.)	Bi-Weekly (15 cuts)	\$ 199.00	\$ 2,985.00
GRAND TOTAL 2027			\$ 216,979.50

Addendum #1 Received: _____
 Addendum #2 Received: _____
 By: K. M. TP

Company Name: Contemporary Landscaping
 Title: President
 Date: 8/25/25

Contemporary Locations	# of Cuts	Cost Per Cut	Season Total
UNIT 2A - BOSCHERT GREENWAY	15	\$ 257.50	\$ 3,862.50
UNIT 2B - BOSCHERT GREENWAY	2	\$ 510.00	\$ 1,020.00
UNIT 2C - BOSCHERT GREENWAY	15	\$ 483.00	\$ 7,245.00
UNIT 2D - BOSCHERT GREENWAY	15	\$ 67.00	\$ 1,005.00
UNIT 2E - BOSCHERT GREENWAY**	15	\$ 128.75	\$ 1,931.25
UNIT 4 - CIRCLE DRIVE PARK	30	\$ 67.00	\$ 2,010.00
UNIT 5C - DUSABLE MOTORCYCLE	30	\$ 154.50	\$ 4,635.00
UNIT 14 WEBSTER PARK	30	\$ 180.25	\$ 5,407.50
	Total		\$ 27,116.25

St. Charles Parks and Recreation Board

MEMORANDUM

Date: February 11th, 2026, 2025

From: Chris Atkinson, Assistant Director of Parks & Recreation

RE: Purchase of playground equipment for Legacy Farms Park*

Summary:

On October 30th, 2025 an Invitation to Bid the Legacy Farms Park playground equipment was advertised per City purchasing requirements and sent to playground equipment manufacturers and their local sales representatives. The bid document outlined the four base bid playground areas which included the 5-12 playground, swings/spinners, 2-5 tot playground, hillside play. There was also a fifth area for adventure play included in the bid as an alternate. The bid provided an aerial playground layout plan showing the size and shape of the different play areas and a project budget of \$400,000 (+/- 5%) for the base bid. The deadline to submit bids/proposals was November 14th, 2025.

There were 9 companies who submitted proposals and met the bid requirements.

Fry & Associates

ABCreative, Inc.

Next Generation Recreation

All Inclusive Rec.

The Playground Consultants

Great Southern Recreation

Nutoys Leisure Products, Inc.

Hutchinson Recreation & Design

Kompan Inc.

The bids/proposals were reviewed and scored by Parks & Recreation staff with assistance from the consultant team SWT and our Owners Representative Navigate Building Solutions.

The proposal submitted by Nutoys Leisure Products, Inc. who use Landscape Structures were notified on November 20, 2025 that they were chosen as the vendor that we would like to move forward.

Since that time staff and our team have been working with Nutoys on the final design and layout of the playground. This included switching out some playground pieces, moving some equipment and adding in the alternate adventure play area to the overall bid.

Attached to this memo and included in the contract as Exhibit A are renderings of the finalized play elements in the five different play areas. The signature piece of the playground is the “Volo Aire” tower that stands at 26’7” tall and has an accessible slide 20’ feet of the ground. This specific type of playground is not located anywhere in the St. Louis region.

Once the playground is installed as part of the construction of Phase 1 of Legacy Farms Park it will provide residents and guests a one of a kind play experience available nowhere else in the area.

Exhibit A also includes all of the equipment pricing. The document also includes a cost estimate to install the playground equipment. However, that is not included in this contract as the team decided to include the install in the bid documents for the entire park to hopefully get a more competitive bid price. We do have the ability to come back and add the install cost if the bid for the playground install comes in higher with the overall bid.

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

Staff requests favorable consideration of a contract with Landscape Structures, Inc. to supply the playground equipment for Legacy Farms Park in an amount not to exceed \$504,217.00.

CONTRACT AGREEMENT

This agreement, made and entered into as of the contract date last signed below by and between LANDSCAPE STRUCTURES INC., Party of the First Part, hereinafter called the "Contractor", and CITY OF ST CHARLES, MISSOURI, by and through its Parks and Recreation Board, Party of the Second Part, hereinafter called the "Owner".

WITNESSETH: That the Owner and the Contractor for the consideration hereinafter named agree as follows:

ARTICLE 1. Scope of Work:

The Contractor shall furnish all of the labor and materials and perform all of the work outlined in the proposal titled "Legacy Park – Option 3 Packet revised-Edited" dated January 28, 2026. See Exhibit A (Attached).

ARTICLE 2. Time of Completion:

The work to be performed under this Contract shall be commenced as soon as the weather permits and shall be completed in 216 working days.

It is mutually understood and agreed that time is the essence of this Agreement and in the event said work is not completed on or before the date named above for its completion, party of the first part, the Contractor, shall pay damages to the Owner of \$150.00 per day. Those damages shall be used to pay the damages to the public affected by the project. Extra time shall in all cases be construed as the time required for completion after the date herein named. Extensions of time granted by the party of the second part, the Owner, for completion of the Contract on account of fire, strikes, or acts of Providence shall not be construed as extra time.

ARTICLE 3. The Contract Sum:

The Owner shall pay the Contractor for the performance of the Contract a sum, not-to-exceed five hundred four thousand two hundred seventeen and Zero Cents (\$504,217.00) for the performance of the Contract, subject to additions and deductions provided herein, in current funds based on the actual quantities of work completed under each line item at the unit prices named in the proposal attached hereto and made a part of these documents and this contract.

ARTICLE 4. Acceptance and Final Payment:

Payment will be made within 30 days of delivery of all equipment described in Exhibit A.

ARTICLE 5. The Contract Documents:

The information for and instruction to bidders, the proposal, the bond, the general conditions of the contract, the specifications, and the drawings as they pertain to supply only of equipment, together with the agreement, form the contract and they are as fully a part of this contract as if thereto attached or repeated.

ARTICLE 6. Choice of Law and Venue Provision:

Choice of Law: 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 purposed and intents. Venue shall be vested in courts of appropriate jurisdiction in St. Charles County, Missouri.

ARTICLE 7. Compliance with City Code:

Contractor shall be in compliance with all City Code of Ordinances, including Section 145.040 regarding the registration of sex offenders with the Police Department.

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.

ARTICLE 8. Transient Employer Obligations:

Every transient employer, as defined in Section 285.230 RSMo., must post in a prominent and easily accessible place at the work site a clearly legible copy of the following: (1) the notice of registration for employer withholding issued to such transient employer by the director of revenue; (2) proof of coverage for workers' compensation insurance or self-insurance signed by the transient employer and verified by the department of revenue through the records of the division of workers' compensation; and (3) the notice of registration for unemployment insurance issued to such transient employer by the division of employment security. Any transient employer failing to comply with these requirements shall, under Section 285.234, RSMo., be liable for a penalty of \$500 per day until the notices required by this section are posted as required by statute.

ARTICLE 9. Proof of Lawful Presence:

Contractor 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.

