

**Park Board Meeting
August 13, 2026
New Haven Public Works Meeting**

Call to Order:

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

Roll Call of Members:

Kim Monzyk, Buck Bratcher, Felix Mesger, Phil McKernan, Nick Perjak, Mary VonBehren

Staff Members Present:

Sarah Skeen, David Blankenship, Brad Maune

Others Present:

Alderman Steve Bertrand and resident Alan Bell

****Motion to Approve Minutes, Money Ordinances, Cash Report, and Revenue Expense Report. Motion by Felix Mesger, Nick Perjak 2nd, all were in favor.**

Public Comment

A. Alan Bell

- a. Scarecrow Festival and Pumpkin Glow will be held on October 16th - a permit will be submitted in the next couple of months. They may close Cottonwood Street for a food truck.
- b. Downtown New Haven Inc. is going to perform maintenance on the gazebo on the riverfront. Trees around the gazebo need to be trimmed up.

****Motion was made to allow Downtown New Haven, Inc. to make repairs to the gazebo downtown. - Motion by Buck Bratcher, Felix Mesger 2nd, all were in favor.**

B. Nick Perjak with the New Haven Youth League -

- a. Maintenance that could be addressed at Lions Field - grass on the infield needs to be managed, there is dead grass in the batting cages, the locks on the doors to the concession stand need to be changed, and a gate needs to be repaired by the batting cage. The concession stand needs to be inspected by the city inspector.
- b. Proposed changes to the contract - Exclusive rights to the concession stand for the two months the season runs and that the field be drug once a week during the practice period from March to early May.

Department Report

A. Grounds

B. Aquatic Facility

- a. Pool Finances - Shutting down the first or second week of August will potentially save money

C. City Administrator

- a. Special Event Permits
 - i. New Haven Cross Country Invitational

****Motion was made to approve the Special Event Permit for the New Haven Cross Country Invitational with the expectation that they have to have two porta potties and one handicap porta potty - Motion by Felix Mesger, Buck Bratcher 2nd, all were in favor.**

- ii. Borgia Troop 439 Fall Camporee, October 23 - 25, 2026

****Motion was made to approve the Special Event Permit for Borgia Troop 439 Fall Camporee at no charge - Motion by Felix Mesger, Buck Bratcher 2nd, all were in favor.**

- iii. DRAFT Request for Qualifications - Tree Service

****Motion was made to approve the Request for Qualifications for the Tree Service bids - Motion by Felix Mesger, Buck Bratcher 2nd, all were in favor.**

Miscellaneous

- A. Building Inspector Letter - pool occupancy
- B. Downtown New Haven, Inc. will be requesting insurance coverage for Scarecrow Festival and Christmas by Moonlight events

****Motion to adjourn, Felix Mesger, Buck Bratcher 2nd. All were in favor.**

Respectfully submitted,

Kim Monzyk

CLAIMS REPORT

Check Range: 8/14/2026- 9/10/2026

Paid
money
Ordinances 9-10-26 PK

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK CHECK#	CHECK DATE
PARK BOARD					
LIABILITIES					
FED/FICA WITHHOLDING	FED/FICA TAX		1,070.60	12065913	8/21/26
MISSOURI LAGERS	LAGERS PMT AUGUST 2026 PARK		135.50	12065914	9/02/26

	02 LIABILITIES TOTAL		1,206.10		
REVENUES					
MELISSA JONES	JONES POOL PARTY REFUND		400.00	7157	8/14/26

	03 REVENUES TOTAL		400.00		
PARKS					
AMEREN MISSOURI	AMEREM PMT PARK AUGUST 2026		339.12	7178	8/25/26

	20 PARKS TOTAL		339.12		
POOL					
AMEREN MISSOURI	AMEREM PMT PARK AUGUST 2026		1,868.71	7178	8/25/26
SPARKLIGHT	SPARKLIGHT PK BILL 8/16-9/15		11.79	7177	8/21/26

	21 POOL TOTAL		1,880.50		

	03 PARK BOARD TOTAL		3,825.72		
			=====		
	Accounts Payable Total		3,825.72		

CLAIMS REPORT
CLAIMS FUND SUMMARY

FUND NAME		AMOUNT
03	PARK BOARD	3,825.72
TOTAL FUNDS		3,825.72

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CLAIMS REPORT
Check Range: 8/14/2026- 9/10/2026Scheduled
Money
Ordinances
Page 1 PK
9-10-26

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
PARK BOARD					
PARKS					
AMAZON CAPITAL SERVICES	TRIMMER LINE		41.99		
NEW HAVEN LUMBER	ANCHORS X2 (BOX PRICE)		285.71		
WATER & SEWER SUPPLY INC	48" HDPE		3,280.00		
ZERO WASTE USA	SINGLPUL BAG CASE OF 3200		240.92		

	20 PARKS TOTAL		3,848.62		
POOL					
NEW HAVEN LUMBER	3/4 SS QUICK SNAP		51.98		
SAVE A LOT	SPOONS 48CT X3		8.97		

	21 POOL TOTAL		60.95		
	03 PARK BOARD TOTAL		-----		
			3,909.57		
			=====		
	Accounts Payable Total		3,909.57		

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CLAIMS REPORT
CLAIMS FUND SUMMARY

