

**CITY OF NEW HAVEN
PARK BOARD
REGULAR MEETING**

Wednesday, May 13, 2026

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, pages 1-12**
- 4. Public Comment**
- 5. Department Reports**
 - a. Grounds
 - i. Staff Report
 - b. Aquatics Facility
 - i. Pool Manager report, pages 13-15
 - c. City Administrator
 - i. Special Event Permit – New Haven Community Youth Fair, pages 16-19
 - ii. Resolution No. 26-236 for the Management Services Agreement, pages 20-24
 - iii. NH School District Contract, pages 25-30
 - iv. Add Deborah Williams to Park Board Savings Account
- 6. Miscellaneous**
- 7. 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
April 9, 2026
New Haven Public Works Meeting

Call to Order:

Phillip McKernan called the meeting to order at 7:06 p.m.

Roll Call of Members:

Nick Perjak, Phillip McKernan, Rustin Colter, Kristine Zumsteg, Buck Bratcher, Wesley Hanks, Mary VonBehren

Absent Members: Felix Mesger, Kim Monzyk

Staff Members Present:

Sarah Skeen, David Blankenship, Chelsea Rowlett

Others Present:

Steve Bertrand

****Motion to Approve Minutes, Money Ordinances, and Budget Report. Motion by Rustin Colter, Nick Perjak 2nd, all were in favor.**

Public Comment: none

Department Report

A. Grounds

- a. Staff Report – bathroom is fixed, grass is getting mowed, pool is getting shocked with chlorine and will be drained the following week. Requesting a written agreement with Franklin County Sports Club to pay for pipe to extend the pool drain past the soccer field. An estimate of 120 yards (360 feet) of pipe is needed.
- b. City Administrator introduced Chelsea Rowlett, the new Pool Manager. She shared that she was revising the policies and procedures manual, interviewing and hiring staff, attending training, and scheduling training for lifeguards. The City Administrator shared a revised schedule for the pool, emphasizing an earlier closing time (5pm) to accommodate the pool party schedule and saving money on lifeguard payroll.
- c. City Administrator suggested leaving the pool pass prices the same as last year until the pool opens (May 23rd). A review of concession prices and compared to the Washington pool prices. Adjustments will be made based on the cost of the items.

Motion was made to keep the price of pool passes the same until opening day was made by Nick Perjack, 2nd by Kristine Zumsteg, all were in favor.

- d. Pool Manager discussed training schedule for the first two weekends of May. City Administrator added that the pool audits will be done through Star Guard and the fees are higher than Jeff Ellis at \$5250 for 3 audits. MIRMA will reimburse the City for the audit fees as long as we pass the audits.

B. City Administrator

- a. Special Event Permit – Miller’s Landing Day

Motion was made to approve the Special Event Permit for Miller’s Landing Day - Motion by Rustin Colter, Mary VonBehren 2nd, all were in favor.

- b. Special Event Permit – NHSD Track and Field Meets

Motion was made to table the approval and will be approved via email contingent upon coordination with School District and Youth League with the time and location of specified events.

- c. Draft Budget FY 2026-2027 and Amendments – revenue is increasing for now. The local use tax has been approved by the voters and should generate an additional \$14,000 which may offset the property tax freeze that was recently approved by voters. City Administrator explained that there was \$54,875.99 sitting in the PMI sub account and could be moved to the Parks savings account where it will draw more interest.

Motion was made to approve the transfer of \$50,000 from the Park Maintenance Improvement account to the Park Board Savings account. Motion made by Mary VonBehren, Rustin Colter 2nd, all were in favor

- d. City Administrator reviewed credit card fees that have increased in the past year and suggested passing on that cost to the consumer.

Motion was made to approve charging customers credit card fees. Motion made by Rustin Colter, Mary VonBehren 2nd, all were in favor.

Old Business

- A. NHYL Contract with Liquor Cabinet – City Administrator read the email from John Nilges about the NHYL agreement with the Liquor Cabinet about serving beer to spectators. The City will require a hold harmless agreement and a temporary liquor license for the weeks that they are selling beer.

Motion was made to approve the revised NHYL Contract to allow beer sales during the games. Motion made by Mary VonBehren, Wesley Hanks 2nd, all were in favor.

- B. Lions Field Parking updates – City Administrator provided an update on the lion field parking lot stripping plan.

Motion was made to approve stripping of the parking lot. Motion made by Rustin Colter, Wesley Hanks 2nd, all were in favor

C. Contract with NHSD 2026-2027 – change the pricing structure for prep the field and use of concession stands for the 2026-2027 school year to match the NHYL Contract.

Motion was made to approve the change to the fee for the prep of the field and use of concession stands. Motion made by Wesley Hanks, Nick Perjak 2nd, all were in favor

D. Playground update – City Administrator gave an update on the status of the John Colter Memorial Park Playground. Equipment has been ordered and bids for cultural monitoring services have been received. The lowest bidder proposal will be going to the Board of Aldermen for approval. Groundbreaking will take place the week of May 11th.

E. City Administrator read an email from Franklin County Sports Club about the status of the soccer field. Work is to be completed by Second Nature Excavation and finished by Muddy Boots Services. It was requested that Franklin County Sports Club attend the next Park Board meeting for in person update.

****Motion to adjourn, Mary VonBehren, Rustin Colter 2nd. All were in favor.**

Respectfully submitted,

A handwritten signature in cursive script that reads "Sarah Skeen".