ARTICLE 10. Nondiscrimination:

Contractor agrees in the performance of this agreement that it will not discriminate against any employee or applicant for employment, in the selection and retention of subcontractors, or in procurement of materials and leases of equipment with regard to the work performed during this Contract, on the basis of race, creed, color, age, sex, national origin, ancestry, religion, or political opinion or affiliation.

ARTICLE 11. Compliance with Federal Work Authorization Requirements:

Contractor acknowledges award of this Contract requires compliance with Section 285.530(2) RSMo. (Cumm. Supp. 2008) regarding enrollment and participation in the federal work authorization program with respect to all persons working in connection with the contracted services. Contractor represents and warrants that it is in compliance with Section 285.530 at the time of award of this Contract. A sworn affidavit and supporting documentation affirming participation in a qualified work authorization program and that Contractor 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.

ARTICLE 12. Anti-Discrimination Against Israel Act Certification

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.

ARTICLE 13. Re-Appropriations Clause

Notwithstanding other terms to the contrary, the obligation of PARKS under this contract shall cease immediately for a fiscal year in which City does not, for any reason appropriate funds for this contract.

ARTICLE 14. Disclosures

Notwithstanding any other provision of the Contract to the contrary, the City is a public governmental body that is subject to Chapter 610, RSMo., and is authorized to disclose records that are responsive to a valid request as required by Chapter 610, RSMo., without additional advanced notice or disclosure to Contractor.

