St. Charles Parks and Recreation Board
Tentative Agenda
October 21, 2026 ~ 6:00PM
Memorial Hall, American Legion Room ~ Blanchette Park

Notes: *Indicates Item Needing Formal Action
**Indicates a Closed Session Topic Known to be Scheduled
*** Indicates Roll Call Vote
Wording (hi-lited) Indicates Topic Added to Agenda

1. Call to Order

2. Roll Call: Joshua Allen, Travis Brown, Brad Huesemann, Paul Jokerst, Kathy Mudrovic, Larry Muench, Missy Palitzsch, 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. Request for Transfers over $15,000*
   B. Contract with Vandalia Bus Lines for providing transportation services for trip participants in 2027 in an amount not to exceed $32,425.00*
   C. Contract with Elliot Data Systems, Inc. to provide auto locks for parks facilities in an amount not to exceed $26,833.40*
   D. Contract with The Playground Consultants, LLC to provide the materials and labor to complete the playground safety surfacing replacements at Webster, Heatherbrook and McNair Day Camp Parks in an amount not to exceed $135,933.30*
   E. Consideration of an Agreement by and between the City of St. Peters, Missouri and the City of St. Charles, Missouri, by and through its Parks & Recreation Board, for reciprocal use of the St. Peters Rec-Plex and Outdoor Aquatic Facilities and the St. Charles Blanchette Aquatics Facility and the Wapelhorst Aquatics Facility*
   F. Consideration of the Proposed Position Reclassification and Salary Adjustment*

7. Minutes-
   A. Parks & Recreation Board Meeting September 16, 2026*

8. Consent Agenda (items to be received)
   A. Calendar
   B. Financial Worksheets and Projects Report
   C. Accounts Receivable Report
   D. Financial Transactions from $10,000 to $15,000 - None

E. Oak Grove Cemetery Report

9. Items Removed from the Consent Agenda
   A.

10. President's Announcements and Reminders
    A.

11. Director's Report
    A. Thank You's and Comments (As Available)
    B. General Department Update – Monthly Report

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: _____

Date: October 13, 2026
To: St Charles Parks and Recreation Board
From: Maralee M. Britton, Director of Parks & Recreation
RE: Transfers over $15,000

Description:	In evaluting our roofing projects, we are currently caught up and have sufficient funds within the capital improvement plan in future years to stay up to date. I am requesting to transfer the roof project funds to replace our automatic locks on restrooms and buidlings for efficieny and safety.

Amount Transferred	Project Code	Project Code	To Account #	Project Code	Project	From Account #
$ 50,000.00	Lock Replacements	New	217-217-131-873109	26PARKS008	Roofing Projects	217-217-131-872102

$ 50,000.00

6. B.

Item for Discussion_____

St. Charles Parks and Recreation Board

MEMORANDUM

Date: October 12, 2026

From: Chris Atkinson, Assistant Director of Parks & Recreation

RE: Motor coach transportation for trip participants during overnight trips in 2027.

Summary:

Staff has been working with Vandalia Bus Lines for them to provide a 56-seat passenger bus and driver that will be used for extended trips that our trip participants will be going on in 2027.

June 20th – June 27th, 2027 – Upper Peninsula Trip - $15,964.00

September 16th – September 23rd, 2027 – Savannah/Charleston Trip - $16,461.00

Staff is still working on transportation pricing for the 2027 Mystery Trip and Christmas Trip. Once we receive those quotes we will bring it back before the Park Board for a Change Order to the original contract.

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

Staff requests favorable consideration for the approval to enter into a contract with Vandalia Bus Lines to provide motor coach transportation for trip participants during overnight trips in 2027 in an amount not to exceed $32,425.

PURCHASE CONTRACT

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

1. SUPPLIER shall assist PARKS with motor coach transportation during overnight trips in 2027 in accordance with SUPPLIERS' proposals, copies of which are attached herein as Exhibit A and Exhibit B and are made a part hereof.

2. It is hereby mutually agreed that in consideration of the complete performance of the Contract terms by SUPPLIER, PARKS shall pay SUPPLIER the Contract Sum as herein provided.

3. It is hereby further agreed that the Contract Sum shall not exceed Thirty-Two Thousand Four Hundred & Twenty-Five Dollars and Zero Cents ($32,425.00).

4. SUPPLIER agrees that invoices will be submitted and PARKS will be allowed payment terms of Net 30 Days.

5. In the event the Park & Recreation Board shall not budget or appropriate, specifically with respect to this agreement on or before January 1, 2027 moneys sufficient to make all payments under this agreement, the City shall not be obligated to make those payments.

6. SUPPLIER is an independent contractor and nothing contained herein shall constitute or designate SUPPLIER or any of its agents or employees as employees of PARKS.

7. SUPPLIER agrees in the performance of this agreement that it will not discriminate against any employee or applicant for employment because of race, creed, color, age, sex, national origin, ancestry, religion, or political opinion or affiliation.

8. This contract shall be deemed to have been fully executed, made by the parties in, and governed by the laws of the State of Missouri for all purpose and intents. Venue shall be vested in courts of appropriate jurisdiction in St. Charles County, Missouri.

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

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

11. In accordance with City Code of Ordinance Section 145.160, neither the Contractor/Supplier or an affiliated business entity of the Contractor/Supplier shall: (1) be in arrears to the City on any taxes or debt; be in default of any contractual obligation to the City; (2) be in default as security or

otherwise of any obligation to the City; or (3) be a party to a non-adjudicated, non-traffic related citation for a code violation. For complete text of Section 145.160, please contact the Purchasing Office.

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

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

ST. CHARLES PARKS AND RECREATION BOARD

By: TJ Slattery Date
President of Parks & Recreation Board

Attest:

Kathy Mudrovic Date
Secretary, Parks & Recreation Department

CITY OF SAINT CHARLES, MISSOURI

By: Brad Temme. Date
Interim Director of Administration

Attest:

Kim Hudson Date
City Clerk

Vandalia Bus Lines, Inc.

Kayla Hancock 10-12-26
BY: Date
Kayla Hancock Sales Rep
(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

Exhibit A

Vandalia
Vandalia Bus Lines
312 W. Morris St.
Caseyville, IL 62232

Quote: 17539-0

Departure Date	Quotation Date
06/20/2027	09/28/2026

Upper Peninsula Trip - (Upper Peninsula Trip)

Customer Information

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

Salesperson	Kayla Hancock
Contact	618-344-1272

Total Miles

1816.77

Trip Details **Sunday, 06/20/2027 - Sunday, 06/27/2027**

06-20-2027 06:15 AM (CDT) - Vehicle Onsite at Blanchette Park, Blanchette Park, 1900 W Randolph St, St Charles, MO 63301, USA

06-20-2027 06:45 AM (CDT) - Depart from Blanchette Park, Blanchette Park, 1900 W Randolph St, St Charles, MO 63301, USA
06-20-2027 08:55 AM (CDT) - Arrive at Love's Truck Care, 991 Ann Rutledge Dr, Williamsville, IL 62693, USA

06-20-2027 09:15 AM (CDT) - Depart from Love's Truck Care, 991 Ann Rutledge Dr, Williamsville, IL 62693, USA
06-20-2027 10:45 AM (CDT) - Arrive at Wally's, 1 Holiday Road, Pontiac, IL 61764, USA

06-20-2027 11:15 AM (CDT) - Depart from Wally's, 1 Holiday Road, Pontiac, IL 61764, USA
06-20-2027 01:20 PM (CDT) - Arrive at Indiana Dunes Visitor Center, 1215 N State Rd 49, Porter, IN 46304, USA

06-20-2027 02:40 PM (CDT) - Depart from Indiana Dunes Visitor Center, 1215 N State Rd 49, Porter, IN 46304, USA
06-20-2027 06:00 PM (EDT) - Arrive at Country Inn & Suites by Radisson, Grand Rapids East, MI, 3251 Deposit Dr NE, Grand Rapids, MI 49546, USA

06-21-2027 07:00 AM (EDT) - Depart from Country Inn & Suites by Radisson, Grand Rapids East, MI, 3251 Deposit Dr NE, Grand Rapids, MI 49546, USA
06-21-2027 09:35 AM (EDT) - Arrive at Grayling Rest Area 403, 4800 W 4 Mile Rd, Grayling, MI 49738, USA

06-21-2027 10:00 AM (EDT) - Depart from Grayling Rest Area 403, 4800 W 4 Mile Rd, Grayling, MI 49738, USA
06-21-2027 11:25 AM (EDT) - Arrive at Mackinaw Crossings, 248 S Huron Ave, Mackinaw City, MI 49701, USA

06-21-2027 12:30 PM (EDT) - Depart from Mackinaw Crossings, 248 S Huron Ave, Mackinaw City, MI 49701, USA
06-21-2027 12:35 PM (EDT) - Arrive at Michigan Welcome Center, 710 S Nicolet St, Mackinaw City, MI 49701, USA

06-21-2027 01:00 PM (EDT) - Depart from Michigan Welcome Center, 710 S Nicolet St, Mackinaw City, MI 49701, USA
06-21-2027 01:10 PM (EDT) - Arrive at Old Mackinac Point Lighthouse, 526 N Huron Ave, Mackinaw City, MI 49701, USA

06-21-2027 02:10 PM (EDT) - Depart from Old Mackinac Point Lighthouse, 526 N Huron Ave, Mackinaw City, MI 49701, USA
06-21-2027 02:25 PM (EDT) - Arrive at Mackinac Grille & Patio Bar, 251 S State St, St Ignace, MI 49781, USA

06-21-2027 03:30 PM (EDT) - Depart from Mackinac Grille & Patio Bar, 251 S State St, St Ignace, MI 49781, USA
06-21-2027 07:00 PM (EDT) - Arrive at Best Western Harbour Pointe Lakefront, 797 N State St, St Ignace, MI 49781, USA

06-22-2027 08:00 AM (EDT) - Depart from Best Western Harbour Pointe Lakefront, 797 N State St, St Ignace, MI 49781, USA
06-22-2027 08:05 AM (EDT) - Arrive at Shepler's Mackinac Island Ferry, 601 N State St, St Ignace, MI 49781, USA

06-22-2027 08:10 AM (EDT) - Depart from Shepler's Mackinac Island Ferry, 601 N State St, St Ignace, MI 49781, USA
06-22-2027 08:15 AM (EDT) - Arrive at Best Western Harbour Pointe Lakefront, 797 N State St, St Ignace, MI 49781, USA

06-22-2027 08:00 PM (EDT) - Depart from Best Western Harbour Pointe Lakefront, 797 N State St, St Ignace, MI 49781, USA
06-22-2027 08:05 PM (EDT) - Arrive at Shepler's Mackinac Island Ferry, 601 N State St, St Ignace, MI 49781, USA

06-22-2027 08:10 PM (EDT) - Depart from Shepler's Mackinac Island Ferry, 601 N State St, St Ignace, MI 49781, USA
06-22-2027 08:15 PM (EDT) - Arrive at Best Western Harbour Pointe Lakefront, 797 N State St, St Ignace, MI 49781, USA

06-23-2027 09:00 AM (EDT) - Depart from Best Western Harbour Pointe Lakefront, 797 N State St, St Ignace, MI 49781, USA
06-23-2027 09:55 AM (EDT) - Arrive at Museum Ship Valley Camp, 501 E Water St, Sault Ste. Marie, MI 49783, USA

06-23-2027 11:55 AM (EDT) - Depart from Museum Ship Valley Camp, 501 E Water St, Sault Ste. Marie, MI 49783, USA
06-23-2027 12:00 PM (EDT) - Arrive at Soo Locks Visitor Center, 312 W Portage Ave, Sault Ste. Marie, MI 49783, USA

06-23-2027 01:00 PM (EDT) - Depart from Soo Locks Visitor Center, 312 W Portage Ave, Sault Ste. Marie, MI 49783, USA
06-23-2027 01:10 PM (EDT) - Arrive at Original Soo Locks Boat Tours, 1157 E Portage Ave, Sault Ste. Marie, MI 49783, USA

06-23-2027 02:15 PM (EDT) - Depart from Original Soo Locks Boat Tours, 1157 E Portage Ave, Sault Ste. Marie, MI 49783, USA
06-23-2027 02:20 PM (EDT) - Arrive at The Antlers Restaurant, 804 E Portage Ave, Sault Ste. Marie, MI 49783, USA

06-23-2027 05:25 PM (EDT) - Depart from The Antlers Restaurant, 804 E Portage Ave, Sault Ste. Marie, MI 49783, USA
06-23-2027 08:30 PM (EDT) - Arrive at Best Western Harbour Pointe Lakefront, 797 N State St, St Ignace, MI 49781, USA

06-24-2027 08:00 AM (EDT) - Depart from Best Western Harbour Pointe Lakefront, 797 N State St, St Ignace, MI 49781, USA
06-24-2027 09:30 AM (EDT) - Arrive at Great Lakes Shipwreck Museum, 18335 N Whitefish Point Rd, Paradise, MI 49768, USA

06-24-2027 10:30 AM (EDT) - Depart from Great Lakes Shipwreck Museum, 18335 N Whitefish Point Rd, Paradise, MI 49768, USA
06-24-2027 10:50 AM (EDT) - Arrive at Wheelhouse Diner & Goatlocker Saloon, 32520 W M-123, Paradise, MI 49768, USA

06-24-2027 11:50 AM (EDT) - Depart from Wheelhouse Diner & Goatlocker Saloon, 32520 W M-123, Paradise, MI 49768, USA
06-24-2027 12:15 PM (EDT) - Arrive at 41382 W M-123, Paradise, MI 49768, USA

06-24-2027 01:20 PM (EDT) - Depart from 41382 W M-123, Paradise, MI 49768, USA
06-24-2027 04:00 PM (EDT) - Arrive at Best Western Harbour Pointe Lakefront, 797 N State St, St Ignace, MI 49781, USA

06-25-2027 08:00 AM (EDT) - Depart from Best Western Harbour Pointe Lakefront, 797 N State St, St Ignace, MI 49781, USA
06-25-2027 10:10 AM (EDT) - Arrive at Pictured Rocks Cruises, LLC., 100 City Park Dr, Munising, MI 49862, USA

06-25-2027 03:15 PM (EDT) - Depart from Pictured Rocks Cruises, LLC., 100 City Park Dr, Munising, MI 49862, USA
06-25-2027 03:35 PM (EDT) - Arrive at Buckhorn Resort Restaurant, N, 3919 Buck Horn Dr, Munising, MI 49862, USA

06-25-2027 04:50 PM (EDT) - Depart from Buckhorn Resort Restaurant, N, 3919 Buck Horn Dr, Munising, MI 49862, USA
06-25-2027 07:30 PM (CDT) - Arrive at SpringHill Suites by Marriott Appleton, 3940 N Gateway Dr, Appleton, WI 54913, USA

06-26-2027 09:30 AM (CDT) - Depart from SpringHill Suites by Marriott Appleton, 3940 N Gateway Dr, Appleton, WI 54913, USA
06-26-2027 09:45 AM (CDT) - Arrive at Downtown Appleton Farm Market, OFFICE ONLY, 333 W College Ave Ste 100, Appleton, WI 54911, USA

06-26-2027 10:50 AM (CDT) - Depart from Downtown Appleton Farm Market, OFFICE ONLY, 333 W College Ave Ste 100, Appleton, WI 54911, USA
06-26-2027 10:55 AM (CDT) - Arrive at The History Museum at the Castle, 330 E College Ave, Appleton, WI 54911, USA

06-26-2027 12:00 PM (CDT) - Depart from The History Museum at the Castle, 330 E College Ave, Appleton, WI 54911, USA
06-26-2027 04:30 PM (CDT) - Arrive at SpringHill Suites by Marriott Appleton, 3940 N Gateway Dr, Appleton, WI 54913, USA

06-27-2027 07:00 AM (CDT) - Depart from SpringHill Suites by Marriott Appleton, 3940 N Gateway Dr, Appleton, WI 54913, USA
06-27-2027 09:45 AM (CDT) - Arrive at Wisconsin Welcome Center - Beloit, 800 I-90, Beloit, WI 53511, USA

