

CITY OF NEW HAVEN
PARK BOARD
REGULAR MEETING
Thursday, September 11, 2025
7:00 p.m.

Location: New Haven Public Works Facility, 205 Industrial Drive, New Haven MO 63068

AGENDA

1. Call to Order
2. Roll Call
3. Approve Minutes, Money Ordinances, Budget Report, and Swimming Pool Revenue and Expenses Report, pages 1-13
4. Public Comments
5. Department Reports
 - a. Grounds
 - i. Staff report, page 14
 - b. City Administrator
 - i. Adding Debbie Williams as signer to the Park Board checking account
 - ii. Special Event Permit
 1. Christmas by Moonlight, co-sponsorship request, pages 15-16
 - iii. Park Facilities User Fee Schedule
 1. Washington Park Facilities Fee Schedule, pages 17-22
 2. Union pool fees, pages 23-25
6. Adjourn

The City of New Haven is working to comply with the American with Disabilities Act mandates. Individuals who require accommodation to attend a meeting should contact City Hall (573-500-2530) at least twenty-four hours in advance.

**Park Board Meeting
August 14, 2025
New Haven City Hall**

Call to Order:

Phillip McKernan called the meeting to order at 7:00 p.m.

Roll Call of Members:

Wesley Hanks, David Greunke, Nick Perjak, Felix Mesger, Phil McKernan, Rustin Colter, and Kim Monzyk

Staff Members Present:

Kathy Trentmann, David Blankenship, David Greunke, Sarah Skeen

Others Present:

Wendy Scheer, Jaime Hoener, Josh Hoener, John Berger, Steve Bertrand, Brenda Menke, Phyllis Menke

****Motion to Approve Minutes, Money Ordinances, Budget report, Revenue and Expense report. Motion by Felix Mesger, David Greunke 2nd, All were in favor.**

Public Comment

John Berger represented the Lion's Club regarding the pickleball court. Lion's Club would like to earmark \$5,000 plus proceeds from a BBQ in September toward the pickleball court.

Department Report

A. Grounds -

- a. Staff Reports - Dave got bids for the pickleball court. Konrad Concrete \$84,480 estimate and Excelsior Engineering \$70,000.
- b. A board has been repaired on the wooden bridge in the park.
- c. The concession stand at the pool has been broken into about four times. A piece of metal was put into place to keep it secure.

B. City Administrator

- a. Soccer Field Contract - Equipment delays have caused the start date to be pushed back until after the Cross-Country meet and Balloon Festival.

****A motion was made to delay the start of work on the soccer field until after the Cross-Country race and Balloon Festival. Motion made by Rustin Colter, Felix Mesger 2nd, all were in favor.**

- b. Special Event Permit - New Haven Pepsi Balloon Race and Glow -

****Motion was made to approve a special event permit for the Pepsi New Haven Balloon Race and Glow. Motion by Rustin Colter and Nick Perjak, 2nd, all were in favor.**

- c. Special Event Permit - New Haven Chamber of Commerce

****Motion was made to approve special event permit for New Haven Chamber of Commerce during the Balloon Festival- Motion by David Greunke, 2nd Rustin Colter, all were in favor.**

- d. Special Event Permit - New Haven Cross Country Invitational -

****Motion was made to approve the Special Event Permit for the New Haven Cross Country Invitational with New Haven High School. Motion by Felix Mesger, Nick Perjak 2nd, all were in favor.**

- e. Playground Grant Status - Moving forward with extension request and reimbursement of cultural survey.
- f. Park Facilities User Fee Schedule - It needs to be looked at to determine if prices need to be raised due to the rise in minimum wage. Prices need to be set so that we can at least break even. Costs need to be offset, and prices need to be raised. Have themes for pool parties as a draw to get more people to come to the pool.
- g. National Fitness Campaign - A grant-funded project. Sarah will do more research and address any questions discussed.

Next month's meeting will be held on September 11th at 7:00.

****Motion to adjourn, Felix Mesger, Rustin Colter 2nd. All were in favor.**

Respectfully submitted,

Kim Monzyk

CLAIMS REPORT

Check Range: 8/15/2025- 9/11/2025

9-11-25
Paid Invoices

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	DATE
PARK BOARD					
LIABILITIES					
FED/FICA WITHHOLDING	FED/FICA TAX	743.76		12065861	8/22/25
FED/FICA WITHHOLDING	FED/FICA TAX	61.20	804.96	12065862	9/11/25
MISSOURI DEPARTMENT OF REVENUE	PARK STATE WITHHOLDING 8-2025		114.00	6808	9/02/25

02	LIABILITIES TOTAL		918.96		
PARKS					
AMEREN MISSOURI	AMEREN PARK AND POOL AUG 2025		408.83	6804	8/25/25
CITY OF NEW HAVEN	PARK TRANSFER GR/NG/WA/SW/TT	50,000.00		6809	9/02/25
CITY OF NEW HAVEN	PARK TRANSFER TO MOTORFUEL	3,000.00	53,000.00	6810	9/02/25

20	PARKS TOTAL		53,408.83		
POOL					
AMEREN MISSOURI	AMEREN PARK AND POOL AUG 2025		1,799.32	6804	8/25/25
CITIZENS BANK OF NEW HAVEN	GENERAL OBLIG BOND 2020 POOL		66,672.00	6803	8/25/25
CITY OF NEW HAVEN	PARK TRANSFER TO CIPRF 2024-25		5,000.00	6811	9/02/25
SPARKLIGHT	POOL AUGUST INTERNET		74.94	6806	8/28/25
VONAGE BUSINESS INC	VONAGE POOL PHONE AUGUST		26.89	6805	8/25/25