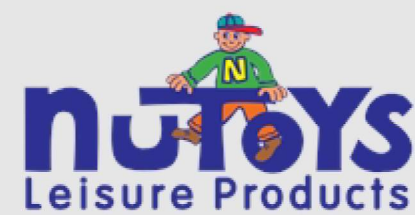
EXHIBIT A

Legacy Park – Option 3 Packet revised-Edited
January 28, 2026



Legacy Farms Park - Option 3

1202984-01-02-01 · 02.02.2026





Legacy Farms Park - Option 3

1202984-01-02-05 · 02.02.2026





LS landscape structures

Legacy Farms Park - Option 3

1202984-01-02-06 · 02.02.2026





LS landscape structures

Legacy Farms Park - Option 3

1202984-01-02-07 · 02.02.2026


nUTOYS
Leisure Products

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LS landscape structures

Legacy Farms Park - Option 3

1202984-01-02-08 · 02.02.2026





LS landscape structures

Legacy Farms Park - Option 3

1202984-01-02-02 · 02.02.2026





LS landscape structures

Legacy Farms Park - Option 3

1202984-01-02-03 · 02.02.2026





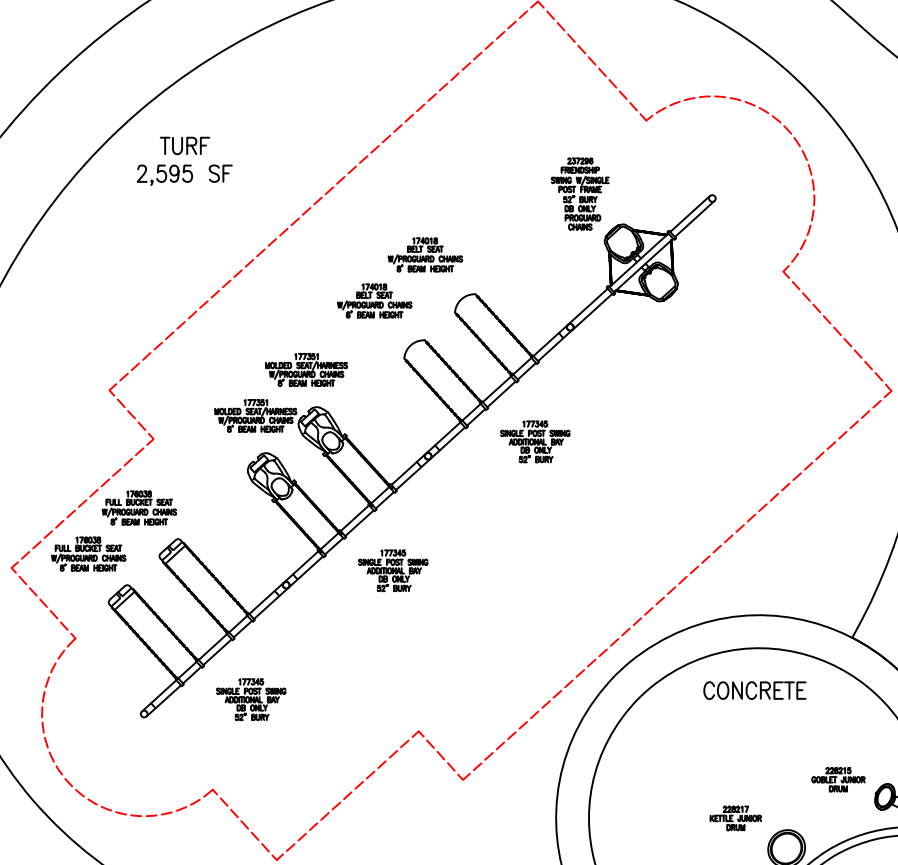
LS landscape structures

Legacy Farms Park - Option 3

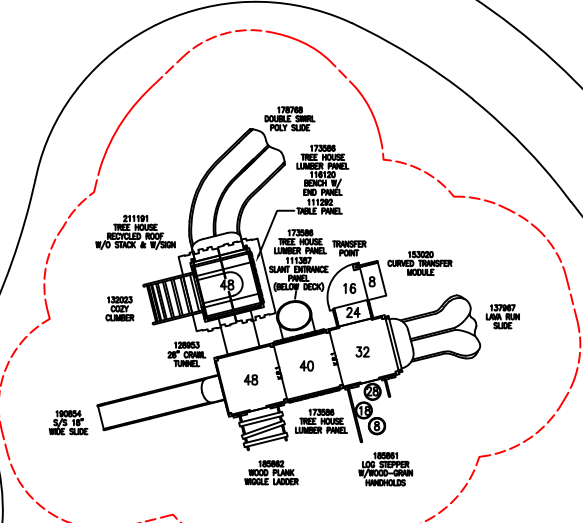
1202984-01-02-04 · 02.02.2026



TURF
2,595 SF

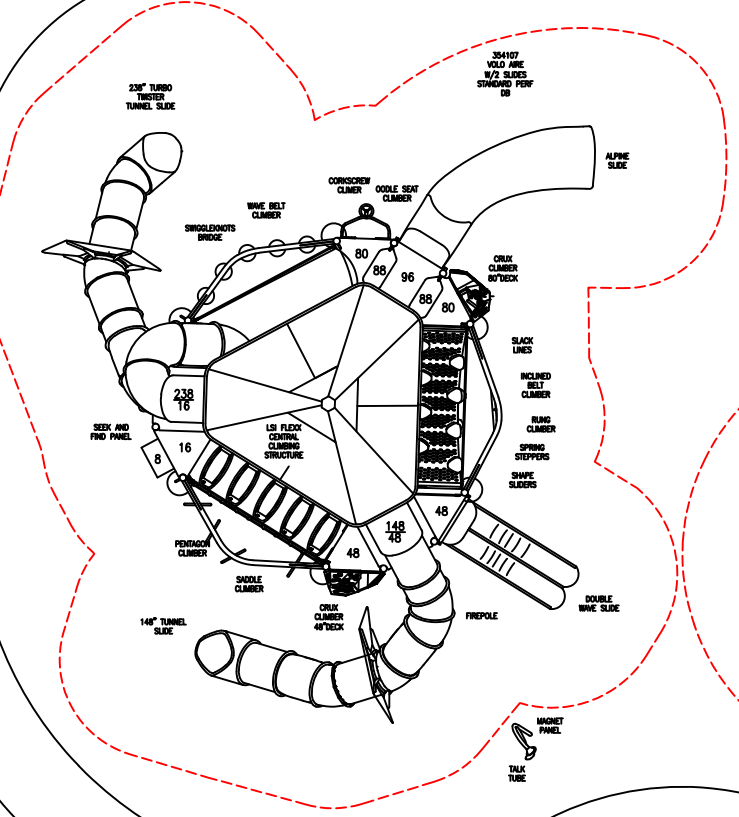


TURF
1,734 SF



CONCRETE

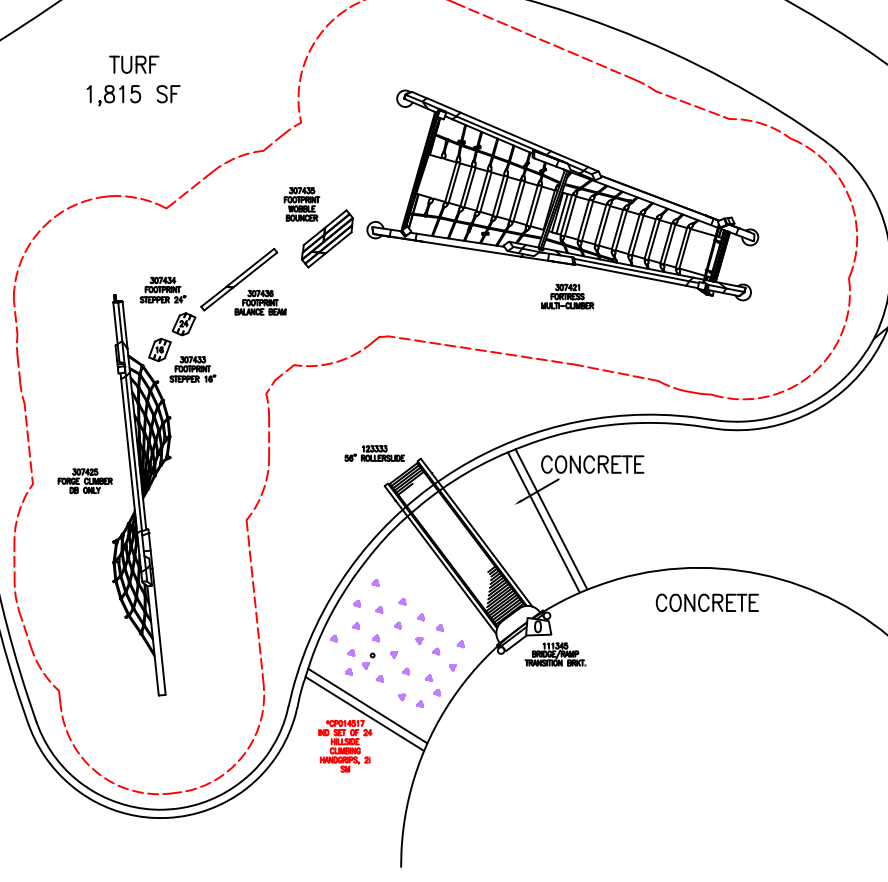
TURF
3,213 SF



Legacy Farms Park
St. Charles, MO
CODE: MISC/LEG3 - Option 3
11/25/2025 DRAWN BY: JB
STRUCTURE DIMENSIONS:
ACTUAL SIZE:
AREA REQUIRED:
Copyright Landscape Structures, Inc.



TURF
1,815 SF



CONCRETE

CONCRETE



Box 7075
 Westchester, IL 60154
 708-579-9055
 708-579-0109 (fax)
 1-800-526-6197

January 28, 2026

Legacy Farms Park
 St. Charles, MO
 OPTION 3
 Smart Play/PlayShaper

<u>QTY.</u>	<u>NO.</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>PRICE</u>
Smart Play Component System				
1	354107A	Volo Aire w/2 Slides Standard Perf. DB		\$ 294,000
	Includes:	Saddle Climber		
		Firepole		
		Crux Climber (2)		
		Double Wave Slide		
		Inclined Belt Climber		
		Shape Sliders		
		Alpine Slide		
		Corkscrew Climber		
		Wave Belt Climber		
		Flex Climbing Structure		
		Tunnel Slide		
		Turbo Twister Tunnel Slide		
		Spring Steppers		
		Oodle Seat Climber		
		Slack Lines		
		Talk Tube (2)		
		Seek and Find Panel		
		Pentagon Climber		
		Rung Climber		
		Swiggleknots Bridge		
		Magnet Panel		
1	182503C	Welcome Sign (LSI Provided) Ages 5-12 years Direct Bury		-
PlayShaper Component System				
1	132023B	Cozy Climber Perm Handholds 48"Dk DB		\$ 3,695
1	185861C	Log Stepper 32"Deck w/2 Recycled Wood-Grain Handholds 1 Handloop and 1 Handrail Left Handhold		6,300
1	185862C	Wood Plank Wiggle Ladder 48"Deck 2" SM		2,155
1	153020A	Curved Transfer Module 32"Dk Left DB		3,025
2	179349A	Kick Plate 8"Rise	\$ 160	320
4	111237A	Square Tenderdeck	1,095	4,380
1	116120A	2 Benches w/1 End Panel Each		1,270
3	173586A	Recycled Wood-Grain Lumber Panel Above Deck	1,735	5,205
1	111387A	Slant Entrance Panel DB		1,365
1	111292A	Table Panel DB		1,540
4	111397C	106"Post DB	410	1,640
2	111397B	114"Post DB	415	830
2	111397A	128"Post DB	500	1,000

4	111396B	137"Post For Roof DB	\$	500	\$	2,000
1	211191C	Tree House Roof w/o Stack and w/Kids Only sign				4,520
1	178768A	Double Swirl Slide 48"Dk DB				3,175
1	137967A	Lava Run Slide 32"Dk DB				2,155
1	190854B	S/S 18" Slide 48"Dk DB				3,815
1	128953A	28" Crawl Tunnel 28" w/o View Above Deck				2,235
1	182503A	Welcome Sign (LSI Provided) Ages 2-5 years Direct Bury				-
		SUBTOTAL			\$	50,625