FUND	NAME	AMOUNT
03	PARK BOARD	3,909.57
TOTAL FUNDS		3,909.57

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CLAIMS REPORT
Check Range: 8/14/2026- 9/10/2026

Additional
money
Ordinances 9-10-26

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK CHECK# DATE
PARK BOARD				
PARKS				
BACKES & TOELKE AGRI PRODUCTS	BUCCANEER & SALVAN		199.50	
OSAGE COUNTY INDUSTRIES	PLAYGROUND PROJ CONCRETE SIDEW		1,398.91	
RELIABLE SEPTIC & PORTABLE	ADA TOILET RENTAL AUGUST 2026		115.00	

	20 PARKS TOTAL		1,713.41	
POOL				
FRANKLIN COUNTY FIRE EXTINGUIS PK FIRE EXTINGUISHERS INSP&TAG			25.00	

	21 POOL TOTAL		25.00	

	03 PARK BOARD TOTAL		1,738.41	
			=====	
	Accounts Payable Total		1,738.41	

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CLAIMS REPORT
CLAIMS FUND SUMMARY

FUND	NAME	AMOUNT
03	PARK BOARD	1,738.41

	TOTAL FUNDS	1,738.41

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BANK CASH REPORT 2026

BANK NAME FUND GL NAME	AUGUST CASH BALANCE	SEPTEMBER RECEIPTS	SEPTEMBER DISBURSMENTS	SEPTEMBER CASH BALANCE	OUTSTANDING TRANSACTIONS	SEP BANK BALANCE
CITIZENS - CHECKING PARK BRD						

BANK CITIZENS - CHECKING PARK BRD						236,030.49
03 CASH - PARK BOARD	72,428.22	156.07	6,496.62	66,087.67		
03 DEDICATED PROPERTY TAX POOL	90,363.51	0.00	0.00	90,363.51		
03 DOWNTOWN PLAYGROUND DONATIONS	1,683.60	0.00	0.00	1,683.60	77,970.71	
DEPOSITS					75.00	
	-----	-----	-----	-----	-----	-----
CITIZENS - CHECKING PARK BRD T	164,475.33	156.07	6,496.62	158,134.78	77,895.71	236,030.49
CITIZENS - SAVINGS PARK BOARD						

BANK CITIZENS - SAVINGS PARK BOARD						123,923.80
03 CASH RESERVES (SAVINGS)	123,530.36	393.44	0.00	123,923.80		
	-----	-----	-----	-----	-----	-----
CITIZENS - SAVINGS PARK BOARD	123,530.36	393.44	0.00	123,923.80	0.00	123,923.80
=====						
TOTAL OF ALL BANKS	288,005.69	549.51	6,496.62	282,058.58	77,895.71	359,954.29
=====						

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REVENUE & EXPENSE REPORT

CALENDAR 8/2026, FISCAL 2/2027

PCT OF FISCAL YTD 16.6%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
REVENUES DEPARTMENT					
02-03-3002	SUR TAX			6,400.00	6,400.00
02-03-3004	RAILROAD UTILITIES TAX			4,800.00	4,800.00
02-03-3006	PENALTY LATE PMT TAXES	110.97	163.15	1,200.00	1,036.85
02-03-3017	REAL EST TAX FC COLLECTS			63,000.00	63,000.00
02-03-3018	PERS PROP TAX FC COLLECTS	80.01	141.18	23,000.00	22,858.82
		-----	-----	-----	-----
	PROPERTY TAXES TOTAL	190.98	304.33	98,400.00	98,095.67
02-03-3140	INTEREST EARNED	17.58	30.99	1,100.00	1,069.01
		-----	-----	-----	-----
	INTEREST TOTAL	17.58	30.99	1,100.00	1,069.01
		=====	=====	=====	=====
	REVENUES TOTAL	208.56	335.32	99,500.00	99,164.68
		=====	=====	=====	=====
	TOTAL REVENUE	208.56	335.32	99,500.00	99,164.68
PARKS DEPARTMENT					
02-20-4224	PARK BOARD TRANSFER			99,500.00	99,500.00
		-----	-----	-----	-----
	TRANSFERS OUT TOTAL	.00	.00	99,500.00	99,500.00
		=====	=====	=====	=====
	PARKS TOTAL	.00	.00	99,500.00	99,500.00
		=====	=====	=====	=====
	TOTAL EXPENSES	.00	.00	99,500.00	99,500.00
		=====	=====	=====	=====
	PARK MAINTENANCE & IMPROV TOTA	208.56	335.32	.00	335.32-
		=====	=====	=====	=====
REVENUES DEPARTMENT					
03-03-3002	SUR TAX DEDICATED PROPERTY TAX			10,000.00	10,000.00
03-03-3004	RAILROAD UTILITIES DEDICATE TX			9,000.00	9,000.00
03-03-3006	PENALTY LATE PYMT TAXES	185.83	272.83	2,500.00	2,227.17
03-03-3017	REAL EST FC DEDICATED PARK TX			108,000.00	108,000.00
03-03-3018	PERS PROP FC DEDICATED PARK TX	127.08	227.72	38,000.00	37,772.28
		-----	-----	-----	-----
	PROPERTY TAXES TOTAL	312.91	500.55	167,500.00	166,999.45
03-03-3008	USE SALES TAX			13,500.00	13,500.00
03-03-3016	PARK BOARD SALES TAX	7,284.79	13,146.47	70,000.00	56,853.53
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REVENUE & EXPENSE REPORT