06-27-2027 10:00 AM (CDT) - Depart from Wisconsin Welcome Center - Beloit, 800 I-90, Beloit, WI 53511, USA
06-27-2027 12:45 PM (CDT) - Arrive at Obed & Isaac's Microbrewery and Eatery, 321 NE Madison Ave, Peoria, IL 61603, USA

06-27-2027 01:00 PM (CDT) - Depart from Obed & Isaac's Microbrewery and Eatery, 321 NE Madison Ave, Peoria, IL 61603, USA
06-27-2027 02:40 PM (CDT) - Arrive at Coalfield Rest Area Southbound, I-55, Waggoner, IL 62572, USA

06-27-2027 03:00 PM (CDT) - Depart from Coalfield Rest Area Southbound, I-55, Waggoner, IL 62572, USA
06-27-2027 04:00 PM (CDT) - Arrive at Blanchette Park, Blanchette Park, 1900 W Randolph St, St Charles, MO 63301, USA

Quotation Total : $15,964.00

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

Additional Route Details

Spot Time 6:15am

Sunday 6/20/27

Leave 7:00am Blanchette Park, 1900 W Randolph St, St Charles, MO 63301 to Love's Truck Care, 991 Ann Rutledge Dr, Williamsville, IL 62693 - Drive 125 miles, 1 hr 53 min

Love's Travel Stop, 991 Ann Rutledge Dr, Williamsville, IL 62693 to Wally's, 1 Holiday Road, Pontiac, IL 61764 - Drive 88.7 miles, 1 hr 21 min

Wally's, 1 Holiday Road, Pontiac, IL 61764 to Indiana Dunes Visitor Center, 1215 N State Rd 49, Porter, IN 46304 - Drive 118 miles, 2 hr 13 min

Indiana Dunes Visitor Center, 1215 N State Rd 49, Porter, IN 46304 to Country Inn & Suites by Radisson, Grand Rapids East, MI, 3251 Deposit Dr NE, Grand Rapids, MI 49546 - Drive 137 miles, 2 hr 3 min

Arrive 6:00pm

Monday 6/21/27

Leave 7:00am Country Inn & Suites by Radisson, Grand Rapids East, MI, 3251 Deposit Dr NE, Grand Rapids, MI 49546 to Grayling Rest Area 403, 4800 W 4 Mile Rd, Grayling, MI 49738 - Drive 151 miles, 2 hr 17 min

Grayling Rest Area 403, 4800 W 4 Mile Rd, Grayling, MI 49738 to Mackinaw Crossings, 248 S Huron Ave, Mackinaw City, MI 49701 - Drive 111 miles, 1 hr 49 min

Mackinaw Crossings, 248 S Huron Ave, Mackinaw City, MI 49701 to Michigan Welcome Center, 710 S Nicolet St, Mackinaw City, MI 49701 - Drive 0.7-mile, 2 min

Michigan Welcome Center, 710 S Nicolet St, Mackinaw City, MI 49701 to Old Mackinac Point Lighthouse, 526 N Huron Ave, Mackinaw City, MI 49701 - Drive 1.2 miles, 5 min

Old Mackinac Point Lighthouse, 526 N Huron Ave, Mackinaw City, MI 49701 to Mackinac Grille & Patio Bar, 251 S State St, St Ignace, MI 49781 - Drive 6.3 miles, 13 min

Mackinac Grille & Patio Bar, 251 S State St, St Ignace, MI 49781 to Best Western Harbour Pointe Lakefront, 797 N State St, St Ignace, MI 49781 - Drive 1.3 miles, 3 min **Arrive 7:00pm**

Tuesday 6/22/27

Leave 8:00am Best Western Harbour Pointe Lakefront, 797 N State St, St Ignace, MI 49781 to Shepler's Mackinac Island Ferry, 601 N State St, St Ignace, MI 49781 - Drive 0.5-mile, 2 min

Down Time for bus between dropoff about 8:15am and pickup at 8:15pm

Shepler's Mackinac Island Ferry, 601 N State St, St Ignace, MI 49781 to Best Western Harbour Pointe Lakefront, 797 N State St, St Ignace, MI 49781 - Drive 0.5-mile, 2 min **Arrive 8:15pm**

Wednesday 6/23/27

Leave 9:00am Best Western Harbour Pointe Lakefront, 797 N State St, St Ignace, MI 49781 to Museum Ship Valley Camp, 501 E Water St, Sault Ste. Marie, MI 49783 - Drive 51.0 miles, 49 min

Museum Ship Valley Camp, 501 E Water St, Sault Ste. Marie, MI 49783 to Soo Locks Visitor Center, 312 W Portage Ave, Sault Ste. Marie, MI 49783 - Drive 0.8-mile, 4 min

Soo Locks Visitor Center, 312 W Portage Ave, Sault Ste. Marie, MI 49783 to Original Soo Locks Boat Tours, 1157 E Portage Ave, Sault Ste. Marie, MI 49783 - Drive 2.0 miles, 5 min

Original Soo Locks Boat Tours, 1157 E Portage Ave, Sault Ste. Marie, MI 49783 to The Antlers Restaurant, 804 E Portage Ave, Sault Ste. Marie, MI 49783 - Drive 0.9-mile, 3 min

The Antlers Restaurant, 804 E Portage Ave, Sault Ste. Marie, MI 49783 to Best Western Harbour Pointe Lakefront, 797 N State St, St Ignace, MI 49781 - Drive 51.4 miles, 49 min **Arrive 8:30pm**

Thursday 6/24/27

Leave 8:00am Best Western Harbour Pointe Lakefront, 797 N State St, St Ignace, MI 49781 to Great Lakes Shipwreck Museum, 18335 N Whitefish Point Rd, Paradise, MI 49768 - Drive 73.1 miles, 1 hr 20 min

Great Lakes Shipwreck Museum, 18335 N Whitefish Point Rd, Paradise, MI 49768 to Wheelhouse Diner & Goatlocker Saloon, 32520 W M-123, Paradise, MI 49768 - Drive 11.5 miles, 17 min

Wheelhouse Diner & Goatlocker Saloon, 32520 W M-123, Paradise, MI 49768 to Tahquamenon Falls State Park, 41382 W M-123, Paradise, MI 49768 - Drive 11.0 miles, 16 min

Tahquamenon Falls State Park, 41382 W M-123, Paradise, MI 49768 to Best Western Harbour Pointe Lakefront, 797 N State St, St Ignace, MI 49781 - Drive 72.9 miles, 1 hr 19 min **Arrive 4:00pm**

Friday 6/25/27

Leave 8:00am **Best** Western Harbour Pointe Lakefront, 797 N State St, St Ignace, MI 49781 to Pictured Rocks Cruises, LLC., 100 City Park Dr, Munising, MI 49862 -Drive 117 miles, 1 hr 55 min

Pictured Rocks Cruises, LLC., 100 City Park Dr, Munising, MI 49862 to Buckhorn Resort Restaurant, N, 3919 Buck Horn Dr, Munising, MI 49862 - Drive 11.7 miles, 16 min

Buckhorn Resort Restaurant, N, 3919 Buck Horn Dr, Munising, MI 49862 to SpringHill Suites by Marriott Appleton, 3940 N Gateway Dr, Appleton, WI 54913 - Drive 191 miles, 3 hr 21 min **Arrive 7:30pm**

Saturday 6/26/27

Leave 9:30am SpringHill Suites by Marriott Appleton, 3940 N Gateway Dr, Appleton, WI 54913 to Downtown Appleton Farm Market, OFFICE ONLY, 333 W College Ave Ste 100, Appleton, WI 54911 - Drive 4.8 miles, 14 min

Downtown Appleton Farm Market, OFFICE ONLY, 333 W College Ave Ste 100, Appleton, WI 54911 to The History Museum at the Castle, 330 E College Ave, Appleton, WI 54911 - Drive 0.4-mile, 2 min

The History Museum at the Castle, 330 E College Ave, Appleton, WI 54911 to SpringHill Suites by Marriott Appleton, 3940 N Gateway Dr, Appleton, WI 54913 - Drive 4.3 miles, 11 min **Arrive 4:30pm**

Sunday 6/27/27

Leave 7:00am SpringHill Suites by Marriott Appleton, 3940 N Gateway Dr, Appleton, WI 54913 to Wisconsin Welcome Center - Beloit, 800 I-90, Beloit, WI 53511 - Drive 157 miles, 2 hr 25 min

Wisconsin Welcome Center - Beloit, 800 I-90, Beloit, WI 53511 to Obed & Isaac's Microbrewery and Eatery, 321 NE Madison Ave, Peoria, IL 61603 - Drive 155 miles, 2 hr 33 min

Obed & Isaac's Microbrewery and Eatery, 321 NE Madison Ave, Peoria, IL 61603 to Coalfield Rest Area Southbound, I-55, Waggoner, IL 62572 - Drive 102 miles, 1 hr 28 min

Coalfield Rest Area Southbound, I-55, Waggoner, IL 62572 to Blanchette Park, 1900 W Randolph St, St Charles, MO 63301 - Drive 79.7 miles, 1 hr 17 min **Arrive 4:00pm**

I have reviewed the details above and agree that they are correct. I confirm that I would like to request this booking. I accept the above price and understand that it may be subject to changes and additions if details of the trip change or if direct travel expenses are incurred.

Signature	Printed Name	Date

****** If a driver gratuity is included VBL quote prices will reflect that as a addon******

**Bookings are not complete until confirmed by a Salesperson. Direct travel fees including tolls, parking, and city travel fees that are incurred may not be included in your quote and will be billed separately.*

**If you would like to confirm this trip, please email your sales rep requesting to book your trip. We look forward to working with you.*

Exhibit B



Vandalia
Vandalia Bus Lines
312 W. Morris St.
Caseyville, IL 62232

Quote: 17550-0

Departure Date	Quotation Date
09/16/2027	09/28/2026

Savannah Charleston Trip - (Savannah Charleston Trip)

Customer Information
Don Borgmeyer ST CHARLES PARKS DEPARTMENT don.borgmeyer@stcharlesparks.com 636 255 6151

Salesperson	Kayla Hancock
Contact	618-344-1272

Total Miles
1844.89

Trip Details Thursday, 09/16/2027 - Thursday, 09/23/2027

09-16-2027 05:30 AM (CDT) - Vehicle Onsite at Blanchette Park, Blanchette Park, 1900 W Randolph St, St Charles, MO 63301, USA

09-16-2027 06:00 AM (CDT) - Depart from Blanchette Park, Blanchette Park, 1900 W Randolph St, St Charles, MO 63301, USA
09-16-2027 07:55 AM (CDT) - Arrive at Love's Travel Stop, 3101 S 10th St, Mt Vernon, IL 62864, USA

09-16-2027 08:00 AM (CDT) - Depart from Love's Travel Stop, 3101 S 10th St, Mt Vernon, IL 62864, USA
09-16-2027 11:00 AM (CDT) - Arrive at Chick-fil-A, 4250 Fort Campbell Blvd, Hopkinsville, KY 42240, USA

09-16-2027 11:05 AM (CDT) - Depart from Chick-fil-A, 4250 Fort Campbell Blvd, Hopkinsville, KY 42240, USA
09-16-2027 03:25 PM (EDT) - Arrive at Hampton Inn Chattanooga West/Lookout Mountain, 74 Starview Ln, Chattanooga, TN 37419, USA

09-16-2027 03:30 PM (EDT) - Depart from Hampton Inn Chattanooga West/Lookout Mountain, 74 Starview Ln, Chattanooga, TN 37419, USA
09-16-2027 03:45 PM (EDT) - Arrive at Events by FEED Co, 201 W Main St Ste 108, Chattanooga, TN 37408, USA

09-16-2027 06:45 PM (EDT) - Depart from Events by FEED Co, 201 W Main St Ste 108, Chattanooga, TN 37408, USA
09-16-2027 07:00 PM (EDT) - Arrive at Hampton Inn Chattanooga West/Lookout Mountain, 74 Starview Ln, Chattanooga, TN 37419, USA

09-17-2027 07:30 AM (EDT) - Depart from Hampton Inn Chattanooga West/Lookout Mountain, 74 Starview Ln, Chattanooga, TN 37419, USA
09-17-2027 08:00 PM (EDT) - Arrive at Holiday Inn Savannah Historic District by IHG, 520 W Bryan St, Savannah, GA 31401, USA

09-18-2027 04:45 PM (EDT) - Depart from Holiday Inn Savannah Historic District by IHG, 520 W Bryan St, Savannah, GA 31401, USA
09-18-2027 08:00 PM (EDT) - Arrive at Savannah Theatre, 222 Bull St, Savannah, GA 31401, USA

09-18-2027 09:50 PM (EDT) - Depart from Savannah Theatre, 222 Bull St, Savannah, GA 31401, USA
09-18-2027 10:00 PM (EDT) - Arrive at Holiday Inn Savannah Historic District by IHG, 520 W Bryan St, Savannah, GA 31401, USA

09-19-2027 09:00 AM (EDT) - Depart from Holiday Inn Savannah Historic District by IHG, 520 W Bryan St, Savannah, GA 31401, USA
09-19-2027 08:00 PM (EDT) - Arrive at Savannah Riverboat Cruises, 9 E River St, Savannah, GA 31401, USA

Exhibit B

09-19-2027 09:50 PM (EDT) - Depart from Savannah Riverboat Cruises, 9 E River St, Savannah, GA 31401, USA
09-19-2027 10:00 PM (EDT) - Arrive at Holiday Inn Savannah Historic District by IHG, 520 W Bryan St, Savannah, GA 31401, USA

09-20-2027 08:00 AM (EDT) - Depart from Holiday Inn Savannah Historic District by IHG, 520 W Bryan St, Savannah, GA 31401, USA
09-20-2027 07:15 PM (EDT) - Arrive at Holiday Inn Express & Suites Charleston Dwtn – Medical Ctr by IHG, 250 Spring St, Charleston, SC 29403, USA

09-21-2027 09:00 AM (EDT) - Depart from Holiday Inn Express & Suites Charleston Dwtn – Medical Ctr by IHG, 250 Spring St, Charleston, SC 29403, USA
09-21-2027 04:00 PM (EDT) - Arrive at Water's Edge, 1407 Shrimp Boat Ln, Mt Pleasant, SC 29464, USA

09-21-2027 06:45 PM (EDT) - Depart from Water's Edge, 1407 Shrimp Boat Ln, Mt Pleasant, SC 29464, USA
09-21-2027 07:00 PM (EDT) - Arrive at Holiday Inn Express & Suites Charleston Dwtn – Medical Ctr by IHG, 250 Spring St, Charleston, SC 29403, USA

09-22-2027 08:00 AM (EDT) - Depart from Holiday Inn Express & Suites Charleston Dwtn – Medical Ctr by IHG, 250 Spring St, Charleston, SC 29403, USA
09-22-2027 06:30 PM (EDT) - Arrive at Hampton Inn Chattanooga West/Lookout Mountain, 74 Starview Ln, Chattanooga, TN 37419, USA

09-23-2027 08:00 AM (EDT) - Depart from Hampton Inn Chattanooga West/Lookout Mountain, 74 Starview Ln, Chattanooga, TN 37419, USA
09-23-2027 01:00 PM (CDT) - Arrive at Love's Travel Stop, 3101 S 10th St, Mt Vernon, IL 62864, USA

09-23-2027 03:35 PM (CDT) - Depart from Love's Travel Stop, 3101 S 10th St, Mt Vernon, IL 62864, USA
09-23-2027 05:30 PM (CDT) - Arrive at Blanchette Park, Blanchette Park, 1900 W Randolph St, St Charles, MO 63301, USA

Quotation Total : $16,461.00

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

Additional Route Details

Thursday 9/16/27

Leave 6:00am Blanchette Park, 1900 W Randolph St, St Charles, MO 63301 to Love's Travel Stop, 3101 S 10th St, Mt Vernon, IL 62864 - **Drive 103 miles, 1 hr 39 min**

Love's Travel Stop, 3101 S 10th St, Mt Vernon, IL 62864 to Chick-fil-A, 4250 Fort Campbell Blvd, Hopkinsville, KY 42240- **Drive 169 miles, 2 hr 45 min**

Chick-fil-A, 4250 Fort Campbell Blvd, Hopkinsville, KY 42240 to Hampton Inn Chattanooga West/Lookout Mountain, 74 Star view Ln, Chattanooga, TN 37419 - **Drive 191 miles, 2 hr 56 min**