Freestanding Equipment

2	152179A	Saddle Spinner DB 12"Height	\$	990	\$	1,980
1	218915A	Global Motion DB Only ¹				39,595
		SUBTOTAL			\$	41,575

Forma Freestanding Equipment

1	307436A	Footprint Balance Beam DB			\$	615
1	307433A	Footprint Stepper 16" DB				455
1	307434A	Footprint Stepper 24" DB				480
1	307425A	Forge Climber DB Only				27,375
1	307421A	Fortress Multi-Climber DB				54,950
1	307435A	Footprint Wobble Bouncer DB				2,530
		SUBTOTAL			\$	86,405

Outdoor Musical Instruments

1	228215B	Rhapsody Goblet Drum Junior SM			\$	2,070
1	228217B	Rhapsody Kettle Drum Junior SM				2,070
1	228218B	Rhapsody Kundu Drum Junior SM				2,070
		SUBTOTAL			\$	6,210

7-Place Single Post Swing Set

2	174018A	Belt Seat Proguard Chains 8' Beam	\$	175	\$	350
1	237296A	Friendship Swing w/Single Post Frame 52" Bury ProGuard Chains DB Only				4,535
2	176038A	Full Bucket Seat Proguard Chains 8' Beam		490		980
2	177351A	Molded Bucket Seat (5-12 yrs) w/Harness Proguard Chains 8' Beam		1,195		2,390
3	177345A	Single Post Swing Frame 52" Bury Additional Bay 8' Beam Height Only DB Only		1,355		4,065
		SUBTOTAL			\$	12,320

Hill Play

1	111345A	Bridge/Ramp Transition Bracket			\$	415
2	111404J	76"Alum Post DB	\$	360		720
1	123333B	Rollerslide 56"Dk 2"SM				13,510
1	CP014517	SET OF 24 HILLSIDE CLIMBING HANDGRIPS 2i SM Tri-Handhold Handgrips with mating steel plate for SM embedment into concrete. Surfacing thickness to be 2i. (6) 11-12 Red, (6)15-12 Yellow, (6)13-01 Blue, (6)16-16 Green.				2,725
		SUBTOTAL			\$	17,370

EQUIPMENT TOTAL	\$ 508,505
CONTRACT DISCOUNT - 8%	(40,680)
SHIPPING	<u>36,392</u>
TOTAL	\$ 504,217

1/28/2026



FOCAL POINTE

To:

Laura Schellenberg
NuToys Leisure Products, Inc.
10560 W Cermak Rd
Westchester, IL 60154
lauras@nutoys4fun.com
314-740-7103

From:

Brian Bobikiewicz
Focal Pointe of St. Louis, LLC.
1921 Ravinia Drive
Caseyville, IL 62232
bbobikiewicz@yourfocalpointe.com
314-920-8462

Project: Legacy Farms Park - St. Charles
Subject: Play Equipment Installation

Option 3revsd: Install Owner Furnished Play Equipment **\$ 170,808**

Volo Aire
Music
Swings
Playshaper Tot
Saddle Spinners
Global Motion
Forma Climbing Elements
Roller Slide
Hillside Climbing Handgrips

Installation not included in contract amount

Notes & Exclusions:

- *Does not include any permits or city inspections.
- *Excavation to subgrade by others.
- *Temporary fencing by others.
- *All other sitework, grading, flatwork, and play surfacing by others.

Regards, *Brian Bobikiewicz*
Director of Construction

St. Charles Parks and Recreation Board

MEMORANDUM

Date: February 12, 2026

From: Don Borgmeyer, Enterprise Superintendent

RE: Athletic Field Use Policy and Intoxicating Beverage Use Policy

Summary:

Included in your board packet are the proposed revisions to the **Athletic Field Use Policy** and the **Intoxicating Beverage Use Policy** for your review and consideration.

These proposed policy updates would prohibit all participants and attendees from bringing alcoholic beverages into the Wapelhorst Athletic Complex. The Concession Stand will continue to sell draft beer and other alcoholic drinks that are under 14% by weight.

The City Legal Department has reviewed and approved the changes.

Staff recommends favorable consideration for the proposed **Athletic Field Use Policy** and the **Intoxicating Beverage Use Policy**.

SAINT CHARLES PARKS AND RECREATION BOARD
"INTOXICATING BEVERAGE USE" POLICY

The City of Saint Charles Parks and Recreation Board (hereinafter the "Board") hereby adopts the following "Intoxicating Beverage Use" Policy ~~and to empowers the~~ Director of the Parks and Recreation Department ~~Director~~ (hereinafter the "Director/Designee") to apply this policy for the betterment of the City's parks system. ~~Citizens-Visitors~~ using Saint Charles Parks and Recreation Department areas or facilities may possess and/or drink intoxicating beverages that are served from original packages with an alcohol content not in excess of 14% by weight, except in areas or facilities designated by City ordinance, Parks departmental rules and regulations, or policy indicating that such use is not allowed. Compliance with all laws, ordinances, rules, regulations, and policies is the responsibility of the park user and/or an authorized group or vendor operating under a permit issued by the ~~Parks and Recreation~~ Board or its designee.

General rules of use:

- All alcoholic beverages shall be served in non-glass containers, and bottles shall not be distributed.
- All empty containers must be disposed of properly.
- Intoxicating beverages are prohibited within the Wapelhorst Park Ball Field Complex unless served by the Parks and Recreation Department from the concession stand or unless receiving prior approval obtained from the Board or the Director/Designee.

Keg or draught beer is allowed; ~~only~~except as follows:

- In the Bales Area of Point DuSable Park and Schneider/Kiwanis Park, ~~keg or draught beer is allowed only~~ if the alcohol content does not exceed 5% by weight.
- In authorized park facilities where beer is sold by the Parks and Recreation Department or by licensed vendors under the supervision of the Director.
- ~~For~~ licensed sales of keg or draught beer not exceeding 5% by weight by authorized non-profit organizations operating under permission of the ~~Park~~ Board or its designee during special events if the alcohol content does not exceed 5% by weight.

Other intoxicating beverages:

Intoxicating beverages such as flavored malt beverages, specialty alcoholic beverages, wine, and similar products with an alcohol content not exceeding 14% by weight are allowed for personal consumption. The sale of such beverages may be authorized in designated areas or facilities by the ~~Park~~ Board or its designee under a special permit.

Alcoholic beverages with an alcohol content exceeding 14% by weight are allowed only in Memorial Hall during authorized functions.