CALENDAR 8/2026, FISCAL 2/2027

PCT OF FISCAL YTD 16.6%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
	TAXES TOTAL	7,284.79	13,146.47	83,500.00	70,353.53
03-03-3140	INTEREST EARNED	844.51	1,607.93	5,000.00	3,392.07
	INTEREST TOTAL	844.51	1,607.93	5,000.00	3,392.07
03-03-3171	PARK MAINTENANCE & IMPROVEMENT			99,500.00	99,500.00
	TRANSFER IN TOTAL	.00	.00	99,500.00	99,500.00
03-03-3142	COLTER MEMORIAL PLAYGROUND	24,687.94	24,687.94	58,378.00	33,690.06
03-03-3228	MIRMA GRANT	1,250.00	1,250.00	5,250.00	4,000.00
	GRANT FUNDING TOTAL	25,937.94	25,937.94	63,628.00	37,690.06
03-03-3250	DAILY ADMISSIONS	2,465.00	12,587.00	20,000.00	7,413.00
03-03-3251	SEASON PASS		360.00	12,000.00	11,640.00
03-03-3252	SWIMMING LESSONS		1,500.00	4,000.00	2,500.00
03-03-3253	POOL RENTALS/PARTIES	400.00		4,000.00	4,000.00
03-03-3254	CONCESSIONS	845.00	3,296.00	12,000.00	8,704.00
	MUNICIPAL POOL TOTAL	2,910.00	17,743.00	52,000.00	34,257.00
03-03-3260	NEW HAVEN LITTLE LEAGUE		580.00	2,600.00	2,020.00
03-03-3262	NEW HAVEN SCHOOL DISTRICT			2,390.00	2,390.00
03-03-3263	PAVILLION RENTALS		75.00	600.00	525.00
	CITY PARK TOTAL	.00	655.00	5,590.00	4,935.00
03-03-3270	BAIL PARK RENTALS	250.00	500.00	2,500.00	2,000.00
	BAIL MEMORIAL PARK TOTAL	250.00	500.00	2,500.00	2,000.00
	REVENUES TOTAL	37,540.15	60,090.89	479,218.00	419,127.11
	TOTAL REVENUE	37,540.15	60,090.89	479,218.00	419,127.11
PARKS DEPARTMENT					
03-20-4020	GENERAL SUPPLIES	427.94	427.94	4,000.00	3,572.06
03-20-4052	ELECTRIC	339.12	817.54	3,500.00	2,682.46
03-20-4160	BIDS/NOTICES			150.00	150.00
03-20-4354	FACILITY MAINTENANCE / REPAIR	200.00	200.00	6,000.00	5,800.00
03-20-4358	VEHICLE MAINTENANCE	17.54	17.54	1,000.00	982.46
03-20-4398	INFRAST<\$25,000			4,000.00	4,000.00
03-20-4399	EQUIPMENT < \$5,000			1,500.00	1,500.00
	OPERATING EXPENSES TOTAL	984.60	1,463.02	20,150.00	18,686.98

