St. Charles Parks and Recreation Board
Tentative Agenda
September 16, 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, Brad Huesemann, Paul Jokerst, Kathy Mudrovic, Larry Muench, Missy Palitzsch, Brian Scheidegger, Anna Shy, TJ Slattery and Council Liaison Denise Mitchell

3. Pledge of Allegiance

4. Verbal Petitions/Public Comments and Response to Parks & Recreation Related Items:
   A.

5. Staff Reports/Presentations:
   A.

6. Items for Discussion and/or Action:

   A. Contract with Best Western Harbour Pointe for overnight lodging for trip participants from June 21st, 2027 through June 25th, 2027 in an amount not to exceed $37,469.36*
   B. Contract with West Bryan Street Hotel LLC, dba Holiday Inn Savannah Historic District, for overnight lodging for trip participants from September 17th, 2027 through September 20th, 2027 in an amount not to exceed $23,451.75*

7. Minutes-
   A. Parks & Recreation Board Meeting Minutes August 19, 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. Maibaum Pole Dedication September 18 at 2pm

11. Director's Report
    A. Thank You's and Comments (As Available)
    B. General Department Update – Monthly Report
    C. City Ordinance Chapter 125 Article I and X

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: _____

Item for Discussion 6. A.

St. Charles Parks and Recreation Board

MEMORANDUM

Date: September 10th, 2026

From: Chris Atkinson, Assistant Director of Parks & Recreation

RE: Overnight lodging for trip participants during overnight trip in 2027.

Summary:

Staff has been negotiating with Best Western Harbour Pointe, to provide overnight lodging for trip participants and escorts during the "Discover the Upper Peninsula – Mackinac Island & Beyond" trip scheduled for June 20-27, 2027. The hotel stay will consist of four nights, June 21-25, 2027.

This purchase is exempt from the City's competitive bidding requirements pursuant to Section 145.180(7) of the City Code, as the lodging accommodations are being purchased for resale to trip participants.

Staff requests favorable consideration and approval to enter into a contract with Best Western Harbour Pointe, to provide overnight lodging for trip participants and escorts in an amount not to exceed $37,469.36.

Docusign Envelope ID: 560FE3D0-BF34-8AC1-8075-32BCABFCC3AC

PURCHASE CONTRACT

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

1. SUPPLIER shall assist PARKS with providing lodging for trip participants on June 21-June 25, 2027 in accordance with SUPPLIERS' proposal contract, 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.

   It is hereby further agreed that the Contract Sum (for services listed in Exhibit A) shall not exceed Thirty Seven Thousand Four Hundred Sixty Nine Dollars and Thirty Six Cents ($37,469.36).

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. 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.

5. 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.

6. 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.

7. SUPPLIER shall comply with City Code of Ordinance Section 145.040 regarding the registration of sex offenders with the Police Department.

8. SUPPLIER in accordance with City Code of Ordinance Section 145.160, neither the Contractor/Supplier or an affiliated business entity of the Contractor/Supplier shall: (1) be in arrears to the City on any taxes or debt; be in default of any contractual obligation to the City; (2) be in default as security or otherwise of any obligation to the City; or (3) be a party to a non-adjudicated, non-traffic related citation for a code violation. For complete text of Section 145.160, please contact the Purchasing Office.

9. 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.

10. SUPPLIER acknowledges award of this Contract requires compliance with Section 285.530(2) RSMo. (Cumm. Supp. 2008) regarding enrollment and participation in a federal work authorization program with respect to all persons working in connection with the contracted services. SUPPLIER represents and warrants that it is in compliance with Section 285.530 at the time of award of this Contract. A sworn affidavit and supporting documentation affirming participation or exemption from a qualified federal work authorization program and that SUPPLIER does not knowingly employ any person who is an unauthorized alien in connection with the services to be performed pursuant to this Contract is attached to this Contract and incorporated herein by this reference.

11. 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.

Docusign Envelope ID: 560FE3D0-BF34-8AC1-8075-32BCABFCC3AC

ST. CHARLES PARKS AND RECREATION BOARD

By: TJ Slattery Date
President, Parks & Recreation Board

Attest:

Kathy Mudrovic Date
Secretary, Parks & Recreation Board.

CITY OF SAINT CHARLES, MISSOURI

By: Brad Temme Date
Interim Director of Administration

Attest:

Kim Hudson Date
City Clerk

SUPPLIER

Best Western Harbour Pointe

Signed by:
Angel Ballard 9/10/2026
82C10873A84E43B...

BY: Date
Angel Ballard 9/10/2026

(Please Print Name and Title)

CERTIFICATE OF DIRECTOR OF FINANCE

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

Director of Finance Date

Docusign Envelope ID: 560FE3D0-BF34-8AC1-8075-32BCABFCC3AC

EXHIBIT A

BEST WESTERN HARBOUR POINTE

Group Contract Agreement & Itinerary

Best Western
Harbour Pointe Lakefront
797 North State Street
St. Ignace, MI 49781
P: (906) 643-6000
F: (906) 643-6946
W: harbourpointe.com

Group Name: __St.Charles Tours
Date of Arrival: ____June 21st, 2027_____
Date of Departure: ___June 25th 2027_____

Number of Rooms Reserved: __35__ (Client is financially responsible for all rooms reserved, regardless of actual occupancy)

Room Rate: $_245.99_ + 12% tax per room/per night

Deposit Due Date: ___30 days prior_____

Complimentary Room Policy: One (1) complimentary standard room at 35 rooms booked.

Additional Services

Service	Rate	
Security Guard	$30 per hour.	Request_____
Luggage Service	$6 per bag.	Request_____
Dining Area Reservation	$100 per hour (2-hour minimum) – Party responsible for clean-up ____Hrs	
Bonfire & S'mores	Complimentary from 8:00 PM – 10:00 PM (weather permitting)	

Complimentary Breakfast: 6:00 AM – 10:00 AM daily

Terms and Conditions

1. **Smoke-Free Property** – Best Western Harbour Pointe is a 100% Smoke-Free Hotel.
2. **Deposit** – A 30% non-refundable deposit is due 30 days prior to arrival to confirm this agreement.
3. **Room Guarantee** – Client is financially responsible for all rooms reserved under this contract, regardless of whether they are used.
4. **Rooming List** – A complete rooming list must be submitted no later than 30 days before arrival. Changes after this date are subject to a 100% charge for any reduced rooms.
5. **Cancellations** –
   - Cancellations made within 30 days of the event will forfeit the full deposit.
   - To cancel, the client **must complete a Cancellation Form** and email it to **Angel@harbourpointe.com** with the subject line: **Cancellation / Confirmation #____**.
   - Cancellations are not valid until written confirmation is received from the hotel.

EXHIBIT A

Docusign Envelope ID: 560FE3D0-BF34-8AC1-8075-32BCABFCC3AC

6. **Modifications** – Any changes to the reservation (including date changes, room reductions, or service changes) within 30 days of arrival may result in full charges for the original booking. We allow a 10% attrition up to a week before arrival.
7. **No-Shows & Early Departures** – Guests who do not check in (no-shows) or who depart earlier than the scheduled departure date will be charged 100% of the reserved stay.
8. **Event Space & Service Fees** – All fees for security, luggage handling, dining area reservations, and other add-on services are non-refundable once booked.
9. **Weather Clause** – Outdoor activities (including bonfires) are weather permitting. Weather-related cancellations do not affect contracted room or service charges.
10. **Force Majeure** – The Hotel is not liable for delays or cancellations caused by events beyond its reasonable control, including natural disasters, government regulations, or labor disputes.
11. **Payment Terms** – All charges must be settled in full prior to check-out.
12. **Confirmation of Agreement** – This agreement is valid only when signed by both parties and accompanied by the required deposit.

Thank you for choosing Best Western Harbour Pointe Lakefront.
We look forward to accommodating your group!