Hampton Inn Chattanooga West/Lookout Mountain, 74 Starview Ln, Chattanooga, TN 37419 to Events by FEED Co, 201 W Main St Ste 108, Chattanooga, TN 37408 - **Drive 5.9 miles, 10 min**

Events by FEED Co, 201 W Main St Ste 108, Chattanooga, TN 37408 to Hampton Inn Chattanooga West/Lookout Mountain, 74 Starview Ln, Chattanooga, TN 37419- **Drive 6.3 miles, 11 min Arrive 7:00pm**

Friday 9/17/27

Leave 7:30am Hampton Inn Chattanooga West/Lookout Mountain, 74 Star view Ln, Chattanooga, TN 37419 to World of Coca-Cola, 121 Baker St NW, Atlanta, GA 30313 - **Drive 120 miles, 1 hr 55 min**

World of Coca-Cola, 121 Baker St NW, Atlanta, GA 30313 to Piccadilly, 3512 GA-138, Stockbridge, GA 30281- Drive 21-mile, 30 min

Piccadilly, 3512 GA-138, Stockbridge, GA 30281 to I-16 Rest Area, I-16, Dublin, GA 31021 - Drive 114 miles, 1 hr 59 min

I-16 Rest Area, I-16, Dublin, GA 31021 to Holiday Inn Savannah Historic District by IHG, 520 W Bryan St, Savannah, GA 31401 – Drive 129 miles 1 hr 57 min

Saturday 9/18/27

No Bus service till 4:45pm to Dinner

Leave at 4:45pm Holiday Inn Savannah Historic District by IHG, 520 W Bryan St, Savannah, GA 31401 to Sam Snead's Savannah, 7 Sylvester C. Formey Dr, Savannah, GA 31408- Drive 14.4 miles, 18 min

Sam Snead's Savannah, 7 Sylvester C. Formey Dr, Savannah, GA 31408 to Savannah Theatre, 222 Bull St, Savannah, GA 31401- Drive 15.1 miles, 21 min

Savannah Theatre, 222 Bull St, Savannah, GA 31401 to Holiday Inn Savannah Historic District by IHG, 520 W Bryan St, Savannah, GA 31401 - Drive 0.7-mile, 5 min Arrive **10:00pm**

Sunday 9/19/27 Double Check from this point on 8/25

Leave 9:00am Holiday Inn Savannah Historic District by IHG, 520 W Bryan St, Savannah, GA 31401 to Captain Derek's Dolphin Adventure, 3 Old US Hwy 80, Tybee Island, GA 31328 - Drive 14.7 miles, 26min

Captain Derek's Dolphin Adventure, 3 Old US Hwy 80, Tybee Island, GA 31328 to Tybee Beach Pier and Pavilion, Tybrisa St, Tybee Island, GA 31328 - Drive 4.1 miles, 10 min

Tybee Beach Pier and Pavilion, Tybrisa St, Tybee Island, GA 31328 to Tybee Island Light Station & Museum, 30 Meddin Dr, Tybee Island, GA 31328- Drive 2.8 miles, 10 min

Tybee Island Light Station & Museum, 30 Meddin Dr, Tybee Island, GA 31328 to Holiday Inn Savannah Historic District by IHG, 520 W Bryan St, Savannah, GA 31401 - Drive 16.9 miles, 30 min

Holiday Inn Savannah Historic District by IHG, 520 W Bryan St, Savannah, GA 31401 to Savannah Riverboat Cruises, 9 E River St, Savannah, GA 31401- Drive 0.5-mile, 6 min

Savannah Riverboat Cruises, 9 E River St, Savannah, GA 31401 to Holiday Inn Savannah Historic District by IHG, 520 W Bryan St, Savannah, GA 31401- Drive 0.5-mile, 6 min **Arrive 10:00pm**

Monday 9/20/27

Leave 8:00am Holiday Inn Savannah Historic District by IHG, 520 W Bryan St, Savannah, GA 31401 to Charleston Tea Garden, 6617 Maybank Hwy, Wadmalaw Island, SC 29487 - Drive 112 miles, 2 hr

Charleston Tea Garden, 6617 Maybank Hwy, Wadmalaw Island, SC 29487 to Angel Oak Tree, 3688 Angel Oak Rd, Johns Island, SC 29455 - Drive 10.3 miles, 14 min

Angel Oak Tree, 3688 Angel Oak Rd, Johns Island, SC 29455 to Holiday Inn Express & Suites Charleston Dwtn – Medical Ctr by IHG, 250 Spring St, Charleston, SC 29403- Drive 10.6 miles, 23 min

Holiday Inn Express & Suites Charleston Dwtn – Medical Ctr by IHG, 250 Spring St, Charleston, SC 29403 to Hyman's Seafood, 215 Meeting St, Charleston, SC 29401 - Drive 2.3 miles, 9 min

Hyman's Seafood, 215 Meeting St, Charleston, SC 29401 to Holiday Inn Express & Suites Charleston Dwtn – Medical Ctr by IHG, 250 Spring St, Charleston, SC 29403 - Drive 2.1 miles, 12 min **Arrive 7:15pm**

Tuesday 9/21/27

Leave 9:00am Holiday Inn Express & Suites Charleston Dwtn – Medical Ctr by IHG, 250 Spring St, Charleston, SC 29403 to Old South Carriage Company, 14 Anson St, Charleston, SC 29401 - Drive 2.5 miles, 11 min

Old South Carriage Company, 14 Anson St, Charleston, SC 29401 to Charleston Maritime Center, 10 Wharfside St, Charleston, SC 29401 - Drive 0.7 miles, 5 min

Charleston Maritime Center, 10 Wharfside St, Charleston, SC 29401 to Boone Hall Plantation & Gardens, 1235 Long Point Rd, Mt Pleasant, SC 29464 - Drive 11.1 miles, 30 min

Boone Hall Plantation & Gardens, 1235 Long Point Rd, Mt Pleasant, SC 29464 to Holiday Inn Express & Suites Charleston Dwtn – Medical Ctr by IHG, 250 Spring St, Charleston, SC 29403- Drive 11.9 miles, 28 min

Holiday Inn Express & Suites Charleston Dwtn – Medical Ctr by IHG, 250 Spring St, Charleston, SC 29403 to Water's Edge, 1407 Shrimp Boat Ln, Mt Pleasant, SC 29464 - Drive 6.3 miles, 16 min

Water's Edge, 1407 Shrimp Boat Ln, Mt Pleasant, SC 29464 to Holiday Inn Express & Suites Charleston Dwtn – Medical Ctr by IHG, 250 Spring St, Charleston, SC 29403 - Drive 5.6 miles, 13 min **Arrive 7:00pm**

Wednesday 9/22/27

Leave 8:00am Holiday Inn Express & Suites Charleston Dwtn – Medical Ctr by IHG, 250 Spring St, Charleston, SC 29403 to Culver's, 4020 Gateway Blvd, Grovetown, GA 30813 - Drive 176 miles, 2 hr 56 min

Culver's, 4020 Gateway Blvd, Grovetown, GA 30813 to Pilot Travel Center, 2605 Bouldercrest Rd, Atlanta, GA 30316 - Drive 128 miles, 1 hr 54 min

Pilot Travel Center, 2605 Bouldercrest Rd, Atlanta, GA 30316 to Hampton Inn Chattanooga West/Lookout Mountain, 74 Starview Ln, Chattanooga, TN 37419 - Drive 131 miles, 2 hr 30 min

Hampton Inn Chattanooga West/Lookout Mountain, 74 Starview Ln, Chattanooga, TN 37419 to Logan's Roadhouse, 3592 Cummings Hwy, Chattanooga, TN 37419 - Drive 0.5-mile, 3 min

Logan's Roadhouse, 3592 Cummings Hwy, Chattanooga, TN 37419 to Hampton Inn Chattanooga West/Lookout Mountain, 74 Starview Ln, Chattanooga, TN 37419 - Drive 0.5-mile, 3 min **Arrive 6:30pm**

Thursday 9/23/27

Leave 8:00am Hampton Inn Chattanooga West/Lookout Mountain, 74 Starview Ln, Chattanooga, TN 37419 to Pilot Travel Center, 2441 S Church St, Murfreesboro, TN 37127 - Drive 94.8 miles, 1 hr 29 min

Pilot Travel Center, 2441 S Church St, Murfreesboro, TN 37127 to Patti's 1880's Settlement, 1793 J H O'Bryan Ave, Grand Rivers, KY 42045 - Drive 152 miles, 2 hr 28 min

Patti's 1880's Settlement, 1793 J H O'Bryan Ave, Grand Rivers, KY 42045 to Love's Travel Stop, 3101 S 10th St, Mt Vernon, IL 62864 - Drive 120 miles, 1 hr 57 min

Love's Travel Stop, 3101 S 10th St, Mt Vernon, IL 62864 to Blanchette Park, 1900 W Randolph St, St Charles, MO 63301 - Drive 103 miles, 1 hr 41 min **Arrive 5:30pm**

I have reviewed the details above and agree that they are correct. I confirm that I would like to request this booking. I accept the above price and understand that it may be subject to changes and additions if details of the trip change or if direct travel expenses are incurred.

Signature	Printed Name	Date

****** If a driver gratuity is included VBL quote prices will reflect that as a addon******

**Bookings are not complete until confirmed by a Salesperson. Direct travel fees including tolls, parking, and city travel fees that are incurred may not be included in your quote and will be billed separately.*

**If you would like to confirm this trip, please email your sales rep requesting to book your trip. We look forward to working with you.*

Item for Discussion 6. C.

St. Charles Parks and Recreation Board

MEMORANDUM

Date: October 14, 2026

From: Brian Schaffer, Parks Superintendent

RE: Request for Purchase of Replacement Automatic Locks for Park Comfort Stations

I am requesting approval to purchase 30 new automatic locks to replace the unsupported automated locking system currently installed on our park comfort station doors. Our existing system, originally purchased beginning in 2013, is no longer serviceable due to discontinued replacement parts and an outdated management platform that requires a Windows 10 computer to operate. Because of these limitations, continuing to maintain the current system poses both operational and security challenges.

To identify a suitable replacement, we reviewed the following automatic lock options:

- Proxess Electronic Access Control
- Schlage NDE Networked Wireless Lock
- Centrios Model CEB100 Smart Lock
- Best V Series Offline Locks

Following this evaluation, we determined that the Proxess Electronic Access Control system, paired with their LoxIQ Smart Locking Mobile Software, provides the strongest overall value, quality, and feature set for our current and future needs.

Key features of the Proxess system include:

- Indoor/outdoor rated hardware
- Grade 1 locks with pick-resistant IC core and restricted keyway
- Monitored emergency key override
- Powered by 4 AA batteries (up to 75,000 uses)
- Standard cylindrical installation requiring no additional door prep
- Onboard, Network-on-Card, and Network-on-Phone audit capabilities
- Unlimited mobile and standard credentials (BLE5 or DESFire EV1, EV2, EV3)
- Six layers of system security and encryption
- Remote credential programming
- RFID and BLE credential support, Network-on-Card audit transfer, BLE bridges, and real-time wired options

Proxess is also the only system we reviewed that is available for all standard door applications (Cylindrical, Mortise, Panic, Storefront, Gates, and more). This versatility will allow us to expand its usage beyond our comfort stations into community buildings and office spaces,

reducing the need to issue and retrieve physical keys and allowing personnel access to be activated or deactivated remotely.

The following parks departments currently use the Proxess system and provided positive feedback regarding its durability, reliability, and ease of management: Washington Parks and Recreation Department, Owensville Parks and Recreation Department, and Sikeston Parks and Recreation Department. In some cases, these agencies also use the system in city buildings in addition to comfort stations.

Pricing comparisons for evaluated systems are as follows:

- Elliott Data Systems - Proxess Access Control with LoxIQ: $26,833.40
- Centric - Centrios Access Control: $32,537.60
- Negwer Door Systems - Best V Series Offline Locks: $34,500.00
- Elliott Data Systems - Schlage NDE Networked Wireless Lock: $38,242.00
- Martin Door - Best V Series Offline Locks: $52,269.00

Funding is available within the approved Park Lock Project budget to cover the cost of these replacement locks.

Staff Recommendation

Based on overall functionality, future scalability, favorable vendor pricing, and demonstrated success in comparable park systems, staff recommends that the Park Board approve the purchase of 30 Proxess Electronic Access Control units with LoxIQ software from Elliott Data Systems in the amount of $26,833.40. This solution offers the best long-term value, the most comprehensive feature set, and the greatest flexibility for future expansion across the park system and other park facilities.

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 Elliot Data Systems. Inc., hereafter referred to as SUPPLIER. For the consideration herein expressed, it is agreed by and between PARKS and SUPPLIER as follows:

1. SUPPLIER shall provide locks, software and other supplies and services needed for a lock replacement project in accordance with SUPPLIERS' proposal, 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 Twenty-Six Thousand Eight Hundred and Thirty-Three Dollars and Forty Cents ($26,833.40)

3. SUPPLIER is an independent contractor and nothing contained herein shall constitute or designate SUPPLIER or any of its agents or employees as employees of PARKS.

4. SUPPLIER agrees in the performance of this agreement that it will not discriminate against any employee or applicant for employment because of race, creed, color, age, sex, national origin, ancestry, religion, or political opinion or affiliation.

5. This contract shall be deemed to have been fully executed, made by the parties in, and governed by the laws of the State of Missouri for all purpose and intents. Venue shall be vested in courts of appropriate jurisdiction in St. Charles County, Missouri.

6. 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.

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

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

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

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

ST. CHARLES PARKS AND RECREATION BOARD

By: TJ Slattery Date
St. Charles Parks Board President

Attest:

Kathy Mudrovic Date
St. Charles Parks Board Secretary

CITY OF SAINT CHARLES, MISSOURI

By: Brad Temme Date
Acting Director of Administration

Attest:

Kimberly Hudson Date
City Clerk

SUPPLIER
Elliot Data Systems, Inc

Matthew J Buydos 10 / 13 / 2026
BY: Date
Matthew J Buydos, Vice President of Sales
(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

ELLIOTT
DATA SYSTEMS, INC.

Sales Quote
Number: 14351-1-B

Date: 10/12/2026
Valid Thru: 11/11/2026

Sold By:
Matt Buydos
17825 Edison Avenue
Chesterfield, MO 63005
mbuydos@elliottdata.com
888-345-8511

Sold To: BRIAN SCHAFFER
CITY OF ST CHARLES, PARKS DEPARTMENT
1900 WEST RANDOLPH
ST CHARLES, MO 63301
BRIAN.SCHAFFER@STCHARLESPARKS.COM
(636) 949-3383

Quantity	Description	Unit Price	Price
	ACCESS CONTROL SOFTWARE		$500.00
1	Perpetual License for LoxIQ™ Apple & Android Mobile Phone-based Software	$500.00	$500.00
	ACCESS CONTROL HARDWARE		$24,971.40
30	CX Cylindrical Intelligent Lockset, Curved Return, 2-3/4 Backset, Keyed Indiv., Dark Bronze/Black (690/US1B)	$820.00	$24,600.00
30	Promotional Discount	$-170.00	$-5,100.00
30	Add "-LC" for Less Core (no core delivered, must be provided by customer)	$-16.22	$-486.60
30	Add “-W” to the end of any part number for extra Weather Protected option for full outdoor lock installations or with lock exterior directly exposed to moisture/weather elements. Full epoxy on external facing reader board, 2nd Conformal Coat on interior controller board and DIalectric Grease on Connectors. (Note: Consult a Proxess RSM for recommended use of Lithium Batteries where applicable and more info.)	$64.89	$1,946.70
30	Pair of backplates (for both Interior & Exterior trim) to cover existing deadbolt holes in retrofits. The Bore Hole is at the Bottom of the plate. 626 finish. 15" high x 4" wide x 2mm thick. 626/Brushed Aluminum finish.	$109.35	$3,280.50
1	25-Pack Of Mobile Credential Licenses - BLE(Bluetooth); iOS and Android Compatible, Single User, Re-usable & Re-assignable	$300.00	$300.00
0	Optional - 25-pack Mifare DESFireEV2, initialized Proxess application and ID, 4K Byte FOBs	$212.92	$0.00
0	Optional - Enrollment Reader & programmer for physical smart credentials Only needed if using physical credentials, i.e. keyfobs	$319.04	$0.00
1	Temporary Tariff Surcharge	$430.80	$430.80
	PROFESSIONAL SERVICES		$1,362.00
1	On-Site Installation, Training & Project Management	$967.00	$967.00
1	90 Day Complete Support Agreement	$0.00	$0.00
0	Optional - Complete Support Agreement - Annual	$5,400.00	$0.00

Exhibit A

1	Optional - Annual Basic Software Support	$395.00	$395.00
0	Optional - Remote Support Agreement - Annual	$1,500.00	$0.00

PLEASE ALLOW FOR

APPLICABLE TAXES AND

SHIPPING

TOTAL **$26,833.40**

PRICES BASED UPON TOTAL PURCHASE - PRICES GOOD FOR 30 DAYS UNLESS NOTED ABOVE - UP TO 3% HANDLING MAY BE ADDED FOR CREDIT CARD PAYMENTS - MINIMUM 25% RESTOCKING FEE WITH ORIGINAL PACKAGING - THIS DATA SHALL NOT BE DISCLOSED OUTSIDE RECIPIENT AND SHALL NOT BE DUPLICATED, USED, OR DISCLOSED IN WHOLE OR IN PART FOR ANY PURPOSE OTHER THAN TO EVALUATE THE PROPOSAL, INTERNALLY BY THE CUSTOMER - ELLIOTT DATA SYSTEMS IS NOT RESPONSIBLE FOR TYPOGRAPHICAL ERRORS AND/OR OMISSIONS - SIGNER AGREES TO ELLIOTT DATA SYSTEMS STANDARD TERMS AND CONDITIONS - COMPLETE TERMS AND CONDITIONS SUPPLIED UPON REQUEST

Terms: Net 30

Accepted By: _____ Date: _____

Item for Discussion 6. D.