21	POOL TOTAL		73,573.15		

03	PARK BOARD TOTAL		127,900.94		
			=====		
	Accounts Payable Total		127,900.94		

CLAIMS REPORT
CLAIMS FUND SUMMARY

FUND	NAME	AMOUNT
03	PARK BOARD	127,900.94
	TOTAL FUNDS	127,900.94

CLAIMS REPORT

Check Range: 8/15/2025- 9/11/2025

Scheduled
Money Ordinances

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK CHECK#	DATE
PARK BOARD					
PARKS					
BACKES & TOELKE AGRI PRODUCTS	24D AND BUCCANEER		77.38		
D & D PEST CONTROL INC	PEST CONTR FOR POOL&PARK BATH		175.00		
HOFFMANN HILLERMAN NURSERY	6 PACK OIL AND TRIMMER HEAD		51.99		
NEW HAVEN LUMBER	SPRAY PRIM, 2X4 TREATED,		30.54		
SAHM WELDING & FABRICATION	REPAIR BENCH		45.00		

	20 PARKS TOTAL		379.91		
POOL					
SPD ENTERPRISES LLC	MULTIFOLD TOWELS, TISSUE, SOAP		234.15		
D & D PEST CONTROL INC	PEST CONTR FOR POOL&PARK BATH		175.00		
HAWKINS, INC.	VERTEX CONCENTRATE FOR POOL		695.00		
MERCY CORPORATE HEALTH	POOL DRUG TEST -EMMA GERDES		59.85		
NEW HAVEN LUMBER	HOSE		7.50		

	21 POOL TOTAL		1,171.50		

	03 PARK BOARD TOTAL		1,551.41		
			=====		
	Accounts Payable Total		1,551.41		

CLAIMS REPORT
CLAIMS FUND SUMMARY

FUND	NAME	AMOUNT
03	PARK BOARD	1,551.41

	TOTAL FUNDS	1,551.41

BANK FUND GL	BANK NAME	JULY CASH BALANCE	AUGUST RECEIPTS	AUGUST DISBURSMENTS	AUGUST CASH BALANCE	OUTSTANDING TRANSACTIONS	AUG BANK BALANCE
CITIZENS - CHECKING							

BANK	CITIZENS - CHECKING						3,645,798.63
01	CASH - GENERAL FUND	444,623.31	97,062.26	123,737.96	417,947.61		
01	RIVERFRONT SITE RESTRICTED	30,349.84	2.73	0.00	30,352.57		
01	PROP P RESTRICT	211,436.10	10,966.08	0.00	222,402.18		
01	RESTRICT CASH/POLICE DONA	33,358.42	3.00	0.00	33,361.42		
01	DOWNTOWN NH CID	0.00	0.00	0.00	0.00		
01	COP RESTRICTED CASH	0.00	0.00	0.00	0.00		
01	INSURANCE PROCEEDS RESTRICTED	0.00	0.00	0.00	0.00		
01	PROP P RESERVE	19,881.28	1.79	0.00	19,883.07		
01	ARPA - CASH	214,824.80	10.72	191,079.00	23,756.52	32,531.99	
02	CASH - PARK MAINT & IMPROV	56,732.82	1,179.84	0.00	57,912.66		
04	CASH - NATURAL GAS	1,267,343.62	54,125.14	61,037.25	1,260,431.51	7,023.95	
05	CASH - TRANSPORTATION TAX	192,334.95	11,514.91	5,074.87	198,774.99	20.61	
06	CASH - MOTOR FUEL	194,966.68	8,526.31	1,436.09	202,056.90		
08	CASH - CAPITAL IMP SALES TAX	222,789.63	11,517.45	9,430.96	224,876.12		
09	CASH - WATER	127,301.54	38,299.67	46,494.57	119,106.64		
09	REPAIR AND REPLACEMENT	270,629.65	24.33	0.00	270,653.98	23,991.60	
11	CASH - SEWER	13,290.53	242,187.61	105,540.35	149,937.79		
11	SEWER REPAIR/REPLACEMENT	329,010.11	29.57	0.00	329,039.68	9,961.48	
19	CASH - DEPOSIT FUNDS	21,916.65	80.00	545.00	21,451.65		
19	DEPOSIT	0.00	0.00	0.00	0.00		
19	BID SECURITY DEPOSIT	0.00	0.00	0.00	0.00	1,417.60	
	PENDING CREDIT-CARD DEPOSITS					5,354.21	
	DEPOSITS					5,739.68	

	CITIZENS - CHECKING TOTALS	3,650,789.93	475,531.41	544,376.05	3,581,945.29	63,853.34	3,645,798.63
CITIZENS - CHECKING PARK BRD							

BANK	CITIZENS - CHECKING PARK BRD						261,199.31
03	CASH - PARK BOARD	27,869.46	135,402.57	157,979.93	5,292.10		
03	DEDICATED PROPERTY TAX POOL	205,096.60	0.00	66,672.00	138,424.60		
03	DOWNTOWN PLAYGROUND DONATIONS	22,582.00	0.00	0.00	22,582.00	104,812.78	
	DEPOSITS					9,912.17	