Please sign and return this agreement via email to Angel@harbourpointe.com.
Questions? Call 906-643-6000.

AGREED & ACCEPTED:

Hotel Representative:
Name: Angel Ballard
Title: General Manager
Signature: _____ Date: _____

Client Representative:
Name: Judi Meredith
Title: _____
Signature: _____ Date: _____

Item for Discussion 6. B.

St. Charles Parks and Recreation Board

MEMORANDUM

Date: September 10th, 2026

From: Chris Atkinson, Assistant Director of Parks & Recreation

RE: Overnight lodging for trip participants during overnight trip in 2027.

Summary:

Staff has been negotiating with West Bryan Street Hotel LLC, dba Holiday Inn Savannah Historic District, to provide overnight lodging for trip participants and escorts during the "Savannah/Charleston & Southern Charm" trip scheduled for September 16–23, 2027. The hotel stay will consist of three nights, September 17–20, 2027.

This purchase is exempt from the City's competitive bidding requirements pursuant to Section 145.180(7) of the City Code, as the lodging accommodations are being purchased for resale to trip participants.

Staff requests favorable consideration and approval to enter into a contract with West Bryan Street Hotel LLC, dba Holiday Inn Savannah Historic District, to provide overnight lodging for trip participants and escorts in an amount not to exceed $23,451.75.

PURCHASE CONTRACT

THIS CONTRACT, made and entered into as of the contract date last signed below by and between the City of Saint Charles, Missouri by and through its Parks and Recreation Board hereinafter referred to as PARKS and the **West Bryan Street Hotel LLC DBA Holiday Inn - Historic.** hereafter referred to as SUPPLIER. For the consideration herein expressed, it is agreed by and between PARKS and SUPPLIER as follows:

1. SUPPLIER shall assist PARKS with providing lodging for trip participants on September 17th September 20th, 2027 in accordance with SUPPLIERS' proposal contract, 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.

   It is hereby further agreed that the Contract Sum (for services listed in Exhibit A) shall not exceed Twenty-Three Thousand Four Hundred Fifty-One Dollars and Seventy-Five Cents ($23,451.75).

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. 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.

5. 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.

6. 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.

7. SUPPLIER shall comply with City Code of Ordinance Section 145.040 regarding the registration of sex offenders with the Police Department.

8. SUPPLIER in accordance with City Code of Ordinance Section 145.160, neither the Contractor/Supplier or an affiliated business entity of the Contractor/Supplier shall: (1) be in arrears to the City on any taxes or debt; be in default of any contractual obligation to the City; (2) be in default as security or otherwise of any obligation to the City; or (3) be a party to a non-adjudicated, non-traffic related citation for a code violation. For complete text of Section 145.160, please contact the Purchasing Office.

9. 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.

10. SUPPLIER acknowledges award of this Contract requires compliance with Section 285.530(2) RSMo. (Cumm. Supp. 2008) regarding enrollment and participation in a federal work authorization program with respect to all persons working in connection with the contracted services. SUPPLIER represents and warrants that it is in compliance with Section 285.530 at the time of award of this Contract. A sworn affidavit and supporting documentation affirming participation or exemption from a qualified federal work authorization program and that SUPPLIER does not knowingly employ any person who is an unauthorized alien in connection with the services to be performed pursuant to this Contract is attached to this Contract and incorporated herein by this reference.

11. Pursuant to Section 34.600 RSMo, as amended, Contractor, hereby certifies it is not currently engaged in and shall not, for the duration of this contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel, or that this certification is not applicable as the value of this contract is less than $100,000 or Contractor has less than ten (10) employees.

ST. CHARLES PARKS AND RECREATION BOARD

By: TJ Slattery Date
President, Parks & Recreation Board

Attest:

Kathy Mudrovic Date
Secretary, Parks & Recreation Board.

CITY OF SAINT CHARLES, MISSOURI

By: Brad Temme Date
Interim Director of Administration

Attest:

Kim Hudson Date
City Clerk

SUPPLIER

West Bryan Street Hotel, LLC

Christina Frack

BY: Date
Christina Frack 09/09/2026

(Please Print Name and Title)

CERTIFICATE OF DIRECTOR OF FINANCE

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

Director of Finance Date

HOLIDAY INN SAVANNAH HISTORIC DISTRICT
520 West Bryan Street | Savannah, GA 31401
Main: 912-790-1000 | Fax: 912-721-1270

GROUP BOOKING CHECK

DESCRIPTION OF GROUP AND EVENT
The following represents an agreement between Holiday Inn Savannah Historic District, 520 West Bryan Street, Savannah, GA 31401, 912-790-1000 and Travel and Tours 2026.

ORGANIZATION:	Travel and Tours 2027
CONTACT:	
Name:	Don Borgmeyer
Title:	Group Contact
Mailing Address:	
Phone Number:	6362556151
Email Address:	don.bormeyer@stcharlesparks.com

NAME OF EVENT: St Charles Parks

REFERENCE #:

OFFICIAL PROGRAM DATES: Friday, September 17, 2027 - Monday, September 20, 2027

September 17, 2027					
Guestroom					
QTY	Name	Value	Subtotal	Combined Tax	Total
35 rooms @ $189.00		$6615.00	$6615.00		$6615.00
	15% sales and city tax per room	$992.25	$992.25		$992.25
	$6.00 lodging tax per room	$210.00	$210.25		$210.25
Daily Total					**$7817.25**

September 18, 2027					
Guestroom					
QTY	Name	Value	Subtotal	Combined Tax	Total
35 rooms @ $189.00		$6615.00	$6615.00		$6615.00
	15% sales and city tax per room	$992.25	$992.25		$992.25
	$6.00 lodging tax per room	$210.00	$210.00		$210.00
Daily Total					$7817.25

September 19, 2027					
Guestroom					
QTY	Name	Value	Subtotal	Combined Tax	Total
35 rooms@ $189.00		$6615.00	$6615.00		$6615.00
	15% sales and city tax per room	$992.25	$992.25		$992.25

	$6.00 lodging tax per room	$210.00	$210.00		$210.00
Daily Total				$7817.25	

Summary All Charges			
	Subtotal	Combined tax	Total
Guestroom	$19,845		
Package			
Event			
Subtotal	$19,845		
Grand Total	$23,451.75		

Summary Breakdown		
Taxes, Gratuities, Admin Charges		
Sales Tax/City Tax	7% + 8%= 15%	$2,976.75
GA State Lodging Fee (Flat Rate)	$6.00	$630.00
	Subtotal	$3606.75

APPROVED AND AUTHORIZED BY:

Holiday Inn Savannah Historic District	**St Charles Parks**
Christina Frack	Don Borgmeyer
Sales	Group Contact
Signature:	Signature:
Date Signed:	Date Signed:

SAINT CHARLES PARKS & RECREATION BOARD MINUTES
MEETING HELD
August 19th, 2026

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

Board Joshua Allen, Brad Huesemann, Paul Jokerst, Kathy Mudrovic, Larry Muench, Missy Palitzsch, Anna Shy and TJ Slattery were present.

Brian Scheidegger and Council Liaison Denise Mitchell were absent.

Staff Maralee Britton - Director, Brian Schaffer - Parks Superintendent, Don Borgmeyer - Enterprise Superintendent, Tina Sieker – Administrative Coordinator and Lenny Sylcox - Chief Park Ranger

Others Mary Ann Ohms - Associate City Attorney, Emily Galantowicz – Assistant City Clerk Todd Kassabaum, Lisa Kassabaum, Dawn Sylcox, Amanda Sylcox, Marcus Martinez, Gloria Lazarcheff, Jeff Lang

3. Pledge of Allegiance

4. Verbal Petitions/Public Comments and Response: None

5. Staff Reports/Presentations:

Swearing in of Chief Park Ranger Lenny Sylcox

Assistant City Clerk Emily Galontowicz conducted the swearing in of new Chief Park Ranger Lenny Sylcox. Chief Sylcox introduced himself again to the Board and introduced his family and friends who attended the swearing in.