St. Charles Parks and Recreation Board

MEMORANDUM

Date: October 12, 2026

From: Chris Atkinson, Assistant Director of Parks & Recreation

RE: Playground Safety Surfacing Replacement & Upgrade at McNair Day Camp, Webster and Heatherbrook Parks*

Summary:

The Parks & Recreation Department maintains 18 playgrounds throughout the park system. Of these, 14 have rubber tile safety surfacing, while the remaining four have engineered wood mulch safety surfacing.

Over the years, the Department has utilized three different brands of rubber safety surfacing. Some of the older installations are beginning to exhibit deterioration and other issues that raise safety concerns for staff. The rubber tile surfacing carries a six-year warranty and has an expected service life of approximately eight to ten years. Several playgrounds have exceeded the warranty period and are now at or beyond the expected service life of their surfacing.

Earlier in 2026, the Park Board approved an allocation of $300,000 for the Playground Safety Surfacing Project (26PARKS011). The first project approved under this funding was a $158,000 contract to remove and replace the rubber tile safety surfacing installed in 2017 at the large playground in Wapelhorst Park. The deterioration at this location was too extensive to be adequately addressed through repairs (see Image 1). This project is currently underway and is expected to be completed in the next two weeks.

In addition to Wapelhorst Park, staff have identified four other playgrounds with notable issues involving their rubber tile safety surfacing: Vogt Brothers Park, McNair Day Camp (Image 2), Webster Park (Image 3), and Heatherbrook Park.

The Vogt Brothers Park playground was installed in 2009, and replacement of the entire playground is included in the Capital Improvement Plan for 2028, with an estimated cost of $250,000. In early 2027, staff anticipate requesting that this funding be moved from the 2028 budget year to 2027 so the playground equipment and safety surfacing can be replaced together.

For the remaining locations, staff contacted several playground safety surfacing companies to obtain professional recommendations for addressing the deterioration and determining whether solutions are available to extend the service life of the existing surfacing.

The Playground Consultants LLC provided a proposal for three additional projects:

- **McNair Day Camp:** The rubber tile surfacing, installed in 2017, is experiencing issues similar to those at Wapelhorst Park. The proposed solution is to remove and replace the existing rubber tile with foam padding and artificial turf.

- **Webster Park:** The rubber tile surfacing was installed in 2013. Because the issues are less severe than those at Wapelhorst and McNair Day Camp, the consultant recommends installing artificial turf over the existing tile to extend the service life of the playground surfacing.

- **Heatherbrook Park:** The rubber tile surfacing was installed in 2014. Similar to Webster Park, the consultant recommends installing artificial turf over the existing tile as a means of extending the service life of the surfacing.

Attached for review are the proposal from The Playground Consultants LLC, the TIPS Cooperative Purchasing Contract #2501041 and the contract covering these three projects. Sunshine Turf has a 15 year manufacturers warranty. The total cost for the proposed work is **$135,933.30**. Sufficient funding remains available within the approved Playground Safety Surfacing Project budget to cover the cost of these improvements.

Staff Recommendation

Staff recommends approval of the contract with The Playground Consultants LLC in the amount of $135,933.30 to complete the playground safety surfacing improvements at McNair Day Camp, Webster Park, and Heatherbrook Park. These improvements will address the identified surfacing concerns, extend the service life of the existing surfacing where feasible, and allow the Department to make effective use of the remaining funds in the approved project budget.

Image 1. (Wapelhorst Park)



Image 2. (McNair Day Camp)

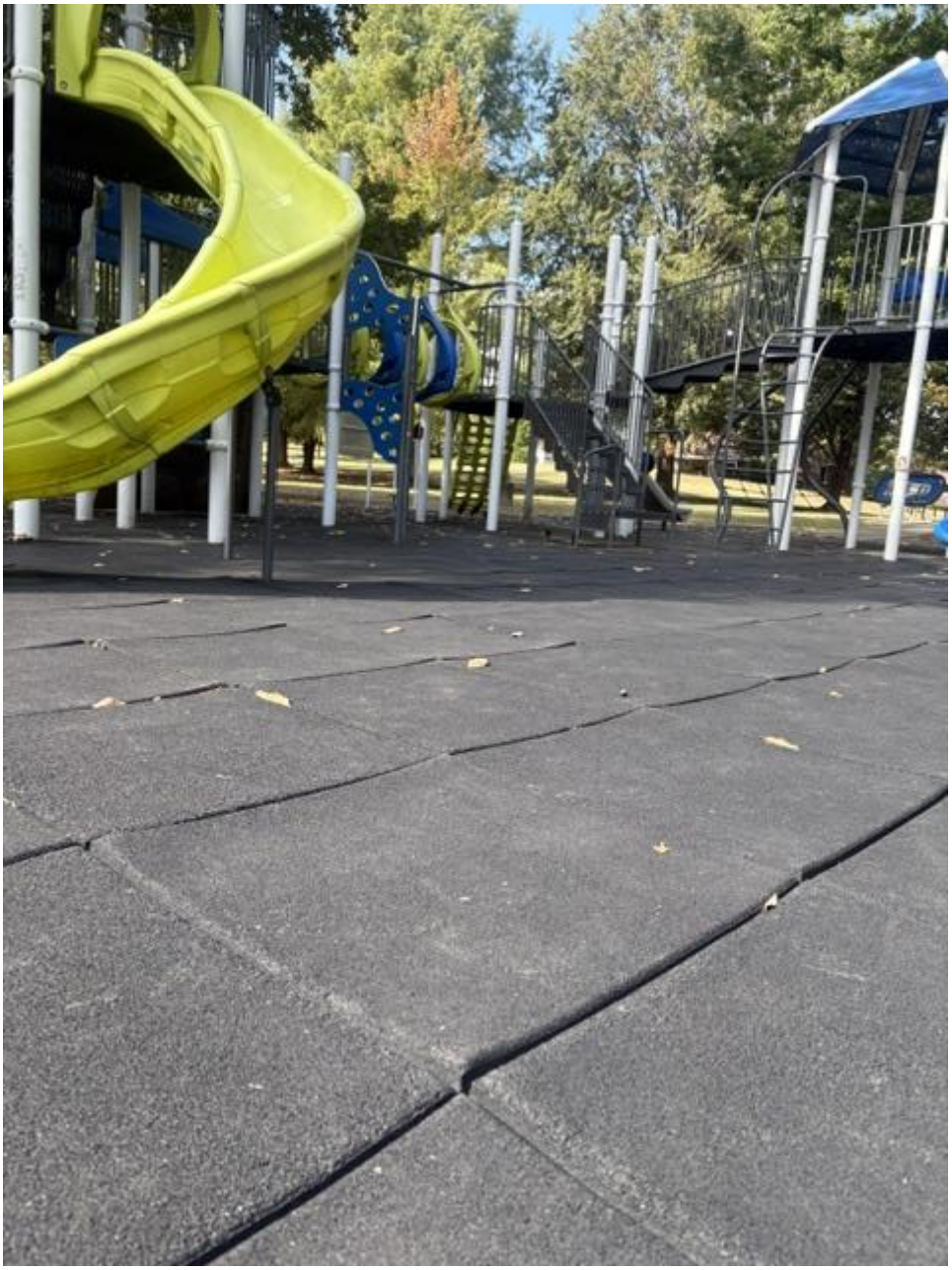


Image 3. (Webster Park)



CONTRACT AGREEMENT

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

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

ARTICLE 1. Scope of Work:

The Contractor shall furnish all of the labor and materials and perform all of the work outlined in Quote titled "Synthetic Turf Installation Quote" See Exhibit A (Attached).

ARTICLE 2. Time of Completion:

The work to be performed under this Contract shall be commenced as soon at the Notice to Proceed is issued and shall be completed in 120 working days

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

ARTICLE 3. The Contract Sum:

The Owner shall pay the Contractor for the performance of the Contract a sum, not-to-exceed One Hundred Thirty-Five Thousand Nine Hundred Thirty-Three Dollars and Thirty Cents **($135,933.30)** for the performance of the Contract, subject to additions and deductions provided herein, in current funds based on the actual quantities of work completed under each line item at the unit prices named in the proposal attached hereto and made a part of these documents and this contract.

ARTICLE 4. Acceptance and Final Payment:

Upon satisfactory completion of the work as determined by final inspection, and when the final estimate has been prepared and certified by the Engineer, they will submit to the City a final certificate stating that the work has been completed, under the terms and conditions thereof, and the amount, based on the final estimate, remaining due the Contractor. The City will then accept the work as fully completed and will, not later than sixty (60) days thereafter pay the Contractor the entire sum so found due thereunder after deduction of all previous payments and all percentages and amounts to be kept and retained under provisions of this Contract; provided however, and it is understood and agreed, that as a precedent to receiving final payment, the Contractor shall submit to the City a sworn affidavit that all bills for labor, service, materials, and subcontractors have been paid and that there are no suits pending in connection with the work done or labor and materials furnished under the Contract as required in IB-11. All prior certificates and estimates, being approximate only, are subject to correction in the final estimate and payment. The Contractor with this contract hereby warrants all of the work done under this contract for a period of one (1) year following the completion of the project

If, after the work has been substantially completed, full completion thereof is materially delayed through no fault of the Contractor and the Engineer so certifies, the Owner shall upon certificate of the Engineer, and without terminating the Contract, make payment of the balance due for that portion of the work fully completed and accepted. Such payment shall be made under the terms and conditions covering final payment, and it shall not constitute a waiver of claims by the City.

ARTICLE 5. The Contract Documents:

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

ARTICLE 6. Choice of Law and Venue Provision:

Choice of Law: This contract shall be deemed to have been fully executed, made by the parties in, and governed by the laws of the State of Missouri for all purposed and intents. Venue shall be vested in courts of appropriate jurisdiction in St. Charles County, Missouri.

ARTICLE 7. Compliance with City Code:

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

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

ARTICLE 8. Transient Employer Obligations:

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

ARTICLE 9. Proof of Lawful Presence:

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

ARTICLE 10. Nondiscrimination:

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

ARTICLE 11. Compliance with Federal Work Authorization Requirements:

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

ARTICLE 12. Anti-Discrimination Against Israel Act Certification

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

IN WITNESS WHEREOF the parties have to hereto executed this Agreement the date of the year first above written.

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
Acting Director of Administration

Attest:

Kimberly Hudson Date
City Clerk

The Playground Consultants LLC.

10/13/26
BY: Date

Dana Amini, Owner
(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

THE PLAYGROUND CONSULTANTS LLC

October 7, 2026

Synthetic Turf Installation Quote

15 Monarch Hill Ct, Wildwood, MO 63005 | 314-489-3242
dana@theplaygroundconsultants.com

PREPARED FOR

Brian Schaffer, CPRP | Parks Superintendent
St. Charles Parks & Recreation Department

TIPS CONTRACT 25010401
Trades, Labor and Materials (NON-JOC)

SELECTED PARK AREAS

Park	Area	Price
Webster Park	4,555 SF	**$35,632.81**
Heatherbrook Park	2,350 SF	**$19,295.94**
McNair Park Day Camp Area	4,615 SF	**$75,789.27**
Freight		**$5,215.28**

TOTAL - INCLUDING FREIGHT **$135,933.30**

SCOPE AND PRICING NOTES

Supply and install PlaySafe Max Turf at the three park areas shown above.
Webster and Heatherbrook: straighten existing tile base; rubber tiles remain.
Turf will be glued to the existing tiles at the perimeter at these two parks.
McNair Day Camp: remove and dispose of existing tiles; supply and install a new foam pad and perimeter boards, with turf secured to the board edge.
Includes a perimeter board allowance of up to 600 linear feet at Day Camp.
Includes prevailing wage installation for St. Charles County.

Freight for the three selected parks is included in the total above.

Purchase can run through TIPS cooperative purchasing.

ACCEPTANCE

Signature authorizes the scope and total above, including freight.

_____ _____

Authorized signature Date

Printed name / title: _____

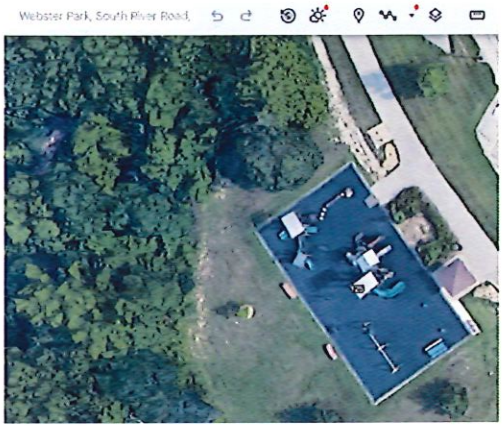
THE PLAYGROUND CONSULTANTS LLC

October 7, 2026

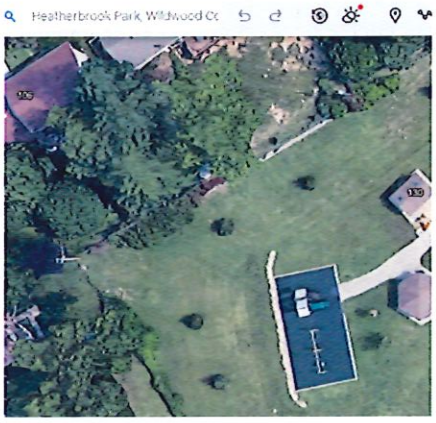
Selected Park Areas - Photo Exhibit

15 Monarch Hill Ct, Wildwood, MO 63005 | 314-489-3242
dana@theplaygroundconsultants.com

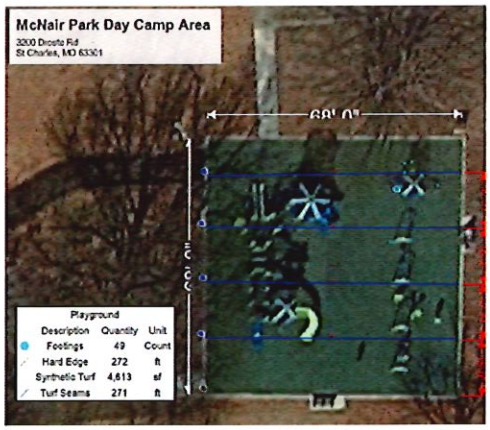
Webster Park



Heatherbrook Park



McNair Park Day Camp Area



The Interlocal Purchasing System

Purchasing Made Personal

Printed: October 12, 2026

www.theplaygroundconsultants.com

The Playground Consultants LLC

EMAIL PO & VENDOR QUOTE TO: TIPSPO@TIPS-USA.COM

PO AND QUOTE MUST REFERENCE VENDOR'S TIPS CONTRACT NUMBER

ATTACH PO AS A PDF - ONLY ONE PO (WITH QUOTE) PER ATTACHMENT

PAYMENT TO

ADDRESS	**15 Monarch Hill Ct,**
CITY	**Wildwood**
STATE	**MO**
ZIP	**63005**

TIPS CONTACT

NAME	**Charlie Martin**
PHONE	**(866) 839-8477**
FAX	**(866) 839-8472**
EMAIL	**tips@tips-usa.com**