	CITIZENS - CHECKING PARK BRD T	255,548.06	135,402.57	224,651.93	166,298.70	94,900.61	261,199.31
CITIZENS - SAVINGS PARK BOARD							

BANK	CITIZENS - SAVINGS PARK BOARD						128,402.36
03	CASH RESERVES (SAVINGS)	128,380.55	21.81	0.00	128,402.36		

	CITIZENS - SAVINGS PARK BOARD	128,380.55	21.81	0.00	128,402.36	0.00	128,402.36
CAPITAL IMP PROJ FUND RESERVE							

BANK	CAPITAL IMP PROJ FUND RESERVE						449,435.41
14	CAP IMP PROJ RSRV-CASH	0.00	0.00	0.00	0.00		
14	CASH-CIPRF CHOICE CHECKING	449,396.00	39.41	0.00	449,435.41		

	CAPITAL IMP PROJ FUND RESERVE	449,396.00	39.41	0.00	449,435.41	0.00	449,435.41

BANK CASH REPORT
2025

BANK FUND GL	BANK NAME	JULY CASH BALANCE	AUGUST RECEIPTS	AUGUST DISBURSMENTS	AUGUST CASH BALANCE	OUTSTANDING TRANSACTIONS	AUG BANK BALANCE
	CITIZENS BANK- NAT GAS RESRV						
BANK 04	CITIZENS BANK- NAT GAS RESRV NATURAL GAS RESERVE	210,194.11	18.42	0.00	210,212.53		210,212.53
	CITIZENS BANK- NAT GAS RESRV T	210,194.11	18.42	0.00	210,212.53	0.00	210,212.53
	CITIZENS BANK OF NH-COP 2019						
BANK 11	CITIZENS BANK OF NH-COP 2019 COP SERIES 2019 DEPOSITS	198,850.37	0.00	0.00	198,850.37	32.69	198,817.68
	CITIZENS BANK OF NH-COP 2019 T	198,850.37	0.00	0.00	198,850.37	32.69-	198,817.68
TOTAL OF ALL BANKS		4,893,159.02	611,013.62	769,027.98	4,735,144.66	158,721.26	4,893,865.92

		TOTAL BUDGET	MTD BALANCE	PCT OF FISCAL YTD YTD BALANCE	PERCENT EXPENDED	16.6% UNEXPENDED
ACCOUNT NUMBER	ACCOUNT TITLE					
PARK MAINTENANCE & IMPROV FUND						
PARKS DEPARTMENT						
02-20-4224	PARK BOARD TRANSFER	95,000.00				95,000.00
	TRANSFERS OUT TOTAL	95,000.00	.00	.00	.00	95,000.00
	PARKS TOTAL	95,000.00	.00	.00	.00	95,000.00
	TOTAL EXPENSES	95,000.00	.00	.00	.00	95,000.00
	PARK MAINTENANCE & IMPROV TOTA	95,000.00	.00	.00	.00	95,000.00
PARK BOARD FUND						
PARKS DEPARTMENT						
03-20-4020	GENERAL SUPPLIES	2,000.00	225.13	389.96	19.50	1,610.04
03-20-4052	ELECTRIC	2,700.00	408.83	1,841.74	68.21	858.26
03-20-4354	FACILTY MAINTENANCE / REPAIR	4,000.00				4,000.00
03-20-4358	VEHICLE MAINTENANCE	1,000.00				1,000.00
03-20-4398	INFRAST<\$25,000	4,000.00				4,000.00
03-20-4399	EQUIPMENT < \$5,000	1,400.00				1,400.00
	OPERATING EXPENSES TOTAL	15,100.00	633.96	2,231.70	14.78	12,868.30
03-20-4127	PORTAPOTTIES	1,500.00	100.00	100.00	6.67	1,400.00
	CONTRACTED SERVICES TOTAL	1,500.00	100.00	100.00	6.67	1,400.00
03-20-4201	GENERAL REVENUE	9,000.00	9,000.00	9,000.00	100.00	
03-20-4382	NATURAL GAS	12,000.00	12,000.00	12,000.00	100.00	
03-20-4383	WATER FUND	12,000.00	12,000.00	12,000.00	100.00	
03-20-4384	SEWER FUND	12,000.00	12,000.00	12,000.00	100.00	
03-20-4385	TRANS TAX	5,000.00	5,000.00	5,000.00	100.00	
03-20-4386	MOTOR FUEL	3,000.00	3,000.00	3,000.00	100.00	
	TRANSFERS OUT TOTAL	53,000.00	53,000.00	53,000.00	100.00	.00
03-20-4607	PLAYGROUND GRANT	176,444.00				176,444.00
	CAPITAL OUTLAY TOTAL	176,444.00	.00	.00	.00	176,444.00
	PARKS TOTAL	246,044.00	53,733.96	55,331.70	22.49	190,712.30
POOL DEPARTMENT						
03-21-4000	WAGES	85,000.00	20,383.88	50,936.35	59.93	34,063.65
03-21-4001	WAGES OT	1,000.00				1,000.00
03-21-4006	PAYROLL TAXES	6,600.00	1,559.37	3,896.66	59.04	2,703.34

