

ST. CHARLES PARK & RECREATION BOARD
Work Session Tentative Agenda
May 6, 2026 - 6:00PM
American Legion Room in Memorial Hall, Blanchette Park

Notes: * Indicates Item Needing Formal Action
 ** Indicates a Closed Session Topic Known to be Scheduled
 *** Indicates Roll Call Vote
 Wording (highlighted) 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. Discussion of Katy Trail Crossings
5. Discussion and Consideration of Amendment #1 to contract C25-254 with Lochmueller Group to add the Pedestrian Crossing analysis and review adding \$34,200 for a new contract amount not to exceed \$57,200*
6. Department Update and 1st Quarter Report
7. Board Member Comments and Adopt a Park (Board Member observations pertinent to facilities, programs and services within the System)
8. Closed Session (As 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)
9. Adjournment

The City of St. Charles offers all interested citizens the opportunity to attend public meetings. 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: _____

INFORMATIONAL MEMORANDUM

Date: April 23, 2026

To: Parks and Recreation Board

From: Maralee M. Britton, Director

RE: Update of Safety Crossings of the Katy Trail

Missouri Department of Natural Resources received a grant to place Katy Trail markings for safety purposes at intersections. Coordinating with City Engineering, the City has approved the safety markings. Below is an example of the markings and 4 locations within the City of St. Charles. Any existing cross marking would be removed for this installation and this is at their expense. The conversation continues with DNR and Engineering about ongoing maintenance as some intersections carry more traffic than others for wear and tear.

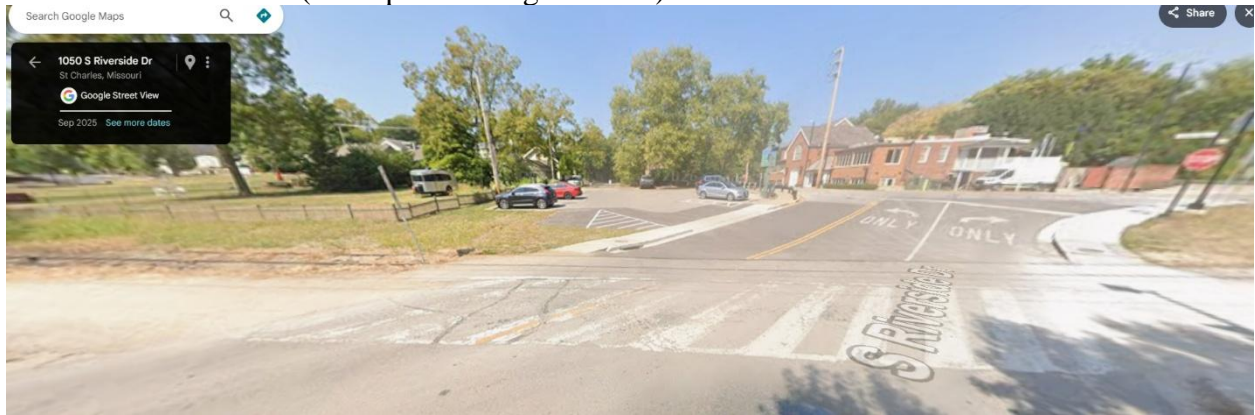
Example of crossing in other parts of the State of Missouri



James Mackay Drive (behind Country Inn and Suites)



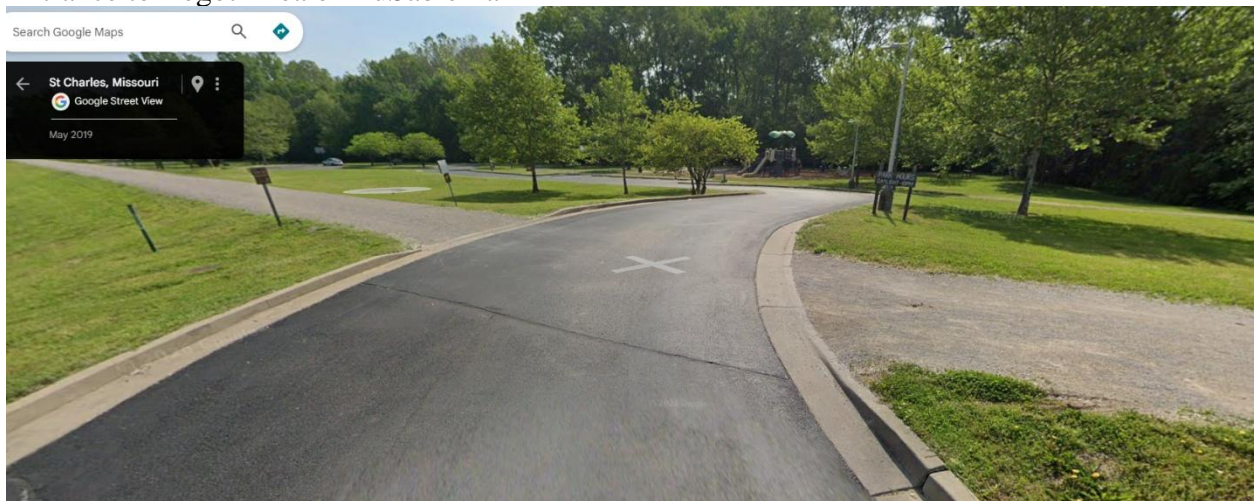
South Riverside Drive (Bishop's Landing entrance)



Olive Street (Entrance to Blanchette Landing)



Entrance to Regot Area of DuSable Park



St. Charles Parks and Recreation Board

MEMORANDUM

Date: April 30, 2026

From: Chris Atkinson, Assistant Director of Parks & Recreation

RE: Change Order with Lochmueller Group to complete a comprehensive evaluation of adding pedestrian crossings along Highway B for the Legacy Farms Park Project*

Summary:

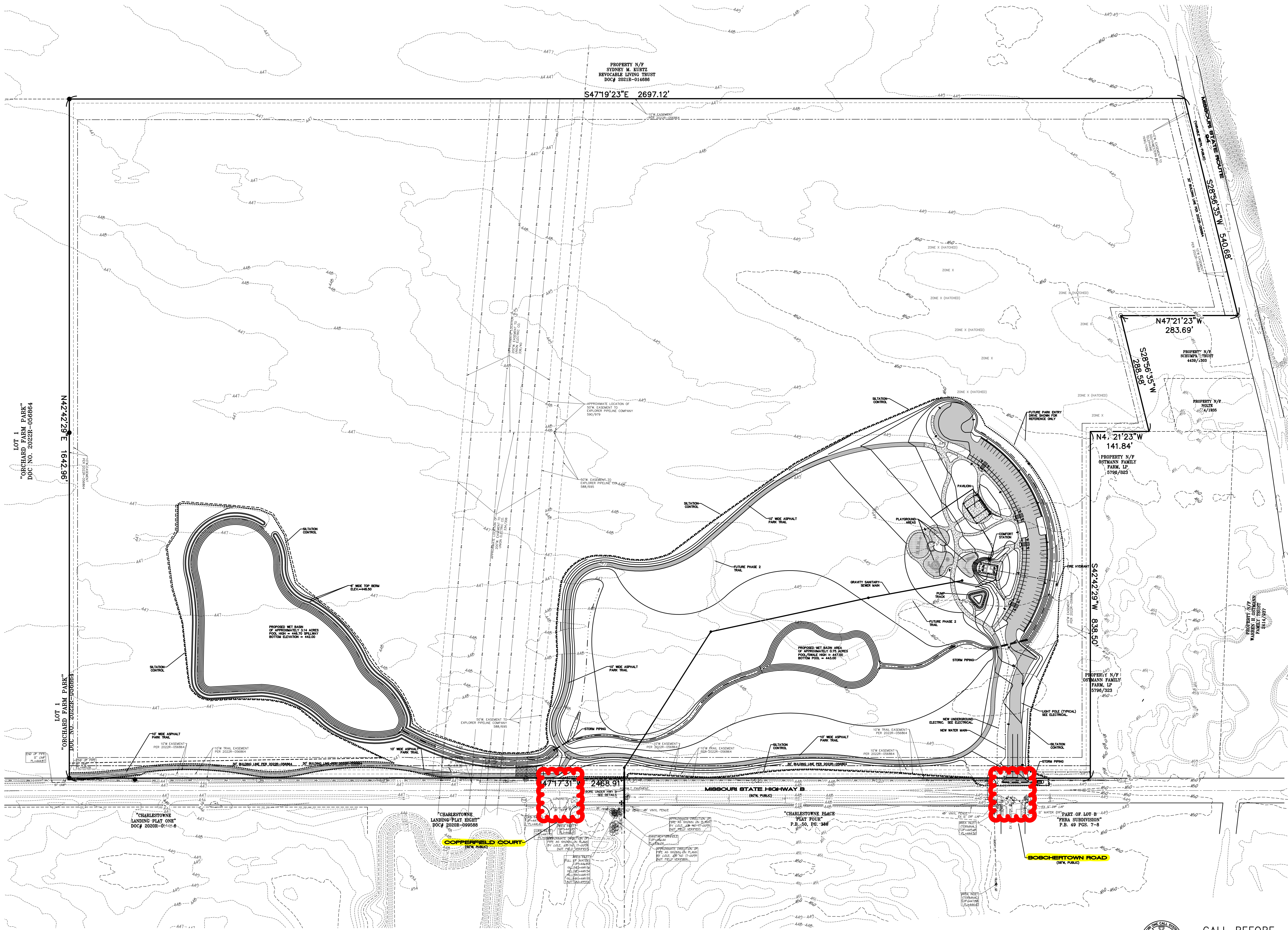
In September 2026, the Board approved a contract with Lochmueller Group to complete an updated Traffic Impact Study (TIS) for the Legacy Farms Park Project. This was required by MODOT before any decisions could be made on entrance/exit roads into and out of the park property. This project was completed and used to determine the access road into Legacy Farms Park would be aligned with Boschertown Road.