DISADVANTAGED/MINORITY/WOMAN BUSINESS ENTERPRISE: Y HUB: N

SERVING STATES

AL | AK | AZ | AR | CA | CO | CT | DE | DC | FL | GA | HI | ID | IL | IN | IA | KS | KY | LA | ME | MD | MA | MI | MN | MS | MO | MT | NE | NV | NH | NJ | NM | NY | NC | ND | OH | OK | OR | PA | RI | SC | SD | TN | TX | UT | VT | VI | VA | WA | WI | WY | PR

Overview

The Playground Consultants, Specializing in Design, Equipment, and Surfacing,

AWARDED CONTRACTS

"View EDGAR Doc" on Website

Contract	Commodity	Exp Date	EDGAR
25010401	Trades, Labor, and Materials (NON-JOC)	04/30/2030	Yes

CONTACTS BY CONTRACTS

25010401

Name	Title	Phone	Email
Danielle Amini	Owner	(314) 489-3242	dana@theplaygroundconsultants.com
Christine Fletcher	PM	(314) 757-9178	christi@theplaygroundconsultants.com

SUNSHINE TURF



SUNSHINE PLAY MAX®

2026 Product specification

DESCRIPTION

Play Max is the premium evolution of America's favorite playground turf. Built with the same USA-manufactured, ultra-durable fibers, CoolCore White Backing for cooler play surfaces, and antimicrobial polyurethane backing as the original PlaySafe, PlaySafe Pro adds exclusive Fiber Armor Anti-Static technology that dramatically reduces static shock in dry conditions. Perfect for high-traffic schools, parks, and commercial playgrounds where safety, cleanliness, and year-round comfort are non-negotiable. Backed by an unmatched 15-year manufacturer's warranty, Sunshine Play Max delivers the ultimate combination of softness, longevity, and static-free performance for worry-free play.

15-Year Warranty

DuraBlade Technology

Lead Free

SPECIFICATIONS

Yarn Type	PE Wave Blade
Thatch Composition	PP Green & Tan
Approximate Pile/Face Weight	75 oz
Approximate Pile Height	1.875 inch
Approximate Total Product Weight	100 oz
Backing Treatment	Antimicrobial Polyurethane
Cooling technology	CoolCore White Backing

RECOMMENDED USES

- Playgrounds
- Medium Traffic Area

FIBER ARMOR™ ANTI STATIC TECHNOLOGY

Fiber Armor™ Anti static Technology embeds permanent conductive micro-filaments into the turf fibers, instantly dissipating static electricity to the ground so kids never get shocked, no sprays, no fading, lifetime protection.



office@sunshineturf.info | getsunshineturf.com

RCA FORM (OFFICE USE ONLY) **Bill #**
MEETING/DATE: October 21, 2026
Regular(X) Special() Comm. of Whole()
ATTACHMENT: YES(X) NO()
Report() Resolution() Ordinance(X)

Request for Council Action

Ward: ALL **Sponsor:** Denise Mitchell

Description: Agreement by and between the City of St. Peters, Missouri and the City of St. Charles, Missouri, for reciprocal use of the St. Peters Rec-Plex and Outdoor Aquatic Facilities and the St. Charles Blanchette Aquatics Facility and the Wapelhorst Aquatics Facility

****

- Contract Extension/Renewal: Yes ( ) No (X)
- Information Paper Attached: Yes (X) No ( )

****

Recommendation: Staff -- Approve(X) Disapprove()
Board/Committee/Commission -- Approve (X) Disapprove ()

Summary:

The Parks and Recreation Board requests favorable consideration for a new 2 year, with the option of an additional 1-year extension, cooperative recreation agreement with the City of St Peters. The current agreement will end on December 31, 2026.

Within the agreement, as with the previous 3-year agreement, St Charles residents are able to utilize the St Peters RecPlex and outdoor aquatic facilities at resident rates and St Peters residents can use St Charles Aquatic Facilities at resident rates. Residents of each city must provide a St Charles Parks Passport Card or a St Peters Resident Privilege Card to receive the benefit.

The agreement has proved to be successful since May of 2010 with an average of 620 St Charles residents holding Memberships to the RecPlex and an average of 5,700 known uses by St Peters residents to St Charles Aquatic Facilities annually.

As a benefit to our residents, favorable consideration of the new agreement is requested.

STAFF RECOMMENDATION: Approval

Budget Impact: (revenue generated, estimated cost, CIP item, etc.)
Project: N/A Account: _____
RCA prepared by: MMB Dept. Director MMB Dir of Finance _____ Dir of Admin _____

AGREEMENT

This Agreement is made and entered into as of the ____ day of _____, 20_____, by and between the CITY OF ST. PETERS, MISSOURI, a city of the fourth class (hereinafter "St. Peters") and the CITY OF ST. CHARLES, MISSOURI, a constitutional charter city (hereinafter "St. Charles") by and through its Parks and Recreation Board.

WHEREAS, pursuant to Section 70.220.1, RSMo., "Any municipality … may contract and cooperate with any other municipality … for the planning, development, construction, acquisition or operation of any public improvement or facility, or for a common service…"; and

WHEREAS, St. Peters owns and operates the St. Peters Rec-Plex (the "Rec-Plex"), a full service recreational facility and outdoor aquatic facilities, and the City of St. Charles owns and operates the St. Charles Blanchette Aquatics Facility, and the Wapelhorst Aquatics Facility (the "St. Charles Facilities"); and

WHEREAS, St. Peters and St. Charles desire to cooperate with reciprocal use of the Rec-Plex and outdoor aquatic facilities and the St. Charles Facilities at respective discounted resident rates;

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the parties hereto agree as follows:

1. Use of Rec-Plex and outdoor aquatic facilities. St. Peters agrees to permit any St. Charles resident, who displays a valid St. Charles Park Passport Card, or any City of St. Charles Employee who displays a valid St. Charles Employee Identification Card, to use the Rec-Plex and any outdoor aquatic facility and be charged the then current fees customarily charged by St. Peters to its residents for the use of the Rec-Plex and outdoor aquatic facilities, as such fees may be established by St. Peters from time to time and in its sole discretion.

2. Use of St. Charles Facilities. St. Charles agrees to permit any St. Peters resident, who displays a valid St. Peters Resident Privilege Card, or any current City of St. Peters employee who displays a valid St. Peters Employee Identification Card, to use the St. Charles Facilities, and be charged the then current fees customarily charged by St. Charles to its

residents who are Park Passport Card holders for the use of said St. Charles Facilities, as such fees may be established by St. Charles from time to time and in its sole discretion.

3. Term of Agreement. The term of this Agreement shall be January 1, 2027 to December 31, 2028, and shall automatically renew for one additional renewal term of one year thereafter unless terminated by either party, upon fifteen (15) days written notice to the other.

4. Independent Status. No provision of this Agreement, or any act of the parties pursuant to this Agreement, shall be construed to express, create or imply a joint venture, partnership, principal/agency, or any other type of relationship that might infer that one party has the authority to represent, act on behalf of or bind the other. No employee, agent or other representative of either party shall, at any time, be deemed to be under the control, supervision or authority of the other party, or under the joint control of both parties.

5. Notice. Notices sent to either party may be sent by certified mail, return receipt requested, to the following addresses:

If to St. Peters: City of St. Peters
Attn: City Administrator
One St. Peters Centre Blvd.
St. Peters, Missouri 63376

If to St. Charles: City of St. Charles, Parks and Recreation
Attn: Director of Parks and Recreation
1900 Randolph Street
St. Charles, Missouri 63301

6. Severability. If any portion of this Agreement shall be held invalid or unenforceable by a court of competent jurisdiction, then such invalid or unenforceable portions hereof shall be severed from the remainder and the remaining parts that are not held invalid shall continue in full force and effect.

7. Entire Agreement. This Agreement shall constitute the entire Agreement between

the parties with respect to the subject matter hereof and its terms may not be changed, modified or altered without a written instrument signed by authorized representatives of both parties. This Agreement supersedes, replaces and cancels any and all prior communications, understandings or agreements between the parties (whether oral or written) with respect to the subject matter hereof and both parties acknowledge that no oral representations or statements are binding on either party.

IN WITNESS WHEREOF, this Agreement has been executed by the parties this _____ day of _____ 20____.

CITY OF ST. PETERS, MISSOURI

By_____
City Administrator

CITY OF ST. CHARLES, MISSOURI
PARKS AND RECREATION BOARD

By_____
T. J. Slattery, President Date

CITY OF ST. CHARLES, MISSOURI

By _____
Daniel J. Borgmeyer, Mayor Date

ATTEST:

_____
City Clerk

MEMORANDUM

Date: October 12, 2026

To: Parks and Recreation Board

From: Maralee M. Britton, Director

RE: Proposed Position Reclassification and Salary Adjustment

Board Members,

With the recent vacancy of the Marketing Associate position, we have taken the opportunity to review and update the job description to better align with the evolving needs and priorities of the Parks and Recreation Department. As part of this review, I am proposing a revised position title, expanded responsibilities, and an adjustment to the salary grade based on comparable positions within the City and the surrounding region.

The proposed title change from **Marketing Associate to Communications & Marketing Specialist** better reflects the broader scope and expectations of the position. In addition to traditional marketing and communications responsibilities, the updated job description places emphasis on sponsorship development, cultivating community partnerships, and strengthening relationships with local businesses and organizations.

The vision for this position is to have an individual who serves as a visible and engaged representative of the Department. Rather than functioning primarily in a behind-the-scenes capacity, as the position has historically operated, this individual would take a more active role in the community, identifying opportunities for collaboration, building relationships, and promoting the Department's programs, facilities, and initiatives.

To support these expanded responsibilities and remain competitive in attracting qualified candidates, I am recommending a salary grade adjustment consistent with the City's existing compensation structure and comparable positions. The proposed Pay Grade 58 has a starting salary of $62,557.79.

I believe these changes will strengthen the Department's communications and marketing efforts while creating new opportunities for sponsorships, partnerships, and community engagement. This is an opportunity to redefine the position to better serve the Department's long-term goals and growing needs.

Updated job description, City Salary Ordinance and the Parks & Recreation Compensation Plan are attached.

I respectfully request the Board's consideration and approval of the proposed position reclassification and salary grade adjustment.

City of Saint Charles, Missouri
Position Description

Position Title: Communications & Marketing Specialist
Department: Parks and Recreation
Reports To: Administrative Coordinator
Classification: Full-Time, Non-Exempt
Salary:

Position Summary

The Communications/Marketing Specialist serves as the communications and marketing professional for the City of St. Charles Parks and Recreation Department. This position provides strategic leadership in communications, marketing, branding, public relations, sponsorship development, and community engagement while promoting the Department's parks, facilities, recreation programs, memberships, special events, and services.

Essential Responsibilities

Marketing & Brand Management

- Develop and implement annual marketing plans aligned with Department goals and priorities.
- Produce seasonal brochures, advertisements, signage, and other promotional materials.
- Maintain consistent Department brand standards across print, digital, and on-site platforms.
- Evaluate campaign effectiveness using analytics and recommend adjustments to improve reach and results.

Social Media & Digital Engagement

- Manage Department website content, email marketing, and social media platforms.
- Create engaging graphics, photography, video, and written content for digital audiences.
- Monitor digital engagement and performance metrics and recommend improvements.

Sponsorship Development & Community Partnerships

- Recruit, cultivate, and maintain relationships with business sponsors and community partners.
- Develop sponsorship packages, benefits, and recognition opportunities that align with Department programs and events.
- Track sponsorship revenue and activity and prepare annual reports.
- Create/manage special events designed to increase park support and familiarity in the community.

Administrative Responsibilities

- Maintain records, reports, schedules, project files, and other administrative documentation related to communications, marketing, sponsorships, and assigned operations.
- Produce Parks & Recreation Board packets and track attendance responses.
- Perform other related duties as assigned in support of Department goals and services.

Core Competencies

1. Communication

- Excellent written and verbal communication.
- Ability to engage with a wide range of stakeholders, including staff, community members, and partners.

2. Customer Focus
   - Commitment to delivering high-quality services to the public.
   - Strong problem-solving skills to address and resolve customer issues effectively.
3. Innovation
   - Develops fresh ideas for campaigns, content, promotions, and audience engagement.
   - Stays current on emerging marketing trends, technology, social platforms, and changing audience behaviors.
   - Explores and effectively uses new tools, including AI, automation, analytics, and content-creation technologies.
4. Collaboration
   - Proactively connects with staff to obtain accurate and complete information about programs, events, facilities, deadlines, and updates.
   - Works with staff to translate information into clear, engaging, public-facing content.
   - Recognizes marketing as a partnership with staff and works toward the department's overall communication goals.
5. Accountability
   - Meets brochure, social media, promotional, and production deadlines while helping staff understand when information is needed.
   - Proofreads materials and checks content for accuracy, consistency, and adherence to department standards.
   - Takes appropriate action to correct inaccurate or outdated information quickly when identified.

Qualifications

- **Education:** Bachelor's degree in communications, marketing, public relations, parks and recreation, or a related field.
- **Experience**: Minimum of three years of progressively responsible communications, marketing, public relations, sponsorship, or related experience.
- **Preferred Experience**: Municipal government or parks and recreation experience preferred.
- **Proficiency**: Microsoft Office Suite Applications, Adobe Creative Suite, WordPress, Meticrool, photography & videography skills.

Working Conditions

- Work is primarily performed in an office setting but requires field visits to park facilities and recreational sites.
- Evening, weekend, and holiday work may be required based on facility and program schedules.

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

St Charles Parks and Recreation Board
Compensation Policy

Lead Pay Eligibility

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

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

Standby Duty Policy

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

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

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

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

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

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

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

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

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

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

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

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

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

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

End of Year Closure

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

Compensation

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

Full Time Employees

Manager Level Performance Based Compensation Program

A. Manager level employees, as identified on Exhibit A (hereinafter, for purposes of this section shall be referred to as a "Management Employee"), shall be compensated based on performance as set forth in this section.

B. Subject to annual appropriation, a Management Employee shall be eligible for a performance based compensation increase from zero percent (0%) to four percent (4%) determined by the evaluation score received by the employee on the annual performance evaluation form. The evaluation score and the corresponding annual percentage increase in compensation are set forth below:

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

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

D. The annual compensation increase, if any, shall be effective the first full pay period in the month of April in any given year. An employee hired after September 15 is not eligible to receive an annual salary increase in April the following year.

E. This annual salary increase should in no way be considered a cost-of-living or across-the-board salary increase, but is a merit Pay-For-Performance salary adjustment that is granted based to an individual employee based solely on the on the level of that employee's performance.

G. The Director is granted the continuing authority to determine or reclassify which employees are Management Employees for purposes of this section and make salary adjustments to address compression or other organizational issues.

Non-Manager Level Performance Based Compensation Program

A. Non-manager level employees, as identified on Exhibit A (hereinafter, for purposes of this section shall be referred to as a "Non-management Employee"), shall be compensated based on performance as set forth in this section.

B. Subject to annual appropriation, a Non-management Employee shall be eligible for a performance based compensation increase equal to the percentage increase as approved in the annual operating budget for the fiscal year; provided, during the previous calendar year: (1) has not received any discipline resulting in a loss of pay; and (2) whose performance has met expectations as documented by a score of 3.0 or equivalent satisfactory rating on the annual performance evaluation form.

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

D. The annual compensation increase, if any, shall be effective the first full pay period in the month of April. An employee hired after September 15 is not eligible to receive an annual salary increase in April of the following year.