Sarah Skeen

CLAIMS REPORT

Check Range: 4/10/2026- 5/13/2026

Paid Money
Ordinances 5-13-26

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
PARK BOARD					
PARKS					
AMEREN MISSOURI	AMEREN PARK APRIL 2026		122.80	6919	4/21/26

	20 PARKS TOTAL		122.80		
POOL					
AMEREN MISSOURI	AMEREN PARK APRIL 2026		104.69	6919	4/21/26
CHELSEA ROWLETT	MILEAGE FROM TRAINING 2026		204.89	6918	4/15/26
SPARKLIGHT	SPARKLIGHT PK BILL 4/16-5/15		11.79	6920	4/21/26
SARAH SKEEN	SWIMMING LESSONS BOOK 50PK		33.56	6922	5/05/26
VONAGE BUSINESS INC	PARK PHONE BILL APRIL 2026		27.43	6921	4/25/26

	21 POOL TOTAL		382.36		

	03 PARK BOARD TOTAL		505.16		
			=====		
	Accounts Payable Total		505.16		

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CLAIMS REPORT
CLAIMS FUND SUMMARY

FUND	NAME	AMOUNT
03	PARK BOARD	505.16
	-----	-----
	TOTAL FUNDS	505.16

CLAIMS REPORT

Check Range: 4/10/2026- 5/13/2026

Scheduled
money
Ordinances 5-13-26

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK CHECK#	CHECK DATE
PARK BOARD					
PARKS					
AMAZON CAPITAL SERVICES	TRASH BAGS 2PK		92.11		
NEW HAVEN LUMBER	3/4" MIP PUSH ADAPTER		134.88		
PIONEER MANUFACTURING COMPANY	GAMEDAY AERSOL WHITE		942.30		
RELIABLE SEPTIC & PORTA TOILET	TOILET RENTAL		100.00		
SULLIVAN & NEW HAVEN	AQUATIC CENTER HELP WANTED AD		62.50		

	20 PARKS TOTAL		1,331.79		
POOL					
AMAZON CAPITAL SERVICES	OUTDOOR SPEAKERS		428.87		
HAWKINS, INC.	VERTEX CONCENTRATE 10%		4,331.49		
NEW HAVEN LUMBER	175' HOSE REEL		407.58		
PLUMB SUPPLY COMPANY-WAS	2-HOLE SINK		126.23		
SEITTER'S MARKET	SOFT SCRUB FOR POOL		29.70		
STARGUARD ELITE	STARGUARD POOL AUDITS 2026		5,250.00		
WATER & SEWER SUPPLY INC	6" SCH-40		2,838.07		

	21 POOL TOTAL		13,411.94		

	03 PARK BOARD TOTAL		14,743.73		
			=====		
	Accounts Payable Total		14,743.73		

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CLAIMS REPORT
CLAIMS FUND SUMMARY

FUND	NAME	AMOUNT
03	PARK BOARD	14,743.73
	TOTAL FUNDS	14,743.73

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REVENUE & EXPENSE REPORT

CALENDAR 4/2026, FISCAL 10/2026

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
REVENUES DEPARTMENT					
03-03-3002	SUR TAX DEDICATED PROPERTY TAX		9,865.45	12,000.00	2,134.55
03-03-3003	FINANCIAL INSTITUTION DEDIC TX		.04	20.00	19.96
03-03-3004	RAILROAD UTILITIES DEDICATE TX		7,385.89	8,500.00	1,114.11
03-03-3006	PENALTY LATE PYMT TAXES	167.39	2,279.80	2,400.00	120.20
03-03-3017	REAL EST FC DEDICATED PARK TX		96,338.98	107,000.00	10,661.02
03-03-3018	PERS PROP FC DEDICATED PARK TX	58.91	35,903.08	36,000.00	96.92
	PROPERTY TAXES TOTAL	226.30	151,773.24	165,920.00	14,146.76
03-03-3016	PARK BOARD SALES TAX	4,728.94	54,642.67	70,000.00	15,357.33
	TAXES TOTAL	4,728.94	54,642.67	70,000.00	15,357.33
03-03-3140	INTEREST EARNED	731.03	5,176.30	7,200.00	2,023.70
	INTEREST TOTAL	731.03	5,176.30	7,200.00	2,023.70
03-03-3153	SURPLUS PROPERTY		11,050.00	11,050.00	
	OTHER FINANCING SOURCE TOTAL	.00	11,050.00	11,050.00	.00
03-03-3171	PARK MAINTENANCE & IMPROVEMENT	50,000.00	145,000.00	95,000.00	50,000.00-
	TRANSFER IN TOTAL	50,000.00	145,000.00	95,000.00	50,000.00-
03-03-3146	PLAYGROUND GRANT		2,159.00	88,222.00	86,063.00
03-03-3228	MIRMA GRANT		3,750.00	3,750.00	
	GRANT FUNDING TOTAL	.00	5,909.00	91,972.00	86,063.00
03-03-3269	DOWNTOWN PLAYGROUND LEVEE		28,575.00	88,222.00	59,647.00
	DONATIONS / OTHER TOTAL	.00	28,575.00	88,222.00	59,647.00
03-03-3250	DAILY ADMISSIONS		11,351.50	15,000.00	3,648.50
03-03-3251	SEASON PASS	3,120.00	6,240.00	7,000.00	760.00
03-03-3252	SWIMMING LESSONS		3,000.00	3,000.00	
03-03-3253	POOL RENTALS/PARTIES		2,100.00	2,100.00	
03-03-3254	CONCESSIONS		4,356.68	8,000.00	3,643.32
	MUNICIPAL POOL TOTAL	3,120.00	27,048.18	35,100.00	8,051.82
03-03-3260	NEW HAVEN LITTLE LEAGUE	1,210.00	1,405.00	2,000.00	595.00
03-03-3262	NEW HAVEN SCHOOL DISTRICT		2,390.00	2,390.00	
03-03-3263	PAVILLION RENTALS	75.00	450.00	600.00	150.00
03-03-3264	GROUNDS RENTALS	25.00	25.00		25.00-
	CITY PARK TOTAL	1,310.00	4,270.00	4,990.00	720.00