As part of the design of the final construction documents for Legacy Farms Park, the consultant and staff team felt strongly that we need some pedestrian crossings across Highway B and Boschertown Road and Highway B and Copperfield Court to provide designated crossing points from the neighborhoods on the other side of Highway B. To add those crossings on a State road we need to provide an evaluation and analysis to MODOT for their review.

The Lochmueller Group amendment and original City contract is attached to this memo.

Board approval for this contract is required since the cost is over \$15,000 and the Change Order is over 50% of the original cost. Funding for this study will come from the Legacy Farms Park Project Budget.

Staff requests favorable consideration of Amendment No. 1 with Lochmueller Group to add the pedestrian crossing evaluation and analysis amount of \$34,200 to the original contract amount of \$23,000 to make the new contract amount in an amount not to exceed \$57,200.

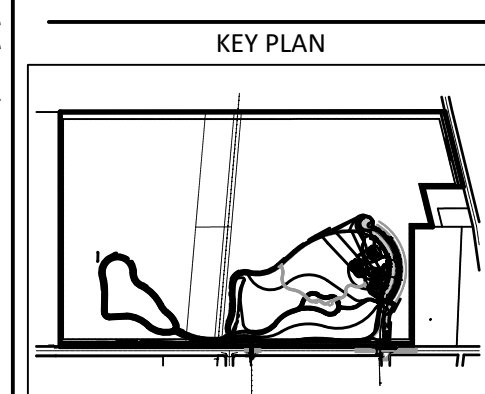


Prepared For:

 1900 Randolph Street
 St. Charles, MO 63301
 Project:
**LEGACY FARMS
 PARK - PHASE 1**

DESIGN
 7722 Big Bend Blvd.
 St. Louis, MO 63119
 t. 314.644.5700
 Point of Contact:
 Scott Runde PLA, AICP

Civil Engineering / Topographic Survey:
BAX Engineering
 221 Point West Blvd.
 St. Charles, MO 63301
 636.928.5552
 Architecture / MEP Engineering:
Introba
 6 South Old Orchard
 St. Louis, MO 63119
 314.918.8383
 Structural Engineering:
Oates Associates
 820 S Main St, Ste 309
 St. Charles, MO 63301
 636.493.6777



Scott O. Kolkmeier
 Civil Engineer
 MO #024744

 Bax Engineering Company, Inc.
 Missouri State Certificate of
 Authority #000655

Issuances

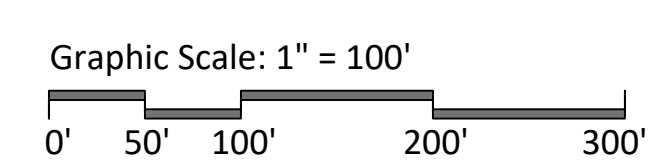
No.	Description	Date
01	Playground RFP	10/21/25
02	75% (50% Arch) CD	02/24/26
03	FIRE DEPARTMENT	02/27/26
04	PARKS SUBMITTAL	03/10/26
05	PLANNING AND ZONING	04/10/26

Revisions

No.	Description	Date
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SWT No. 21069.03
 Drawn SWR Reviewed SOK
 Sheet Title

OVERALL SITE PLAN
 Number



UNDERGROUND UTILITIES HAVE BEEN PLOTTED FROM AVAILABLE INFORMATION AND THEREFORE THEIR LOCATIONS SHALL BE CONSIDERED APPROXIMATE ONLY. THE VERIFICATION OF THE LOCATION OF ALL UNDERGROUND UTILITIES, EITHER SHOWN OR NOT SHOWN ON THESE PLANS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR, AND SHALL BE LOCATED PRIOR TO ANY GRADING OR CONSTRUCTION OF THE IMPROVEMENTS.



CALL BEFORE
 YOU DIG!
 1-800-DIG-RITE

AMENDMENT No. 1

THIS AMENDMENT NO. 1 IS MADE AND ENTERED INTO ON THE LAST DAY SIGN BELOW, BY AND BETWEEN LOCHMUELLER GROUP, INC., HEREINAFTER REFERRED TO AS “CONSULTANT” AND CITY OF SAINT CHARLES, MISSOURI BY AND THROUGH ITS PARKS AND RECREATION BOARD HEREINAFTER REFERRED TO AS “PARKS”.

W I T N E S S E T H

WHEREAS, CONSULTANT and PARKS did on October 6, 2025 enter into a CONTRACT (C25-254) to provide services for Legacy Farms TIS Update, and

WHEREAS, PARKS has requested a comprehensive evaluation to determine the appropriateness for installing a pedestrian crossing along Highway B as part of the Legacy Farms Parks project. , and

WHEREAS, PARKS desires the CONSULTANT to provide the services, and

WHEREAS, the CONSULTANT has expressed an interest in providing the additional required services, and

WHEREAS, in order for the CONSULTANT to provide the additional services, it is necessary to amend the original CONTRACT, and

NOW, THEREFORE, it is agreed by and between both parties that the original CONTRACT be amended as follows:

I. Number 2. on page 1 of 3 of the Contract is deleted in its entirety and replaced with:

2. It is hereby further agreed that the Contract Sum shall not exceed Fifty-Seven Thousand Two Hundred Dollar & Zero Cents (\$57,200.00).

II. Project Description on page 1 of 7 in Exhibit A the following is added as a fourth paragraph:

CONSULTANT shall perform a comprehensive evaluation to determine the appropriateness for installing a pedestrian crossing along Highway B at Copperfield Court. CONSULTANT will utilize existing information, including the analysis files from the previously completed Legacy Farms Traffic Impact Study, to prepare this evaluation. This scope of services will be consistent with the “Improving Pedestrian Safety at NEW Mid-block Pedestrian Crossing Locations” guidelines set forth by the St. Louis District of the Missouri Department of Transportation (MoDOT).