E. This annual salary increase should in no way be considered a cost-of-living or across-the-board salary increase, is a merit Pay-For-Performance salary adjustment that is granted to an individual employee based solely on the level of that employee's performance.

F. The Director is granted the continuing authority to determine or reclassify which employees are Non-management Employees for purposes of this section and make salary adjustments to address compression or other organizational issues.

Transitional Employee

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

Delegation of Employee Management

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

Exhibit A

Salary Grid

Parks and Recreation Board Adopted: July 17, 2013; Revised February 5, 2014; May 21-2014; December 16-15; December 21, 2016; December 20, 2017; December 19, 2018; September 18, 2019.; December 16-2020; June 16, 2021, January 19, 2022; September 7, 2022; December 6, 2023; September 4, 2024; November 6, 2024; December 17, 2025; Proposed October 21, 2026

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

2026 Pay Grade	Position	FLSA	Minimum	Maximum	# of Positions
53	Maintenance I	Non-Exempt	$47,654.12	$66,715.77	1
54	Maintenance II	Non-Exempt	$50,036.82	$70,051.56	4
56	Maintenance III	Non-Exempt	$56,741.77	$79,438.47	3.5
	Administrative Associate V	Non-Exempt			3
	~~Marketing/Communications Associate~~	~~Non-Exempt~~			~~1~~
57	Maintenance Specialist- Horticulture	Non-Exempt	$59,578.84	$83,410.38	2
	Mechanic	Non-Exempt			1
	Recreation Supervisor II*	Exempt			1
58	**Marketing & Communications Specialist**	**Non-Exempt**	**$62,557.79**	**$87,580.90**	1
59	Maintenance Supervisor	Non-Exempt	$66,936.84	$93,711.56	1
60	Ranger Sergeant	Non-Exempt	$71,622.41	$100,271.39	2
61	Aquatics Coordinator*	Exempt	$76,635.99	$107,290.38	1
	Concessions Coordinator*	Exempt			1
	Maintenance Foreman*	Exempt			2
	Recreation Coordinator*	Exempt			1
63	Administrative Coordinator*	Exempt	$87,740.55	$122,836.75	1
	Chief Ranger*	Exempt			1
	Enterprise Superintendent*	Exempt			1
	Parks Superintendent*	Exempt			1
68	Assistant Director Parks and Recreation*	Exempt	$113,747.10	$159,822.79	1
73	Director of Parks and Recreation*	Exempt	$142,842.35	$199,979.29	1

*Management Level Employees

Parks and Recreation Board Recommendation October 21, 2026

Bill No. 14042 Ordinance No. 26-005

Sponsor: Michael Galba, Mark Hollander

AN ORDINANCE REPEALING ORDINANCE NO. 2024-159 AND ENACTING NEW 2026 BUDGETED POSITIONS, RECLASSIFYING VARIOUS BUDGETED POSITIONS, AND FURTHER REVISING JOB TITLES, PAY GRADES, SALARY RANGES, AND OTHER COMPENSATION FOR EMPLOYEES.

Be It Ordained by the Council of the City of St. Charles, Missouri, as Follows:

SECTION 1. Ordinance No. 2024-159 is repealed in its entirety.

SECTION 2. Non-Management Level Performance Based Compensation Program.

A. Non-management level employees, as identified on Exhibit A (hereinafter, for purposes of this section shall be referred to as a "Non-management Employee"), shall be compensated based on performance as set forth in this section.

B. Subject to annual appropriation, a Non-management Employee shall be eligible for a performance based compensation increase equal to the percentage increase as approved in the annual operating budget for the fiscal year; provided, during the previous calendar year the employee: (1) has not received any discipline resulting in a loss of pay; and (2) whose performance has met expectations as documented by a score of at least 3.0 or equivalent satisfactory rating on the annual performance evaluation form.

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

D. The annual compensation increase, if any, shall be effective the first full pay period in the month of April. An employee hired after September 15 is not eligible to receive an annual salary increase in April of the following year.

E. This annual salary increase should in no way be considered a cost-of-living or across-the-board salary increase, but is a merit Pay-For-Performance salary adjustment that is granted to an individual employee based solely on the level of that employee's performance.

F. The Mayor is granted the continuing authority to determine or reclassify which employees are Non-management Employees for purposes of this section and make salary adjustments to address compression or other organizational issues.

SECTION 3. Management Level Performance Based Compensation Program.

A. Management Level Employees, as identified on Exhibit A (hereinafter, for purposes of this section shall be referred to as a "Management Employee"), shall be compensated based on performance as set forth in this section.

B. Subject to annual appropriation, a Management Employee shall be eligible for a performance based compensation increase from zero percent (0%) to four percent (4%) determined by the evaluation score received by the employee on the annual performance evaluation form. The evaluation score and the corresponding annual percentage increase in compensation are set forth below:

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

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

D. The annual compensation increase, if any, shall be effective the first full pay period in the month of April of any given year. An employee hired after September 15 is not eligible to receive an annual salary increase in April of the following year.

E. This section does not apply to any employee who has an employment contract to the extent the contract conflicts with this section.

F. This annual salary increase should in no way be considered a cost-of-living or across-the-board salary increase, but is a merit Pay-For-Performance salary adjustment that is granted to an individual employee based solely on the level of that employee's performance.

G. The Mayor is granted the continuing authority to determine or reclassify which employees are Management Employees for purposes of this section and make salary adjustments to address compression or other organizational issues.

SECTION 4. Employees with the following position titles and job assignments shall receive an annual uniform allowance of $1,500.00 that shall be paid quarterly: Police Chief; Police Major; Police Captain and Police Lieutenants that are assigned to Investigative Services, Office of Professional Responsibility, and Operational Support Bureau or are working special assignments; Fire Chief; Deputy Fire Chief; Battalion Chief; and Fire Marshal.

SECTION 5. The position of Transitional Employee is established. The Mayor is authorized to appoint persons as transitional employees to staff existing filled positions that are soon to be vacated by retiring or resigning employees in order to facilitate the position transition process and to staff vacant positions while accrued leave or compensation is paid out. The transitional employee shall be paid within the salary range of the vacant or soon to be vacant position.

SECTION 6. Employees represented by the St. Charles Police Officers Association, International Association of Firefighters Local 757, International Brotherhood of Operating Engineers Local 148 or the Fraternal Order of Police Lodge 15 shall be compensated based solely upon their respective labor agreement.

SECTION 7. Severability. If any section or other part of this Ordinance is for any reason held invalid, the invalidity thereof shall not affect the validity of the other provisions of this Ordinance.

SECTION 8. This ordinance shall be in full force and effect from and after the date of its passage and approval.

January 20, 2026
Date Passed

Michael Galba
Michael Galba, Presiding Officer

01-21-26
Date Approved by Mayor

Daniel J. Borgmeyer
Daniel J. Borgmeyer, Mayor

Approved as to Legal Form:

Holly Magdziarz 12/11/2025
Holly Magdziarz, City Attorney Date

Attest:

Kimberly Hudson
Kimberly Hudson, City Clerk

RCA FORM (OFFICE USE ONLY)
MEETING/DATE: 12/16/2025
Regular ☑ Special ☐ Work Session ☐
ATTACHMENT: YES ☑ NO ☐
Report ☐ Resolution ☐ Ordinance ☑

Bill # 14042

Request for Council Action

Ward(s): All **Sponsor(s):** Michael Galba and Mark Hollander

Description:

AN ORDINANCE REPEALING ORDINANCE NO. 2024-159 AND ENACTING NEW 2026 BUDGETED POSITIONS, RECLASSIFYING VARIOUS BUDGETED POSITIONS, AND FURTHER REVISING JOB TITLES, PAY GRADES, SALARY RANGES, AND OTHER COMPENSATION FOR EMPLOYEES

Contract Extension/Renewal:	**Yes** ☐	**No** ☑
Information Paper Attached:	**Yes** ☐	**No** ☑

Staff Recommendation:	**Approve** ☑	**Disapprove** ☐
Board/Committee/Commission Recommendation:	**Approve** ☐	**Disapprove** ☐

Summary:

Each year salary ranges are reviewed for all organizational positions. At that time, grades may need to be adjusted due to internal compression, cost performance index, and external bench marketing. These adjustments ensure that compensation remains equitable, competitive within the market, and aligned with organizational budgeting and performance standards. This ordinance reflects the 2% cost-of-living increase enacted in the 2026 budget, as well as the following changes:

New title and position: Associate City Attorney, Director of Communications & Marketing

New title/title change, no new head count: Assistant CDBG Administrator, Assistant Director of Special Events & Promotions, Assistant Director of Tourism, Assistant Fire Marshal, Communications & Marketing Manager, Construction Building Inspector, Director of Tourism, Senior GIS Coordinator, Senior Shelter Technician

Title change, position reclassification/pay grade change, no new head count: Director of Special Events & Promotions

Position reclassification/pay grade change, no new head count: Building Inspector, Building Commissioner, Fire Marshal, Assistant Director of Community Development/Planning Manager

Budget Impact: (revenue generated, estimated cost, CIP item, etc.)

Fiscal Impact: _____ **N/A** _____

Account #: _____

_____

_____

Project #: _____

RCA prepared by: _____ Dept. Dir. _____ Finance Dir. _____ Dir. of Admin. _____

Amended Exhibit A – Effective January 21, 2026
Management-Level Employees are identified with §

Position Title	FLSA	Pay Grade	Range Minimum	Range Maximum
Administrative Associate IV	N	55	$54,039.77	$75,655.68
Administrative Associate IV-Prosecutorial Clerk	N	55	$54,039.77	$75,655.68
Administrative Associate Manager §	E	62	$82,000.50	$114,800.71
Administrative Associate V	N	56	$56,741.77	$79,438.47
Administrative Associate V-Deputy City Clerk	N	56	$56,741.77	$79,438.47
Animal Services Manager	E	62	$82,000.50	$114,800.71
Assistant CDBG Administrator	**E**	**58**	**$62,557.79**	**$87,580.90**
Assistant City Administrator §	E	78	$182,307.07	$255,229.89
Assistant City Attorney §	E	73	$142,842.35	$199,979.28
Assistant City Clerk	E	61	$76,635.99	$107,290.38
Assistant Director of Community Development / Planning Manager §	E	~~67~~ 68	$113,747.10	$159,822.79
Assistant Director of CVB §	E	67	$110,897.44	$155,256.42
Assistant Director of Engineering §	E	68	$113,747.10	$159,822.79
Assistant Director of Finance §	E	67	$110,897.44	$155,256.42
Assistant Director of Human Resources §	E	67	$110,897.44	$155,256.42
Assistant Director of Public Works §	E	70	$125,860.45	$176,204.61
Assistant Director of Special Events & **Promotions** ~~Communications~~ §	E	67	$110,897.44	$147,863.26
Assistant Director of Technology & Innovation §	E	67	$110,897.44	$155,256.42
Assistant Fire Marshal	**E**	**68**	**$113,747.10**	**$159,822.79**
Associate City Attorney	**E**	**70**	**$125,860.45**	**$176,204.61**
Audit & Accounting Manager §	E	63	$87,740.54	$122,836.75
Battalion Fire Chief §	E	70	$125,860.45	$176,204.61
Billing & Collections Manager §	E	62	$82,000.50	$114,800.71
Building Commissioner §	E	~~64~~ 67	$110,897.44	$155,256.42
Building Inspector	N	~~59~~ 60	$71,622.41	$100,271.39
Business Development Specialist	E	60	$71,622.41	$100,271.39
Business Services Associate	N	56	$56,741.77	$79,438.47

Business Services Coordinator/CVB	E	55	$54,039.77	$75,655.68
CDBG Code Enforcement Officer	N	57	$59,578.84	$83,409.86
CDBG Urban County Administrator**/Service Manager** §	E	62	$82,000.50	$114,800.71
Cemetery Foreman	N	56	$56,741.77	$79,438.47
City Attorney §	E	77	$173,625.78	$243,076.09
City Clerk §	E	71	$132,153.47	$185,014.85
Code Enforcement Manager §	E	64	$92,041.76	$128,858.17
Code Enforcement Officer	N	57	$59,578.84	$83,409.86
Communications **& Marketing** Manager §	E	63	$87,740.54	$122,836.75
Communications Specialist	E	58	$62,557.79	$87,580.90
Communications Supervisor	E	59	$66,936.84	$93,711.56
Construction Building Inspector	**E**	**61**	**$76,635.99**	**$107,290.38**
Construction Inspector I	N	58	$62,557.79	$87,580.90
Construction Inspector II	N	59	$66,936.84	$93,711.56
Content Creator	E	57	$59,578.84	$83,409.86
Court Administrator §	E	61	$76,635.99	$107,290.38
Court Clerk I	N	53	$47,654.11	$66,715.76
Court Clerk II	N	54	$50,036.82	$70,051.56
Court Clerk III	N	55	$54,039.77	$75,655.68
CVB Sales Coordinator	N	53	$47,654.11	$66,715.76
Deputy Court Administrator	E	58	$62,557.79	$87,580.90
Deputy Fire Chief §	E	72	$138,761.15	$194,265.61
Desktop Support Specialist	E	58	$62,557.79	$87,580.90
Director of Administration / City Administrator §	E	81	$223,542.71	$312,991.47
Director of Communications & Marketing §	**E**	**72**	**$138,761.15**	**$194,265.61**
Director of Community Development §	E	73	$142,842.35	$199,979.28
Director of CVB §	E	72	$138,761.15	$194,265.61
Director of Economic Development §	E	71	$132,153.47	$185,014.85
Director of Engineering §	E	74	$152,984.16	$214,177.82

Director of Finance §	E	74	$152,984.16	$214,177.82
Director of Human Resources §	E	73	$142,842.35	$199,979.28
Director of Parks & Recreation §	E	73	$142,842.35	$199,979.28
Director of Public Safety §	**E**	**78**	**$182,307.07**	**$255,229.89**
Director of Public Works §	E	74	$152,984.16	$214,177.82
Director of Special Events & **Promotions** ~~Communications~~ §	E	71	$132,153.47	$185,014.85
Director of Technology & Innovation §	E	74	$152,984.16	$214,177.82
Economic Development Associate	E	60	$71,622.41	$100,271.39
Engineer I	E	61	$76,635.99	$107,290.38
Engineer II	E	62	$82,000.50	$114,800.71
Engineer III	E	63	$87,740.54	$122,836.75
Engineering Technician I	N	57	$59,578.84	$83,409.86
Engineering Technician II	E	61	$76,635.99	$107,290.38
Executive Assistant I	N	57	$59,578.84	$83,409.86
Executive Assistant II	N	58	$62,557.79	$87,580.90
Facilities Superintendent §	E	66	$105,616.62	$147,863.26
Finance Technician I	N	50	$40,970.32	$57,358.47
Finance Technician II	N	54	$50,036.82	$70,051.56
Finance Technician III	N	55	$54,039.77	$75,655.68
Financial Analyst	N	59	$66,936.84	$93,711.56
Fire Chief §	E	76	$168,665.04	$236,131.06
Fire Marshal §	E	~~67~~ **69**	**$119,867.10**	**$167,813.94**
Fleet Maintenance Supervisor	E	63	$87,740.54	$122,836.75
Foundry Exhibitions Coordinator	E	54	$50,036.82	$70,051.56
Foundry Facilities Coordinator	E	54	$50,036.82	$70,051.56
Foundry Program Coordinator	E	54	$50,036.82	$70,051.56
Foundry Special Events Specialist	N	55	$54,039.77	$75,655.68
Foundry Supervisor	E	59	$66,936.84	$93,711.56
GIS Coordinator	N	60	$71,622.41	$100,271.39