Park Board Approval: July 17, 2002, Revised: June 7, 2006; Proposed February 18, 2026

NOTE: See City Ordinances [99.15\(C\)](#), [99.17\(C\)](#), [99.27\(A\)\(B\)\(C\)\(D\)\(E\)\(F\)\(G\)](#), [255.170. \(1-6\)](#), [600.100. \(A1, A3\)](#)

St Charles Parks and Recreation Board
Athletic Field Use Policy
(Tournaments, Leagues and Practices)

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

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

Availability

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

Modifications

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

Reservation Priorities

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

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

Reservation Procedures

- A. A designee of the Organization must complete the Athletic Facility League and Tournament Request Form / application and submit to Parks no less than 30 days before the event to be considered.
 - Incomplete requests may be denied. If two or more organizations request the same time/date/fields, the Reservation Priority list will apply.
- B. A deposit may be required at the discretion of Parks.
- C. Parks will determine if a meeting is necessary prior to any tournament or league date.
- D. Schedules must be submitted no less than 5 days prior to the start date of a tournament or league event.
- E. Field layout requests must be submitted no less than 14 days prior to the start date.

- F. A Certificate of Insurance with the required limits of coverage and naming the City of St. Charles as additional insured must be provided no less than 10 days prior to the event. The required limits are available from Parks. The Organization's insurance shall be primary to the City's insurance coverage which shall be non-contributory.

Inclement Weather

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

Use Regulations

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

Additional Rules for Use of Artificial Turf Infields & (Wapelhorst Park Ball Field Complex)

Infield Usage: Per "Intoxicating Beverage Use Policy", Intoxicating beverages are prohibited within the Wapelhorst Park Ball Field Complex unless served by the Department from the concession stand or receiving prior approval from Board or Designee.

- A. Metal cleats are prohibited (molded cleats, turf shoes, tennis shoes only)
- B. Soft toss into fencing/backstops is prohibited
- C. Hitting into nets/fences is prohibited unless in designated areas or with portable nets

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

Complex Usage: Per the “Intoxicating Beverage Use” Policy, intoxicating beverages are prohibited within the Wapelhorst Park Ball Field Complex unless served by Parks from the concession stand or unless prior approval obtained from the Board or the Director.

Rental Fees

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

Natural Field Tournament Fee Structure

Ball Diamonds with Dirt Infields and Mounds

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

Ball Diamonds with Dirt Infields and No Mounds

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

McNair Multi-Use Fields

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

Blanchette Park Horseshoe Complex

Complex Set up Fee	\$200 per day
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Game Play	\$100 per day
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Natural Field League Fee Structure

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

Wapelhorst Complex Fee Structure (Turf Infields)

Tournament Game Play	Full Day \$1,500 / Partial Day \$750 (Entire Complex)
Practices/League Play	Resident \$50 per hour / Non-Resident / \$75 per hour

McNair Disc Golf Fee Structure

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

Cross Country Fee Structure

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

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

Multiple Use Sports Fields

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

Impact Fee

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

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

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

Additional Fees if Applicable for All Athletic Fields

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

*Attendant is required for multi-day tournaments

Practice Usage for Athletic Fields

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

- A. Reservations may be made online, by phone or in person at the Administration office
- B. Reservations may be made for as far as two weeks out

Board Approved: December 17, 2025

- C. Each team may reserve fields for a maximum of two hours per week and can be consecutive hours
- D. Fields are available on a first-come, first-served basis

**SAINT CHARLES PARKS & RECREATION BOARD MINUTES
MEETING HELD
JANUARY 21, 2026**

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, Brian Scheidegger, TJ Slattery, Anne Zerr and Council Liaison Denise Mitchell were present.

Staff Maralee Britton – Director, Chris Atkinson – Assistant Director
Don Borgmeyer – Enterprise Superintendent, Mike Wilkins - Chief Ranger,
Judi Meredith – Group Travel Specialist

Others Mary Ann Ohms – Assistant City Attorney

3. Pledge of Allegiance

4. Verbal Petitions/Public Comments and Response: None

5. Staff Reports/Presentations:

A. Introduction of Judi Meredith – Group Travel Specialist

Judi introduced herself to the Board and spoke about her work history and why she applied for the Group Travel Specialist position. The Board welcomed Judi and wished her well.

6. Items for Discussion and/or Action-

A. Consideration for approval Budget Amendment #1, 2026, Project Re-appropriations*

Britton explained the Re-appropriations process. In summary the process moves left over unencumbered funds, encumbered funds/contracts and purchases from the 2025 budget year to the 2026 budget year. The same request will also be working its way through City Council for approval as part of Re-appropriations for the entire City.

Muench made a motion to approve Budget Amendment #1, 2026; seconded by Zerr.
Motion Passed.

B. Resolution #1, 2026; Request to Declare Surplus Assets*

Atkinson presented the list that included old aquatic facility lifts, maintenance trailers, spectator bleachers and player benches. All of the items are either no longer needed as they are being replaced in 2026 or do not work/function.

Shy made a motion to approve Resolution #1, 2026; seconded by Zerr. Motion Passed.

C. Contract with 510 Printing LLC dba Minuteman Press to provide brochure printing in 2026 in an amount not to exceed \$38,000*

Atkinson presented the information. Brochure printing for the Department was bid out at the end of 2025 since the previous three-year agreement had expired. 510 Printing/Minuteman Press were the only bidder. They have printed the brochure for the last six years.

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

D. Purchase Order with Westport Pools to provide chemicals for the aquatic facilities in 2026 in an amount not to exceed \$41,000*

Atkinson presented the information. 2026 is the third and final year of a cooperative bid with other local municipalities who operate aquatic facilities.

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

E. Contract with Vandalia Bus Lines to provide transportation services for trip participants in 2026 in an amount not to exceed \$24,150*

Atkinson presented the information. Staff requested pricing from Vandalia Bus Lines to provide transportation services to our trip participants on the 2026 extended trips.

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

7. Meeting Minutes:

A. Parks & Recreation Board Meeting Minutes December 17, 2025*

Shy made a motion to approve the meeting minutes; 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

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

9. Items Removed from the Consent Agenda: None

10. Presidents Announcements and Reminders: None

11. Directors Report:

A. Thank You's (As Available)

B. General Department Update

Britton reminded the Board that they should be receiving the Personal Financial Disclosure Statement from the State. The document needs to be completed annually by anyone serving on a City Board.

Marketing Coordinator Lauren Reagan will be reaching out to the Board members as part of the Departments new marketing campaign called "What's your why?" Britton asked that Board members respond so their comments can be included in marketing plans in 2026.

February 4, 2026 Work Session will be a tour of the newly upgraded and renovated Wapelhorst Athletic Complex.

February 18, 2026 Regular Meeting will include the contract for the purchase of the playground equipment for the Legacy Farms Park project.

March 4, 2026 Work Session will include an update on the Rau Garden Project and the annual report for the 2025 year will be presented.

March 12, 2026 there will be a ribbon cutting and a home run derby for kids and adults at

the Wapelhorst Athletic Complex.

March 18, 2026 Regular Meeting the Legacy Farms Design team will be presenting an update showing the progress made by them and staff on the design of Phase 1.

12. Board Member Announcements and Reminders:

Slattery – Wapelhorst Athletic Complex looks great.