III. Items 16. and 17. of the Scope of Services in Exhibit A are added as follows:

16. Highway B and Copperfield Court
 - 16.1. Utilizing the previous collected crash data, analyze pedestrian related and relevant crash history. This excludes crash reports.
 - 16.2. Identify surrounding land uses and pedestrian generators (schools, Legacy Farms Park, etc.).
 - 16.3. Assess proposed crossing spacing, sidewalk gaps, and accessibility constraints.
 - 16.4. Document route, project limits, and specific crossing location.
 - 16.5. Summarize posted speeds, AADT, roadway typical section, and existing pedestrian counts.
 - 16.6. Complete a speed study including 85th percentile speed, MoDOT worksheet, and USLIMITS2 analysis.
 - 16.7. Evaluate sight distance, distance to adjacent signals, crossing length, and proximity to driveways/side streets.
 - 16.8. Conduct nighttime lighting assessment with field measurements.
 - 16.9. Forecast anticipated pedestrian volumes at the proposed mid-block crossing.
 - 16.10. Review alternative mid block locations.
 - 16.11. Assess potential speed limit changes and implications for countermeasures.
 - 16.12. Prepare preliminary plan sheets and typical sections.
 - 16.13. Identify required lighting improvements per MoDOT STL District's Intersection Street Lighting Guidance Summary Report guidance.
 - 16.14. Identify recommended treatments using FHWA STEP countermeasure guidance.
 - 16.15. Document additional resources used and summarize qualitative safety benefits.
 - 16.16. Complete warrant analysis per EPG 902.3 (MUTCD Chapter 4C).
 - 16.17. Prepare a memorandum documenting the findings with a clear recommendation supporting or not supporting installation. At PARK's request, the memorandum would be submitted to MoDOT for their review.
 - 16.18. Respond to one (1) round of minor comments.
 - 16.19. Be available for up to two (2) virtual meetings with the project team.
17. Highway B and Boschertown Road

It is understood that the City is considering implementing an improved pedestrian crossing at Highway B and Boschertown Road in addition to the crossing at Highway B and Copperfield Court. This second Task includes the additional analysis needed for the second crossing location, but assumes that both crossings would be documented in one memorandum for submission to MoDOT. It is also assumed that the speed study completed as part of 16. would be utilized for Highway B and Boschertown Road.

- 17.1. Utilizing the previous collected crash data, analyze pedestrian related and relevant crash history. This excludes crash reports.
- 17.2. Summarize existing conditions, including pedestrian counts at Highway B and Boschertown Rd.
- 17.3. Evaluate sight distance, distance to adjacent signals, crossing length, and proximity to driveways/side streets.
- 17.4. Conduct nighttime lighting assessment with field measurements.
- 17.5. Forecast anticipated pedestrian volumes at the proposed mid-block crossing.
- 17.6. Prepare preliminary plan sheets and typical sections.
- 17.7. Identify required lighting improvements per MoDOT STL District's Intersection Street Lighting Guidance Summary Report guidance.
- 17.8. Identify recommended treatments using FHWA STEP countermeasure guidance.
- 17.9. Document additional resources used and summarize qualitative safety benefits.
- 17.10. Complete warrant analysis per EPG 902.3 (MUTCD Chapter 4C).
- 17.20. Incorporate the findings into the memorandum prepared for Highway B & Copperfield Court. At PARK's request, the memorandum would be submitted to MoDOT for their review.

IV. The first paragraph under Fees and Reimbursable Expenses of Exhibit A is deleted in its entirety and replaced with:

The CONSULTANT shall receive compensation for such professional services set forth in the Scope of Services of this Agreement on a lump sum basis in the amount of Fifty-Seven Thousand Two Hundred Dollars (\$57,200.00) in accordance with the lump sum schedule below:

TIS Update.....	\$23,000.00
Highway B and Copperfield Court.....	\$22,450.00
Highway B and Boschertown Road.....	\$11,750.00



Contract # C25-254
(City Clerk will Assign)

**CONTRACT ROUTING SLIP
(GOLD PAPER)
PARKS CONTRACTS \$10,000 AND ABOVE**

Requesting Department:	Parks & Recreation	Department Contact:	CHRIS ATKINSON
Originating Division:	ADMINISTRATION	Originating Supervisor:	CHRIS ATKINSON
Vendor Name & NWS#:	LOCHMUELLER GROUP		
Description/Purpose:	PROFESSIONAL SERVICES. PROVIDE TRAFFIC STUDY FOR LEGACY FARMS PARK DEVELOPMENT.		
Account #:	217 217 131 873109		
Project #:	25PARKS013		
Amount of this Routing:	\$ 23,000.00	Requisition #:	20250741
Contract Type:	New Contract	N/A	Coop#: N/A
Contract Term:	12 MONTHS	Renewal Options:	N/A
If Renewal or Amendment: C#	NA	Amendment #	NA
		Renewal #	NA
Original Contract Value:	\$ 0.00	Total of Previous Amendments:	\$ 0.00
Total Contract Value:	\$ 23,000.00		

DS
7K

Certifications: to be completed by Originating Department Director

All obligations and/or payment amounts of both parties, and reimbursable expenses (if any), are included in the contract	Yes
All required forms are current and attached	Yes
Vendor executed contract attached	Yes
Park Board Approval (if apropos) [Confirm President & Secretary Signatures]	Yes
City Council Approval (if apropos)	N/A

As the responsible **PARK'S DIRECTOR**, I certify that I have reviewed the terms and conditions of the agreement and I am satisfied with the business terms and the description of goods, services, payment amounts, and terms to be provided. By signing below, I certify that this agreement complies with City policies, any rules, terms and conditions relating to any funding source, and that the Department can and will comply with the terms of the Agreement.

Printed Name: MARALEE BRITTON	Signature/Date: <small>DocuSigned by:</small> <i>Maralee Britton</i> 10/2/2025
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ROUTING	Signature/Date
Purchasing Review (Compliant with Chapter 145 and City Terms)	<small>Signed by:</small> <i>Paul Feldmann</i> 10/2/2025
Department of Law (for Legality only)	<small>DocuSigned by:</small> <i>Holly Magdjan</i> 10/3/2025
Director of Finance (Funds Available)	<small>DocuSigned by:</small> <i>Jennifer O'Connor</i> 10/3/2025
Director of Administration (Recommend Approval)	<small>DocuSigned by:</small> <i>Lawrence S. Dobrosky, Jr.</i> 10/6/2025
Mayor (Signature Indicating Approval) for Contract Value > \$100,000	N/A
City Clerk (Signature, Seal and Contract # Assigned)	<small>DocuSigned by:</small> <i>Emily B. Horvath</i> 10/6/2025

Legal has reviewed form of agreement:

MLO

CONTRACT

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

1. Specific PARKS and CONSULTANT responsibilities, terms, and conditions are outlined in the Lochmueller Group proposal titled "Legacy Farms TIS Update" dated September 9th, 2025, and is attached as Exhibit A.
2. It is hereby further agreed that the Contract Sum shall not exceed Twenty Three Thousand Dollars & Zero Cents (\$23,000.00).
3. Notwithstanding other terms to the contrary, the obligation of Parks under this Contract shall cease immediately for a fiscal year in which the City or its Parks & Recreation Board does not, for any reason, appropriate funds for this Contract.
4. PARKS may terminate the contract at any time by giving seven (7) days written notice. If the contract is terminated because the project is abandoned or postponed by the PARKS, the CONSULTANT will be paid for services performed to the date of termination.

If the contract is terminated due to the CONSULTANT service being unsatisfactory in the judgment of the PARKS, or if the CONSULTANT fails to prosecute the work with due diligence, the PARKS may procure completions of the work in such a manner as it deems to be in the best interest of the PARKS. The CONSULTANT will be paid for the services performed to the date of termination.