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REVENUE & EXPENSE REPORT

CALENDAR 8/2026, FISCAL 2/2027

PCT OF FISCAL YTD 16.6%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
03-20-4069	CONTRACTED SERVICES			15,000.00	15,000.00
03-20-4127	PORTAPOTTIES	115.00	115.00	1,500.00	1,385.00
		-----	-----	-----	-----
	CONTRACTED SERVICES TOTAL	115.00	115.00	16,500.00	16,385.00
03-20-4201	GENERAL REVENUE			9,000.00	9,000.00
03-20-4382	NATURAL GAS			12,000.00	12,000.00
03-20-4383	WATER FUND			12,000.00	12,000.00
03-20-4384	SEWER FUND			12,000.00	12,000.00
03-20-4385	TRANS TAX			5,000.00	5,000.00
03-20-4386	MOTOR FUEL			3,000.00	3,000.00
		-----	-----	-----	-----
	TRANSFERS OUT TOTAL	.00	.00	53,000.00	53,000.00
03-20-4040	EQUIPMENT > \$5,000			5,000.00	5,000.00
03-20-4607	PLAYGROUND GRANT	11,715.31	11,715.31	58,378.00	46,662.69
		-----	-----	-----	-----
	CAPITAL OUTLAY TOTAL	11,715.31	11,715.31	63,378.00	51,662.69
		=====	=====	=====	=====
	PARKS TOTAL	12,814.91	13,293.33	153,028.00	139,734.67
	POOL DEPARTMENT				
03-21-4000	WAGES	20,546.73	40,134.98	95,000.00	54,865.02
03-21-4006	PAYROLL TAXES	1,281.28	2,779.84	7,500.00	4,720.16
		-----	-----	-----	-----
	PERSONNEL SERVICES TOTAL	21,828.01	42,914.82	102,500.00	59,585.18
03-21-4020	GENERAL SUPPLIES	787.86	985.68	4,000.00	3,014.32
03-21-4050	TELEPHONE	39.45	183.46	800.00	616.54
03-21-4052	ELECTRIC	1,868.71	3,147.54	8,000.00	4,852.46
03-21-4086	UNIFORMS			2,500.00	2,500.00
03-21-4160	BIDS/NOTICES			300.00	300.00
03-21-4170	BUILDING MAINTENANCE			1,000.00	1,000.00
03-21-4364	CONCESSION SUPPLIES	1,039.36	1,039.36	5,000.00	3,960.64
03-21-4365	FACILITY SUPPLY			11,000.00	11,000.00
03-21-4399	EQUIPMENT < \$5,000			500.00	500.00
		-----	-----	-----	-----
	OPERATING EXPENSES TOTAL	3,735.38	5,356.04	33,100.00	27,743.96
03-21-4087	PROPERTY & LIABILITY INS			12,000.00	12,000.00
03-21-4089	AUDIT SERVICES			5,250.00	5,250.00
03-21-4338	CREDIT / DEBIT CARD FEES	557.95	1,057.88	1,500.00	442.12
		-----	-----	-----	-----
	CONTRACTED SERVICES TOTAL	557.95	1,057.88	18,750.00	17,692.12
03-21-4810	CIPRF LOAN			5,000.00	5,000.00
		-----	-----	-----	-----
	TRANSFERS OUT TOTAL	.00	.00	5,000.00	5,000.00

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REVENUE & EXPENSE REPORT

CALENDAR 8/2026, FISCAL 2/2027

PCT OF FISCAL YTD 16.6%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
03-21-4368	PROFESSIONAL DEVELOPMENT			5,000.00	5,000.00
		-----	-----	-----	-----
	OTHER EXPENSES TOTAL	.00	.00	5,000.00	5,000.00
03-21-4808	BOND 2020 PRINCIPAL	55,200.00	55,200.00	110,900.00	55,700.00
03-21-4809	BOND 2020 INTEREST	11,485.00	11,485.00	22,418.00	10,933.00
		-----	-----	-----	-----
	DEBT SERVICE TOTAL	66,685.00	66,685.00	133,318.00	66,633.00
		=====	=====	=====	=====
	POOL TOTAL	92,806.34	116,013.74	297,668.00	181,654.26
ADMIN DEPARTMENT					
03-22-4000	WAGES	500.00	1,000.00	6,000.00	5,000.00
03-22-4006	PAYROLL TAXES	38.26	76.52	459.00	382.48
03-22-4011	LAGERS	115.50	231.00	1,386.00	1,155.00
		-----	-----	-----	-----
	PERSONNEL SERVICES TOTAL	653.76	1,307.52	7,845.00	6,537.48
		=====	=====	=====	=====
	ADMIN TOTAL	653.76	1,307.52	7,845.00	6,537.48
VISITOR CENTER DEPARTMENT					
		=====	=====	=====	=====
	TOTAL EXPENSES	106,275.01	130,614.59	458,541.00	327,926.41
		=====	=====	=====	=====
	PARK BOARD TOTAL	68,734.86-	70,523.70-	20,677.00	91,200.70
		=====	=====	=====	=====
		=====	=====	=====	=====
	Report Total	68,526.30-	70,188.38-	20,677.00	90,865.38
		=====	=====	=====	=====

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Proposal for McIntyre Parkway

City of New Haven, Missouri

This is a proposal, a vision statement really, for a new parkway to be created along the western boundary of the McIntyre property, from the current residence down to an egress onto Orchard Street. For this vision to be realized, it would require a generous donation of the land in question by the current owners to the City of New Haven. We believe there can be many benefits that accrue with such a gift for both the donor and the community at large.

Creates a memorial to the McIntyre family

As long time residents and owners of the most significant portion of undisturbed and undeveloped land within the New Haven limits, this proposal would set aside a small portion to remain in its natural state as a memorial to Daniel and Nancy June along with the rest of the family.

Establishes a needed park system on the eastern side of New Haven

New Haven's current major park, Roy Bail Park, on the west side of town is a multi-use facility including playgrounds, ball fields, the city pool, and a planned soccer field. It has a small area of wild nature and is landlocked, deterring future development. As the city continues to grow there will be a need for more outdoor space.

Provides outdoor activities for residents

In contrast to the uses of New Haven's current park, this type of parkway would provide a more unique opportunity for outdoor use and recreation. It could provide close to a half mile of walking trail connecting Miller Street to Orchard, and be used for hiking, biking, nature studies and bird watching.