Shy – Good

Mudrovic – Good

Glosier – Good

Allen – Good

Muench - Good

Bichel – Good

Scheidegger - Good

Zerr – Asked about signage at Jaycee Park for dog waste.

13. Council Liaison Announcements and Reminders:

Councilperson Mitchell said that Council are in the process of adopting the newest City Comprehensive Plan. Legacy Farms Park is included in the plan.

14. Park Board Liaisons Comments

A. Foundation Report:

Foundation has a new member. Scott Stratton-Henderson. Foundations new social media consultant has begun the process of promoting the Foundation.

B. Legislative Report: None

As there was no further business to discuss Muench moved for **Adjournment** at 6:54 pm; Seconded by Mudrovic. The motion passed.

Meeting: January 21, 2026

Respectfully Submitted,

Sandy Bichel, President

Anna Shy, Secretary

ST. CHARLES PARK & RECREATION BOARD MINUTES
WORK SESSION BUS TOUR

FEBRUARY 4, 2026

The Wapelhorst Athletic Complex Tour began at 6:00pm at the Athletic Complex located in Wapelhorst Park, 1875 Muegge Road, St. Charles, MO 63303. The following people were present for the tour:

Board Members: Joshua Allen, Tim Glosier, Kathy Mudrovic, Larry Muench, Brian Scheidegger, Anna Shy and Council Liaison Denise Mitchell were present.

Sandy Bichel, TJ Slattery, Anne Zerr were absent.

Others - Maralee Britton – Director, Chris Atkinson -Assistant Director
Don Borgmeyer – Enterprise Superintendent, Peter VanLinn – Maintenance Superintendent, Mary Ann Ohms – Legal Department

The tour highlighted the new artificial turf infields, new batting cages, dug out and fencing improvements, concession stand and restroom improvements and the new equipment that will be used to operate and maintain the complex.

The Tour ended at 6:30pm.

Park Board Athletic Complex Tour February 4, 2026

Respectfully Submitted,

Sandy Bichel - President

Anna Shy - Secretary

Upcoming Events

Meetings:

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

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- MPRA Conference – February 24 – 27, 2026
 - Columbia, Missouri
 - Run for SHARE 5K – Saturday, February 28, 2026
 - Frontier Park, 9:00A
 - Summer Fun Day Camp Registration Opens – Friday, March 6, 2026
 - Park Administration Office – Blanchette Park, 636-949-3372, 8A – 5P
 - Meet a Farmer – Saturday, March 7, 2026
 - Lewis and Clark Boathouse, 9A - 12P
 - Wapelhorst Celebration Homerun Derby – Thursday, March 12, 2026
 - Wapelhorst Ball Fields, Ribbon Cutting 5:15P; Youth Derby 5:30P; Adult Derby 6:30P
 - Senior Resource Fair – Thursday, March 12, 2026
 - Foundry Art Centre, 9A – 12P
 - C.O.P.S. Camp Registration Opens – Friday, March 13, 2025
 - Park Administration Office – Blanchette Park, 636-949-3372, 8A – 5P
 - C.O.P.S. Camp Trivia Night – Saturday, March 14, 2025
 - Memorial Hall, Doors open at 6:30P; Trivia Begins 7:00P (Pre-Registration Required)
 - St. Charles Municipal Band and Big Band Spring Concert – Sunday, March 15, 2026
 - Foundry Arts Center – Concert begins at 2:00P
 - St. Pat's Parade – Tuesday, March 17, 2026
 - Main Street – Parade begins at 4:00P
 - Safety Town Registration – Friday, March 20, 2025
 - Scheidegger Center for the Arts, Lindenwood Campus, 1:00P
 - St. Charles Senior Fashion Show, Wednesday, March 25, 2025
 - Park Administration Office – Blanchette Park, 636-949-3372, 8A – 5P
 - Youth Easter Egg Hunt – Saturday, March 28, 2026
 - Memorial Hall & Rau Garden – Blanchette Park, 10A – 11A (Pre-Registration Required. Ages 2 - Under \$5. Ages 3 – Up \$10.)
 - Adult Easter Egg Hunt – Friday, April 3, 2026
 - Blanchette Park, Check-in at 7:30P, Hunt Begins 8:00P (Pre-Registration Required. \$30 per person).
 - Spring Bloom Tour – Friday, April 10, 2026
 - Rau Garden in Blanchette Park, 10A – 11A (Pre-Registration Required).

- Senior Activities Fair – Thursday, April 16, 2026
 - Foundry Art Centre, 9A – 12P
- Earth Day Yoga – Wednesday, April 22, 2026
 - Frontier Park, 12:00P – 1:00P (Pre-Registration Required)
- Arbor Day Celebration – Friday, April 24, 2026
 - Wapelhorst Park Shelter 1, Celebration Begins 10A, Tree Identification Tour Begins 11A (Pre-Registration Required for Tree Tour.)
- Spring Cookie Decorating – Tuesday, April 28, 2026
 - Memorial Hall in Blanchette Park, 6:30P – 8:30P (Pre-Registration Required. \$60 per person.)

St. Charles Parks and Recreation Photo Contest – Ends July 17, 2026

St. Charles Parks & Recreation Financial Worksheet
February 2026



Estimated Financial Worksheet	2026 Actual	2026 Budget
Total Expenses	\$ (1,152,655)	\$ (9,842,154)
Total Customer Revenue	\$ 84,677	\$ 4,942,685
Total Property Tax	\$ 1,837,670	\$ 4,265,872
Total Delinquent Tax	\$ 1,482	\$ 56,019
Total Tax Surtax	\$ 62,828	\$ 151,059
Recovered Exp. - Sale of Assets	\$ -	\$ -
Interest	\$ -	\$ -
Total Cell Tower	\$ 7,367	\$ 77,914
Capital Reappropriations	\$ -	\$ -
Other Revenue Contributions	\$ -	\$ 28,498
Grants	\$ -	\$ 10,000
Replacement Fund	\$ 577,100	\$ 315,100
	\$ 1,418,469	\$ 4,993

Beginning Fund Balance	2,741,326	Unaudited Fund Balance Minus BA for Wap & LFP
Expenses	\$ (1,152,655)	
Revenue	\$ 2,571,124	
Ending Cash Balance	\$ 4,159,795	

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

Fund Balance	\$ (1,919,358)
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Aquatics	2026 Actual	2026 Budget
Personnel Expenditures	\$ (18,563)	\$ (1,118,033)
Contractual Expenditures	\$ (8,949)	\$ (197,858)
Materials & Supplies Expenditures	\$ (20,919)	\$ (352,387)
Capital Outlay	\$ -	\$ (35,000)
Equipment Replacement Fund	\$ (100,223)	\$ (100,223)
Total Expenses	\$ (148,654)	\$ (1,803,501)

Total Revenue	\$ 2,910	\$ 1,803,500
Recovered Expenses	\$ -	\$ -
Total Income	\$ 2,910	\$ 1,803,500