5. CONSULTANT is an independent contractor and nothing contained herein shall constitute or designate CONSULTANT or any of its agents or employees as employees of PARKS.
6. CONSULTANT agrees in the performance of this agreement that it will not discriminate against any employee or applicant for employment because of race, creed, color, age, sex, national origin, ancestry, religion, or political opinion or affiliation.
7. This contract shall be deemed to have been fully executed, made by the parties in, and governed by the laws of the State of Missouri for all purpose and intents. Venue shall be vested in courts of appropriate jurisdiction in St. Charles County, Missouri.
8. CONSULTANT shall comply with City Code of Ordinance Section 145.040 regarding the registration of sex offenders with the Police Department.
9. CONSULTANT in accordance with City Code of Ordinance Section 145.160, neither the Contractor/Supplier/Consultant or an affiliated business entity of the Contractor/Supplier/Consultant 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. CONSULTANT acknowledges award of this City Contract requires compliance with Section 208.009 RSMo. which requires CONSULTANT 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 CONSULTANT with this contract.
11. CONSULTANT 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. CONSULTANT 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 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.
12. 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.
13. 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 may disclose records that are open records pursuant to a valid request for such records, without additional advanced notice or disclosure to Consultant.

ST. CHARLES PARKS AND RECREATION BOARD

CITY OF SAINT CHARLES, MISSOURI

Larry Milench 10/1/25
Date
LARRY MILENCH
VICE PRESIDENT

Attest:

Anna Shy 10/1/25
Date
Anna Shy
Secretary

DocuSigned by:
Lawrence S. Dobrosky, Jr. 10/6/2025
3E05A81A58094AA...
By: Lawrence S. Dobrosky Jr.
Director of Administration

DS

Date



Attest:

DocuSigned by:
Emily B. Malachuk 10/6/2025
2AAED7B1851D472...
Kim Hudson
City Clerk

Date

CONSULTANT
Lochmueller Group Inc.

Christopher W. Beard September 11, 2025
Date
BY: Christopher W. Beard, Vice President
(Please Print Name and Title)

CERTIFICATE OF DIRECTOR OF FINANCE

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

DocuSigned by:
Jennifer O'Connor 10/3/2025
C5EB3E8A40BE40D...
Director of Finance
Date



PROFESSIONAL SERVICES AGREEMENT

This Agreement for professional services is entered into as of September 9, 2025, (the “Effective Date”) and is between City of St. Charles Parks Department (hereinafter, “CLIENT”) and Lochmueller Group, Inc. (hereinafter “CONSULTANT”) for the following Project:

Project Name: Legacy Farms TIS Update

Project Number: 525-0113

CLIENT Name: City of St. Charles Parks Department

CLIENT Address: 1900 Randolph Street St. Charles, MO 63301

CLIENT and CONSULTANT agree as follows:

PROJECT DESCRIPTION

Lochmueller Group appreciates this opportunity to submit a proposal to prepare an updated traffic impact study for the Legacy Farms project in St. Charles, Missouri. Lochmueller Group previously completed a traffic impact study for the Orchard Farms Schools and City Park. The Orchard Farms High School has since been completed and the master plan for the park has been updated. As such, an updated traffic impact study has been requested to evaluate the current master plan uses and site access for the proposed Legacy Farms Park.

It is our understanding that the park will be completed in phases. The first phase of the park will include trails, disc golf, three pavilions, a playground, and a pump track with a total of approximately 90 parking spaces. Access is proposed along Highway B opposite Boschertown Road.

The remainder of the park would be completed as a series of phases and will include additional uses such as a boat launch with one berth, community center/fieldhouse, 7,200 SF restaurant with patio, food truck promenade, 36-hole minigolf, 8-stall batting cages, and an additional 390 parking spaces. An additional access drive would be provided along Route 94.

In accordance with the direction outlined in your request for proposal, the following scope of services is proposed:

SCOPE OF SERVICES

1. Obtain available information provided by the CLIENT concerning the project, including a site plan and anticipated operational characteristics of the park, anticipated amenities, phasing, etc.
2. Attend a scoping meeting with MoDOT and City of St. Charles officials to discuss our approach to this study and obtain their approval of this scope of services.
3. Obtain existing information of record from MoDOT and the City of St. Charles, including recent traffic count data and programmed improvements (such as the signal at Route 94 and Route B) that may need to be considered in this study.
4. Perform turning movement traffic counts during the morning (6:45 to 8:45 a.m.) and afternoon (2:15 to 4:15 p.m.) peak periods of a typical weekday when school is in session at the following STUDY INTERSECTIONS:
 - Route 94 & Route B
 - Route B & Boschertown Rd
 - Route B & Copperfield Ct
 - Route B & Pampano Ln
 - Route B & New Town Blvd

One hour from each peak period will be determined as the PEAK HOUR. Please note that the above reflects the same peak periods evaluated in the original TIS. MoDOT could ask for additional time periods to be considered during the scoping meeting (Task 2).

5. Obtain from MoDOT the most recent 5 years of crash data at each of the intersections within the study area. This excludes individual crash reports.
6. Inspect the study area roadways and the site's proposed driveways to identify potential traffic-related issues, access constraints, and existing traffic operating conditions.
7. Forecast the amount of traffic that would be generated by each phase of the proposed park during the PEAK HOURS. This projection would be based on the anticipated operational characteristics of the park visitors as well as available information provided in the *Trip Generation Manual* published by ITE.
8. Prepare and submit a technical memorandum to MoDOT and the City of St. Charles summarizing the traffic study's critical assumptions regarding trip generation, directional distribution percentages, and 20-year background traffic growth rates. This memorandum is a required step in the MoDOT traffic impact study process and allows the review agencies to comment on study assumptions prior to the study's completion. This step saves time by avoiding major study revisions after completion.
9. Summarize existing crash issues within the study area.
10. Develop traffic volumes for the following ANALYSIS SCENARIOS:
 - 2025 Baseline Conditions;
 - 2025 Forecasted Conditions (including Phase 1 of the new park);
 - 2045 No Build Conditions;
 - 2045 Build Conditions (including the full build of the new park).

The site-generated traffic would be assigned to the adjacent road system based on the approved assumptions presented in the Technical Memorandum.

11. Perform capacity analyses of the STUDY INTERSECTIONS using Synchro 11 for the weekday morning and afternoon PEAK HOURS. These analyses would identify existing and forecasted operating conditions, thereby quantifying the site's traffic impacts. The following scenarios would be evaluated:
 - 2025 Baseline Conditions;
 - 2025 Forecasted Conditions (including Phase 1 of the new park);
 - 2045 No Build Conditions;
 - 2045 Build Conditions (including the full build of the new park).
12. Evaluate and provide commentary regarding the proposed access to the site and internal site circulation. As applicable, recommendations related to safety improvements will be made.
13. Determine the need for off-site road improvements, including the need for turn lanes or traffic control modifications at the STUDY INTERSECTIONS, to accommodate the park based on a comparison of traffic conditions with and without the proposed uses. Alternative access (i.e. Copperfield Court) will be evaluated if needed.
14. Prepare a written report summarizing our findings and conclusions. A draft report will be provided to you for your review prior to finalization. When finalized, the report will be submitted to MoDOT and City of St. Charles at your request.
15. Respond to minor comments from MoDOT and the City of St. Charles on the submitted traffic impact study. This includes clarifying or otherwise addressing questions and comments pertaining to scope elements included in the traffic study. Agency requests that would be considered additional scope (i.e., alternative scenarios) are excluded.

FEES AND REIMBURSABLE EXPENSES

The CONSULTANT shall receive compensation for such professional services set forth in the Scope of Services of this Agreement on a lump sum basis in the amount of twenty-three thousand dollars (\$23,000.00).

Be advised that it is not possible to determine in advance if our efforts will result in an outcome that's favorable to the CLIENT. Payment in full for our services is in no way contingent upon securing entitlements or approvals for any proposed developments.