Preserves a portion of the current tree stand in the eighty acre parcel

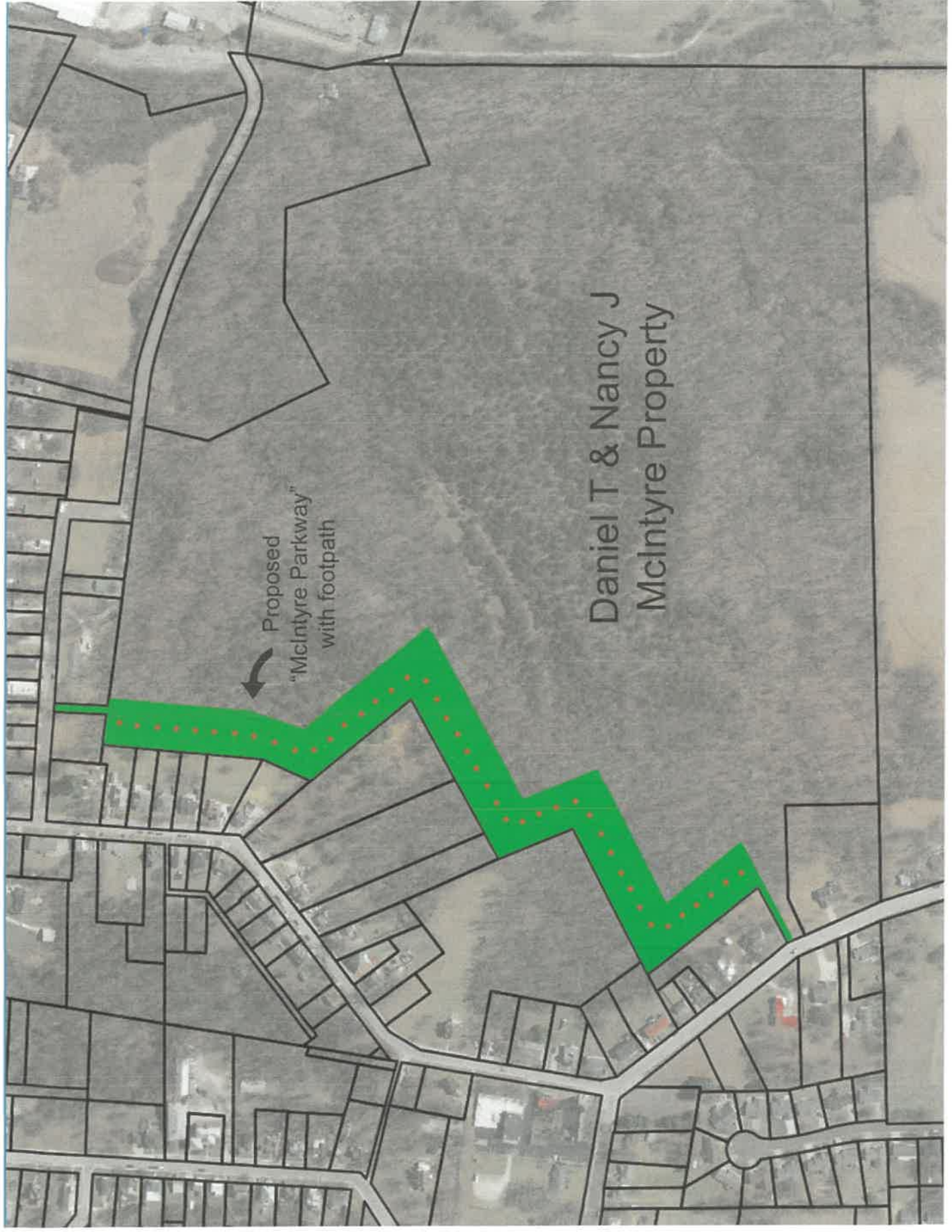
The current property in its natural state is the largest section of forest within the city limits. Any future uses or developments would necessarily impact this forest. In all likelihood, most or all of the current forest would be lost. This is an opportunity to preserve at least part of this unique asset.

Creates a barrier between current residents and future developments

Any future development would necessarily affect the current property owners bordering the McIntyre property. The proposed parkway would offer a buffer between their interests and those of future developers and minimize any conflicts over use or development of the tract.

Generates a tax relief opportunity for current owners

An owner may deduct the fair market value of property donated to a municipality. This could be applied to diminishing the tax due on the sale of the remainder of the property. A lawyer or tax consultant would be able to guide you through this process.





Outlook

Re: question for parking for Paddle MO group Sept. 18-23

From Mary Culler <mary@streamteamsunited.org>**Date** Tue 8/25/2026 9:56 AM**To** Sarah Skeen <sarah.skeen@newhavenmo.org>**Cc** Chris Neace <chris.neace@newhavenmo.org>; David Blankenship <david.blankenship@newhavenmo.org>

Okay, thanks Sarah. So, it sounds like the City approves for our long term parking to be next to the swimming pool at the City Park. Please confirm. About 15-20 vehicles from 1 PM Friday Sept. 18 to 4 PM, Wednesday, Sept. 23.