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REVENUE & EXPENSE REPORT
CALENDAR 4/2026, FISCAL 10/2026
PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
03-03-3270	BAIL PARK RENTALS	375.00	1,625.00	2,200.00	575.00
	BAIL MEMORIAL PARK TOTAL	375.00	1,625.00	2,200.00	575.00
	REVENUES TOTAL	60,491.27	435,069.39	571,654.00	136,584.61
	TOTAL REVENUE	60,491.27	435,069.39	571,654.00	136,584.61

PARKS DEPARTMENT

03-20-4020	GENERAL SUPPLIES	105.47	2,056.63	2,000.00	56.63-
03-20-4052	ELECTRIC	122.80	2,873.04	3,000.00	126.96
03-20-4160	BIDS/NOTICES	125.00	387.50	300.00	87.50-
03-20-4354	FACILITY MAINTENANCE / REPAIR	386.35	2,854.31	4,000.00	1,145.69
03-20-4358	VEHICLE MAINTENANCE		65.72	1,000.00	934.28
03-20-4398	INFRAST<\$25.000			4,000.00	4,000.00
03-20-4399	EQUIPMENT < \$5,000		659.98	1,400.00	740.02
	OPERATING EXPENSES TOTAL	739.62	8,897.18	15,700.00	6,802.82
03-20-4127	PORTAPOTTIES	100.00	920.00	1,500.00	580.00
	CONTRACTED SERVICES TOTAL	100.00	920.00	1,500.00	580.00
03-20-4201	GENERAL REVENUE		18,000.00	18,000.00	
03-20-4382	NATURAL GAS		24,000.00	24,000.00	
03-20-4383	WATER FUND		24,000.00	24,000.00	
03-20-4384	SEWER FUND		24,000.00	24,000.00	
03-20-4385	TRANS TAX		10,000.00	10,000.00	
03-20-4386	MOTOR FUEL		6,000.00	6,000.00	
	TRANSFERS OUT TOTAL	.00	106,000.00	106,000.00	.00
03-20-4607	PLAYGROUND GRANT	55,369.90	55,557.23	176,444.00	120,886.77
	CAPITAL OUTLAY TOTAL	55,369.90	55,557.23	176,444.00	120,886.77
	PARKS TOTAL	56,209.52	171,374.41	299,644.00	128,269.59

POOL DEPARTMENT

03-21-4000	WAGES		50,936.35	85,000.00	34,063.65
03-21-4001	WAGES OT			1,000.00	1,000.00
03-21-4006	PAYROLL TAXES		3,896.66	6,600.00	2,703.34
	PERSONNEL SERVICES TOTAL	.00	54,833.01	92,600.00	37,766.99

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REVENUE & EXPENSE REPORT

CALENDAR 4/2026, FISCAL 10/2026

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
03-21-4020	GENERAL SUPPLIES	306.88	2,096.83	3,000.00	903.17
03-21-4050	TELEPHONE	39.22	390.91	800.00	409.09
03-21-4052	ELECTRIC	104.69	5,334.20	8,000.00	2,665.80
03-21-4086	UNIFORMS			2,000.00	2,000.00
03-21-4160	BIDS/NOTICES			150.00	150.00
03-21-4170	BUILDING MAINTENANCE		498.55	1,000.00	501.45
03-21-4364	CONCESSION SUPPLIES		1,316.52	4,000.00	2,683.48
03-21-4365	FACILITY SUPPLY		4,506.25	12,000.00	7,493.75
	OPERATING EXPENSES TOTAL	450.79	14,143.26	30,950.00	16,806.74
03-21-4087	PROPERTY & LIABILITY INS			10,000.00	10,000.00
03-21-4089	AUDIT SERVICES		2,500.00	3,000.00	500.00
03-21-4338	CREDIT / DEBIT CARD FEES		589.16	750.00	160.84
	CONTRACTED SERVICES TOTAL	.00	3,089.16	13,750.00	10,660.84
03-21-4810	CIPRF LOAN		10,000.00	10,000.00	
	TRANSFERS OUT TOTAL	.00	10,000.00	10,000.00	.00
03-21-4368	PROFESSIONAL DEVELOPMENT	305.23	1,923.28	4,500.00	2,576.72
	OTHER EXPENSES TOTAL	305.23	1,923.28	4,500.00	2,576.72
03-21-4808	BOND 2020 PRINCIPAL		108,700.00	108,700.00	
03-21-4809	BOND 2020 INTEREST		24,603.00	24,603.00	
	DEBT SERVICE TOTAL	.00	133,303.00	133,303.00	.00
	POOL TOTAL	756.02	217,291.71	285,103.00	67,811.29
ADMIN DEPARTMENT					
03-22-4000	WAGES	266.66	3,199.92	3,199.92	
03-22-4006	PAYROLL TAXES	20.40	244.80	250.00	5.20
03-22-4011	LAGERS	58.94	588.06	925.00	336.94
	PERSONNEL SERVICES TOTAL	346.00	4,032.78	4,374.92	342.14
	ADMIN TOTAL	346.00	4,032.78	4,374.92	342.14
VISITOR CENTER DEPARTMENT					
	TOTAL EXPENSES	57,311.54	392,698.90	589,121.92	196,423.02