This fee would be subject to increase if any tasks in addition to those specifically set forth in the Scope of Services are requested,

including but not limited to the analysis of additional time periods, issues, scenarios, or study locations. Supplemental or Additional Services may be provided if requested by the CLIENT or CONSULTANT and approved by CLIENT in advance of proceeding with such services.

Progress-based payments for all Services shall be made based on monthly invoices from CONSULTANT, and CLIENT shall make payment in full thereon within thirty (30) days of the invoice date. All fees quoted herein do not include any future state or federal mandated tax on professional service.

EXCLUSIONS

Any services not specifically included in Appendix "A" are not included in CONSULTANT's scope of services being provided under this Agreement. The services not being provided under this Agreement include, but are not limited to, the following: meeting time beyond that specified in the scope, public hearings or presentations, microsimulation modeling, field survey, utility investigations, parking studies, Highway Safety Manual analyses, transit evaluations, pedestrian and bicycle level of traffic stress analyses, evaluations of event traffic, traffic simulation modeling, travel demand modeling, traffic signal timing or programming, design services, and services during construction. If requested, these or other services would be billed as extras on a time and materials basis using the rates set forth in Exhibit "1", attached hereto and incorporated herein by reference, unless they are addressed by a separate proposal. However, no additional services will be performed without direction or authorization from the CLIENT.

Approved and accepted in accordance with the General Terms and Conditions on the following pages by:

CITY OF ST. CHARLES PARKS DEPARTMENT

LOCHMUELLER GROUP INC.

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

GENERAL TERMS AND CONDITIONS

CONSULTANT RESPONSIBILITIES

STANDARD OF CARE

The standard of care for all professional services performed or furnished by CONSULTANT under this Agreement shall be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality ("Standard of Care"). Notwithstanding any clause in this Agreement to the contrary, nothing shall be construed as imposing on the CONSULTANT any greater obligation than to exercise the Standard of Care. The CONSULTANT shall not be liable for the cost of any omission that adds value to the Project. The CONSULTANT shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project. CONSULTANT makes no warranties or guarantees, express or implied, under this Agreement or otherwise in connection with CONSULTANT's services.

COMPLIANCE WITH LAWS

CONSULTANT shall put forth reasonable professional efforts to comply with all federal, state, and local laws, ordinances, and regulations applicable to the work at the time of execution of this Agreement, including but not limited to Title VI and Title VII of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d, 2000e), as well as with any applicable titles of the Americans with Disabilities Act (42 U.S.C. 12101, et seq.) and non-discrimination clauses incorporated herein, and shall procure all licenses and permits necessary for the fulfillment of obligations under this Agreement.

DELIVERABLES (PER SCOPE OF SERVICE)

CONSULTANT shall provide deliverables, including drawings, specifications, reports, and studies, as defined in the Scope of Services section.

CLIENT RESPONSIBILITIES

DESIGNATED CLIENT REPRESENTATIVE

CLIENT shall identify an individual ("Designated Representative") authorized to act on its behalf with respect to the Project. CLIENT or its Designated Representative shall render decisions and approve CONSULTANT's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of CONSULTANT's services and Project schedule.

TESTS, INSPECTIONS, AND REPORTS

When required by the scope of the Project, CLIENT shall furnish tests, inspections, and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

CLIENT PROVIDED SERVICES AND INFORMATION

CLIENT has the right to retain its own consultants and contractors ("CLIENT's CONSULTANTS") to perform services on the Project. In addition, CLIENT shall furnish the services of design professionals other than those designated as the responsibility of CONSULTANT in this Agreement or authorize CONSULTANT to furnish them as an Additional Service, when CONSULTANT requests such services and demonstrates that they are reasonably required by the scope of the Project.

CONSULTANT shall be entitled to rely on the accuracy, completeness, and timeliness of services and information furnished by CLIENT, its Designated Representative, and CLIENT's CONSULTANTS. CONSULTANT shall have no responsibility for the technical content of CLIENT's, its Designated Representative's, and CLIENT's CONSULTANT'S services and information but shall provide prompt written notice to CLIENT if CONSULTANT becomes aware of any error, omission, or inconsistency in such services or information.

CONSTRUCTION CONTRACTS AND RESPONSIBILITIES

When applicable to the scope of the Project, CLIENT shall retain a qualified contractor, licensed in the jurisdiction of the Project ("Contractor"), to implement the construction of the Project ("Work"). In the construction contract, CLIENT shall require Contractor to: (1) obtain Commercial General Liability Insurance and name CLIENT, CONSULTANT, and CONSULTANT's employees and subconsultants as additional insureds of that policy; and (2) indemnify and hold harmless CLIENT, CONSULTANT, and CONSULTANT's employees and subconsultants from and against any and all claims, damages, losses, and expenses ("Claims"), including but not limited to reasonable attorneys' fees and economic or consequential damages, arising in whole or in part out of any negligent act or omission of the Contractor, any subcontractor, or anyone directly or indirectly employed by any of them.

CLIENT understands and acknowledges that: (1) CONSULTANT has no control over, charge of, or responsibility for construction activities or jobsite safety on the Project; (2) Contractor shall coordinate, supervise, and direct all portions of the Work and shall be solely responsible for, and have control over, construction means, methods, techniques, sequences and procedures, jobsite safety, and security; and (3) CONSULTANT shall not be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents.

CLIENT'S REDUCTION OF SCOPE OF SERVICES

If CLIENT elects to terminate, modify, or reduce any portion of CONSULTANT's Services under this Agreement, CLIENT shall indemnify and hold CONSULTANT and its subconsultants harmless from and against damages, losses, and judgments arising from claims by CLIENT or any third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, related to the services or activities CONSULTANT did not provide or in which CONSULTANT did not participate.

GENERAL PROVISIONS

LIMITATION OF LIABILITY

The Services covered by this Agreement are of a preliminary or limited nature; therefore, neither CONSULTANT, CONSULTANT's subconsultants (if any), nor their agents or employees shall be jointly, severally, or individually liable to CLIENT in excess of the compensation to be paid pursuant to this Agreement by reason of any act or omission, in tort or contract, including breach of contract, breach of warranty, or negligence.

Notwithstanding any other provisions of this Agreement to the contrary, CONSULTANT's officers, directors, shareholders, partners, employees, or agents shall not be personally liable, regardless of the cause of action asserted including breach of contract, warranty guarantee, products liability, negligence, tort, strict liability, or any other cause pertaining to CONSULTANT's performance or non-performance of the Agreement. CLIENT will look solely to CONSULTANT for its remedy for any claim arising out of or related to this Agreement.

OWNERSHIP OF DOCUMENTS

All documents prepared or furnished by CONSULTANT pursuant to this Agreement are instruments of CONSULTANT's professional service, and CONSULTANT shall retain ownership and property interest therein, including all copyrights. Upon payment in full for services rendered, CONSULTANT grants CLIENT a license to use instruments of CONSULTANT's professional service for the purpose of constructing, occupying, or maintaining the Project. Reuse or modification of any such documents by CLIENT, without CONSULTANT's written permission, or use of documents after termination, shall be at CLIENT's sole risk, and CLIENT agrees to indemnify, defend, and hold CONSULTANT harmless from all claims, damages, and expenses, including reasonable attorneys' fees, arising out of such reuse by CLIENT or by others acting through CLIENT.

ELECTRONIC MEDIA

Data, words, graphical representations, and drawings that are stored on electronic media such as computer disks and magnetic tapes, or which are transmitted electronically, may be subject to uncontrollable alteration. CLIENT agrees it may only justifiably rely upon the final hardcopy materials bearing the consultant's original signature and seal.