6. Items for Discussion and/or Action-

President Slattery welcomed new Park Board Members Paul Jokerst and Missy Palitzsch and they introduce themselves saying a little about their reason why they wanted to serve on the Board.

A. Consideration of the Recommendation by the Finance Committee for Approval of the 2027 Parks & Recreation Budget*

Treasurer Shy introduced the 2027 budget as presented to the Finance Committee on August 10, 2026 and its recommendation for approval by the full Board. Britton went through a presentation on the 2027 Budget. Britton discussed the difference between the Operational Budget and the Capital Improvements Budget. She stated that the Employee Compensation Policy would be brought back to the Board at a later meeting once the City have decided how they are going to handle it. The presentation explained the different funding mechanisms and showed the breakdown on revenues and expenditures for all divisions. Department Directors discussed their budget goals for their different divisions in 2027. Huesemann asked some questions about the budget process that were answered by staff.

After discussion, Shy made a motion to approve the 2027 Parks & Recreation Budget; seconded by Mudrovic. Motion Passed.

B. Consideration of the Recommended by the Finance Committee for Recommendation of the 2027 Oak Grove Cemetery Budget*

As part of the same presentation Britton presented the Oak Grove Cemetery Budget. After discussion, Shy made a motion to approve the Oak Grove Cemetery Budget; seconded by Palitzsch. Motion Passed.

C. Contract with XGrass LLC. for the removal and replacement of the playground safety surfacing at Wapelhorst Park in an amount not to exceed $157,846.03*

Atkinson presented the request to replace the current rubber tile surfacing at the Wapelhorst Playground with artificial turf. This is needed due to the tile that was installed in 2017 failing and becoming a safety issue. Pending approval, the work would be completed in October 2026.

After discussion, Jokerst made a motion to approve the contract; seconded by Allen. Motion Passed.

D. Transfers over $15,000*

E. Contract with Kimberly J. Mathis, Esq., LLC for legal services not to exceed $30,000*

Slattery asked that the Board table Items D & E.

7. Meeting Minutes:

A. Parks & Recreation Board Meeting Minutes July 15, 2026*

Huesemann requested that the minutes be amended to reflect the reason why he voted no at the previous meeting on the construction contract for Legacy Farms Park. Staff said they would make following edit to reflect "Huesemann noted for the record he voted no due to his belief of misallocation of the frisbee disc course in relation to other type of activities such as multipurpose fields, tennis or pickleball."

Muench made a motion to approve the meeting minutes as amended; seconded by Shy. The motion passed.

B. Parks & Recreation Board Finance Committee Meeting Minutes August 10, 2026*

Muench made a motion to approve the meeting minutes; seconded by Mudrovic. The motion passed.

8. Consent Agenda (Items to be received):

The Consent Agenda was then addressed, which included the following:

A. Calendar
B. Financial Worksheets and Project Report
C. Accounts Receivable Report
D. Financial Transactions from $10,000 to $15,000- None
E. Oak Grove Cemetery Report

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

9. Items Removed from the Consent Agenda: None

10. Presidents Announcements and Reminders:

Slattery thanked staff for all their work at the ground-breaking ceremony at Legacy Farms Park.

11. Directors Report:

A. Thank You's (As Available)

B. General Department Update

C. City Ordinance 125.040

Britton highlighted the Hey Mayor Dan! request about the drinking fountain in the Braille Trail in McNair Park. Also discussed that Day Camp ended on August 14th and the aquatic facilities are switching to the end of season hours. Also thanked the Board Members for attending the Legacy Farms Park Ground Breaking.

12. <u>Board Member Announcements and Reminders</u>:

Muench – Good. Welcomed the new board members.

Shy – All good. Welcomed the new board members.

Mudrovic – Proud to serve on the Board and welcomed the new members.

Allen – All good. Welcomed the new board members.

Huesemann – Good. Welcomed the new board members and is excited to work with everyone.

Jokerst – Happy to be back in a different role with the Parks.

Palitzsch – Happy to be serving on the Board.

13. <u>Council Liaison Announcements and Reminders</u>: None

14. <u>Park Board Liaisons Comments</u>

A. Foundation Report: None

B. Legislative Report: None

As there was no need for Closed Session or further business to discuss Mudrovic moved for **<u>Adjournment</u>** at 7:33pm; Seconded by Shy. The motion passed.

Meeting: August 19, 2026

Respectfully Submitted,

_____	_____
T.J. Slattery, President	Kathy Mudrovic, Secretary

Upcoming Events

Meetings:

- October 7, 2026 Work Session
- October 21, 2026 Regular Meeting

- First Fridays - Recurring every first Friday of every month
  - Foundry Art Centre, 5P – 8P
- St. Charles Market - Saturdays through November 28, 2026
  - Main Street, 7:30A – 1P
- Music on Main – Recurring every third Wednesday of each month through September
  - N. Main Street, 5P – 7:30P
- Storytime in the Park – Friday, September 18, 2026
  - Wapelhorst Park Shelter 2, 10A
- Vintage Market Days – September 18 through September 20, 2026 (Tickets required)
  - St. Charles Convention Center, Fri 10A – 5P; Sat 10A - 5P; Sunday 10A - 5P
- Maibaum Pole Dedication Ceremony – Friday, September 18, 2026
  - Frontier Park
- La Fête Du Vin – Saturday, September 19, 2026 (Tickets Required)
  - North 2nd St. (Lawrence St. – Wood St.), 3P - 8P
- St. Charles Fair – Sunday, September 20, 2026
  - Blanchette Park, 11A – 5P
- St. Charles Market Coffee Festival – Saturday, September 26, 2026
  - Main Street, 7:30A – 1P
- Saint Charles Oktoberfest – September 25 through September 27, 2026
  - Frontier Park, Fri 4P - 11P; Sat 10A - 11P; Sunday 10A - 5P
- Screen on the Green (*Monsters, Inc.)* – Friday, October 2, 2026
  - Blanchette Park Athletic Fields, Concessions open at 6:15P, Movie starts at 7:15P
- Family Camp Out in the Park – Friday, October 2 to Saturday, October 3, 2026
  - Blanchette Park Athletic Fields, Check-in time from 5P – 7P, Registration Required; $60 per family of 4, $20 per additional person
- Paw Parade – Saturday, October 3, 2026
  - Blanchette Park, Parade at 10A, Vendor Fair 10:30A – 12:00P

- Witches on Main – Saturday, October 3, 2026 (Tickets required)
    - Main Street, 3P – 10P
- Oak Grove Cemetery Tour – Saturday, October 3, 2026
    - Oak Grove Cemetery, 9:30A – 12:30P, Registration Required; $20 for 1 person, $30 for 2 people
- Fall Hayrides – Fridays & Saturdays, October 9 – 24
    - Fountain Lakes Park South end, 5P - 7P OR 7P – 9P, Registration Required; $300 per group of 25
- Legends & Lanterns – Saturdays & Sundays October 10 – 25, & Friday October 23
    - Main Street, Saturdays 11A - 6P; Sundays 12P - 5P; Fri 10/23 5P - 8P
- Bird Watching Tour – Friday, October 16, 2026
    - McNair Park Braille Trail, 9A – 10A, Registration Required; Free event
- St. Charles Market Pumpkin Festival – Saturday, October 17, 2026
    - Main Street, 7:30A – 1P
- Container Garden Workshop – Friday, October 23, 2026
    - Webster Park Community Building, 9A – 10A, Registration Required; $30 per person
- Pumpkin Glow – October 23 through October 24, 2026
    - Main Street, 5P - 8P
- Trick or Treat on Main – Friday, October 30, 2026
    - Main Street, 3P – 5P
- St. Charles Market Halloween Market – Saturday, October 31, 2026
    - Main Street, 7:30A – 1P