ACCOUNT NUMBER		ACCOUNT TITLE	CALENDAR 8/2025, FISCAL 2/2026 TOTAL BUDGET	MTD BALANCE	PCT OF FISCAL YTD YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
		PERSONNEL SERVICES TOTAL	92,600.00	21,943.25	54,833.01	59.21	37,766.99
03-21-4020		GENERAL SUPPLIES	3,000.00	268.74	539.81	17.99	2,460.19
03-21-4050		TELEPHONE	800.00	101.83	204.81	25.60	595.19
03-21-4052		ELECTRIC	8,000.00	1,799.32	1,799.32	22.49	6,200.68
03-21-4086		UNIFORMS	2,000.00				2,000.00
03-21-4160		BIDS/NOTICES	150.00				150.00
03-21-4170		BUILDING MAINTENANCE	1,000.00	42.63	42.63	4.26	957.37
03-21-4364		CONCESSION SUPPLIES	4,000.00	1,206.23	1,316.52	32.91	2,683.48
03-21-4365		FACILITY SUPPLY	12,000.00	1,328.75	3,811.25	31.76	8,188.75
		OPERATING EXPENSES TOTAL	30,950.00	4,747.50	7,714.34	24.93	23,235.66
03-21-4087		PROPERTY & LIABILITY INS	10,000.00				10,000.00
03-21-4089		AUDIT SERVICES	3,000.00	2,500.00	2,500.00	83.33	500.00
03-21-4338		CREDIT / DEBIT CARD FEES	450.00	249.88	456.14	101.36	6.14
		CONTRACTED SERVICES TOTAL	13,450.00	2,749.88	2,956.14	21.98	10,493.86
03-21-4810		CIPRF LOAN	5,000.00	5,000.00	5,000.00	100.00	
		TRANSFERS OUT TOTAL	5,000.00	5,000.00	5,000.00	100.00	.00
03-21-4368		PROFESSIONAL DEVELOPMENT	4,500.00	299.25	299.25	6.65	4,200.75
		OTHER EXPENSES TOTAL	4,500.00	299.25	299.25	6.65	4,200.75
03-21-4808		BOND 2020 PRINCIPAL	108,700.00	54,100.00	54,100.00	49.77	54,600.00
03-21-4809		BOND 2020 INTEREST	24,603.00	12,572.00	12,572.00	51.10	12,031.00
		DEBT SERVICE TOTAL	133,303.00	66,672.00	66,672.00	50.02	66,631.00
		POOL TOTAL	279,803.00	101,411.88	137,474.74	49.13	142,328.26
		ADMIN DEPARTMENT					
03-22-4000		WAGES	3,199.92	399.99	799.98	25.00	2,399.94
03-22-4006		PAYROLL TAXES	250.00	30.60	61.20	24.48	188.80
03-22-4011		LAGERS	925.00	58.94	116.54	12.60	808.46
		PERSONNEL SERVICES TOTAL	4,374.92	489.53	977.72	22.35	3,397.20
		ADMIN TOTAL	4,374.92	489.53	977.72	22.35	3,397.20
		VISITOR CENTER DEPARTMENT					
		TOTAL EXPENSES	530,221.92	155,635.37	193,784.16	36.55	336,437.76
		PARK BOARD TOTAL	530,221.92	155,635.37	193,784.16	36.55	336,437.76

CALENDAR 8/2025, FISCAL 2/2026 PCT OF FISCAL YTD 16.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
Report Total		625,221.92	155,635.37	193,784.16	30.99	431,437.76

Park Board Swimming Pool Financials
FY April - June 2024-2025, FY July 2025-Sept 2025

April 2025 - September 2025

Revenues		Budget	April	May	June	July	Aug	Sept	Total YTD
Pool Daily Admission		16,000	0	420	6,702	9,497	1,855	0	18,474
Pool Punch Card		8,000	400	320	4,240	1,920	400	0	7,280
Pool Lessons		3,000	0	0	1,050	3,000	0	0	4,050
Pool Parties		1,200	0	0	0	1,400	700	0	2,100
Pool Concession		10,000	0	364	3,520	3,359	837	0	8,080
Donations / other		-	0	0	0	0	0	0	0
Total Revenues		38,200	400	1,104	15,512	19,176	3,792	-	39,984
Expenditures		Budget	April	May	June	July	Aug	Sept	Total YTD
Pool staff wages / regular		95,000	0	2,504	25,828	30,552	20,384	0	79,268
Pool wages OT		600	0	0	0	0	0	0	0
Pool staff wages FICA		7,400	0	192	1,976	2,337	1,559	0	6,063
General Supplies		3,000	0	313	852	477	269	242	2,153
Concession supplies		6,500	0	273	2,348	110	1,206	0	3,937
Facility Supply		11,000	4,608	1,059	685	2,483	1,329	695	10,859
Equipment < \$5,000		-	0	0	0	0	0	0	0
Electricity		7,500	0	380	207	0	1,799	0	2,386
Telephone		800	12	12	12	103	102	0	240
Professional Development		3,000	0	910	2,880	0	299	60	4,149
Lifeguard uniforms		2,000	0	0	605	0	0	0	605
Bids/notices		300	0	0	0	0	0	0	0
Building Maintenance		1,000	0	853	69	0	43	175	1,139
Property & Liability Insurance		11,100	0	0	12,352	0	0	0	12,352
Audit Services		3,000	0	0	1,250	0	2,500	0	3,750
Credit/Debit card fee		450	0	0	0	0	250	54	304
CIPRF Loan	1.23.2020	5,000	0	0	0	0	5,000	0	5,000
Total Operating Expenditures		157,650	4,620	6,495	49,063	36,062	34,740	1,226	132,205
Revenue vs. Operating Expenditures		(119,450)	(4,220)	(5,391)	(33,551)	(16,887)	(30,948)	(1,226)	(92,222)