USE OF CONSULTANT PROVIDED INFORMATION

The information provided by CONSULTANT is intended for the exclusive use of CLIENT for the Scope of Services defined herein, and is not to be transmitted for the use of any other party nor used for any other project. CLIENT agrees to defend, indemnify, and hold CONSULTANT harmless from any claims, costs, and expenses, including reasonable attorneys' fees and costs of litigation, which result from any unauthorized or unintended use of CONSULTANT-provided information, or transmission by CLIENT to others of the information resulting from CONSULTANT's Scope of Services.

SUBCONSULTANTS

If CLIENT requests that CONSULTANT subcontract certain geotechnical services on behalf of the CLIENT, CONSULTANT agrees to do so only as an accommodation to the CLIENT and in reliance upon the CLIENT's assurance that the CLIENT will make no claim to bring any action at law or in equity against CONSULTANT as a result of this subcontracted service. The CLIENT understands that CONSULTANT is neither trained nor knowledgeable in the procedures or results of the subconsultant's services and the CLIENT shall not rely upon CONSULTANT to check the quality or accuracy of their services. In addition, the CLIENT agrees to the fullest extent permitted by law to indemnify and hold CONSULTANT harmless from any damage, liability, or cost (including reasonable attorneys' fees and costs of defense) arising from the services performed by this subconsultant except only those damages, liabilities or costs caused by the sole negligence or willful misconduct of CONSULTANT.

MUTUAL INDEMNIFICATION

CONSULTANT and CLIENT each agree to indemnify the other against liability, damages, costs, and expenses including reasonable attorneys' fees and expenses recoverable under applicable law (collectively "Damages") that are caused to the other due to the negligence of the indemnifying party, but only to the extent of the indemnifying party's negligence. Neither CONSULTANT nor CLIENT shall be required to indemnify the other to the extent Damages arise from or are caused by the indemnified party's own negligence (whether sole, concurrent, or contributory). Neither CONSULTANT nor CLIENT shall have a duty to provide the other an up-front defense of any claim.

MUTUAL WAIVER OF CONSEQUENTIAL DAMAGES

CONSULTANT and CLIENT waive consequential damages (such as lost profits, lost revenues, loss of use, loss of financing, and loss of reputation) for claims, disputes, or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages whether arising in contract, warranty, tort (including negligence), strict liability, or equity, or that might arise out of the parties' indemnification obligations.

DISPUTE RESOLUTION

Any claim, dispute, or other matter in question arising out of or related to this Agreement shall be subject to a meet-and-confer session as a condition precedent to mediation.

CLIENT and CONSULTANT shall endeavor to resolve claims, disputes, and other matters in question during the meet-and-confer session. The meet-and-confer session shall be attended by the CLIENT and CONSULTANT or their authorized representatives who shall have the authority to bind the parties. The meet-and-confer session shall take place within thirty (30) days after a request by either party unless the parties mutually agree otherwise. Prior to the meet-and-confer session, the parties shall exchange relevant information that will assist in resolving the claim, dispute, or controversy.

If the parties reach a mutually acceptable resolution, they shall prepare appropriate documentation memorializing the resolution. If the parties cannot reach a mutually acceptable resolution, they shall proceed to mediation as a condition precedent to binding dispute resolution. If the parties are not able to settle the dispute through mediation, the parties shall submit the dispute to litigation before a Private Judge in accordance with the then current State Rules for Alternative Dispute Resolution as they apply to Private Judge litigation. If the state does not provide for Private Judge litigation disputes to be litigated in a court of competent jurisdiction.

DISCLAIMER OF THIRD-PARTY RELIANCE

Nothing contained in this Agreement shall create a contractual relationship or a cause of action in favor of a third party against either the CLIENT or CONSULTANT.

GOVERNING LAW

This Agreement shall be governed by, and Professional Services shall be performed in compliance with, the laws of the state wherein the Project is located.

ASSIGNMENT

CLIENT and CONSULTANT, respectively, bind themselves, their partners, successors, assigns, and legal representatives to this Agreement. Neither CLIENT nor CONSULTANT shall assign this Agreement without the written consent of the other, except that CLIENT may assign this Agreement to a lender providing financing for the Project, provided that all monies owed CONSULTANT are paid prior to the date of assignment and that lender agrees to assume all of CLIENT's duties and obligations under this Agreement. Any expense incurred by CONSULTANT as a result of the assignment shall be considered as an Additional Service and compensated in accordance with this Agreement.

PROJECT SCHEDULE

CONSULTANT is unable to commit to a schedule for completion, as the timely delivery of the scope of services is contingent upon third party (i.e., review agency) input and reviews, which are outside the control of the CONSULTANT. Be advised the typical traffic study process from Notice-to-Proceed until completion of the draft report is 6 to 8 weeks.

In the event CONSULTANT is hindered, delayed, or prevented from performing its obligations under this Agreement as a result of any cause beyond its reasonable control, including but not limited to delays due to power or data system outages, acts of nature, public health emergencies including but not limited to infectious disease outbreaks and pandemics, governmental orders or directives, failure of any governmental or other regulatory authority to act in a timely manner, failure of the CLIENT to furnish timely information or approve or review CONSULTANT's services or design documents, or delays caused by faulty performance by CLIENT's contractors or consultants, the time for completion of CONSULTANT's services shall be extended by the period of resulting delay and compensation equitably adjusted. CLIENT agrees that CONSULTANT shall not be responsible for damages, nor shall the CONSULTANT be deemed in default of this Agreement due to such delays.

PAYMENTS DUE

CONSULTANT shall present monthly invoices for Professional Services earned and reimbursable expenses incurred, and CLIENT shall pay the full amount thereof within thirty (30) days of the invoice date. Any charges held to be in dispute by CLIENT shall be identified in writing to CONSULTANT within ten (10) days of presentation of CONSULTANT's invoice or shall be paid in full per the terms of this Agreement. If payment in full is not received per the terms of this Agreement, CONSULTANT shall have the right to suspend Services and withhold all documents until payment is received and apply a one and one-half percent (1.5%) per month delinquency charge on the unpaid balance from the date of the invoice. Payment of such charge shall not excuse the default in payment or terminate the unperformed portion of this Agreement. **ALL PAYMENTS SHALL BE MAILED TO LOCHMUELLER GROUP, INC. AT 6200 VOGEL ROAD, EVANSVILLE, INDIANA 47715.**

SUSPENSION AND TERMINATION

In the event of suspension of Services, as outlined above or for any other reason beyond CONSULTANT's control, CONSULTANT shall have no liability to CLIENT for delay or damage resulting from such suspension. Prior to resuming Services, CONSULTANT shall be paid all fees earned prior to suspension together with all reimbursable expenses then due, along with any costs and expenses, including attorneys' fees, incurred collecting delinquent payments. In addition, CONSULTANT's fees for remaining Services and associated time schedules will also be equitably adjusted.

This Agreement may be terminated for cause after a seven (7) day cure period by either party or for convenience upon seven (7) days] written notice by CLIENT. Upon termination, all invoices presented by CONSULTANT for Services provided, including reimbursable expenses then due and any costs incurred in pursuit of delinquent payments, shall become immediately due and payable.

INDEPENDENT CONTRACTOR STATUS

During the entire term of this Agreement, CONSULTANT shall be an independent contractor, and in no event shall any of its personnel, agents or subconsultants be construed to be, or represent themselves to be, employees of the CLIENT.

SEVERABILITY

The invalidity, illegality or unenforceability of any section, subsection, clause or provision of this Agreement shall not affect the validity of the remaining sections, subsections, clauses or provisions of this Agreement.

HEADINGS

Headings in this Agreement are for convenience only and are not intended to be used in interpreting or construing the terms, covenants, and conditions of this Agreement.