St. Charles Parks and Recreation Photo Contest – Ends January 22, 2027

St. Charles Parks & Recreation Financial Worksheet
September 2026

Estimated Financial Worksheet		2026 Actual		2026 Budget
Total Expenses	$	(7,012,186)	$	(12,868,773)
Total Customer Revenue	$	3,159,102	$	5,042,685
Total Property Tax	$	2,166,459	$	4,265,872
Total Delinquent Tax	$	5,704	$	56,019
Total Tax Surtax	$	161,414	$	151,059
Recovered Exp. - Sale of Assets	$	4,470	$	-
Interest	$	4,120	$	-
Total Cell Tower	$	45,450	$	77,914
Capital Reappropriations	$	2,922,177	$	3,499,277
Other Revenue Contributions	$	5,598	$	28,498
Grants	$	-	$	10,000
Replacement Fund	$	577,100	$	577,100
	$	2,039,407	$	839,651

Beginning Fund Balance		4,549,420
Expenses	$	(7,012,186)
Revenue	$	9,051,593
Ending Cash Balance	$	6,588,827
Petty Cash	$	8,950
Asset Disposition of Soccer Park	$	3,000,000
Estimated Equipment Replacement Fund '	$	3,088,103
Fund Balance	$	509,674

Aquatics		2026 Actual		2026 Budget
Personnel Expenditures	$	(835,163)	$	(1,118,033)
Contractual Expenditures	$	(131,526)	$	(235,108)
Materials & Supplies Expenditures	$	(210,272)	$	(329,580)
Capital Outlay	$	(21,315)	$	(35,000)
Equipment Replacement Fund	$	(100,223)	$	(100,223)
Total Expenses	$	(1,298,499)	$	(1,817,944)
Total Revenue	$	1,252,198	$	1,803,500
Recovered Expenses	$	-		
Total Income	$	1,252,198	$	1,803,500
Aquatics Net Revenue	**$**	**(46,301)**	**$**	**(14,444)**

Concessions		2026 Actual		2026 Budget
Personnel Expenditures	$	(140,222)	$	(195,135)
Contractual Expenditures	$	(43,441)	$	(76,237)
Materials & Supplies Expenditures	$	(133,621)	$	(297,585)
Capital Outlay	$	-	$	(5,000)
Equipment Replacement Fund	$	(19,046)	$	(19,046)
Total Expenses	$	(336,330)	$	(593,003)
Total Revenue	$	320,874	$	603,000
Recovered Expenses	$	-	$	-
Total Income	$	320,874	$	603,000
Concession Net Revenue	**$**	**(15,455)**	**$**	**9,997**

Memorial Hall		2026 Actual		2026 Budget
Personnel Expenditures	$	(37,399)	$	(61,036)
Contractual Expenditures	$	(8,353)	$	(14,503)
Materials & Supplies Expenditures	$	(15,847)	$	(32,839)
Capital Outlay	$	-	$	(3,000)
Equipment Replacement Fund	$	(12,565)	$	(12,565)
Total Expenses	$	(74,163)	$	(123,943)
Total Revenue	$	34,806	$	115,300
Total Tax Revenue (.002)	$	4,344	$	8,644
Recovered Expenses	$	-	$	-
Total Income	$	39,150	$	123,944
Memorial Hall Net Revenue	**$**	**(35,014)**	**$**	**1**

Recreation		2026 Actual		2026 Budget
Personnel Expenditures	$	(748,997)	$	(1,051,520)
Contractual Expenditures	$	(110,382)	$	(208,751)
Materials & Supplies Expenditures	$	(228,075)	$	(550,725)
Capital Outlay	$	-	$	(3,000)
Equipment Replacement Fund	$	(19,098)	$	(19,098)
Total Expenses	$	(1,106,553)	$	(1,833,094)
Total Revenue	$	1,182,764	$	1,617,000
Total Tax Revenue (5%)	$	108,608	$	216,095
Recovered Expenses	$	-		
Total Income	$	1,291,372	$	1,833,095
Recreation Net Revenue	**$**	**184,819**	**$**	**1**

Maintenance		2026 Actual		2026 Budget
Personnel Expenditures	$	(1,301,252)	$	(2,075,197)
Contractual Expenditures	$	(279,238)	$	(463,956)
Materials & Supplies Expenditures	$	(117,652)	$	(184,875)
Capital Outlay	$	-	$	-
Equipment Replacement Fund	$	(273,850)	$	(273,850)
Total Expenses	$	(1,971,992)	$	(2,997,878)
Total Revenue	$	157,605	$	365,800
Total Tax Revenue (57.33%)	$	1,245,301	$	2,506,697
Total Surtax (83%)	$	133,974	$	125,379
Recovered Expenses	$	-		
MO Conservation Grant			$	-
Total Income	$	1,536,880	$	2,997,876
Maintenance Net Revenue	**$**	**(435,112)**	**$**	**(2)**

Administration		2026 Actual		2026 Budget
Personnel Expenditures	$	(606,757)	$	(1,002,153)
Contractual Expenditures	$	(81,488)	$	(153,106)
Materials & Supplies Expenditures	$	(25,285)	$	(62,710)
Capital Outlay				
Equipment Replacement Fund	$	(28,715)	$	(28,715)
Total Expenses	$	(742,244)	$	(1,246,684)
Total Revenue	$	142,926	$	339,085
Total Tax Revenue (21%)	$	456,154	$	907,597
Recovered Expenses	$	-	$	-
Total Income	$	599,080	$	1,246,682
Administration Net Revenue	**$**	**(143,164)**	**$**	**(2)**
Rangers		2026 Actual		2026 Budget
Personnel Expenditures	$	(350,289)	$	(573,322)
Contractual Expenditures	$	(65,063)	$	(98,677)
Materials & Supplies Expenditures	$	(9,813)	$	(31,855)
Capital Outlay	$	-	$	-
Equipment Replacement Fund	$	(53,097)	$	(53,097)
Total Expenses	$	(478,262)	$	(756,951)
Total Revenue	$	67,930	$	199,000
Total Tax Revenue (12%)	$	260,660	$	527,271
Total Surtax (17%)	$	27,440	$	25,680
Recovered Expenses				
Total Income	$	356,030	$	751,951
Rangers Net Revenue	**$**	**(122,232)**	**$**	**(5,000)**
Parks Capital		2026 Actual		2026 Budget
Total Expenses	**$**	**(1,004,143)**	$	(3,499,277)
Total Revenue/ Replacement Fund	$	577,100	$	577,100
Total Tax Revenue (4.47%)	$	97,096	$	155,588
Re-Appropriations	$	2,922,177	$	3,499,277
Other Revenue Contributions	$	59,638	$	77,914
Budget Amendments				
Total Income	$	3,656,010	$	4,309,879
Capital Net Revenue	**$**	**2,651,867**	**$**	**810,602**
Cemetery		2026 Actual		2026 Budget
Personnel Expenditures	$	(121,917)	$	(197,676)
Contractual Expenditures	$	(14,433)	$	(31,920)
Materials & Supplies Expenditures	$	(6,873)	$	(15,081)
Capital Outlay	$	(269)	$	269
Total Expenses	$	(143,492)	$	(244,407)
Total Revenue	$	31,650	$	65,000
Cemetery Net Revenue	$	(111,842)	$	(179,407)