Thank you!

Mary

On Tue, Aug 25, 2026 at 9:20 AM Sarah Skeen <sarah.skeen@newhavenmo.org> wrote:

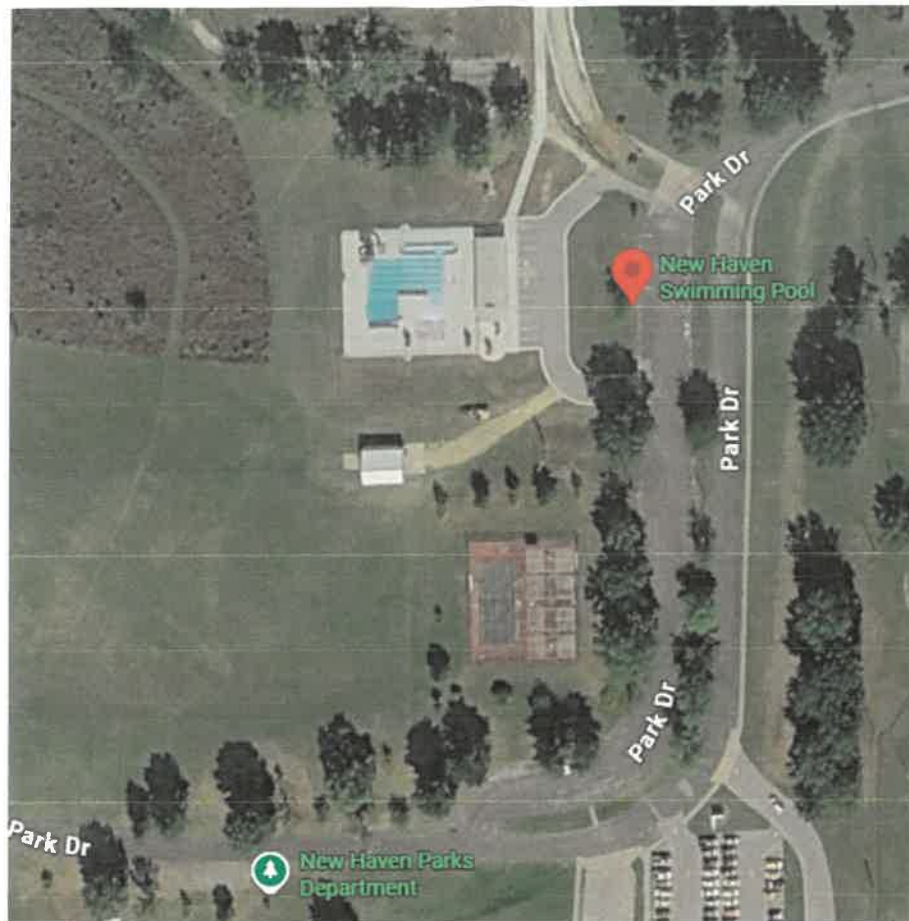
Mary,

Apologies for not getting back to you earlier, I was out yesterday.

I am sorry to hear that the buses will not go over the tracks. We have 18 wheelers that come to downtown without issue. We do have a city park and an aquatics center that you can park at. We do not have security cameras but our police patrol the park often. I have copied our police chief and our public works director in this response so that they are aware of your situation.

Let me know if there is anything else you need assistance with.

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Sarah Skeen, MPA



City Administrator
City of New Haven
101 Front Street
New Haven, MO 63068
sarah.skeen@newhavenmo.org
573-500-2530 office
573-237-4696 fax

From: Mary Culler <mary@streamteamsunited.org>
Sent: Friday, August 21, 2026 3:44 PM
To: Sarah Skeen <sarah.skeen@newhavenmo.org>
Subject: question for parking for Paddle MO group Sept. 18-23

Hello Sarah,

We spoke last fall about the Paddle MO group canoe/kayak on the Missouri River, arriving Sept. 18 by land, and paddling back downstream, arriving by boat Sept. 23.

For Friday, Sept. 18, we expect to have about 15-20 vehicles to park long term (Friday afternoon through Wednesday). You had directed me to the gravel parking lot across from the former location of Paddle Stop.

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We have rented a charter bus Mid American Charters from Washington to pick up our group Friday, Sept. 18 at 1:30 PM. They will not cross the train tracks in their bus to go into downtown New Haven.

Wondering if there is a parking lot in "uptown" that would be a location we could load the bus at? We have a 15 passenger van, so we could have our 15-20 vehicles park at the gravel lot downtown and then drive people back up to the "uptown" parking lot for bus loading. OR, wondering if it would be allowed and feasible to park our 15-20 vehicles at the City Park over by the swimming pool, or another good location in "uptown" rather than the downtown gravel parking lot.

Either way would work for us. Parking at the City Park near the pool would be easier logistically on that Friday the 18th, but having our vehicles downtown near the river would be easier for when we arrive by boat on Wed. afternoon the 23rd.