EXHIBIT 1: 2025 HOURLY RATE SCHEDULE
PROFESSIONAL ENGINEERING AND PLANNING SERVICES

CLASSIFICATION	HOURLY RATE	CLASSIFICATION	HOURLY RATE
Student Intern	\$85	Engineering Intern III	\$146
Field/Lab Technician	\$90	Certified Construction Engineer I	\$131
Survey Technician	\$96	Certified Construction Engineer II	\$174
Survey Party Chief I.....	\$112	Certified Construction Engineer III	\$202
Survey Party Chief II.....	\$124	Engineering Designer I.....	\$131
Survey Party Chief III.....	\$153	Engineering Designer II	\$152
Professional Surveyor IV	\$217	Engineering Designer III	\$162
Engineering Technician I.....	\$100	Engineering Designer IV	\$212
Engineering Technician II.....	\$112	Certified Construction Inspector I	\$128
Engineering Technician III.....	\$152	Certified Construction Inspector II	\$175
Graphic Designer	\$105	Certified Construction Project Supervisor I	\$151
Historian/Section 106 Specialist I	\$106	Certified Construction Project Supervisor II	\$200
Historian/Section 106 Specialist II	\$138	Realty Specialist.....	\$138
Historian/Section 106 Specialist III	\$175	Right of Way Services Specialist	\$147
Historian/Section 106 Specialist IV	\$188	Senior Appraiser	\$190
Environmental Specialist I	\$106	3D Visual Design	\$143
Environmental Specialist II	\$146	Landscape Architect	\$144
Environmental Specialist III	\$183	Senior Landscape Architect I	\$249
Environmental Specialist IV	\$198	Project Engineer I	\$160
Environmental Geologist	\$189	Project Engineer II	\$166
Environmental Technician I	\$107	Project Engineer III	\$202
Environmental Technician II	\$110	Project Engineer IV	\$232
Utility & Railroad Support.....	\$108	Project Liaison	\$242
Utility & Railroad Coordinator I	\$113	Project Control Specialist I.....	\$233
Lead Utility & Railroad Coordinator	\$167	Project Control Specialist II.....	\$271
Administrative Assistant	\$110	IT Systems Specialist	\$249
Transportation Planner I.....	\$116	Client Manager	\$275
Transportation Planner II.....	\$132	Senior Engineer I.....	\$255
Transportation Planner III.....	\$152	Senior Engineer II.....	\$260
Transportation Planner IV	\$193	Senior Project Manager I	\$275
Senior Trans Planner.....	\$200	Senior Project Manager II	\$325
Engineering Intern I	\$126	Senior Project Manager III.....	\$335
Engineering Intern II	\$136	Senior Project Manager IV.....	\$350

DIRECT EXPENSES will be charged to the client in addition to the above quoted rates. Mileage will be charged at the allowable federal mileage reimbursement rate at the time the mileage was incurred. Direct expenses include but are not limited to: mileage, filing fees, testing costs and express mail costs, provided that they are reasonable and necessary for the accomplishment of the work. These rates may be changed on an annual basis at the discretion of Lochmueller Group, Inc.

Certificate Of Completion

Envelope Id: 96EB73D0-B1D2-494C-9B98-F9EA7A0E09D3

Status: Completed

Subject: Please DocuSign: Parks-LOCHMUELLER TIS LFP

Source Envelope:

Document Pages: 12

Signatures: 9

Envelope Originator:

Certificate Pages: 3

Initials: 2

Chris Atkinson

AutoNav: Enabled

Stamps: 1

200 N Second St

Envelopeld Stamping: Enabled

Saint Charles, MO, MO 63301

Time Zone: (UTC-06:00) Central Time (US & Canada)

chris.atkinson@stcharlesparks.com

IP Address: 75.36.183.129

Record Tracking

Status: Original
10/2/2025 11:07:04 AM

Holder: Chris Atkinson
chris.atkinson@stcharlesparks.com

Location: DocuSign

Signer Events

Maralee Britton
maralee.britton@stcharlesparks.com
Director of Parks & Recreation
City of Saint Charles, MO
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

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Timestamp

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Signature Adoption: Pre-selected Style
Using IP Address: 75.36.183.129

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Timothy Kubat
timothy.kubat@stcharlescitymo.gov
Billing & Collections Manager
City of Saint Charles, MO
Signing Group: Senior Financial Analysts
Security Level: Email, Account Authentication (None)

DS


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Signature Adoption: Pre-selected Style
Using IP Address: 174.86.136.90

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Paul Feldmann
paul.feldmann@stcharlescitymo.gov
Purchasing Manager
City of Saint Charles, MO
Security Level: Email, Account Authentication (None)

Signed by:

CA2B397B773142A...

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Signed: 10/2/2025 3:28:24 PM

Signature Adoption: Pre-selected Style
Using IP Address: 35.130.51.195

Electronic Record and Signature Disclosure:
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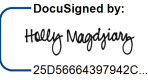
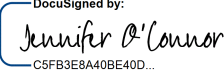
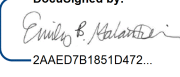

Mary Ann Ohms
maryann.ohms@stcharlescitymo.gov
City of Saint Charles, MO
Security Level: Email, Account Authentication (None)

DS


Sent: 10/2/2025 3:28:26 PM
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Signature Adoption: Pre-selected Style
Using IP Address: 35.130.51.195

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Signer Events	Signature	Timestamp
<p>Holly Magdziarz holly.magdziarz@stcharlescitymo.gov City Attorney City of Saint Charles, MO Signing Group: LEGAL REVIEW Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p>DocuSigned by:  25D56664397942C...</p> <p>Signature Adoption: Uploaded Signature Image Using IP Address: 35.130.51.195</p>	<p>Sent: 10/2/2025 3:52:54 PM Viewed: 10/3/2025 7:39:23 AM Signed: 10/3/2025 7:43:09 AM</p>
<p>Jennifer O'Connor jennifer.oconnor@stcharlescitymo.gov Director of Finance City of Saint Charles, MO Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p>DocuSigned by:  C5FB3E8A40BE40D...</p> <p>Signature Adoption: Pre-selected Style Using IP Address: 35.130.51.195</p>	<p>Sent: 10/3/2025 7:43:11 AM Viewed: 10/3/2025 7:54:59 AM Signed: 10/3/2025 7:56:51 AM</p>
<p>Lawrence S. Dobrosky, Jr. lawrence.dobrosky@stcharlescitymo.gov Director of Administration City of Saint Charles, MO Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p>DocuSigned by:  3E05A81A58094AA...</p> <p>Signature Adoption: Pre-selected Style Using IP Address: 35.130.51.195</p>	<p>Sent: 10/3/2025 7:56:55 AM Resent: 10/6/2025 8:49:07 AM Viewed: 10/6/2025 8:51:06 AM Signed: 10/6/2025 8:51:18 AM</p>
<p>Emily B. Galantowicz emily.galantowicz@stcharlescitymo.gov Assistant City Clerk City of Saint Charles, MO Delegate Of: Kim Hudson kimberly.hudson@stcharlescitymo.gov Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p>DocuSigned by:  2AAED7B1851D472...</p> <p></p> <p>Signature Adoption: Uploaded Signature Image Using IP Address: 35.130.51.195</p>	<p>Sent: 10/6/2025 8:51:20 AM Viewed: 10/6/2025 8:53:13 AM Signed: 10/6/2025 8:53:36 AM</p>
<p>Deborah Ryan deborah.ryan@stcharlescitymo.gov Deputy City Clerk City of Saint Charles, MO Signing Group: City Clerk - Assign Contract # Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p>Completed</p> <p>Using IP Address: 35.130.51.195</p>	<p>Sent: 10/6/2025 8:53:41 AM Viewed: 10/6/2025 4:48:20 PM Signed: 10/6/2025 4:49:56 PM</p>

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Carla Bray carla.bray@stcharlescitymo.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	<div style="border: 2px solid blue; padding: 5px; display: inline-block;">COPIED</div>	Sent: 10/3/2025 7:56:53 AM Viewed: 10/3/2025 8:11:04 AM
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Payment Events	Status	Timestamps
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April Parks & Recreation Department Report

The purpose of this monthly report is to provide updates about the department activities and projects which the Board may have approved within the capital plan, approval at meetings for actions or general activities for awareness. Listings will change monthly depending on the activity or as completed.