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REVENUE & EXPENSE REPORT

CALENDAR 4/2026, FISCAL 10/2026

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
	PARK BOARD TOTAL	3,179.73	42,370.49	17,467.92-	59,838.41-
		=====	=====	=====	=====
	Report Total	3,179.73	42,370.49	17,467.92-	59,838.41-
		=====	=====	=====	=====

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BANK CASH REPORT

2026

BANK FUND GL	BANK NAME NAME	APRIL CASH BALANCE	MAY RECEIPTS	MAY DISBURSMENTS	MAY CASH BALANCE	OUTSTANDING TRANSACTIONS	MAY BANK BALANCE
CITIZENS - CHECKING PARK BRD							

BANK	CITIZENS - CHECKING PARK BRD						301,015.67
03	CASH - PARK BOARD	120,789.09	10,499.36	14,823.26	116,465.19		
03	DEDICATED PROPERTY TAX POOL	153,387.23	0.00	0.00	153,387.23		
03	DOWNTOWN PLAYGROUND DONATIONS	26,368.55	0.00	0.00	26,368.55	15,248.09	
	DEPOSITS					10,453.39	
		-----	-----	-----	-----	-----	-----
	CITIZENS - CHECKING PARK BRD T	300,544.87	10,499.36	14,823.26	296,220.97	4,794.70	301,015.67
CITIZENS - SAVINGS PARK BOARD							

BANK	CITIZENS - SAVINGS PARK BOARD						122,370.06
03	CASH RESERVES (SAVINGS)	122,075.99	294.07	0.00	122,370.06		
		-----	-----	-----	-----	-----	-----
	CITIZENS - SAVINGS PARK BOARD	122,075.99	294.07	0.00	122,370.06	0.00	122,370.06
=====							
TOTAL OF ALL BANKS		422,620.86	10,793.43	14,823.26	418,591.03	4,794.70	423,385.73
=====							

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May 2026



Tuesday, May 5, 2026

■ 1st Orientation

Tue 5/5/2026 4:00 PM - 5:00 PM

Thursday, May 7, 2026

■ CLOVER SET UP AT POOL

Thu 5/7/2026 9:00 AM - 10:00 AM

Location: Microsoft Teams Meeting

Organizer: Deborah Williams

Required Attendees: Sarah Skeen <sarah.skeen@newhavenmo.org>; Debra Kopmann <debra.kopmann@newhavenmo.org>; Chelsea Rowlett <chelsea.rowlett@newhavenmo.org>;

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/276624419794543?p=NBl6yT2j3QgeldrhEM>

Meeting ID: 276 624 419 794 543

Passcode: m9oC3b5V

[Need help?](#) | [System reference](#)

For organizers: [Meeting options](#)

Sunday, May 10, 2026

■ Training

Sun 5/10/2026 1:00 PM - 6:00 PM

Friday, May 15, 2026

■ UCI testing pool ppl @ PW

Fri 5/15/2026 4:00 PM - 4:30 PM

■ 2nd Orientation & DRUG TEST

Fri 5/15/2026 4:00 PM - 5:00 PM

Saturday, May 16, 2026

■ Training

Sat 5/16/2026 8:00 AM - 5:00 PM

Sunday, May 17, 2026

■ Training

Sun 5/17/2026 8:00 AM - 5:00 PM

Wednesday, May 20, 2026

■ HEALTH DEPARTMENT INSPECTION

Wed 5/20/2026 9:30 AM - 10:00 AM

Location: 101 Park Dr (101 Park Dr, New Haven, Missouri, 63068, United States)

Organizer: Deborah Williams

Required Attendees: Chelsea Rowlett <chelsea.rowlett@newhavenmo.org>; David Blankenship <david.blankenship@newhavenmo.org>;

Keith will be in at the pool at 9:30am for our inspection.

Thursday, May 21, 2026

■ Crossover Training/Make Up Training Day

Thu 5/21/2026 8:00 AM - 5:00 PM

Saturday, May 23, 2026

■ POOL OPENS

Sat 5/23/2026 12:00 PM - 5:00 PM

Wednesday, May 27, 2026

■ Guard Training

Wed 5/27/2026 10:30 AM - 11:30 AM ↻

Thursday, May 28, 2026

■ Guard Training

Thu 5/28/2026 10:30 AM - 11:30 AM ↻

Sunday, May 31, 2026

■ Pre-School Aquatics - Swimming Lessons Class 1

 Pre-School Aquatics - Swimming Lessons Class 2

Sun 5/31/2026 10:30 AM - 11:30 AM 

Ava Adams

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: July 10th + 11th 8am - 12am
 Location(s): 9494 Hwy 100 New Haven, CT 03068 Boondocker
 Event Name / Event Sponsor: New Haven Community Youth Fair
 Contact Person: Kelsy Kottloff 573-301-1329 kelpc1329@gmail.com
 Name Phone number Email address

Event Description SK

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.) N/A

Special Requests

Police Presence? ☒ / N If yes please provide details Same as prior years - contact Joe Rethemeyer 573-292-7592

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

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

Same as prior years

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.