So just wanted to let you know of our dilemma with the Charter Bus not able to cross the train tracks into downtown and get your thoughts about an uptown location to board people onto the bus and if it would be an option to park our group long term somewhere in uptown? Of course, we want to consider security for people's vehicles and if there are any cameras or law enforcement that would have a greater watch over the parking lots, that would be a factor to consider.

Thanks for your thoughts and assistance,

Mary

Mary Culler

Executive Director

573-586-0747 (cell)

www.streamteamsunited.org

We are the Missouri Stream Team Watershed Coalition

Bringing Stream Teams Together Since 1999

To donate towards Education, Stewardship,

and Advocacy For Missouri Streams, visit

<https://www.streamteamsunited.org/donate.html>

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Mary

Mary Culler

Executive Director

573-586-0747 (cell)

www.streamteamsunited.org

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To donate towards Education, Stewardship,

and Advocacy For Missouri Streams, visit

<https://www.streamteamsunited.org/donate.html>



Outlook

Re: Scout Camporee

From Christi Fletcher <christi@theplaygroundconsultants.com>**Date** Mon 8/31/2026 1:03 PM**To** Sarah Skeen <sarah.skeen@newhavenmo.org>**Cc** tobben15@hotmail.com <tobben15@hotmail.com> 1 attachment (6 MB)

New Haven Site Photos.pdf;

Sarah,

Happy Monday! 😊

We drove out to the park last week and took a few pictures while planning for the Camporee. I've attached a general idea of what we are thinking. If you scroll to the last page, I put together a tentative site layout for your review and approval. Of course, everything is flexible based on what works best for the City.

I know we were approved to have a bonfire, but I wasn't sure if the city had a preferred location for it. And please know, we will absolutely leave the park better than we found it!

We are running into a little bit of an issue at the Council level regarding the porta potties. Without boring you with the Scouting politics, they are wanting us to pay for them upfront, which is something our troop has never had to do when hosting a Camporee. It would honestly make things much easier all around if we could utilize the park's existing restroom facilities that weekend.

I marked the restroom facility on the map that we were hoping to use. Do you happen to know how many restroom facilities there are throughout the park and approximately how many stalls are in each? We need to make sure we can meet Youth Protection requirements with separate youth/adult and male/female restroom areas. I'm just trying to get those logistics nailed down before we are forced to go the porta potty route.

I seriously cannot thank you enough for all your help and the City's willingness to help us make this Scout weekend happen. We really appreciate it!

If you need to call me to chat, I'm available.

Thank you again! 😊

Christi

20

Sarah Skeen, MPA



**City Administrator
City of New Haven
101 Front Street
New Haven, MO 63068
sarah.skeen@newhavenmo.org
573-500-2530 office
573-237-4696 fax**

From: Sarah Skeen <sarah.skeen@newhavenmo.org>
Sent: Thursday, June 11, 2026 1:30 PM
To: Christi Fletcher <christi@theplaygroundconsultants.com>
Cc: Phillip McKernan <McKernanphillip@gmail.com>
Subject: Scout Camporee

Christi,

The Park Board and the Board of Aldermen discussed your request at their respective meetings this week. There is a consensus that they would be thrilled to have the Boy Scout Troop come to New Haven for their Camporee event.

They are recommending Roy Bail Park as the ideal location. The Park Board would also like to know more about the construction of the bonfire.

I would like to arrange a meeting with a representative of the Scouts at the Roy Bail Park to verify that this location can accommodate your event and clarify the logistics of the event itself.

If the location is adequate, we would request that you amend your special event permit application and we will resubmit for final approval.

Let me know when we can get together,

Sarah Skeen, MPA



**City Administrator
City of New Haven
101 Front Street
New Haven, MO 63068
sarah.skeen@newhavenmo.org
573-500-2530 office
573-237-4696 fax**

Please Note: I've sent this email at a time that works best for me. If you get this outside your normal working hours, respond a time that works best for you. Managing work and life balance is different for each of us.

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- A: Check in Area
- B: Cracker Barrell and Information Area/ Health
- C: Bonfire
- D: Flag Ceremony
- E: Lions Field Trash Dumpster Location
- F: Tent Sites
- G: Pavilion Area: Around the World Stations
- H: Adult Restrooms
- I: PortalScout Restrooms
- *: Water Access



Potential Area with Water Access for the Saturday Night Bonfire



Tent Sites: Troops to be assigned locations.



Water Access: Side of Maintenance Shed adjacent from pool.