September 2026 Project Report

Project Code	Project Name	G/L Account	Budget	Expenses	Encumbrances	Remaining Funds	Fund	%
25CMTRY002	HVAC AT CEMETERY OFFICE	430-500-551-872102	$ 7,069.00	$ 7,069.00	$ -	$ -	Capital Sales Tax	100%
26CMTRY001	CEMETERY RECORD MGMT SOFTWARE	410-431-791-874199	$ 31,000.00	$ 14,000.00	$ 17,000.00	$ -	Capital Sales Tax	100%
		430-500-551-872102	$ 7,069.00	$ 7,069.00	$ -	$ -	Capital Sales Tax	100%
		100-431-791-874199	$ 269.31	$ 269.31			Capital Sales Tax	100%
24PARKS009	MCNAIR PARK IMPROVEMENTS	217-217-131-873109	$ 50,000.00	$ 49,999.05		$ 0.95	Property Tax	100%
		417-217-131-873109	$ 10,000.00	$ 4,863.00	$ 5,000.00	$ 137.00	Parks Capital	99%
25PARKS013	LEGACY FARMS RECREATIONAL SITE	216-217-131-873109	$ 329,536.19	$ 2,986.80	$ 45,215.00	$ 281,334.39	Metro	15%
		217-217-131-873109	$ 2,332,250.00	$ 93,188.45	$ 2,118,353.90	$ 120,707.65	Property Tax	95%
		417-217-131-873109	$ 3,519,729.97	$ 614,132.62	$ 2,810,619.82	$ 94,977.53	Prop P Sales Tax	97%
25PARKS016	RANGER VEHICLES & EQUIPMENT	217-217-131-874102	$ 41,500.00	$ 39,763.49		$ 1,736.51	Replacement Fund	96%
25PARKS024	SOFTWARE UPGRADES	217-217-131-874108	$ 5,000.00	$ 3,016.16	$ -	$ 1,983.84	Replacement Fund	60%
25PARKS025	PRINTER REPLACEMENTS	217-217-131-874106	$ 6,073.00	$ 2,213.84	$ -	$ 3,859.16	Replacement Fund	36%
25PARKS027	MASTER PLAN	217-217-131-873109	$ 200,000.00	$ -	$ -	$ 200,000.00	Property Tax	0%
25PARKS028	PUNDMANN PARK	417-217-131-873109	$ 60,000.00	$ 50,068.94		$ 9,931.06	Parks Capital	83%
25PARKS029	WAPELHORST ATHLETIC COMPLEX	216-217-131-873109	$ 100,911.00	$ 59,140.80	$ 5,800.00	$ 35,970.20	Metro	64%
		217-217-131-873109	$ 1,850,514.00	$ 1,850,828.76		$ (314.76)	Property Tax	100%
		417-217-131-873109	$ 194,000.00	$ 194,000.00		$ -	Parks Capital	100%
26PARKS002	FACILITY REPAIRS	217-217-131-874105	$ 3,589.00	$ 3,589.00	0	$ -	Property Tax	100%
		417-217-131-873109	$ 30,000.00	$ 29,805.34		$ 194.66	Prop P Sales Tax	99%
26PARKS003	GARDENS AND MEMORIAL HALL DRAINAGE	417-217-131-873109	$ 80,000.00	$ 6,110.00		$ 73,890.00	Prop P Sales Tax	8%
26PARKS006	HVAC REPLACEMENT - ALL FACILITIES	217-217-131-872102	$ 12,000.00	$ 428.00	$ -	$ 11,572.00	Property Tax	4%
26PARKS007	RESTROOM REHABS - ALL PARKS	217-217-131-872102	$ 12,000.00	$ 12,000.00	$ -	$ -	Property Tax	100%
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	$ 1,700.00	$ -	$ 20,800.00	Property Tax	8%
26PARKS010	LANDSCAPING - ALL PARKS	217-217-131-873109	$ 9,500.00	$ 2,240.79		$ 7,259.21	Property Tax	24%
26PARKS011	PLAYGROUND SAFETY SURFACING	217-217-131-873109	$ 305,000.00	$ 3,400.00	$ 164,729.03	$ 136,870.97	Property Tax	55%
26PARKS012	ADA RENOVATIONS	217-217-131-873109	$ 5,000.00	$ 2,725.71	$ -	$ 2,274.29	Property Tax	55%
26PARKS013	PARKS STORM WATER	217-217-131-873109	$ 13,062.50	$ 2,535.56	$ -	$ 10,526.94	Property Tax	19%
26PARKS014	ATHLETIC FIELD RENOVATIONS	217-217-131-873109	$ 21,335.74	$ 12,414.39	$ -	$ 8,921.35	Property Tax	58%
26PARKS015	CONCESSION STAND RENOVATIONS	217-217-131-873109	$ 15,000.00	$ 14,282.59	$ 690.48	$ 26.93	Property Tax	99%
26PARKS016	MAINTENANCE FACILITIES IMPROVEMENTS	217-217-131-873109	$ 25,127.09	$ 15,022.70		$ 10,104.39	Property Tax	60%
26PARKS017	AQUATIC - FEATURES & SIGNAGE	217-217-131-873109	$ 155,500.00	$ 26,471.84	$ 77,646.03	$ 51,382.13	Replacement Fund	67%
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	$ 42,334.21	$ 14,748.15		$ 27,586.06	Replacement Fund	35%
26PARKS020	RECREATION EQUIPMENT	217-217-131-873199	$ 16,500.00	$ 790.00	$ -	$ 15,710.00	Replacement Fund	5%
26PARKS021	SECURITY EQUIPMENT	217-217-131-873199	$ 20,000.00	$ 16,470.65		$ 3,529.35	Replacement Fund	82%
26PARKS022	MEMORIAL HALL FURNISHINGS	217-217-131-873109	$ 16,310.52	$ 8,050.14		$ 8,260.38	Replacement Fund	49%
		217-217-131-874103	$ -	$ 29.57	$ -	$ (29.57)	Replacement Fund	0%
26PARKS023	FURNISHING REPLACEMENTS	217-217-131-874103	$ 19,917.85	$ 954.35		$ 18,963.50	Replacement Fund	5%
26PARKS024	CONCESSION EQUIPMENT REPLACEMENT	217-217-131-874105	$ 12,601.60	$ 3,081.04	$ -	$ 9,520.56	Replacement Fund	24%
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	$ 41,411.00	$ 41,411.00		$ -	Replacement Fund	100%
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	$ 4,223.84	$ -	$ 95,776.16	Metro	4%
			$ 9,811,803.67	$ 3,186,686.57	$ 5,228,054.26	$ 1,397,062.84		
			$ 9,857,210.98					

Project Funding Source Totals

	Budget	Expenses	Encumbrances	Remaining Amount	
Equipment Replacement Fund	$ 410,748.18	$ 157,000.23	$ 77,646.03	$ 176,101.92	
Taxes	$ 4,976,878.33	$ 2,064,355.00	$ 2,283,773.41	$ 628,749.92	
Metro Parks & Recreation Fund	$ 530,447.19	$ 66,351.44	$ 51,015.00	$ 413,080.75	
Prop P Parks Capital	$ 3,893,729.97	$ 898,979.90	$ 2,815,619.82	$ 179,130.25	
Gaming Funds	$ -				
Cash Balance		$ -			
TOTAL PROJECTS	$ 9,811,803.67	$ 3,186,686.57	$ 5,228,054.26	$ 1,397,062.84	$ 9,857,210.98

Capital Sales Tax (Cemetery only)				
Other City Funds	$ 45,407.31	$ 28,407.31	$ 17,000.00	$ -
Legacy Farms Park Balance	$ 6,181,516.16	$ 710,307.87	$ 4,974,188.72	$ 497,019.57
Wapelhorst Athletic Complex Balance	$ 2,145,425.00	$ 2,103,969.56	$ 5,800.00	$ 35,655.44

SEPTEMBER Accounts Receivable Report

2025 Individual				**Status**
Daycamp		$	270.00	Posted to the account denied enrollment
2025 TOTAL		**$**	**270.00**	
2025 Organizations				
Organizations with multiple uses paying monthly, quarterly or by season				
2025 TOTAL				
	Total Due	**$**	**270.00**	
2026 Individual				
Daycamp - 2 kids			$5,380.00	Emergency foster situation. State to pay. Collection letter sent.
Coach Pitch T-Ball		$	85.00	MAR calling - not sure why payment didn't go through
2026 Organizations				
Ambassadors of Harmony		$	2,400.00	2nd quarter billed in July - call to follow up
Ambassadors of Harmony		$	800.00	To be billed at end of September
Hope Educational & Research	Group Swim	$	8,190.50	Billed 8/27/26
Duchesne High School	Tournament	$	909.00	Billed 7/20/26 - calling to follow up
Community Living	Group Swim	$	2,805.00	Billd 8/27/26
STL Baseball Forever League	Tournament	$	222.00	Billed 6/27/26 - calling to follow up
STCMen's Senior Softball	Tournament	$	705.00	Billed 7/25/26 - calling to follow up
SCCCMSL	Tournament	$	1,320.00	Billed 7/18/26 - calling to follow up
Boys and Girls Club	Group Swim	$	942.50	Billed 8/27/26
	Total Due	**$**	**18,294.00**	
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.				