GIS Crime Specialist	E	61	$76,635.99	$107,290.38
GIS Manager §	E	63	$87,740.54	$122,836.75
Grant Writer	E	60	$71,622.41	$100,271.39
Graphic Designer	E	57	$59,578.84	$83,409.86
Group Sales Manager §	E	62	$82,000.50	$114,800.71
Group Sales Supervisor	E	59	$66,936.84	$93,711.56
Help Desk Specialist	E	57	$59,578.84	$83,409.86
Human Resource Generalist	E	59	$66,936.84	$93,711.56
Human Resource Manager §	E	64	$92,041.76	$128,858.17
Lead Court Clerk	N	56	$56,741.77	$79,438.47
Lieutenant §	E	69	$119,867.10	$167,813.94
Operations Supervisor	E	59	$66,936.84	$93,711.56
PART-TIME Associates	N	50	$19.69	$27.57
Planner	E	60	$71,622.41	$100,271.39
Planning Manager §	E	62	$82,000.50	$114,800.71
Planning Technician	N	55	$54,039.77	$75,655.68
Plans Examiner	N	60	$71,622.41	$100,271.39
Police Captain §	E	71	$132,153.47	$185,014.85
Police Chief §	E	77	$173,625.78	$243,076.09
Police Major §	E	73	$142,842.35	$199,979.28
Preservation Planner	E	60	$71,622.41	$100,271.39
Producer	E	59	$66,936.84	$93,711.56
Production Assistant	N	54	$50,036.82	$70,051.56
Project Manager	E	64	$92,041.76	$128,858.17
PSO - Prisoner Processing Supervisor	E	62	$82,000.50	$114,800.71
PSO – Records Supervisor	E	62	$82,000.50	$114,800.71
PSO Communications Supervisor	E	62	$82,000.50	$114,800.71
Purchasing Manager §	E	62	$82,000.50	$114,800.71
Right of Way Specialist	E	61	$76,635.99	$107,290.38

Risk & Safety Manager	E	64	$92,041.76	$128,858.17
Sanitary Lateral Insurance Specialist	N	58	$62,557.79	$87,580.90
Senior Administrative Associate	E	57	$59,578.84	$83,409.86
Senior Building Inspector	E	**~~60~~62**	**$82,000.50]**	**$114,800.71]**
Senior Code Enforcement	E	59	$66,936.84	$93,711.56
Senior Construction Inspector	E	61	$76,635.99	$107,290.38
Senior Financial Analyst	E	62	$82,000.50	$114,800.71
Senior GIS Coordinator	**E**	**61**	**$76,635.99**	**$107,290.38**
Senior Human Resource Generalist	E	61	$76,635.99	$107,290.38
Senior Management Assistant	E	60	$71,622.41	$100,271.39
Senior Planner	E	60	$71,622.41	$100,271.39
Senior Shelter Technician	**N**	**58**	**$62,557.79**	**$87,580.90**
Senior Systems Engineer	E	62	$82,000.50	$114,800.71
Sewer Maintenance Supervisor	E	63	$87,740.54	$122,836.75
Shelter Technician	N	56	$56,741.77	$79,438.47
Social Media Specialist	N	57	$59,578.84	$83,409.86
Special Events Coordinator	E	55	$54,039.77	$75,655.68
Special Events Producer	E	59	$66,936.84	$93,711.56
Street Maintenance Supervisor	E	63	$87,740.54	$122,836.75
Street Superintendent §	E	66	$105,616.62	$147,863.26
Systems Engineer	E	61	$76,635.99	$107,290.38
Utilities Superintendent §	E	66	$105,616.62	$147,863.26
Utilities Supervisor	E	63	$87,740.54	$122,836.75
Utility Locator	N	56	$56,741.77	$79,438.47
Visitor Experience Specialist	E	58	$62,557.79	$87,580.90
Warrant Officer	N	56	$56,741.77	$79,438.47
Water Distribution Supervisor	E	63	$87,740.54	$122,836.75

An employee classified as part-time will receive an increase every 2 years, provided they have worked 1000 hours in the 12 consecutive months preceding their anniversary date, unless otherwise approved by the Department Director, Director of Administration, and the Mayor to receive the budgeted increase early.
Where a full-time position equivalent to a part-time position exists, the Department Director, upon approval of the Director of Administration, may elect to pay the part-time employee from the full-time position hourly rates.

SAINT CHARLES PARKS & RECREATION BOARD MINUTES
MEETING HELD
September 16th, 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, Paul Jokerst, Kathy Mudrovic, Larry Muench, Anna Shy, TJ Slattery and Council Liaison Denise Mitchell were present.

Missy Palitzsch and Brian Scheidegger were absent and Brad Huesemann was an excused absence by Mayor Borgmeyer on 9/14/26,

Staff Maralee Britton - Director, Chris Atkinson – Assistant Director.

Others Mary Ann Ohms - Associate City Attorney.

3. Pledge of Allegiance

4. Verbal Petitions/Public Comments and Response: None

5. Staff Reports/Presentations: None

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*

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

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*

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

7. Meeting Minutes:

A. Parks & Recreation Board Meeting Minutes August 19th, 2026*

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

8. Consent Agenda (Items to be received):

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

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

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

9. Items Removed from the Consent Agenda: None

10. Presidents Announcements and Reminders:

Slattery reminded the Board about the Burgermesiter Ball that will take place on September 18th in the evening.

11. Directors Report:

A. Thank You's (As Available)

B. General Department Update – Monthly Report

C. City Ordinance Chapter 125 Article I and X

Britton informed the Board about a recent purse stealing incident at Jaycee Park. A park patron assisted in stopping the suspect until Police/Rangers arrived to detain the subject. Nearby schools went into a "soft lockdown".

Britton highlighted some activities and projects highlighted in the monthly report.

Britton highlighted Section 125.030. "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 to promptly notify the Mayor of any absences of members."

There was a discussion of what is a "regularly scheduled" meeting. Is that just the regular Board Meeting or does it include Work Sessions? There was also discussion about the need to contact the Mayor for an excused absence. Board Member Huesemann did that for this meeting but in the past that has not been standard practice.

There was also a discussion about the City Charter superseding an Ordinance. 7.2 of the Charter states only the Council with a majority of votes can remove a Board Member. As there seemed confusion, President Slattery reminded Members ultimately attendance at meetings is desired to be an effective Board.

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

Muench – Good. Said that himself and some staff are going to the NRPA Conference the week of September 28 – October 1.

Shy – All good.

Mudrovic – Fox Hill looked good.

Allen – All good.

Jokerst – Good.

Slattery – After being contacted by a resident he asked staff to look at the sloped area of Berthold Square Park. Resident concerned about how overgrown/unkept it looks. Staff will investigate and see what can be done.

13. <u>Council Liaison Announcements and Reminders</u>:

Mitchell asked about who is responsible for some pine trees along the Centennial Greenway. Staff will investigate but suspect that they are owned by the HOA. Mitchell also asked staff to check on the height of the weeds outside the mobile home that the Department purchased at Wapelhorst Park. Staff will take care of the issue.

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

A. **Foundation Report:** None

B. **Legislative Report:** None

At 6:36 pm Muench Made a Motion to go into Closed Session to discuss;

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)**

Seconded by Jokerst.

Roll Call: Joshua Allen – Brad Huesemann – Absent, Paul Jokerst - Yes, – Kathy Mudrovic - Yes, Larry Muench - Yes, Missy Palitzsch - Absent, Brian Scheidegger - Absent, Anna Shy – Yes, TJ Slattery - Yes. Motion passed.

At 6.54 pm Muench Made A Motion to come out of Closed Session. Seconded by Mudrovic.

Roll Call: Joshua Allen – Brad Huesemann – Absent, Paul Jokerst - Yes, – Kathy Mudrovic - Yes, Larry Muench - Yes, Missy Palitzsch - Absent, Brian Scheidegger - Absent, Anna Shy – Yes, TJ Slattery - Yes. Motion passed.

As there was no need for further business to discuss Jokerst moved for **Adjournment** at 6:57pm; Seconded by Mudrovic. The motion passed.

Meeting: September 16, 2026

Respectfully Submitted,

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

Upcoming Events

Meetings:

- November 4, 2026
- November 18, 2026

- 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
- Legends & Lanterns – Saturdays & Sundays October 10 – 25, & Friday October 23
  - Main Street, Saturdays 11A - 6P; Sundays 12P - 5P; Fri 10/23 5P - 8P
- Container Garden Workshop – Friday, October 23, 2026 ($30 per person)
  - Webster Park Community Building, 9A – 10A
- 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 Festival – Saturday, October 31, 2026
  - Main Street, 7:30A – 1P
- Fall Tree Walk – Friday, November 6, 2026 (Registration Required)
  - Rau Garden in Blanchette Park, 10A – 11A
- St. Charles Salutes Veterans Day Parade & Celebration – Saturday, November 7, 2026
  - Main Street and Lewis & Clark Boathouse Parking Lot, 11A – 5P
- Veterans Resource Fair – Thursday, November 12, 2026
  - Foundry Art Centre, 3P – 7P
- SINGO – Friday, November 13, 2026 ($25 per person or $180 per table of 8)
  - Memorial Hall in Blanchette Park, Bingo begins 7P, check-in starts at 6:30P
- St. Charles Market Chili Cook Off – Saturday, November 14, 2026
  - Main Street, 7:30A – 1P
- Christmas Traditions Opening Day – Friday, November 27, 2026
  - Frontier Park and Main Street – 12P - 8:30P
- Christmas Traditions – each Friday, Saturday, Sunday, November 27 - December 24, 2026
  - Main Historic Main Street, Fri 6P – 8:30P; Sat 12P – 8:30P; Sun 12P – 5P
- St. Charles Market Holiday Market – Saturday, November 28, 2026
  - Main Street, 7:30A – 1P

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

St. Charles Parks & Recreation Financial Worksheet
October 2026

Estimated Financial Worksheet		2026 Actual		2026 Budget
Total Expenses	$	(7,771,937)	$	(12,868,773)
Total Customer Revenue	$	3,809,947	$	5,042,685
Total Property Tax	$	2,167,051	$	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	$	53,685	$	77,914
Capital Reappropriations	$	2,922,177	$	3,499,277
Other Revenue Contributions	$	6,551	$	28,498
Grants	$	-	$	10,000
Replacement Fund	$	577,100	$	577,100
	$	1,940,282	$	839,651

Beginning Fund Balance		4,549,420
Expenses	$	(7,771,937)
Revenue	$	9,712,219
Ending Cash Balance	$	6,489,702
Petty Cash	$	8,950
Asset Disposition of Soccer Park	$	3,000,000
Estimated Equipment Replacement Fund '	$	3,088,103
Fund Balance	$	410,549

Aquatics		2026 Actual		2026 Budget
Personnel Expenditures	$	(964,728)	$	(1,113,033)
Contractual Expenditures	$	(168,163)	$	(235,108)
Materials & Supplies Expenditures	$	(253,487)	$	(334,580)
Capital Outlay	$	(23,059)	$	(35,000)
Equipment Replacement Fund	$	(100,223)	$	(100,223)
Total Expenses	$	(1,509,659)	$	(1,817,944)
Total Revenue	$	1,688,954	$	1,803,500
Recovered Expenses	$	-		
Total Income	$	1,688,954	$	1,803,500
Aquatics Net Revenue	**$**	**179,295**	**$**	**(14,444)**

Concessions		2026 Actual		2026 Budget
Personnel Expenditures	$	(147,271)	$	(195,135)
Contractual Expenditures	$	(52,162)	$	(76,237)
Materials & Supplies Expenditures	$	(144,614)	$	(297,585)
Capital Outlay	$	-	$	(5,000)
Equipment Replacement Fund	$	(19,046)	$	(19,046)
Total Expenses	$	(363,094)	$	(593,003)
Total Revenue	$	357,683	$	603,000
Recovered Expenses	$	-	$	-
Total Income	$	357,683	$	603,000
Concession Net Revenue	**$**	**(5,410)**	**$**	**9,997**

Memorial Hall		2026 Actual		2026 Budget
Personnel Expenditures	$	(40,756)	$	(61,036)
Contractual Expenditures	$	(8,942)	$	(14,503)
Materials & Supplies Expenditures	$	(16,461)	$	(32,839)
Capital Outlay	$	-	$	(3,000)
Equipment Replacement Fund	$	(12,565)	$	(12,565)
Total Expenses	$	(78,723)	$	(123,943)
Total Revenue	$	45,085	$	115,300
Total Tax Revenue (.002)	$	4,346	$	8,644
Recovered Expenses	$	-	$	-
Total Income	$	49,431	$	123,944
Memorial Hall Net Revenue	**$**	**(29,293)**	**$**	**1**

Recreation		2026 Actual		2026 Budget
Personnel Expenditures	$	(836,022)	$	(1,047,020)
Contractual Expenditures	$	(127,603)	$	(208,751)
Materials & Supplies Expenditures	$	(314,342)	$	(555,225)
Capital Outlay	$	-	$	(3,000)
Equipment Replacement Fund	$	(19,098)	$	(19,098)
Total Expenses	$	(1,297,064)	$	(1,833,094)
Total Revenue	$	1,299,912	$	1,617,000
Total Tax Revenue (5%)	$	108,638	$	216,095
Recovered Expenses	$	-		
Total Income	$	1,408,550	$	1,833,095
Recreation Net Revenue	**$**	**111,485**	**$**	**1**

Maintenance		2026 Actual		2026 Budget
Personnel Expenditures	$	(1,402,143)	$	(2,075,197)
Contractual Expenditures	$	(299,795)	$	(463,956)
Materials & Supplies Expenditures	$	(123,192)	$	(184,875)
Capital Outlay	$	-	$	-
Equipment Replacement Fund	$	(273,850)	$	(273,850)
Total Expenses	$	(2,098,980)	$	(2,997,878)
Total Revenue	$	169,478	$	365,800
Total Tax Revenue (57.33%)	$	1,245,641	$	2,506,697
Total Surtax (83%)	$	133,974	$	125,379
Recovered Expenses	$	-		
MO Conservation Grant			$	-
Total Income	$	1,549,092	$	2,997,876
Maintenance Net Revenue	**$**	**(549,887)**	**$**	**(2)**

Administration		2026 Actual		2026 Budget
Personnel Expenditures	$	(649,996)	$	(1,002,153)
Contractual Expenditures	$	(99,504)	$	(153,106)
Materials & Supplies Expenditures	$	(28,070)	$	(62,710)
Capital Outlay				
Equipment Replacement Fund	$	(28,715)	$	(28,715)
Total Expenses	$	(806,284)	$	(1,246,684)
Total Revenue	$	172,901	$	339,085
Total Tax Revenue (21%)	$	456,279	$	907,597
Recovered Expenses	$	-	$	-
Total Income	$	629,179	$	1,246,682
Administration Net Revenue	**$**	**(177,104)**	**$**	**(2)**
Rangers		2026 Actual		2026 Budget
Personnel Expenditures	$	(373,500)	$	(573,322)
Contractual Expenditures	$	(69,452)	$	(98,677)
Materials & Supplies Expenditures	$	(12,986)	$	(31,855)
Capital Outlay	$	-	$	-
Equipment Replacement Fund	$	(53,097)	$	(53,097)
Total Expenses	$	(509,035)	$	(756,951)
Total Revenue	$	75,933	$	199,000
Total Tax Revenue (12%)	$	260,731	$	527,271
Total Surtax (17%)	$	27,440	$	25,680
Recovered Expenses				
Total Income	$	364,104	$	751,951
Rangers Net Revenue	**$**	**(144,930)**	**$**	**(5,000)**
Parks Capital		2026 Actual		2026 Budget
Total Expenses	**$**	**(1,109,098)**	$	(3,499,277)
Total Revenue/ Replacement Fund	$	577,100	$	577,100
Total Tax Revenue (4.47%)	$	97,122	$	155,588
Re-Appropriations	$	2,922,177	$	3,499,277
Other Revenue Contributions	$	68,826	$	77,914
Budget Amendments				
Total Income	$	3,665,225	$	4,309,879
Capital Net Revenue	**$**	**2,556,127**	**$**	**810,602**
Cemetery		2026 Actual		2026 Budget
Personnel Expenditures	$	(130,809)	$	(196,176)
Contractual Expenditures	$	(16,841)	$	(33,420)
Materials & Supplies Expenditures	$	(7,504)	$	(15,081)
Capital Outlay	$	(269)	$	269
Total Expenses	$	(155,423)	$	(244,407)
Total Revenue	$	34,950	$	65,000
Cemetery Net Revenue	$	(120,473)	$	(179,407)