Aquatics Net Revenue	\$ (145,744)	\$ (1)
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Concessions	2026 Actual	2026 Budget
Personnel Expenditures	\$ (6,963)	\$ (195,135)
Contractual Expenditures	\$ (4,294)	\$ (72,187)
Materials & Supplies Expenditures	\$ (2,209)	\$ (211,635)
Capital Outlay	\$ -	\$ (5,000)
Equipment Replacement Fund	\$ (19,046)	\$ (19,046)
Total Expenses	\$ (32,512)	\$ (503,003)

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

Concession Net Revenue	\$ (32,512)	\$ (3)
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	2026 Actual	2026 Budget
Memorial Hall		
Personnel Expenditures	\$ (4,257)	\$ (61,036)
Contractual Expenditures	\$ (758)	\$ (14,503)
Materials & Supplies Expenditures	\$ (3,423)	\$ (32,839)
Capital Outlay	\$ -	\$ (3,000)
Equipment Replacement Fund	\$ (12,565)	\$ (12,565)
Total Expenses	\$ (21,003)	\$ (123,943)
Total Revenue	\$ 4,604	\$ 115,300
Total Tax Revenue (.002)	\$ 3,678	\$ 8,644
Recovered Expenses	\$ -	\$ -
Total Income	\$ 8,282	\$ 123,944

Memorial Hall Net Revenue	\$ (12,720)	\$ 1
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	2026 Actual	2026 Budget
Recreation		
Personnel Expenditures	\$ (51,466)	\$ (1,051,520)
Contractual Expenditures	\$ (8,393)	\$ (176,196)
Materials & Supplies Expenditures	\$ (9,886)	\$ (586,280)
Capital Outlay	\$ -	\$ -
Equipment Replacement Fund	\$ (19,098)	\$ (19,098)
Total Expenses	\$ (88,843)	\$ (1,833,094)
Total Revenue	\$ 55,547	\$ 1,617,000
Total Tax Revenue (5%)	\$ 91,958	\$ 216,095
Recovered Expenses	\$ -	\$ -
Total Income	\$ 147,504	\$ 1,833,095

Recreation Net Revenue	\$ 58,661	\$ 1
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	2026 Actual	2026 Budget
Maintenance		
Personnel Expenditures	\$ (225,149)	\$ (2,075,197)
Contractual Expenditures	\$ (24,840)	\$ (467,456)
Materials & Supplies Expenditures	\$ (14,802)	\$ (181,375)
Capital Outlay	\$ -	\$ -
Equipment Replacement Fund	\$ (273,850)	\$ (273,850)
Total Expenses	\$ (538,641)	\$ (2,997,878)
Total Revenue	\$ 2,264	\$ 365,800
Total Tax Revenue (58%)	\$ 1,054,386	\$ 2,506,697
Total Surtax (83%)	\$ 52,147	\$ 125,379
Recovered Expenses	\$ -	\$ -
MO Conservation Grant	\$ -	\$ -
Total Income	\$ 1,108,797	\$ 2,997,876

Maintenance Net Revenue	\$ 570,156	\$ (2)
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Administration	2026 Actual	2026 Budget
Personnel Expenditures	\$ (109,515)	\$ (1,002,153)
Contractual Expenditures	\$ (8,399)	\$ (153,106)
Materials & Supplies Expenditures	\$ (8,352)	\$ (62,710)
Capital Outlay		
Equipment Replacement Fund	\$ (28,715)	\$ (28,715)
Total Expenses	\$ (154,981)	\$ (1,246,684)
Total Revenue	\$ 19,193	\$ 339,085
Total Tax Revenue (21%)	\$ 386,222	\$ 907,597
Recovered Expenses	\$ -	\$ -
Total Income	\$ 405,414	\$ 1,246,682
Administration Net Revenue	\$ 250,434	\$ (2)
Rangers	2026 Actual	2026 Budget
Personnel Expenditures	\$ (60,436)	\$ (573,322)
Contractual Expenditures	\$ (16,400)	\$ (103,677)
Materials & Supplies Expenditures	\$ (345)	\$ (26,855)
Capital Outlay	\$ -	\$ -
Equipment Replacement Fund	\$ (53,097)	\$ (53,097)
Total Expenses	\$ (130,278)	\$ (756,951)
Total Revenue	\$ 160	\$ 199,000
Total Tax Revenue (12.2%)	\$ 220,698	\$ 527,271
Total Surtax (17%)	\$ 10,681	\$ 25,680
Recovered Expenses		
Total Income	\$ 231,539	\$ 751,951
Rangers Net Revenue	\$ 101,260	\$ (5,000)
Parks Capital	2026 Actual	2026 Budget
Total Expenses	\$ (37,743)	\$ (577,100)
Total Revenue/ Replacement Fund	\$ 315,100	\$ 315,100
Total Tax Revenue (4.47%)	\$ 82,210	\$ 155,588
Re-Appropriations		
Other Revenue Contributions	\$ 7,367	\$ 106,412
Budget Amendments		
Total Income	\$ 404,677	\$ 577,100
Capital Net Revenue	\$ 366,935	\$ 0
Cemetery	2026 Actual	2026 Budget
Personnel Expenditures	\$ (16,481)	\$ (197,676)
Contractual Expenditures	\$ (1,501)	\$ (32,770)
Materials & Supplies Expenditures	\$ (415)	\$ (14,500)
Capital Outlay	\$ -	\$ -
Total Expenses	\$ (18,397)	\$ (244,946)
Total Revenue	\$ 7,950	\$ 65,000
Cemetery Net Revenue	\$ (10,447)	\$ (179,946)