2026 Oak Grove Cemetery Report

01/01/26 - 09/9/26

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	31	$ 43,400.00
Cremation (3 feet by 3 feet)	$ 800.00	4	$ 3,200.00
	Total:	35	$ 46,600.00

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	15	$ 24,000.00
Saturday	$ 1,800.00	1	$ 1,800.00
Sunday	$ 2,100.00	1	$ 2,100.00
City Holidays	$ 2,100.00	0	$ -
Burial Day (Completed after closing - 3:00P.M.)	**Fee**	**Quantity**	**Total**
Monday - Friday	$ 1,800.00	0	$ -
	Total:	17	$ 27,900.00

Single Depth Grave Disinterment

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

Double Depth Grave

Burial Day (Completed before Closing)	Fee	Quantity	Total
Monday - Friday	$ 2,000.00	2	$ 4,000.00
Saturday	$ 2,200.00	2	$ 4,400.00
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:	4	$ 8,400.00

Double Depth Grave Disinterment

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

Cremations without a Service

Burial Day (Completed before Closing)	Fee	Quantity	Total
Monday - Friday	$ 500.00	9	$ 4,500.00
Saturday	$ 850.00	4	$ 3,400.00
Sunday	$ 1,100.00	0	$ -
City Holidays	$ 1,100.00	0	$ -
Burial Day (Completed after closing - 3:00P.M.)	**Fee**	**Quantity**	**Total**
Monday - Friday	$ 850.00	0	$ -
	Total:	13	$ 7,900.00

Cremations with a Service

Burial Day (Completed before Closing)	Fee	Quantity	Total
Monday - Friday	$ 850.00	0	$ -
Saturday	$ 1,100.00	0	$ -
Sunday	$ 1,650.00	0	$ -
City Holidays	$ 1,650.00	0	$ -
Burial Day (Completed after closing - 3:00P.M.)	**Fee**	**Quantity**	**Total**
Monday - Friday	$ 1,100.00	0	$ -
	Total:	0	$ -

Cremations Disinterment

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

Memorial Trees/Other Donations

Type	Fee	Quantity	Total
Memorial Trees/Other Donations	$ 150.00	1	$ 150.00
	Total:	1	$ 150.00

Charitable Burials

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

Year End Totals	Quantity	Revenue
Total Grave Sales	31	$ 43,400.00
Total Cremation Grave Sales	4	$ 3,200.00
Total Grave Burials	21	$ 36,300.00
Total Cremation Burials	13	$ 7,900.00
	Total Income	$ 90,800.00

September 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.

Enterprise Activities and Programs

Recreation Staff successfully hosted its first Interleague Slow Pitch Softball Tournament on Saturday August 29th**,** bringing together 17 teams from St. Charles and other local park leagues throughout the area. The inaugural tournament provided an opportunity to showcase the Wapelhorst Athletic Complex while building connections with neighboring recreation programs. Adding to the success of the event, a team from the St. Charles leagues captured the tournament championship.

Summer Fun Day Camp wrapped up its 12th and final week on Friday, August 14, completing the program's 50th summer. The milestone season welcomed 3,140 participants, surpassing last year's attendance by just over 500 and representing an approximately 19% increase in participation.

Another successful summer of swim lessons ended in August, with 480 children participating throughout the season. Our aquatic staff helped participants improve their swimming skills, build confidence in the water, and develop important lifelong water safety skills.

Legacy Farms Park:
Earthwork has been the major focus shaping the area for the construction of the buildings, playground, wetlands and frisbee disc golf course. Dust control has been a factor due to dry conditions.

Three Week Look-Ahead:
Frisbee Disc Golf Course Request for Proposals finalized and bid
Earthwork continues for the next few weeks
Restroom and shelter foundation and masonry scheduled for late September
Pre-construction meeting with the playground manufacturer for deliver, inventory, storage and installation

Park Maintenance:

During August, park maintenance crews completed a variety of essential tasks across multiple facilities. Staff utilized the boom mower along the riverbank at Frontier Park and provided setup support for both elections and the Festival of the Little Hills. Repairs were made at the Wapelhorst and Blanchette pools, as well as a urinal replacement and tennis light repair at McNair Park. Crews also oversaw cemetery operations in the absence of the Cemetery Foreman. Additional tasks included mowing around the pond at Vogt Brothers Park, performing a light repair at the Eco Trailhead in DuSable Park, and repairing the dog park gate at DuSable Park.

Seasonal personnel updates for the month included welcoming two new hires, Trash Truck Driver Kam'Ron Battle and Gardener Krista Caraway. Gardener Paige Deeken will join us after Labor Day. We continue to look for members of our seasonal mowing crew.

The horticulture staff carried out weekly mowing and trimming as well as watering of new trees, ornamental containers, and planting beds. They completed spray applications in the beds and tree rings at Frontier, Kister, Blanchette, and Fox Hill Parks, and performed bed cleanups in Berthold Square, Kister, and Frontier in preparation for the Festival of the Little Hills. The team also responded to a fallen tree at Memorial Hall, pruned tree limbs at Frontier for festival readiness, and continued troubleshooting and repairs on the Frontier irrigation system. Additional tasks included obtaining tree removal estimates from B&B Tree Service for Blanchette Park and presenting an educational tree talk to a local Girl Scout troop.

Park Construction:

At Pundmann Nature Park, crews graded the pathways, play zones, and learning spaces, and coordinated with MO One Call to identify utilities for the upcoming sign installation. Installation of the arbor over the trail began in late August. All vegetation was sprayed and the areas were tilled in preparation for planting native grasses in the fall.

Planning for Rau Garden improvements at Blanchette Park began in late July, the crew will mobilize in mid-September after completing their tasks are complete at Pundmann Nature Park.

Oak Grove Cemetery:

With the departure of the Cemetery Foreman in August, grave sales and communications with the public were moved to the Parks Superintendent and the Administration Support Staff. The park maintenance staff took over responsibility of all grounds and vehicle maintenance.

During August, routine grounds maintenance included leveling several graves that had recently settled due to heavy rain, with a few areas prepared for new seed. Multiple grave markers were installed by Park staff.

One single-depth burial occurred in August in Block 4. Multiple cremation remains were buried throughout the cemetery by Park Maintenance Staff.

Ranger Activities and events:

Rangers assisted with Festival of the Little Hills annual event and continue communications in preparation for Oktoberfest.

Lenny Sylcox has been appointed to the position of Chief Ranger. Considerable time was dedicated to coordinating with outgoing Chief Ranger Mike Wilkins to facilitate an orderly and seamless transition of duties.

The Trail Ahead

Preview of upcoming discussions, activities and actions.