October 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		$ 5,137.00	Parks Capital	99%
25PARKS013	LEGACY FARMS RECREATIONAL SITE	216-217-131-873109	$ 329,536.19	$ 3,156.80	$ 45,215.00	$ 281,164.39	Metro	15%
		217-217-131-873109	$ 2,332,250.00	$ 329,171.02	$ 1,882,679.33	$ 120,399.65	Property Tax	95%
		417-217-131-873109	$ 3,519,729.97	$ 640,495.62	$ 2,784,256.82	$ 94,977.53	Prop P Sales Tax	97%
25PARKS016	RANGER VEHICLES & EQUIPMENT	217-217-131-874102	$ 41,500.00	$ 41,058.49		$ 441.51	Replacement Fund	99%
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	$ 52,364.27	$ 7,635.73	$ 87.27	Parks Capital	87%
25PARKS029	WAPELHORST ATHLETIC COMPLEX	216-217-131-873109	$ 100,911.00	$ 72,573.24		$ 28,337.76	Metro	72%
		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	$ 15,704.28	$ -	$ 5,631.46	Property Tax	74%
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	$ 19,552.44		$ 5,574.65	Property Tax	77%
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	$ 18,670.65		$ 1,329.35	Replacement Fund	93%
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	$ 3,476,244.54	$ 4,962,852.42	$ 1,372,793.98		
			$ 9,857,210.98					

Project Funding Source Totals

	Budget	Expenses	Encumbrances	Remaining Amount	
Equipment Replacement Fund	$ 410,748.18	$ 160,495.23	$ 77,646.03	$ 172,606.92	
Taxes	$ 4,976,878.33	$ 2,308,157.20	$ 2,048,098.84	$ 620,622.29	
Metro Parks & Recreation Fund	$ 530,447.19	$ 79,953.88	$ 45,215.00	$ 405,278.31	
Prop P Parks Capital	$ 3,893,729.97	$ 927,638.23	$ 2,791,892.55	$ 174,286.46	
Gaming Funds	$ -				
Cash Balance		$ -			
TOTAL PROJECTS	$ 9,811,803.67	$ 3,476,244.54	$ 4,962,852.42	$ 1,372,793.98	$ 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	$ 972,823.44	$ 4,712,151.15	$ 496,541.57
Wapelhorst Athletic Complex Balance	$ 2,145,425.00	$ 2,117,402.00	$ -	$ 28,023.00

OCTOBER 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.
2026 Organizations				
Ambassadors of Harmony		$	2,400.00	confused about what Quarter they paid - sending check
Ambassadors of Harmony		$	2,000.00	Billed.
Hope Educational & Research	Group Swim	$	8,190.50	Billed 8/27/26 - missed invoice email - cut check 10/14 and mailed
SCCCMSL	Tournament	$	1,320.00	Billed 7/18/26 - coming in 10/14 to pay cash
	Total Due	**$**	**19,290.50**	

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 - 10/14/26

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	32	$ 44,800.00
Cremation (3 feet by 3 feet)	$ 800.00	4	$ 3,200.00
	Total:	36	$ 48,000.00

Burial Fees

Infant's Grave Including Grave Site

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

Infant's Grave on Pre-Owned Grave Site

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

Infant's Grave Disinterment

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

Single Depth Grave

Burial Day (Completed before Closing)	Fee	Quantity	Total
Monday - Friday	$ 1,600.00	17	$ 27,200.00
Saturday	$ 1,800.00	2	$ 3,600.00
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:	20	$ 32,900.00

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	10	$ 5,000.00
Saturday	$ 850.00	5	$ 4,250.00
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:	15	$ 9,250.00

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	32	$ 44,800.00
Total Cremation Grave Sales	4	$ 3,200.00
Total Grave Burials	24	$ 41,300.00
Total Cremation Burials	15	$ 9,250.00
	Total Income	$ 98,550.00

From: MARK STUBBLEFIELD
To: Maralee Britton
Subject: 2026 Festival
Date: Wednesday, September 9, 2026 4:38:35 PM

Maralee M. Britton
Director of Parks & Recreation
St. Charles Parks and Recreation Department
Blanchette Park
1900 Randolph Street
St. Charles, MO 63301

Re: Festival of the Little Hills – 2026

Dear Maralee:

On behalf of the Board of Directors for the Festival of the Little Hills, we want to thank you and your staff for the support and assistance provided this year (and every year as well). From grass cutting to tree trimming, the Park maintenance staff was always there to help wherever and whenever needed. No task requested was too small or big for them to complete while always conducting themselves in a courteous manner. It is obvious the they take pride in what they do, keeping Frontier Park a gem in the Parks System.

Chief Ranger Sylcox was a pleasure to work with. He assumed his new responsibilities without any hesitation making sure his appointment as the new chief ranger was seamless and uneventful, with safety as a priority. He and all the Park Rangers were always available if needed, very professional and represented the best of St. Charles. From vendor load in to vendor load out, they worked to help make the Festival a safe event for both residents and visitors. Again, thank you for your continuing support and assistance in making the Festival of the Little Hills a success.

Thanks Again

Mark Stubblefield
Chairman-Festival of the Little Hills

Brent Schulz
Vice Chairman- Festival of the Little Hills

Hello Turner!

A HUGE HUG and THANK YOU to YOU, Chris Atkinson, and Sandy Bichel for making this little dream of mine come true!

After losing my mother in 2024 and then my grandma just a year later, I was struggling with grief. I came across the story of the Wind Phone and immediately knew I wanted to visit one. To my surprise, I couldn't find one in St. Charles County. I reached out to several parks to collaborate on creating one in their location, but no one responded.

Then I mentioned it to my friend, Sandy Bichel, who connected me with Chris Atkinson. Before I knew it, I received a message from him letting me know that the Wind Phone had been completed!

I truly cannot put into words what this means to me, and I hope it will mean just as much to others in our community.

For younger generations, the symbolism of an old phone might not carry the same meaning, but for those of us who grew up talking on landline phones, there is something incredibly special about picking up that receiver and feeling like we have a moment to talk to the people we miss so much.

Grief is such a huge part of life, and some days it can feel overwhelming. My hope is that this beautiful place you have created will offer comfort, peace, and a safe space for anyone who needs a moment to feel close to someone they have lost.

What started as a tiny dream during one of the hardest times in my life has become something real that can touch so many others. I will forever be grateful to YOU, Chris, and Sandy for helping make it happen.

Thank you, too, for adding the Wind Phone to MyWindPhone.com so others can find it!

As a small token of my appreciation, I made a donation to MyWindPhone.com in your name.

From the bottom of my heart, THANK YOU for turning my little dream into something that I hope will bring comfort to so many.

Hugs!

Robyn Canada
REALTOR®
Direct: 314-550-7247
eMail: RCanada@Magnolia.RealEstate
Office: 636-442-0214
830 Waterbury Falls Dr O'Fallon MO 63368

From:	Dan Borgmeyer
To:	Maralee Britton
Subject:	Fwd: Hey Mayor Dan!
Date:	Thursday, September 24, 2026 2:00:45 PM
Attachments:	george-lockhart-event-flyer-with-photos Sept update.docx

FYI
MD
Sent from my iPhone

Begin forwarded message:

From: Mark Raney <m.raney@frontier.com>
Date: September 21, 2026 at 1:25:13 PM CDT
To: Dan Borgmeyer <Dan.Borgmeyer@stcharlescitymo.gov>
Subject: Hey Mayor Dan!

CAUTION: This email originated from outside of the City of Saint Charles. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Greetings from the U.S. Grant Camp #68, Sons of Union Veterans of the Civil War.

Beginning in 2003, the Sons of Union Veterans of the Civil War (SUVCW) embarked on the Last Soldier Project, now the Last Union Veteran Project. The purpose of the project is to locate and appropriately mark the final resting place of the last Civil War Soldier buried in each county/parish and in each state of this great country.

We have an upcoming "Last Soldier Ceremony" at Oak Grove Cemetery on October 17th to place a special monument of brass and Missouri red granite at the final resting place of long-time prominent St. Charles resident Private George W. Lockhart.

We will be joined by members of his local area family, Allied Orders of the Grand Army of the Republic (GAR), regional historical groups, community members and historian/NPS Ranger Steve Phan from Camp Nelson Kentucky, where George self-emancipated as an 18-year-old and joined the Union army in August of 1864.

There will be an honor guard with rifle salute along with participants and attendees in Civil War uniform and 19th century period dress. We encourage everyone to join us afterwards at JJ's Restaurant for a no-host lunch and fellowship.

Please find attached an information flyer and an image of the inscription on the monument.

Hope that you can join us and intend to follow up with your office in the event that you would care to make a few remarks at the event. We are also reaching out to St. Charles County Executive Steve Ehlmann.

Please feel free to contact me if I can help answer questions or provide more detail.

In Fraternity, Charity, and Loyalty,

Mark S Raney
360-348-0049
Senior Vice Commander
US Grant Camp #68
Department of Missouri
Sons of Union Veterans of the Civil War
m.raney@frontier.com

From: Maralee Britton
To: "Dan Borgmeyer"; "trisherp@gmail.com"
Subject: RE: Hey Mayor Dan!
Date: Tuesday, September 15, 2026 11:51:39 AM

Ms. Erpelding,

Thanks for inquiring about Pundmann Nature Park. We have been delayed on the park development initially as the site was used for staging of Pundmann Parkway and then the shelter and play features delivery time were months due to back orders. The good news is we are finishing the amenities of the park by the end of September including install of the arbor, learning stations, rolling the rock trails install of the water line and placement of the park sign. Planting will take place this fall as appropriate weather permits for the trees and perennials. In Spring, additional plantings will take place as the various species require for proper establishment and growth. As this park is to be natural, the plants and grasses will need time to fully become established.

Development of the park has taken longer than we anticipated and we do appreciate your patience! Please reach out if you have additional questions for us. Thank you!

Maralee M. Britton, CPRP
Director of Parks & Recreation
St. Charles Parks & Recreation Department
636-949-3372

From: Dan Borgmeyer <Dan.Borgmeyer@stcharlescitymo.gov>
Sent: Sunday, September 13, 2026 6:20 PM
To: Maralee Britton <maralee.britton@stcharlesparks.com>
Subject: Fwd: Hey Mayor Dan!

Trish,
I have forwarded your inquiry to Parks Director Maralee Britton for a response.
Mayor Dan
Sent from my iPhone

Begin forwarded message:

> **From:** Trish Erpelding <trisherp@gmail.com>
> **Date:** September 11, 2026 at 7:26:25 PM CDT
> **To:** Dan Borgmeyer <Dan.Borgmeyer@stcharlescitymo.gov>
> **Subject: Hey Mayor Dan!**
>
> **CAUTION:** This email originated from outside of the City of Saint Charles. Do not click links or open attachments unless you recognize the sender and know the content is safe.
>
> When will the park at Pundmann Parkway be finished? It seems to be moving very slowly.
>
> Thanks

October 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

Wapelhorst Aquatic Facility welcomed a record-breaking 307 dogs to its annual Pool Paws Dog Swim, marking the event's highest attendance to date. The event provided a fun opportunity for dogs and their owners to enjoy the aquatic facility before closing for the season. Pool Paws continues to be a popular event within the community, bringing together dog owners for a unique experience.

By the end of September, the W.A.C. had hosted 30 tournaments, totaling 1,372 games played on our new turf fields! This level of activity showcases the W.A.C.'s continued success as a destination for competitive baseball, bringing teams, families, and fans to the complex throughout the season. The new turf fields have helped provide athletes with a great playing experience while keeping games moving and supporting a busy tournament schedule.

The Recreation Team attended MPRA's Region 4 Annual Summer Camp Summit. This professional development opportunity gathers about 40 fellow professionals from the region to recap their summer programs sharing successes and struggles. This opportunity provides valuable ideas and resources to enhance our Summer Fun Day Camp.

Aquatic Season Pass sales increased growing from 4,190 passes in 2025 to 4,325 passes in 2026 representing a 3% increase.

Administration

Online registrations and reservations through the 2nd quarter accounted for 61% of sales, exceeding the annual goal of 31.1% by 29.9 percentage points.

Legacy Farms Park:
Earthwork continues to be a major focus shaping the area for the construction of the buildings, playground, wetlands and frisbee disc golf course. Utilities are being installed. Curbing, roadway, parking lot and trails are being constructed and prepped for asphalt. Playground equipment was delivered and pre-installation meeting held between installer and Landscape Structures. Restroom and shelter foundation and masonry scheduled for late September into October.

Parks & Recreation Staff along with the City Engineer and Administration continues to coordinate with MODOT for the 4-way stop at Boschertown Road with pedestrian crossings. MODOT has requested a Memorandum of Understanding with the City that a round-a-bout will be installed in the future if they allow a 4-way stop at that intersection.

Park Maintenance Summary

The team delivered consistent, high-quality maintenance across the park system this month. Key work included:

- Supporting cemetery operations and burial services
- Rotating dog park sections to ensure turf recovery and safety
- Completing multiple irrigation repairs to maintain landscape health
- Mowing along the Boschert Greenway and selected areas of the disc golf course
- Adding mulch to disc golf tee boxes to improve play conditions
- Brush-cutting at Fountain Lakes South and the Eco Trailhead to enhance visibility and access
- Preparing tractor and trailer for seasonal hayrides
- Providing site preparation for the St. Charles Fair at Blanchette Park
- Work Orders Created in September: 35
- Work Orders Completed in September: 34

Horticulture Summary

The horticulture crew continued essential care while supporting several major events. Highlights include:

- Routine watering, mowing, trimming, and blowing throughout the system
- Weed control in Blanchette, Frontier, Bales, and Fox Hill parks
- Coordination and planning for construction activities in the Rau Garden
- Intensive bed maintenance at Kister, Berthold Square, Blanchette, and Frontier for weddings, the St. Charles Fair, Sister City dedication, and Oktoberfest
- Stage setup and teardown for Hot Summer Nights
- Volunteer coordination at Blanchette for mulch spreading and brush cutting
- Mulching at Berthold Square and the Maibaum bed in preparation for Oktoberfest
- Removal of honeysuckle piles at Fox Hill following AmeriCorps clearing
- Assistance with cemetery burial operations
- Cleaning and preparing the Gould and Webster buildings for rentals

Park Construction Summary

Pundmann Park

Significant progress was made toward opening the park's new features:

- Installed all learning elements in the education and play areas
- Constructed the arbor
- Excavated and poured concrete for three bench pads and installed five new benches
- Installed stone columns and poured pads for new signage; temporary "Coming Soon" sign placed
- Completed trail excavation, screening installation, and soil conditioning
- Soil-conditioned grass planting areas; plantings scheduled for berms
- Fabrication of new signs underway

Rau Garden

- Removed all trees and shrubs and began excavation of the retention area

Fox Hill

- Installed new storyboards for September and October

Frontier Park

- Repaired the damaged Maypole column

Blanchette Park

- Installed new carpet tiles in Chris A.'s office
- Repaired trim behind the front desk and completed interior paint touch-ups

Wapelhorst Park

- Repaired multiple potholes throughout drive lanes
- Completed maintenance on the WAC concession door

Oak Grove Cemetery Summary

- Full burials: 3
- Cremation burials: 2
- Installed a new pond pump and completed additional pond maintenance
- Repaired potholes in Blocks 3 and 6 with assistance from McNair Park staff

Ranger Activities and events:

Festival Season Summary

Last month concluded a highly successful festival season. Oktoberfest drew over 90,000 patrons with minimal incidents reported — the highest attendance figure recorded in more than five years.

Bicycle Patrol Deployment

Our newly acquired patrol bicycle was deployed at both Oktoberfest and a cross country meet. The bike significantly improved Rangers mobility within the park, allowing for efficient patrol coverage and faster response to calls for service despite the high volume of pedestrian traffic.

DFR Drone Pilot Program

The test pilot of the Drone as First Responder (DFR) program was successful. The drone was utilized to locate multiple e-bike riders within the park, which enabled Rangers to contact parents and educate them on park rules and city ordinances.

We anticipate that the permanent installation of the drone system will meaningfully improve our ability to address this category of complaint heading into next year's summer season.

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
  - Tentative new policy for Music and Amplified Sound

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

- 2027 Operational contracts and purchase orders

Operations

- Personnel: Filling the Administrative Support V, Ranger Sergeant and Communications and Marketing Specialist positions

- Cemetery Software conversion continues to new platform