Note: reimbursement request for pool audit has been submitted to MIRMA \$3,750

Pool	Revenues	39,984
Operating expenses		
Staff wages/FICA		\$85,331
General supplies		\$2,153
Concession Supplies		\$3,937
Building Maintenance		\$1,139
Facility Supply		\$10,859
Equipment < \$5000		\$0
	electric	\$2,386
	phone	\$240
professional development		\$4,149
	uniforms	\$605
	bids/notices	\$0
P&L Insurance		\$12,352
Audit Services		\$3,750
credit/debit fee		\$304
CIPRF Loan, renovation		\$5,000
		<u>\$132,205</u>
revenues vs. expenditures		<u><u>-\$92,221</u></u>

Concession Stand	Revenues	\$8,080
Operating Expenses		
Staff		\$0
		<u>\$0</u>
revenues vs. expenditures		

Pool Rental (party)	Revenues	\$1,800
	Expenses	

New Haven Park Board

Staff Report

August 14, 2025

Information Items: I have put together a cost for adding a 4-foot culvert pipe on The Walking trail where we had a lot of problems last year and we discussed it. It is going to cost \$3000 for 40 feet of the four-foot culvert and an estimated cost of \$800 for rock. On this project after talking with Kathy, I have put it in the upcoming budget. I have started putting together some prices for the rental of the ball field and concession stand. It has been brought to my attention that the Little League could have somebody preparing the ball fields. The city will supply the paint and striping chalk for the fields that would keep the price at \$25. If the city has to prepare the fields, I propose it costs \$40. As far as the concession stand right now it is \$15 to rent. I propose we raise the price to \$30 because \$15 doesn't even hardly cover the electric cost. I think this is something we need to look into for next year's contract. As For the handicap porta potty, we are going to move it down closer to the crossing so it can be used easier for the trail and the ball fields. We have started mulching around trees in the park. Just so everybody is aware we have used a lot more chlorine this year at the pool because of the hot weather it was really hard to keep chlorine levels stable.

Ongoing projects: just wanted to keep everybody aware of the low water crossing to Bock field. We repaired the concrete last year. I am pretty sure that it will make it another year, but it is something we need to keep in mind that we are going to have to address in the future. I will get together some budget numbers and different ideas.

Jobs Completed

- Clean bathrooms.
- Empty trash cans
- Mow grass.
- Trim
- Spray weeds
- Get pavilions ready for rental.

City of New Haven

Special Event Permit Application



The City of New Haven welcomes and encourages Special Events such as fairs, festivals, parades and other community events. Municipal Ordinance requires a permit for any organized event to be held on City of New Haven property, including City parks and City streets and rights-of-way. Please fill out the following form and City staff will contact you to review your event details. Thank you.

Event Information

Date(s) and Time: December 5th + December 12, 2025 5pm- 9:30pm

Location(s): Downtown New Haven

Event Name / Event Sponsor Downtown New Haven Inc.

Contact Person Erin LaBorde 573-680-9650

Name

Phone number

Email address

Event Description Christmas Holiday event with downtown decorations and business participation.

Please attach additional information as necessary. If a run / walk or parade please attach the requested course or parade route.

Estimated number of attendees 100

Anticipated parking needs (ie on-street parking, parking lots, park grass areas etc.) on street parking and lot areas near boat ramp

Special Requests

Police Presence? ☒ Y / ☐ N If yes please provide details if they can walk through

Street closures? ☒ Y / ☐ N If yes please provide details

Traffic control equipment? (Cones, barricades, etc.) ☐ Y / ☒ N If yes please provide number / kind and additional details

Cones to place around food wagon

Electrical service / outlets? ☒ Y / ☐ N Electric is available in some areas but is limited

Event set-up / tear-down ☐ Y / ☒ N This is generally limited to taping / roping off of parking areas. Please provide any specific requests related to event set-up / tear-down. Clean up cost required if the Park Board is responsible for taking care of cleaning up after an event would be charged \$55.00 per hour per employee.

Just need some cones & 1 large trash barrel if available

Other special requests

* Pepsi food trailer will be set up in front of Elizabeth's as the last 2 years. Would like to have it stay there from December 5th through Dec. 15th or when Pepsi can pick back up after the last weekend.

Event details * they have a couple of fire pits set up for some more.

What type of vendors / booths / sales (if any) are you planning? Business licensing / food service licensing / sales tax licensing may be required. Please provide vendor details if any

Will alcohol be served? ☒ Y / ☐ N Alcohol tasting / sales generally will require a liquor license, which will need a separate application. Please provide details on alcohol sales / service:

How are you handling restroom facilities? Please provide details. Portable Toilet Requirements: One per 100 people to include a Handicap Portable Toilet. One additional Handicap Portable Toilet is required for every 500 people.

Public rooms on boat ramp, Lions Club + several businesses are allowing use of their bathrooms

Will any type of admission fee be charged? Y / N

City Permit Review guidelines

The City will review your Special Event Permit application and contact you with any questions or if additional information is needed. **There shall be no charge for a permit application.** The City may however impose reasonable fees if the event organizer is requesting assistance that requires significant dedication of City labor or equipment. Examples may include a police presence at the event that requires scheduling of additional police officers; event set-up / tear-down that requires dedicated City personnel for a prolonged period of time; use of specialized City equipment (backhoe, skid steer, etc.) which would reasonably incur an equipment / labor charge, etc. In general, events that require limited City assistance or equipment will not be charged a fee.