Board Meetings

- Over the next couple months, Staff will be requesting the following policy updates for 2027:
  - Athletic Field Use Policy to include updated practice field reservations to include a small fee and other minor changes.
  - Building and Shelter Fees for possible increases
  - Concessions Discount Policy for minor updates
  - Trip Policy for some updates on hotel accommodations and medical forms

- 2027 Compensation Plan and Seasonal/Part-Time Salary Wage Grid

- 2027 Operational contracts and purchase orders

Operations

- Rau Garden renovations beginning September

- Personnel: Interviewing and hiring of the Cemetery Foreman, Administrative Support V and Ranger Sergeant positions

- Attendance of the National Recreation and Parks Association Annual Conference September 28 through October 2. Atkinson, Britton, Muench and Schaffer

- Cemetery Software conversion continues to new platform

City of St. Charles, MO
Friday, September 11, 2026

Chapter 125. Boards, Commissions and Committees

Article I. General Provisions

Section 125.005. Scope Of Article

[Ord. No. 24-001, 1-2-2024]

All Committees serve in an advisory capacity unless otherwise provided. Each provision of this Article shall apply to all Committees unless otherwise provided by Charter, the Code of Ordinances, or as prescribed by law.

Section 125.010. Definitions.

[R.O. 2011 § 125.010; R.O. 2009 § 33.000; Ord. No. 08-16, 1-23-2008; Ord. No. 24-001, 1-2-2024]

For the purpose of this Chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

COMMITTEE
A City Board, Commission, or Committee.

MAJORITY
More than half. For example, if ten (10) members of a Committee are present, a vote requiring a majority would require six (6) votes.

MEMBER
A person duly appointed to a Committee excluding the Mayor, Councilmember, or staff liaisons.

Section 125.020. Proposed Appointments — Scheduling And Procedures.

[R.O. 2011 § 125.020; R.O. 2009 § 33.001; CC 1981 § § 2-171 — 2-172; Ord. No. 86-2, 1-7-1986; Ord. No. 97-17, 1-2-1997; Ord. No. 08-16, 1-23-2008; Ord. No. 24-001, 1-2-2024; Ord. No. 24-104, 8-6-2024; Ord. No. 25-013, 3-4-2025]

A. Proposed Appointments. The Mayor shall appoint the members of Committees with the approval of the majority of the City Council. All new appointments and reappointments proposed to be made by the Mayor which require confirmation by the City Council shall be submitted to the City Council, together with a statement containing address, educational background, employment experience and any other pertinent information, at least seven (7) days prior to the next scheduled Council meeting prior to the time the appointment is to be made.

B. Scheduling And Procedures. Upon review by the Council, the Mayor shall announce the proposed appointment.

Section 125.030. Attendance Required.

[R.O. 2011 § 125.030; R.O. 2009 § 33.002; CC 1981 § 2-172.1; Ord. No. 88-169, 9-8-1988; Ord. No. 89-128, 6-22-1989; Ord. No. 99-57, 2-4-1999; Ord. No. 08-16, 1-23-2008; Ord. No. 24-001, 1-2-2024]

Any member of a Committee who is absent from three (3) regularly scheduled consecutive meetings shall automatically forfeit his/her office unless the Mayor has excused any of those absences. It shall be the duty of the Chairperson of the Committee to promptly notify the Mayor of any absences of members.

Section 125.040. Notice Of Meetings — Internal Structure — Minutes Of Meetings — Quorum And Voting — Closed Sessions.

[R.O. 2011 § 125.040; R.O. 2009 § 33.003; CC 1981 § 2-172.5; Ord. No. 86-110, 5-22-1986; Ord. No. 07-162, 6-11-2007; Ord. No. 08-16, 1-23-2008; Ord. No. 14-246 § 1, 11-18-2014; Ord. No. 24-001, 1-2-2024; Ord. No. 24-021, 2-13-2024; Ord. No. 26-052, 7-7-2026]

A. Notice Of Meetings. Committees are subject to the Missouri Open Meeting Law and Chapter **115**, Article **V**. At least twenty-four (24) hours' notice shall be given prior to any meeting of a Committee. The notice shall be posted in a publicly accessible area in the City Hall Building and at any other place that may be deemed appropriate.

B. Meetings shall be held periodically as necessary, and each Committee is authorized to approve an annual or recurring schedule of meetings. In the event of conflict with holidays or other events, the Chairperson may change the day of the meeting. Special meetings of a Committee may be called by the Chairperson provided all members of the Committee are sent written notification three (3) days prior to the meeting.

C. Each year each Committee shall elect one (1) member as Chair, one (1) member as Vice Chair, and one (1) member as Secretary. The Chair shall preside over all Committee meetings and fulfill any other duties prescribed by applicable law, and the Vice Chair shall preside in the Chair's absence. The Secretary shall preside in case of the absence of the Chair and Vice Chair.

D. Minutes Of Meetings. Minutes of meetings of all Committees of the City shall be kept by the Secretary and filed at the City Clerk's office. Copies of all minutes of Committee meetings shall be forwarded to the Mayor and City Council for their information, with no formal action required unless desired or deemed necessary by the City Council. Any monthly or annual Committee reports shall be submitted to the Mayor.

E. Quorum And Voting. Notwithstanding any ordinance to the contrary, a quorum shall consist of a minimum of fifty percent (50%) of those members who have been appointed. Vacant positions shall not be counted as part of the total membership in determining a quorum. Unless otherwise provided by Charter, the Code of Ordinances, or as prescribed by law, the affirmative vote of a majority of the members of the Committee present shall be necessary to adopt a motion. For any Committee where the Councilmember liaison and/or the Mayor may vote, the voting Councilmember liaison and/or Mayor qualify as a "member" for purposes of this Subsection.

F. Closed Sessions.

   1. Whenever a Committee reasonably anticipates that it may need to meet in closed session, the Committee Chairperson shall promptly notify the staff liaison assigned to the Committee of the anticipated need for a closed session and the general legal basis lor the proposed

closed session.

2. Upon receiving notice from the Committee Chairperson, or upon otherwise becoming aware that a Committee may need to meet in closed session, the staff liaison shall promptly notify the City Attorney of the anticipated need for a closed session and the general legal basis for the proposed closed session.

3. The City Attorney, or the City Attorney's designee, shall be permitted to attend any closed session of any Committee for the purpose of providing legal advice, ensuring compliance with applicable law, and protecting the legal interests of the City.

4. Nothing in this section shall be construed to require the City Attorney or the City Attorney's designee to attend every closed session, to authorize a closed session that is not otherwise permitted by Chapter **610**, RSMo., or to prevent a Committee from conducting a closed session authorized by law, provided that the notice and attendance requirements of this section have been satisfied.

Section 125.050. Limitation On Media Interactions And Funding Efforts.

[Ord. No. 24-001, 1-2-2024]

A. All media interactions and use of social media sites and platforms by any Committee or its members in their capacity as a member of a Committee shall first be approved through the office of the Mayor or the Mayor's designee.

B. All Committees shall seek, apply for and receive grants and/or other funding to support its programs and operations only in consultation with City staff and with the approval of the Mayor or the Mayor's designee.

[1] *Editor's Note: Ord. No. 11-238 § 1, adopted November 16, 2011, repealed former Section 125.050 "Restrictions Pertaining To Appointments And Membership" in its entirety. Former Section 125.050 derived from R.O. 2009 § 33.004; Ord. No. 95-114, 5-4-95; Ord. No. 04-131, 7-6-04; Ord. No. 08-16, 1-23-08.*

Section 125.060. Limitation On Committee Service — Compensation And Reimbursement — Filling Of Unexpired Terms — Posting Of Bond.

[R.O. 2011 § 125.050; R.O. 2009 § 33.005; Ord. No. 04-191, 8-13-2004; Ord. No. 08-16, 1-23-2008; Ord. No. 24-001, 1-2-2024]

A. Except for the Parks and Recreation Board, at the conclusion of a member's term of appointment, the member shall remain on the Committee until such time as he/she is reappointed or his/her successor has been duly appointed. If he/she is not reappointed nor is a successor duly appointed, a Committee member may continue to serve in that capacity for a period equal to the length of a term for an officially appointed member of that Committee. At the end of this period, if neither reappointed nor replaced by a duly appointed successor, he/she may continue to serve for additional periods equal to the length of a term for an officially appointed member of that Committee until he/she is reappointed or his/her successor is duly appointed. Unless otherwise provided, this Section is not meant to limit the number of terms that any member may serve.