Project Report -February 2026

Project Code	Project Name	G/L Account	Budget	Expenses	Encumbrances	Remaining Funds	Fund	%
25PARKS013	LEGACY FARMS RECREATIONAL SITE	216-217-131-873109	\$ 329,536.19	\$ -	\$ -	\$ 329,536.19	Metro	\$0
		217-217-131-873109	\$ 2,332,250.00	\$ -	\$ -	\$ 2,332,250.00	Property Tax	0%
		417-217-131-873109	\$ 3,519,729.97	\$ -	\$ -	\$ 3,519,729.97	Prop P Sales Tax	0%
26PARKS002	FACILITY REPAIRS	417-217-131-873109	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00	Prop P Sales Tax	0%
26PARKS003	GARDENS AND MEMORIAL HALL DR	417-217-131-873009	\$ 80,000.00	\$ -	\$ -	\$ 80,000.00	Prop P Sales Tax	0%
26PARKS006	HVAC REPLACEMENT - ALL FACILITIES	217-217-131-872102	\$ 12,000.00	\$ -	\$ -	\$ 12,000.00	Property Tax	0%
26PARKS007	RESTROOM REHABS - ALL PARKS	217-217-131-872102	\$ 12,000.00	\$ 225.39	\$ -	\$ 11,774.61	Property Tax	2%
26PARKS008	ROOFING PROJECTS	217-217-131-872102	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	Property Tax	0%
26PARKS009	SEAL ASPHALT - ALL PARKS	217-217-131-873104	\$ 22,500.00	\$ -	\$ -	\$ 22,500.00	Property Tax	0%
26PARKS010	LANDSCAPING - ALL PARKS	217-217-131-873109	\$ 9,500.00	\$ -	\$ -	\$ 9,500.00	Property Tax	0%
26PARKS011	PLAYGROUND SAFETY SURFACING	217-217-131-873109	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	Property Tax	0%
26PARKS012	ADA RENOVATIONS	217-217-131-873109	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	Property Tax	0%
26PARKS013	PARKS STORM WATER	217-217-131-873109	\$ 10,000.00	\$ 814.00	\$ -	\$ 9,186.00	Property Tax	1%
26PARKS014	ATHLETIC FIELD RENOVATIONS	217-217-131-873109	\$ 20,000.00	\$ 2,745.06	\$ -	\$ 17,254.94	Property Tax	1%
26PARKS015	CONCESSION STAND RENOVATIONS	217-217-131-873109	\$ 15,000.00	\$ 2,791.13	\$ 10,167.33	\$ 2,041.54	Property Tax	86%
26PARKS016	MAINTENANCE FACILITIES IMPROVEMENTS	217-217-131-873109	\$ 23,000.00	\$ -	\$ -	\$ 23,000.00	Property Tax	0%
26PARKS017	AQUATIC - FEATURES & SIGNAGE	217-217-131-873109	\$ 155,500.00	\$ 21,736.00	\$ -	\$ 133,764.00	Replacement Fund	14%
26PARKS018	WAPELHORST SAND VOLLEYBALL COURTS	217-217-131-873109	\$ 28,000.00	\$ -	\$ -	\$ 28,000.00	Replacement Fund	0%
26PARKS019	PC REPLACEMENT	217-217-131-874106	\$ 40,000.00	\$ -	\$ -	\$ 40,000.00	Replacement Fund	0%
26PARKS020	RECREATION EQUIPMENT	217-217-131-873199	\$ 16,500.00	\$ -	\$ -	\$ 16,500.00	Replacement Fund	0%
26PARKS021	SECURITY EQUIPMENT	217-217-131-873199	\$ 20,000.00	\$ 9,237.90	\$ -	\$ 10,762.10	Replacement Fund	46%
26PARKS022	MEMORIAL HALL FURNISHINGS	217-217-131-874103	\$ 14,000.00	\$ 264.96	\$ -	\$ 13,735.04	Replacement Fund	2%
26PARKS023	FURNISHING REPLACEMENTS	217-217-131-874103	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	Replacement Fund	0%
26PARKS024	CONCESSION EQUIPMENT REPLACEMENT	217-217-131-874105	\$ 8,500.00	\$ -	\$ -	\$ 8,500.00	Replacement Fund	0%
26PARKS025	AQUATICS - FACILITY SAFETY EQUIPMENT	217-217-131-874199	\$ 5,600.00	\$ -	\$ -	\$ 5,600.00	Replacement Fund	0%
26PARKS026	ADMINISTRATION VEHICLE	217-217-131-874105	\$ 45,000.00	\$ -	\$ -	\$ 45,000.00	Replacement Fund	0%
26PARKS027	BLANCHETTE LANDING BOAT RAMP	217-217-131-873199	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	Property Tax	0%
26PARKS028	TRAILS & PARKING LOT REHAB	216-217-131-873109	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	Metro	0%
			\$ 6,968,616.16	\$ 37,814.44	\$ 10,167.33	\$ 6,920,634.39		

Project Funding Source Totals

	Budget	Expenses	Encumbrances	Remaining Amount
Equipment Replacement Fund	\$ 343,100.00	\$ 31,238.86	\$ -	\$ 311,861.14
Taxes	\$ 234,000.00	\$ 6,575.58	\$ 10,167.33	\$ 217,257.09
Metro Parks & Recreation Fund	\$ 429,536.19	\$ -	\$ -	\$ 429,536.19
Prop P Parks Capital	\$ 2,442,250.00	\$ -	\$ -	\$ 2,442,250.00
Gaming Funds	\$ -			
Cash Balance		\$ -		
TOTAL PROJECTS	\$ 3,448,886.19	\$ 37,814.44	\$ 10,167.33	\$ 3,400,904.42

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

Legacy Farms Park Balance

\$ 6,181,516.16

FEBRUARY Accounts Receivable Report

2025 Individual			Status
Daycamp		\$ 270.00	Have blocked accounts (2) - will send certified letter
2025 TOTAL		\$ 270.00	
2025 Organizations			
Organizations with multiple uses paying monthly, quarterly or by season			
2025 TOTAL		\$ -	
	Total Due	270.00	
2026 Organizations			
		\$0.00	
<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 - 02/12/26

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	7	\$ 9,800.00
Cremation (3 feet by 3 feet)	\$ 800.00	1	\$ 800.00
Total:		8	\$ 10,600.00

Burial Fees

Infant's Grave Including Grave Site

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

Infant's Grave on Pre-Owned Grave Site

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

Infant's Grave Disinterment

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

Single Depth Grave

Burial Day (Completed before Closing)	Fee	Quantity	Total
Monday - Friday	\$ 1,600.00	2	\$ 3,200.00
Saturday	\$ 1,800.00	1	\$ 1,800.00
Sunday	\$ 2,100.00	0	\$ -
City Holidays	\$ 2,100.00	0	\$ -
Burial Day (Completed after closing - 3:00P.M.)	Fee	Quantity	Total
Monday - Friday	\$ 1,800.00	0	\$ -
Total:		3	\$ 5,000.00

Single Depth Grave Disinterment

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

Double Depth Grave

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

Double Depth Grave Disinterment

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

Cremations without a Service

Burial Day (Completed before Closing)	Fee	Quantity	Total
Monday - Friday	\$ 500.00	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	7	\$ 9,800.00
Total Cremation Grave Sales	1	\$ 800.00
Total Grave Burials	3	\$ 5,000.00
Total Cremation Burials	0	\$ -

Total Income \$ 15,600.00

St. Charles Park Department

Thank you for beautiful plant in
honor of dad and your kindness
during this difficult time. Dad
truly enjoyed his years at the
Park and the wonderful friendships.

Sincerely
the Dulle Family
Petroat, Perry, Penn & Phil



SENDING thanks.

Don & Crew,

THANKS TO ALL YOU AT
THE PARK DISTRICT FOR INVITING
US TO THE RETIREMENT/IN MEMORY
LUNCHEON FOR JOHN. IT IS
GREATLY APPRECIATED BY THE
FAMILY. THANK YOU AGAIN, ESPECIALLY
MISSY, ADDIE, & SAAN.

RALPH

~~RALPH & JUDY~~
DICK