Please ensure that we have adequate time to review your application. Permits that request significant City assistance and for which a fee is recommended are subject to Board of Aldermen or Park Board approval. These boards typically meet once per month, so applications in general should be submitted at least one month in advance. Parades and street closure requests often require dedicated police presence, which must be scheduled in advance.

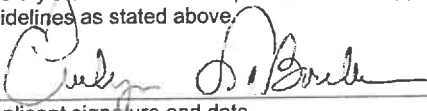
Insurance. Organized festivals and events generally will require that the event organizer obtain special event insurance, which specifically names the City of New Haven as Additional Insured. This insurance requirement protects both the sponsor and the City from liability for accidents, property damage, etc. This requirement may be waived for smaller events or those that have limited risk of accidents, etc. In these instances the City will generally require that the event sponsor enter into a Hold Harmless / Indemnification agreement with the City.

Licensing. In general, for-profit vendors must have a City business license and a Missouri sales tax license. If you are planning this type of event the City will assist in making sure the proper licensing is in place. The City of New Haven does not regulate food service operations; you may wish to contact Franklin County Health Department for more details. City liquor licenses are required for most kind of alcohol sales and tastings; the City will assist with this as well.

The City of New Haven welcomes special events and is happy to assist in helping make your event a success. Thank you for your application.

Applicant signature

I certify that all information provided in this application is accurate, and further that I have read and understand the general permit review guidelines as stated above.



4.9.2025

Applicant signature and date

City use only

City of New Haven Special Event Permit

This application for a Special Event Permit as submitted herein is hereby APPROVED / DENIED.
Special terms and conditions (if any):

Permit fee (if any): _____ City approved _____ Park Board approved _____

Authorized City signature: _____

Chapter 265. Park Rules and Regulations

Section 265.110. Park Facilities User Fee Schedule.

[R.O. 1992 § 130.170; Ord. No. 7902 § 1, 3-18-1996; Ord. No. 97-8228 §§ 1 — 2, 8-4-1997; Ord. No. 97-8235 § 1, 8-18-1997; Ord. No. 98-8367 § 1, 4-20-1998; Ord. No. 98-8386 § 1, 5-18-1998; Ord. No. 99-8555 § 1, 3-1-1999; Ord. No. 00-8788 § 1, 4-17-2000; Ord. No. 02-9152 § 1, 4-15-2002; Ord. No. 02-9256 § 1, 11-18-2002; Ord. No. 04-9696 § 1, 12-15-2004; Ord. No. 06-10099 § 1, 10-16-2006; Ord. No. 06-10127 §§ 1 — 2, 11-20-2006; Ord. No. 11-10807 § 1, 3-7-2011; Ord. No. 19-12003, 3-4-2019; Ord. No. 19-12051, 6-17-2019; Ord. No. 19-12066, 7-15-2019; Ord. No. 19-12084, 9-16-2019; Ord. No. 19-12085, 9-16-2019; Ord. No. 21-13254, 2-16-2021; Ord. No. 21-13372, 8-2-2021; Ord. No. 25-14063, 1-6-2025]

A. The following is the user fee schedule for the park facilities:

1. Generally.

a. User fees and charges.

Location; Package	Hours	Fee	Damage/Key Deposit
Auditorium			
Sports usage — per hour (minimum of 2)		\$25.00	
Auditorium - entire building			
Package A: Monday-Thursday	10 A.M. to 10:00 P.M.	\$650.00	\$500.00
Package B: Weekend daily rate	10:00 A.M. to 12:00 Midnight	\$750.00	\$500.00
Package C: Party	Friday at 10:00 A.M. to Saturday at 12:00 Midnight	\$1,050.00	\$500.00
Auditorium - gymnasium level			
Package A: Monday-Thursday	10:00 A.M. to 10:00 P.M.	\$500.00	\$500.00
Package B: Weekend daily rate	10:00 A.M. to 12:00 Midnight	\$600.00	\$500.00
Package C: Party	Friday at 10:00 A.M. to Saturday at 12:00 Midnight	\$800.00	\$500.00
Auditorium - lower level			
Package A: Monday-Thursday	10:00 A.M. to 10:00 P.M.	\$325.00	\$500.00
Package B: Weekend daily rate	10:00 A.M. to 12:00 Midnight	\$375.00	\$500.00
Package C: Party	Friday at 10:00 A.M. to Saturday at 12:00 Midnight	\$475.00	\$500.00