B. All members shall serve without compensation, but members may be reimbursed for expenses they incur while on Committee business in accordance with standard City policies concerning

training, travel, and reimbursement.

C. All members shall serve staggered terms of three (3) years each, unless otherwise provided. For new Committees, members first appointed shall be for varying periods so that succeeding terms will be staggered. At least half of each Committee shall be comprised of individuals who were first appointed to that Committee at least one (1) year earlier. The remaining members may consist of new members who have not previously served on the Committee or who have served for less than one (1) year. This requirement shall not be a basis for removal of a member.

[Ord. No. 24-043,[1] 4-9-2024]

[1] *Editor's Note: This ordinance was vetoed by the Mayor 5-2-2024 and overridden 5-14-2024.*

D. Vacancies shall be filled by the appointment of a member by the Mayor, with the approval of a majority of City Council, for the unexpired term of any member whose position becomes vacant in the event of death, resignation or removal. In the event that there is a vacancy pursuant to this Subsection, the Council may approve an appointment that does not meet the one-year requirement of Subsection **(C)**.

[Ord. No. 24-043,[2] 4-9-2024]

[2] *Editor's Note: This ordinance was vetoed by the Mayor 5-2-2024 and overridden 5-14-2024.*

E. No member of any Committee shall be required to post bond in order to serve as a member.

F. For Committee appointments approved on or after December 5, 2023, no member may serve on more than one (1) Committee at the same time.

Section 125.070. Personal Interest.

[R.O. 2011 § 125.070; R.O. 2009 § 33.006; Ord. No. 04-258, 11-5-2004; Ord. No. 08-16, 1-23-2008; Ord. No. 24-001, 1-2-2024]

No member shall engage in any business or transaction or shall have a financial interest or other personal interest, direct or indirect, which is incompatible with the proper discharge of his/her official duties in the public interest or would tend to impair his/her independence or judgment or action in the performance of his/her official duties. No member shall participate in any discussion or vote concerning any matter if a conflict of interest pursuant to Chapter **105**, RSMo., would be involved.

Section 125.080. Offender Registration With Police Department.

[R.O. 2011 § 125.080; R.O. 2009 § 33.007; Ord. No. 06-250, 9-11-2006; Ord. No. 08-16, 1-23-2008; Ord. No. 24-001, 1-2-2024]

A. Any person proposed for appointment to a Committee that is required to register with the Chief Law Enforcement Official of the County in which such person resides pursuant to Section **589.400**, RSMo., then that person shall register with the City Police Department prior to City Council confirmation.

B. Any registration pursuant to Subsection **(A)** above shall consist of completion of an offender registration form developed by the Missouri State Highway Patrol. This registration form is available from the City Police Department.

C. Any person who violates any of the provisions of Subsection **(A)** above shall be subject to the penalty set forth in Section **100.150**.

Section 125.090. Removal From Committee.

[R.O. 2011 § 125.090; R.O. 2009 § 33.008; Ord. No. 08-16, 1-23-2008; Ord. No. 24-001, 1-2-2024]

A. Any member who ceases to meet the qualifications, if any, for appointment to his/her respective Committee shall immediately forfeit his/her membership.

B. Unless otherwise provided, Committee members may be removed by the Mayor, with or without cause, with the consent of the majority of the City Council, except for the Parks and Recreation Board in which case Section **7.2** of the Charter permits removal by a four-fifths (4/5) majority vote of the entire Council.

Section 125.100. Councilmember And Staff Liaisons.

[R.O. 2011 § 125.100; R.O. 2009 § 33.009; Ord. No. 08-16, 1-23-2008; Ord. No. 24-001, 1-2-2024]

A. Each Committee shall have one (1) Councilmember liaison appointed by the City Council who may serve as a voting member of the Committee unless otherwise provided. Each Councilmember liaison's term shall be for one (1) year but shall expire if that Councilmember's then-current Council term expires or the Councilmember resigns from, or is removed from, the office of Councilmember.

B. The City Council may select one (1) of its members to be an alternate liaison to any Committee and the alternate liaison shall have the power to vote in the absence of the regular liaison.

C. The Mayor or his or her designee may designate a staff liaison to each Committee, but the staff liaison shall not be a voting member of the Committee.

D. The Mayor may serve ex officio as an additional non-voting member on any Committee.

Article X. Parks and Recreation Board — Cemetery Advisory Committee

Section 125.450. Created.

[R.O. 2011 § 125.450; R.O. 2009 § 33.130; CC 1981 § 2-183; Ord. No. 86-2, 1-7-1986; Ord. No. 91-16, 1-15-1991; Ord. No. 93-202, 9-8-1993; Ord. No. 08-16, 1-23-2008; Ord. No. 24-001, 1-2-2024]

Pursuant to Section **7.2** of the Charter, there shall be a Parks and Recreation Board which is a Committee that shall have the composition, powers, and duties as prescribed in Chapter **125**, Article **I** of this Code of Ordinances. The Board shall consist of nine (9) members chosen from the residents of the City at large, with reference to their fitness for such offices, and who shall be over twenty-one (21) years of age. No member of the City Government shall be a member of the Board. Members of the Parks and Recreation Board shall serve three (3) year terms, with three (3) appointments expiring each year. An appointment to fill a vacancy shall be made only for the unexpired vacant term. Members shall serve until a successor has been appointed, approved and sworn in. Nothing contained in this provision shall limit the number of terms which may be served by any member.

[1] *Cross Reference: As to Parks and Recreation Department, §§ **120.180** et seq.*

Section 125.460. Organization And Powers.

[R.O. 2011 § 125.460; R.O. 2009 § 33.131; CC 1981 § 2-184; Ord. No. 86-2, 1-7-1986; Ord. No. 08-16, 1-23-2008]

The members of the Board shall, immediately after appointment, meet and organize by the election from their number of a President, a Secretary and such other officers as they may deem necessary. They shall make and adopt such bylaws, rules and regulations for their own guidance and for the government of the parks and of the recreation programs of the City as may be expedient, not inconsistent with the provisions of this Chapter or the Charter. All taxes collected from a special parks tax, park bond proceeds and all revenues received from the general operation of the parks and recreation facilities and programs shall be used solely for the purposes of parks, recreation and related facilities as directed by the Parks and Recreation Board.

Section 125.470. Donations — Bond.

[R.O. 2011 § 125.470; R.O. 2009 § 33.132; CC 1981 § 2-185; Ord. No. 86-2, 1-7-1986; Ord. No. 08-16, 1-23-2008]

Any person desiring to make donations of money, personal property or real estate for the benefit of any park or of recreation of the City shall have the right to vest the title to the money, property or real estate so donated in the Board created under this Chapter to be held and controlled by such Board, when accepted by the Board, according to the terms of the deed, gift, devise or bequest of such property. As to such property, the Board shall be held and considered to be special trustees and in all such cases shall give bond to the City to be approved by the Mayor and to be in such penal sum as the Council shall, from time to time by resolution or otherwise, direct.

Section 125.480. Park Board Responsible For City Cemeteries.

[R.O. 2011 § 125.480; R.O. 2009 § 33.133; CC 1981 § 2-186; Ord. No. 86-2, 1-7-1986; Ord. No. 08-16, 1-23-2008]

The Park Board shall be responsible for the administration, care and maintenance of the City cemeteries within the limits of appropriations approved by the City Council. The Director of Parks and Recreation or his/her designated appointee shall serve as City Sexton.

Section 125.490. (Reserved)

[1] *Editor's Note: Former Section 125.490, Cemetery Advisory Committee, adopted or amended by Ord. No. 86-2, 1-7-1986, and as further amended, was repealed by Ord. No. 21-023, 2-2-2021.*