Other special requests _____

Event details

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 N/A

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.

Restrooms will be available at the old Boondocker, Legion, + Porta Potties across Hwy 100

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.


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: _____

1 Site Plan:

The boundary of the subject property is the entirety of the land owned by the American Legion Post 366.

Connecting streets include Park Drive, the outer road east of the American Legion Building, and Industrial Drive.

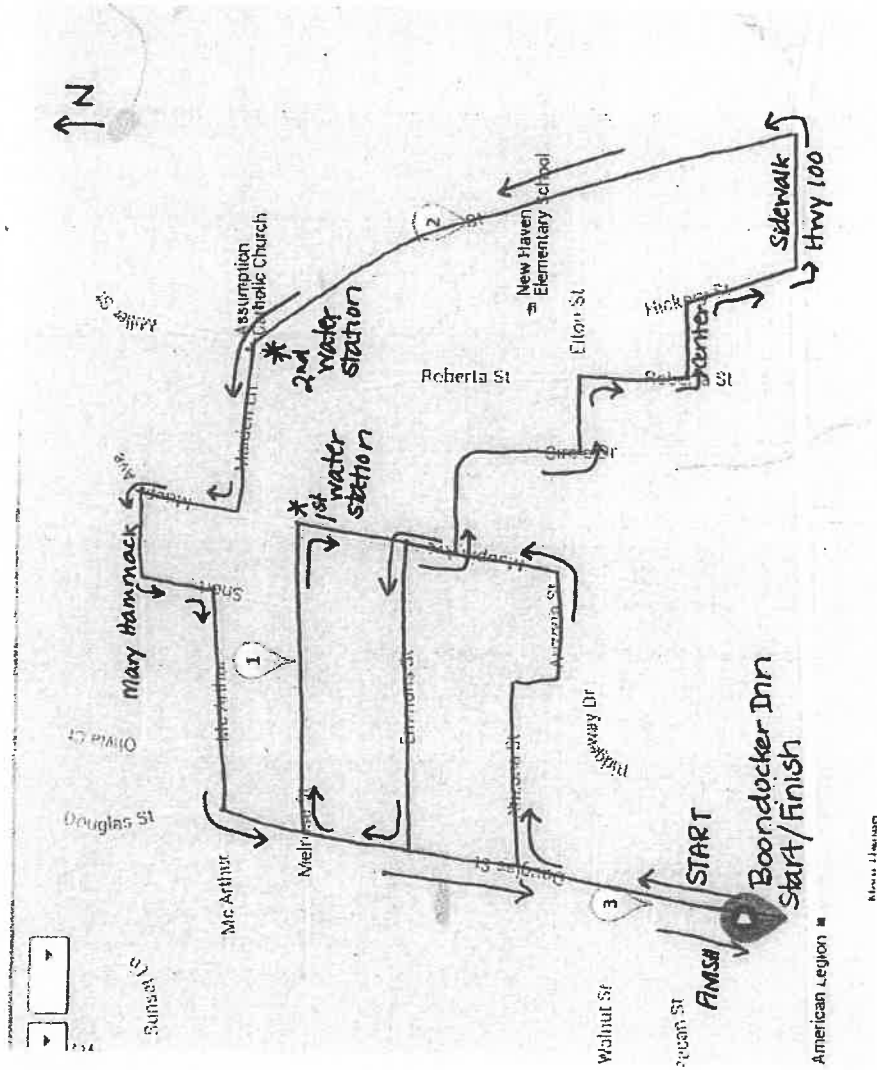
Buildings include the American Legion Hall, the American Legion Eat Stand and Ball Field, the lower eat stand near the tractor pull track, and track.

Parking areas are the fields east of the New Haven Pool and Park Drive, including the parking lots north of the New Haven High School. Parking will also take place on the Legion grounds.

We will use the Legion's lighting and have portable light towers near the tractor pull track. Bottle Containers will provide a large dumpster on the Legion grounds. Fencing will be placed to outline parking areas

New Haven Youth Fair 5K Walk/Run Route

Start at Boondocker on Douglas Street
 Right on Arizona
 Left on Maupin
 Left on Emmons
 Right on Douglas
 Right on Melrose
 Right on Maupin (1st water station)
 Left on Circle Drive
 Left on Elton
 Right on Roberta
 Left on Center
 Right on Hickory
 Left on HWY 100 SIDEWALK
 Left on Miller
 Left on Maiden Lane (2nd water station)
 Right on Maupin
 Left on Mary Hammack
 Left on Short
 Right on McArthur
 Left on Douglas
 Cross FINISH LINE!



RESOLUTION NO. 26-236

A RESOLUTION AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN AGREEMENT FOR PROFESSIONAL SERVICES WITH THE NEW HAVEN PARK BOARD FOR MANAGEMENT AND OPERATIONS OF THE NEW HAVEN PARK SYSTEM

WHEREAS, the City of New Haven has proposed an agreement for management and operations of the New Haven Parks: and

WHEREAS, the parties desire to enter into an agreement for said services.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF NEW HAVEN, MISSOURI, AS FOLLOWS:

SECTION ONE.

The Mayor is hereby authorized and directed, on behalf of the City of New Haven, to execute an Agreement for Management and Operations with the New Haven Park Board. A copy of the Agreement is attached hereto as Exhibit A and B and made fully a part hereof.

Adopted by the Board of Aldermen and approved by the Mayor on this 11th day of May, 2026.