Location; Package	Hours	Fee	Damage/Key Deposit
Senior Center			
Package A: Monday-Thursday	4:00 P.M. to 10:00 P.M.	\$400.00	\$500.00
Package B: Friday	6:00 P.M. to 12:00 Midnight	\$400.00	\$500.00
Package C: Saturday	10:00 A.M. to 12:00 Midnight	\$400.00	\$500.00
Package D: Sunday	10:00 A.M. to 8:00 P.M.	\$400.00	\$500.00
Banner — 14th Street and Jefferson			
Signs at any locations on City property may only be by a local non-profit organization and reservations must be made through the City of Washington Parks Department		\$150.00	
Amphitheater - entire building			
Includes: lower level, stage, backstage, lawn in front of stage, grass parking lot and use of the temporary fence			
Package A: 1 day	12:00 Noon to 12:00 Midnight	\$1,000.00	\$1,000.00
Package B: 2 day	12:00 Noon on day No. 1 to 12:00 Midnight on day No. 2	\$1,500.00	\$1,000.00
Package C: Multiple-up to 7 days	12:00 Noon on day No. 1 to 12:00 Midnight on last day	\$1,800.00	\$1,000.00
Amphitheater - lower level			
	12:00 Noon to 12:00 Midnight	\$175.00	\$500.00
Amphitheater - stage			
		\$0.00	\$0.00
Fairgrounds			
Includes: use of entire fenced area, Fairgrounds Pavilion, Swine Pavilion, arena, parking in front of amphitheater and restrooms.			
3-Day Event	12:00 Noon on day No. 1 to 12:00 Midnight on day No. 3	\$3,000.00	\$1,000.00
Motor sports building: main room, balcony and restrooms	12:00 Noon on day No. 1 to 12:00 Midnight on day No. 3	\$150.00 per day	\$500.00
Fairgrounds Administration Building			
	12:00 Noon to 12:00 Midnight	\$100.00	\$500.00
Fairgrounds Pavilion			
	12:00 Noon to 12:00 Midnight	\$200.00	\$500.00
Main Park Pavilion			

Location; Package	Hours	Fee	Damage/Key Deposit
	12:00 Noon to 12:00 Midnight	\$200.00	\$500.00
Rennick Riverfront Pavilion			
	12:00 Noon to 12:00 Midnight	\$200.00	\$500.00
Swine Pavilion			
	12:00 Noon to 12:00 Midnight	\$200.00	\$500.00
Farmers' Market Pavilion			
	12:00 Noon to 12:00 Midnight	\$200.00	\$500.00
Optimist Pavilion			
	12:00 Noon to 12:00 Midnight	\$125.00	\$500.00
Lions Lake Gazebo			
	12:00 Noon to 12:00 Midnight	\$100.00	\$0.00
Lions Lake Pavilion No. 1			
	12:00 Noon to 12:00 Midnight	\$50.00	\$0.00
Lions Lake Pavilion No. 2			
No electric	12:00 Noon to 12:00 Midnight	\$50.00	\$0.00
Electric	12:00 Noon to 12:00 Midnight	\$75.00	\$100.00
Lions Lake Pavilion No. 3			
No electric	12:00 Noon to 12:00 Midnight	\$50.00	\$0.00
Electric	12:00 Noon to 12:00 Midnight	\$75.00	\$100.00
Phoenix Park Pavilion			
	12:00 Noon to 12:00 Midnight	\$75.00	\$0.00
Fairgrounds Lunch Stand/Food Court — per day		\$200.00	
Fairgrounds Lighting/Midway Lights — per day		\$200.00	
Parking Lots/Open Space Areas — Reservation Fee		\$250.00	\$100.00
Setup/Cleanup fee after 4:00 P.M. (except fairgrounds)		\$50.00	
Damage/Cleanup deposits			

Location; Package	Hours	Fee	Damage/Key Deposit
Events open to the public		\$500.00	
Private activities in buildings		\$150.00	
Pool rental		\$50.00	
Pool Fees			
10 visit card		\$60.00	
20 visit card		\$120.00	
Daily admission (3 and over)		\$8.00 per person	
After hours pool rental — 2-hour limit		\$625.00	\$100.00 deposit
Replacement card		\$5.00	

- b. Rates will be raised in conjunction with the Consumer Price Index (CPI) each calendar year.

2. Baseball/Softball Athletic Fields.

- a. User fees and charges:

Activity Type	Fee Type	Fee Amount	Field	What Is Included
Day game	Reservation fee	\$20.00 per day	All ball fields	
Night game	Reservation fee	\$40.00 per day	All ball fields	\$10.00 reservation fee, \$30.00 lights fee
Day practices	Practice	\$20.00 per day	Ronsick Field only	
Field prep	Field prep	\$50.00 per day	All ball fields	Dragging, lining, and setting bases
Lights	Lights fee	\$30.00 per game	Lighted fields	Electric, \$15.00 per hour

- b. Fees could range up to one hundred dollars (\$100.00) per day, but not exceeding one hundred dollars (\$100.00) maximum each day.
- c. A fifty percent (50%) deposit is required, per organization, at the time of reservation. Fee is based on the previous year's total athletic field rental invoice.
- d. Rates will be raised in conjunction with the Consumer Price Index (CPI) each calendar year.

3. Football Field.

- a. User fees and charges:

Activity Type	Fee Type	Fee Amount	Field	What Is Included
Day game	Reservation fee	\$25.00 per game	All football fields	

Activity Type	Fee Type	Fee Amount	Field	What Is Included
Initial field lining	Field prep	\$200.00 per field	All football fields	First lining of football field with paint
Relining of field	Field prep	\$100.00 per field	All football fields	Relining of football field (after initial lining) with paint

- b. A game or practice is considered one (1) hour in length.
- c. A fifty percent (50%) deposit is required, per organization, at the time of reservation. Fee is based on the previous year's total athletic field rental invoice.
- d. Rates will be raised in conjunction with the Consumer Price Index (CPI) each calendar year.