McNair Park Improvements:

Roller Hockey rink will have cracks repaired and a new painted surface added in July.

Pundmann Nature Park:

Waiting on “nature” play pieces to be delivered. Shelter has arrived. Next steps are completing grading, building the shelter and adding the “nature” play pieces around the park. Work will not begin until work in Rau Garden is completed.

Facility Repairs:

Replacement slide was ordered for Blanchette Playground. Slide should arrive in late May with install expected in June.

Rau Garden Improvements:

Project tentatively scheduled for construction after Memorial Day weekend.

Restroom Rehab:

WAC restroom was completed before March 7 first GMB tournament.

Blanchette Grove Restroom:

After a fire in the men’s restroom in 1/14/2026, maintenance has completed the repairs and it was back open to the public on 4/15/26. Restroom was taken back to the studs due to the fire damage and the smoke damage. Repairs included: new ceiling, new walls, new lights, new partitions, new toilets and sinks.

Parks Storm Water:

Area around the Maibaum Pole had drains added to help with areas where historically water stands after a rain event.

Athletic Field Renovations:

Dugouts from WAC will be repurposed and used at Kiwanis Park (2 fields) and Jaycee Park. Should be completed in fall of 2026.

Concession Stand Renovations:

WAC renovation was completed by March 7 in time for the first GMB tournament. Included in the project was fresh paint, upgraded electric, new shelving, counters and equipment to increase efficiency in service for more consistent and larger crowds on the weekends.

Security Equipment:

New Firearms have been issued and training completed.

New Ranger Patrol vehicle has been delivered and all equipment installed. Vehicle is in service.

Legacy Farms Park:

May 11 Planning and Zoning Meeting: Site plan and zoning as agricultural for consideration

May 22 Tentative Bid release: Pending P & Z approval

May 29 Tentative Pre Bid Meeting

June 16 Tentative Bids Due

July 15 Tentative Consideration of Bid Award by Board

August/September TBD Ground Breaking: Once contractor has placed staging area for construction trailer with gravel lot. Will use their equipment as backdrop.

Staffing:

Aquatics:

122/140 Hired; 28 Registered for class May 9

Concessions:

Lead Concessions: 18/18 Hired

15+ Concession Workers: 60/58 Hired + 2 pending

Recreation:

Day Camp: 75/76 Hired

Recreation: 20/22 Hired

Administration

Highlights

- Migrated and trained users on the MUNIS payroll system, moving department away from unsupported software and standardizing payroll system for all users (we had been processing using two systems for the past couple of years).
- Updated returning seasonal staff application packets in DocuSign to bring 176 staff members from 2025 season back on board for 2026 to date.
- Mailed 38,663 PLAY brochures to St. Charles City residents.
- Completed 79 administrative requests (GIS form) from staff needing assistance.
- Scanned website for inaccuracies and made needed corrections.
- Developed work flow for entering and updating employees in new payroll system, from receipt of paperwork to ready to work and setting up portal access.

Did You Know

In March, the Admin team was concerned that the volume of calls to register for day camp did not seem as heavy as in the past. As the day continued we realized that camps were seeing good numbers, with some even filling up. It turned out that the St. Charles Parks and Recreation mobile app, introduced in early 2025, was being used for Day Camp registrations, with 92 camp registrations (weeks) being added by 22 users. The app allowed our customers to register at their convenience without waiting through long call queues or in person lines. The App has been well received by the community being used for Passport Cards, registrations, pool passes, information and more. It pairs efficiency with responsive to our community – a win-win in our eyes!

By the Numbers	2026	2025
Park App Users	5,804(total to date)	1,741(total to date)
City Passports Issued	278 (non-renewal year)	1,471 (renewal year)
Shelter Reservations Made	301	313
Promotional/Information E-Mails Sent	53,450	52,228
Incoming Phone Calls	3,646	3,567
Website Visits by User	111,000	56,000
Transactions Processed	6,598	5,453

Enterprise

Highlights

- The Concessions Coordinator, Aquatics Coordinator and Recreation Supervisor attended the quarterly Lunch and Learn hosted by the Missouri Parks and Recreation Association which focused on Chick-fil-A’s customer service approach to gain insights and best practices that can enhance service quality and improve the overall customer experience.
- The Enterprise team organized the ribbon cutting, festivities and a Home Run Derby at the Wapelhorst Athletic Complex to help celebrate its grand reopening, creating a fun and memorable way to mark the occasion.
- Recreation Staff introduced an updated Summer Fun Day Camp Parent Handbook to improve communication, clarify expectations, and ensure a safe, well-organized experience for families and staff.
- Due to the renovation of the Wapelhorst Athletic Complex and partnership with GMB, tournament concessions revenue has exceeded budgeted expectations, an early sign of the facility’s growing impact and demand.
- Successfully hired and onboarded a new Group Travel Specialist who is excelling in the role and bringing fresh ideas, which is important to maintain the integrity and continued success of the trip program.

Did You Know

The Enterprise Division is heading into the 2026 season with a strong 70% seasonal employee return rate, a solid reflection of the work environment and overall experience within our Parks & Recreation team.

By the Numbers	2026	2025
Fitness Class Participants	338	259
Youth Sports Participants	148	113
Youth Cultural Program Participants	93	109
Adult Sports Programs Registered	45	64
Senior Trip and Activity Participants	471	323
Weekend Tournament Teams at W.A.C	172	0

Maintenance

Highlights

- Completed prep, opening, and started operations on the upgraded Wapelhorst Athletic Complex
- Prepped, turned on and opened seasonal restrooms, facilities, drinking fountains and irrigation systems
- Tear-out and restoration of fire damaged grove restrooms in Blanchette Park
- Pruned 253 trees and completed 22 hazard tree removals
- Repaired lighting issues at Webster Park drive road and Hunker Hill lot in Fox Hill Park
- Repaired fencing and gates at DuSable Dog Park, McNair Park inline rink, and Wapelhorst Athletic Complex
- 5 staff took part in Missouri Park and Recreation Association's Region 4 Parks Maintenance Rodeo, competing in events to showcase their maintenance skills
- 10 staff completed propane certification and 6 staff completed 811 Utility Locate training

Did You Know

The Maintenance Division incorporates propane fuel conversions on their zero-turn mowing equipment used to help keep the parks mowed and looking nice. The use of propane instead of diesel or unleaded fuel means staff are required to take propane distribution certification training each year. Using propane also provides two significant benefits; the maintenance division is able to better project and plan budgets with an annual contract on propane fuel costs that don't fluctuate throughout the year, and propane is also a more environmentally safe and conscientious fuels source over diesel and unleaded options.

By the Numbers	2026	2025
Work Orders Processed	250	212
Volunteer Hours	253	77
Trees Trimmed or Pruned	253	527
Seasonal Staffing Levels	24	28
Cemetery Burials	6	10
Graves Sold	8	3

Rangers

Highlights

- C.O.P.S. Camp Trivia Night — On March 14, the Ranger Division hosted a successful C.O.P.S. Camp Trivia Night. C.O.P.S. Camp provides children with the opportunity to learn about the duties of first responders while emphasizing teamwork, building friendships, and creating positive experiences. The Trivia Night event served as a fun, interactive extension of this program, further strengthening the partnership between first responder agencies and the families in our community.
- 2,326 Patrol Hours logged year-to-date. Rangers have maintained a strong and visible presence across parks, trails, and recreational areas, contributing to public safety and deterring criminal activity throughout the community.

Did You Know

Ranger patrols cover not just parks, but also trails, greenways, and open spaces, helping ensure safety across some of the most visited areas in St. Charles.

By the Numbers	2026	2025
Foot Patrols	1,222	1,330
Reports Filed	54	34
Area Checks	4,480	4,791
Warnings and Tickets Issued	31	52
Arrests	3	4
Total Ranger Activity	5,816	6,211