David Luecke, Mayor

ATTEST:



Deborah Williams, City Clerk



Exhibit A

Management Services Agreement Between The City of New Haven, MO And The New Haven Park Board

This Management Services Agreement ("Agreement") is entered into on _____ day of _____, _____ by and between the City of New Haven, MO and the New Haven Park Board.

Recitals

Whereas, the City is a fourth class municipality as defined by the City of New Haven Government Code and the State of Missouri.

Whereas, the Mayor, with the consent and approval of the Board of Aldermen, shall appoint the Park Directors who shall be citizens of the City.

Whereas, the Board of Park Directors is defined by Chapter 235, Article II.

Whereas, the City Park Grounds is defined by Chapter 235, Section 235.040 of the City Municipal Code.

1. PROPERTY. This Agreement is only applicable to the properties of the City Park, governed by the Park Board.

2. INTENT. It is the intent of the City that this Agreement provide for management of the New Haven Park properties.

3. MANAGEMENT SERVICES. Commencing on July 1, 2026 the City will provide all management services as defined by Exhibit B.

4. AUTHORITY. The City and the Park Board represent that they have full power, authority and legal right to execute, deliver and perform their obligations pursuant to this agreement.

5. GOVERNMENTAL POWERS. It is understood that by execution of this Agreement, neither the City nor the Park Board, do not waive or surrender any of their governmental duties, powers or immunities.

The Park Board shall have exclusive control of expenditures of all moneies collected to the credit of the park fund and of the supervision, improvement, care and custody of said park.

7. TERM. The term of this Agreement shall be for a period of one (1) year, commencing from July 1, 2026 – June 30, 2027. This Agreement shall be reviewed and re-approved on an annual basis, thereby providing direction to City of New Haven staff plans and intentions for park improvements over the plan period.

8. COMPENSATION. Compensation of this Agreement from the Park Board to City shall be a total of \$50,000 annually and shall be paid semi-annually.

9. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement between the parties and supersedes all prior oral and written agreements between the said parties. This Agreement is a complete expression of the parties' agreement and may only be amended or modified or supplemented by a written agreement signed by both parties.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as the day and year first above written.

CITY OF NEW HAVEN, MISSOURI

NEW HAVEN PARK BOARD

By: _____
David Luecke
Mayor

By: _____
Phillip McKernan
Park Board President

ATTEST:

Deborah Williams
City Clerk

Exhibit B

Management Services Agreement

Management and Labor Services Provided by the City of New Haven, MO for Park Board:

1. Maintenance, Upkeep and Cleaning of all Park Facilities

- a. Restrooms
- b. Playground Equipment
- c. Ballfields
- d. Buildings (i.e., pavilions, shop/storage, restrooms, concession stand, etc.)
- e. Trash and Doggie Stations
- f. Trails
- g. Pavilions
- h. Parking Lots
- i. Monuments and Memorials
- j. Lighting
- k. Nature Areas
- l. Equipment
- m. Ball Courts (i.e., basketball, tennis, sand volleyball, etc.)

2. Lawn and Landscape Care

- a. Cut Grass (generally once per week)
- b. Trim (generally once per week)
- c. Mulch Trees
- d. Weed, Mulch and Care for Flowerbeds/Landscaped Areas
- e. Prune Trees
- f. Leaf Removal

3. Pool/Aquatic Center

- a. Prepare for Spring Opening
- b. Licensed Personnel
- c. Daily Chemical and Water Level Checks
- d. Filter Checks and Cleaning
- e. General Building Repairs
- f. Winterize

4. Events, Reservations and Groups

- a. Coordinate and Assist with Special Events (i.e., Youth Fair, Balloon Fest, Cross Country Meet, etc.)
- b. Prep and Scheduling of Ballfields (i.e., Little League, School, etc.)

- c. Prep and Scheduling of Facility Reservations (i.e., Roy Bail Park, Pavilions, etc.)

5. Capital Improvement Projects

6. Reporting/Accountability

- a. Written Monthly Progress Report
- b. Preparation of Special Reports
- c. Representative in Attendance at all Park Board Meetings
- d. Annual Budget Preparation

**Contract Agreement
New Haven School District
City of New Haven, Missouri**

This Contract Agreement made as of the _____ day of _____, 2026 by and between THE PARK BOARD OF THE CITY OF NEW HAVEN (CITY) and NEW HAVEN SCHOOL DISTRICT (School).

WHEREAS, the New School District provides organized baseball, track and field, cross country, softball activities and pool intramural for the youth of the New Haven High School, and desires to use New Haven Park Board facilities for the 2026-27 season; and

WHEREAS, the Park Board desires to permit NHSD to use Park Board facilities for the 2026-27 season, subject to certain terms and conditions as hereinafter set out;

NOW THEREFORE, the Park Board and NHSD agree as follows:

1. **Intent of Agreement.** This Agreement hereby grants permission to and authorizes the NHSD to conduct Track and Field/Cross Country/ Softball / Baseball Practices, Games, Clinics, Tournaments, and the use of the pool for other related activities at the New Haven City Park fields and facilities, subject to the terms and conditions as hereinafter set out.
2. **Term of Agreement.** This Agreement shall become effective August 1, 2026 and shall terminate July 31, 2027, unless extended by mutual written agreement of both parties.
3. **NHSD responsibility.** The NHSD shall be solely responsible for the administration and management of activities and shall conduct activities in accordance with the provisions of this agreement. The NHSD shall at all times be responsible for the actions of its participants, players, officers, agents, employees, guests, contractors, patrons, licensees, invitees, or any other person(s) entering upon the New Haven City Park Lions Field and Bock Field baseball and softball fields, Lions Field concession stand, and adjacent parking areas (together referred to as "Park Facilities) with express or implied invitation of NHSD, while conducting track and field / cross country / baseball / softball activities and / or concession stand activities under this agreement. The NHSD shall at all times cooperate with the Park Board and / or its representatives in the conduct of the league and its activities, and in the care and maintenance of Park Facilities which are the subject of this agreement.