4. Soccer Fields.

- a. User fees and charges:

Activity Type	Fee Type	Fee Amount	Field	What Is Included
Day game	Reservation fee	\$25.00 per game	All soccer fields	
Night game	Reservation fee	\$40.00 per game	All soccer fields	\$25.00 reservation fee, \$15.00 lights fee
Day practice	Practice	\$15.00 per practice	Lakeview Soccer Fields	
Night practice	Practice	\$20.00 per practice	Lakeview Soccer Fields	Lights
Initial field lining	Field prep	\$100.00 per field	All soccer fields	First lining of soccer field with paint
Relining of field	Field prep	\$50.00 per field	All soccer fields	Relining of soccer field (after initial lining) with paint

- b. A game or practice is considered one (1) hour in length.
- c. A fifty percent (50%) deposit is required, per organization, at the time of reservation. Fee is based on the previous year's total athletic field rental invoice.
- d. Rates will be raised in conjunction with the Consumer Price Index (CPI) each calendar year.

5. Tennis Courts.

- a. User Fees And Charges:

Activity Type	Fee Type	Fee Amount	Court	What is included
Day game or practice	Reservation fee	\$5.00 per hour	All courts	
Night game or practice	Reservation fee	\$10.00 per hour	All courts	Lights

- b. A game or practice is considered one hour in length.
 - c. A fifty percent (50%) deposit is required, per organization, at the time of reservation. Fee is based on the previous year's total athletic field rental invoice.
 - d. Rates will be raised in conjunction with the Consumer Price Index (CPI) each calendar year.
- B. Reservations For Facility/Activities And Payments. Reservations for facilities and sign ups for activities must be made in person. For reservations for facilities a deposit of one-half (1/2) the rental fee must be made at time of reservation and balance must be paid prior to date of reservation. If an activity, payment must be made at time of sign up.
- C. Cancellation. Cancellations must be made sixty (60) days prior to event to receive a refund with the exception of weather-related cancellations. The Parks Department must be notified the following business if reservation was not used due to weather. Renter may request a different rental date. If date is not available, a refund will be given.
- D. Liquor Laws. All State laws must be adhered to.
- E. Insurance Requirements. The City of Washington will follow the guidelines of their insurance company when requesting insurance for activities scheduled by users.
- F. Hours Of Use. The Washington Parks and Recreation Department shall be authorized to establish reasonable regulations relating to time, hours and days for rental use.

FAQ'S

UMENTS

TACT US

ALERTS



Private Rentals

Splash - n - Swimplex

Book your summer party at the Splash -n- Swimplex! The facility is available for private rentals Fridays, Saturdays & Sundays from 9:30-11:30am or 7:00-9:00pm and select weekday rentals from 7:30-9:30pm. There is an extra hour ADD ON option for evening rentals!

[Click to Fill Out Splash n Swimplex Reservation Request Form](#)

Rental Type & Fee:

Rental with NO SLIDES - \$325.00 (400 people max)

The small tot-slide in the toddler area will be open but all other SLIDES WILL BE CLOSED.

Rental with Slides \$425.00 (400 people max)

Two Flume Slides and Two Drop Slides will be open.

FAQ'S

Rental includes certified lifeguards, swimming & use of sound system.

IMPORTANT: Additional Add-ons (must be booked and paid for in advance; cannot request week/day of rental):

One extra hour - \$100 (available for evening rentals only)

TABLES: Staffed Concession Stand - \$25 (cost to purchase items will still apply)

BBQ Grill - \$15

ALERTS: Payment Policy

- Rental fee is due 10 business days from the invoice date. If the full rental fee is not paid within 10 business days of invoice date the reservation will be voided.
- Renter will be held responsible for all clean up and damage occurring during the scheduled event to the rented area.

Refund Policy

- Rental fee will be refunded if notice of cancellation is provided in writing to the Parks Director a minimum of 30 days prior to the scheduled rental. A \$10 administrative fee will be charged.
- No refunds will be issued when notice is not given within a minimum of 30 days prior to the scheduled rental.
- No refunds will be issued once rental has been in progress for one (1) hour or more due to inclement weather, etc. If the rental is canceled due to inclement weather the day of the rental, prior to the start time, the renter can reschedule depending on availability. If no rescheduled date is available, a refund will be provided.

Splash Park and Pavilion

[Click to Fill Out Splash Park and Pavilion Rental Request Form](#)

Rental Package :

Morning 8:30am - 10:30am (\$125.00)

Evening 6:00pm - 8:00pm (\$125.00)

Rentals are Available May 1st - August 31st

FAQ'S

Rental Policies

- Reservations are not complete until the fee is paid.

DOCUMENTS

- The fee is non-changeable and non-refundable no matter what the weather or park conditions.

Reservations can be made up to one year in advance to the date of the desired rental.

- Renter is responsible for all damages to the splash park pavilion, picnic tables, etc.

CONTACT US

If the rental is open to the public and alcohol is served, the renter will be required to provide liquor liability and proof of general liability insurance with a combined single limit of not less than \$1 million occurrence with \$2 million aggregate. City must be provided a certificate of insurance naming the city as additional insured and a letter of endorsement.

ALERTS

- Full rental rate and any applicable security deposits are required within 10 days of invoice date. If invoice is not paid in full within 10 business days, the reservation will be forfeited.

- Reservation cancellations with a minimum of 30 days advanced notice will be issued a refund.

Reservation cancellations that are under 30 days from rental date are not refundable and a credit will not be issued.

For more information, contact the [Parks & Recreation Department](#) at 636-583-8471 or the Pool (May 25 - August 18) at 636-583-3316.