4. **Park Board responsibility.** The Park Board shall make the Park Facilities available to the NHSD in accordance with the provisions of this agreement. The Park Board shall maintain the Park Facilities to a reasonable standard through the term of this agreement. The Park Board shall be responsible for the care and maintenance of the ball field playing areas, fencing, lighting, bleachers, scoreboards, trash cans and the concession stand building located at Lions Field, including the concession stand bathrooms. The Park Board shall further be responsible for the maintenance and regular servicing of the portable bathrooms located at Bock Field. The Park Board shall further be responsible for the maintenance of the pool. Notwithstanding the above provisions, nothing in this agreement shall be construed to create a duty or obligation of the Park Board to improve any of its facilities above and beyond the condition they were in upon the effective date of this agreement.

5. **Payment.** The NHSD agrees to pay the Park Board the following rental fees for use of the Park Facilities during the term of this agreement.

- Pool rental fees, \$2,390 annually

The NHSD agrees to pay the Park Board the following rental fees for use of the Park Facilities during the term of this agreement.

- Lions Field, \$25 per game day (no prep)
- Lions Field, \$40 per game,
- Bock Field, \$25 per game day (no prep)
- Bock Field, \$40 per game,
- Lions Field Concession Stand, \$30 per day

For purposes of this section, a "game day" is defined as a day or evening when the fields are prepared by the Park Board for the playing of NHSD-sponsored games, clinics or other activities. A "game day" only includes those days on which the fields are prepared for game play, and the field rental fee shall only apply to those instances when fields have been prepared for game play.

a. **Rain date policy.** The NHSD and Park Board may cooperate in determining if fields are playable due to weather conditions. For rain dates, rescheduling will be contingent on the availability of the field at no additional fee. In the event that the fields are prepared but play is cancelled for any reason, NHSD agrees to pay the rental fee as herein provided. Concession stand rental shall only be charged on those days when the Concession Stand is used and occupied by NHHS or its representatives.

b. **Payment terms.** The NHSD shall provide its season schedule of games to the Park Board at the NHSD's earliest opportunity. The Park Board shall invoice the NHSD after ball season ends for total rental amount minus the rental amount for any scheduled games that were cancelled and not rescheduled (if any). The final rental amount to be paid by NHSD shall include only those game dates and Concession Stand rentals used by NHSD.

- c. **Default / non-payment.** NHSD failure to pay any invoice by its due date may cause a termination of this Agreement and the cancellation / suspension of NHSD activities at Park facilities.
6. **Use of Fields.** The NHSD shall have use of Lions Field and Bock Field for purposes of NHSD practices, games, clinics and other NHSD-sponsored activities through the duration of this agreement. The Park Board shall not permit organized use of the fields by any other party through the term of this Agreement, except as may be mutually agreed between Park Board and NHSD. NHSD use of the fields for team practices shall take precedence over use by the general public. However, ball fields shall be open to the public when the fields are not being used by the NHSD. The temporary fence the school puts up during softball season shall be removed when the ball field is rented by another group.
7. **Restrictions on use.** NHSD shall not:
- Use or allow the ball field(s), concession stand, or other facilities located on the grounds to be damaged or defaced in any way.
 - Use or allow the ball field(s), concession stand, or other facilities located on the grounds to be modified or altered in any way, except as approved by the Park Board.
 - Use or allow alcohol or illegal drugs to be consumed or taken anywhere on the premises.
 - Use or allow profanity or physical altercations anywhere on the premises or the ball field areas.
8. **Equipment.** NHSD shall require that their participants be provided with all necessary sports and safety equipment, approved head gear, bats, balls and gloves and any other necessary equipment. NHSD shall at all times cause games to be played in a safe manner and shall take all reasonable actions and precautions necessary to protect the safety of participants.
9. **Insurance.** NHSD shall be required to maintain General Liability Insurance in coverages and amounts as acceptable to the Park Board. NHSD shall be required to maintain insurance through the term of this Agreement. Insurances as required under this section shall name the City of New Haven Park Board and City of New Haven as Additional Insured, and the Additional Insured status must be properly endorsed. Failure of the NHSD to provide insurances and coverages as required by this section may cause a termination of this agreement and the suspension of all NHSD activities at the Park Facilities.
10. No provision of this agreement shall constitute a waiver of the City's right to assert a defense based on the doctrines of sovereign immunity, official immunity, or any other immunity available under law.

- 11. Field preparation and maintenance.** The Park Board shall cause to have the field(s) prepared for each day there is a scheduled game on that field, weather permitting. Field preparation shall include, at minimum, dragging of the infields and striping of the baselines. The rental fee shall include use of the ball field lighting. The Park Board further shall cause to have the following maintenance activities performed on a weekly basis, at minimum, through the NHSD season:
- Outfield grass areas and grass areas adjacent to the fields shall be mowed and trimmed.
 - Trash cans shall be emptied.
 - Lions Field Concession Stand bathrooms shall be cleaned.
 - The portable bathrooms located at Bock Field shall be cleaned and serviced.
- 12. City Park rules and regulations.** The NHSD shall advise their members of City Park rules and regulations, and shall require their members to follow said rules, to include though not necessarily be limited to, the following:
- No person shall be on the City Park grounds from after 12 a.m. until 6 a.m. without permission.
 - No vehicle parking on grass areas of the City Park grounds without permission.
 - No use of tobacco within buildings or enclosed areas on the park grounds, to include dugout areas of the ball field(s).
 - Alcohol shall not be consumed on the ball fields or in the dugouts at any time.
 - No loud music, swearing, profanity, physical altercations or other like disruptions shall be tolerated at any time.
- 13. Concession stand.** The NHSD shall be solely responsible for all activities occurring in the concession stand, including cleaning and maintenance of the stand kitchen and kitchen facilities. The NHSD shall comply with all applicable food or business licensing requirements or regulations as provided for by local, county, state or federal authorities and law. The NHSD shall be solely responsible for the cost of any licenses, permit and fees necessary (if any) for the operation of the concession stand. Notwithstanding the above provisions, the Park Board shall make no representations, express or implied, as to the condition of the Concession Stand facilities and their fitness for use for food service purposes. Any costs to bring the Concession Stand into compliance with any applicable food service or health department requirement shall be borne exclusively by the NHSD or its representatives.
- a. Concession stands contents.** Notwithstanding any of the above provisions, the Park Board shall have no responsibility for the contents of the Concession Stand through the duration of this agreement and shall not be responsible in the event of theft, destruction or other loss of

Concession Stand contents and personal property. The NHSD shall be solely responsible for the maintenance and care of the Concession Stand equipment, goods and inventory, and any other personal property kept at or about the Concession Stand, through the duration of this agreement.

14. Additional provisions / responsibilities.

- The NHSD shall be responsible for providing bases for each field of play through the duration of this agreement.
- The Park Board shall be responsible for providing home plates at each field. The Park Board shall be responsible for providing equipment to drag the infields, for baseline markers (chalkers) and for the chalk / lime necessary to mark the base lines.
- The Park Board shall be responsible for the set-up of the batting cage facility adjacent to Lions Field; the NHSD shall be responsible for the maintenance of the batting cage area through the season.
- The NHSD shall be responsible for locking and securing the Concession Stand and Equipment Storage room, and for the turning off of ballfield lighting, at the conclusion of each night's play.
- The Park Board and NHSD shall cooperate on the regular maintenance and improvement of the fields and facilities through the term of this agreement. The Park Board shall encourage improvements as may be provided for by NHSD, subject to the review and approval of the Park Board or its designee.

15. Public safety. The Park Board, in its sole discretion, reserves the right to cause an interruption of any event, in the interest of public safety, and to likewise cause the termination of such event(s) when such act is necessary in the interest of public safety.

16. Right to inspect. The use of ball fields and premises shall, at all times, be subject to the control and direction of the Park Board. The Park Board and/or its representatives shall have the right, at all times, to enter the ball fields and premises to inspect and /or examine the premises for compliance with this agreement, and/or to otherwise perform their duties.

17. Default of NHSD: It is agreed that if NHSD or any NHSD members should fail, neglect and/or refuse to keep and perform any of the covenants, conditions or agreements contained in this Agreement, the Park Board, depending on the gravity or severity, may cause this agreement to be terminated, without liability to the Park Board, and without releasing NHSD from liability to the full amount of rent or other charges as provided herein.

18. Payment for Damages: If it is determined, by the Park Board, that the ball fields, Concession Stand, or parts thereof, have been damaged as a result of the NHSD

activities, the Park Board will provide NHSD with detailed billing, accounting for all repairs, replacements and/or restoration costs when such work has been completed. NHSD agrees to pay for any damages caused during the event, no later than thirty (30) days after receipt of an itemized bill from the Park Board. Failure to remit payment within the allotted time period will result in a charge of 5% interest in the balance due, compounded monthly. The NHSD agrees to pay for any and all damages of whatever origin or nature, which may occur to the ball fields or facilities on the grounds, or any parts thereof, as a direct result of the NHSD use of the facility for NHSD event(s), during the term of this agreement. The NHSD agrees to pay for any and all costs incurred by the Park Board's repair, replacement and/or restoration of those areas, to a condition equal to that which existed at the time this agreement became effective.

19. Hold Harmless / Indemnification. To the fullest extent permitted by law, the NHSD agrees to indemnify, defend and hold harmless the City of New Haven, the City of New Haven Park Board, and together its officers, agents, volunteers, employees, lessees and invitees, from and against all suits, claims, damages, losses and expenses, including but not limited to attorneys' fees, court costs, or alternative dispute resolution costs arising out of or related to any such suit, claim, damage, loss or expense involving an injury to a person or persons, whether bodily injury or other personal injury (including death), or involving an injury or damage to property (including loss of use or diminution in value), but only to the extent that such suits, claims, damages, losses or expenses were caused by the negligence or other wrongdoing of the NHSD, or of any member, participant, coach, agents or employees, directly or indirectly, regardless of whether caused in part by the negligence or wrongdoing of City of New Haven and City of New Haven Park Board, or any of its agents or employees. The indemnity provision of this paragraph shall survive the termination or expiration of this agreement.

20. Final agreement. The parties hereto certify that they have read this agreement and agree to comply with the terms mentioned herein.

Please print the full name of NHSD Representative

Signature of NHSD Representative

Date

Please print full name of Park Board Representative

Signature of Park Board Representative

Date