Pavillion with Water Access: J. Pinter Station



Trash Dumpster in front of Lions Field



Permission to use area for Flag Ceremony: AM and PM

Park Board Swimming Pool Financials

March 2026 - September 2026

Revenues	Budget	March	April	May	June	July	Aug	Sept	Total YTD	Difference
Pool Daily Admission	\$ 20,000			\$ 2,120	\$ 6,777	\$ 9,744	\$ 2,465		\$ 21,106	\$ 1,106
Pool Pass	\$ 12,000	\$ 800	\$ 3,120	\$ 5,232	\$ 1,230	\$ 360			\$ 9,942	\$ (2,058)
Pool Lessons	\$ 4,000			\$ 750	\$ 300	\$ 1,500			\$ 2,550	\$ (1,450)
Pool Parties	\$ 4,000			\$ 1,000	\$ 1,640	\$ 400	\$ (400)		\$ 2,640	\$ (1,360)
Pool Concession	\$ 12,000			\$ 879	\$ 1,994	\$ 2,451	\$ 845		\$ 6,169	\$ (5,832)
Donations / other	\$ 2,800			\$ 2,838					\$ 2,838	\$ 38
Total Revenues	\$ 54,800	\$ 800	\$ 3,120	\$ 12,819	\$ 11,941	\$ 14,455	\$ 2,910	\$ -	\$ 45,245	\$ (9,555)
Expenditures	Budget	March	April	May	June	July	Aug	Sept	Total YTD	Difference
Pool staff wages / regular	\$ 95,000			\$ 9,536	\$ 28,940	\$ 19,588	\$ 20,547		\$ 78,611	\$ (16,389)
Pool wages OT	\$ -								\$ -	\$ -
Pool staff wages FICA	\$ 7,500			\$ 730	\$ 1,651	\$ 1,499	\$ 1,281		\$ 5,160	\$ (2,340)
General Supplies	\$ 4,000		\$ 307	\$ 3,519	\$ 285	\$ 198	\$ 788		\$ 5,096	\$ 1,096
Telephone	\$ 800	\$ 39	\$ 39	\$ 114	\$ 87	\$ 144	\$ 39		\$ 424	\$ (376)
Electricity	\$ 8,000	\$ 204	\$ 105	\$ 69	\$ 597	\$ 1,279	\$ 1,869		\$ 3,918	\$ (4,082)
Lifeguard uniforms	\$ 2,500			\$ 34	\$ 2,332				\$ 2,366	\$ (134)
Bids/notices	\$ 300			\$ 63	\$ 125				\$ 188	\$ (113)
Building Maintenance	\$ 1,000	\$ 32	\$ 125	\$ 345	\$ 5				\$ 475	\$ (525)
Concession supplies	\$ 5,000				\$ 1,877		\$ 1,039		\$ 2,916	\$ (2,084)
Facility Supply	\$ 11,000			\$ 4,331	\$ 610				\$ 4,942	\$ (6,058)
Equipment < \$5,000	\$ 500								\$ -	\$ (500)
Property & Liability Insurance	\$ 12,000				\$ 12,350				\$ 12,350	\$ 350
Audit Services	\$ 3,500			\$ 5,250					\$ 5,250	\$ 1,750
Credit/Debit card fee	\$ 1,500			\$ 269	\$ 390	\$ 500	\$ 558		\$ 1,716	\$ 216
Professional Development	\$ 5,000	\$ 1,259	\$ 305		\$ 1,950				\$ 2,255	\$ (2,745)
CIPRF Loan 1.23.2020	\$ 5,000								\$ -	\$ (5,000)
Total Operating Expenditures	\$ 162,600	\$ 1,535	\$ 881	\$ 24,260	\$ 51,197	\$ 23,207	\$ 26,121	\$ -	\$ 125,667	\$ (36,933)
Revenue vs. Operating Expenditures	\$ (107,800)	\$ (735)	\$ 2,239	\$ (11,442)	\$ (39,256)	\$ (8,752)	\$ (23,211)	\$ -	\$ (80,422)	

Note: reimbursement request for pool audit has been submitted to MIRMA \$ 1,250 passed 1/2 audits \$ (79,172) Operating Gain/Loss

*will receive a refund from Starguard of \$1750 in September for 3rd audit not completed

** transfer will be made in September

Pool	Revenues	45,245
MIRMA		\$1,250
Operating expenses		
Staff wages/FICA		\$83,771
General supplies		\$5,096
Concession Supplies		\$2,916
Building Maintenance		\$475
Facility Supply		\$4,942
Equipment < \$5000		\$0
Electric		\$3,918
Phone		\$424
Training		\$2,255
Uniforms		\$2,366
Bids/notices		\$188
P&L Insurance		\$12,350
Audit Services		\$5,250
Credit/debit fee		\$1,716
CIPRF Loan, renovation		\$0
		<u>\$125,667</u>
revenues vs. expenditures		<u>-\$79,172</u>

Concession Stand	Revenues	\$6,169
Operating Expenses		\$2,916
Staff Expenses		\$7,290
		<u>\$10,206</u>
revenues vs. expenditures		<u>-\$4,037</u>

Items Report

May 23, 2026 12:00 AM - Aug 16, 2026 11:59 PM

Requested on: Aug 17, 2026 11:53 AM

Filters: Item Type = Revenue Items

Categories: All

The report reflects all revenue items in paid, partially paid, partially refunded and refunded status. Does not include open orders.

Gross Sales	\$27,392.50
Net Sales	\$27,236.50
COGS	\$2,504.98
Gross Profit	\$24,633.52
Gross Profit Margin	90.44%

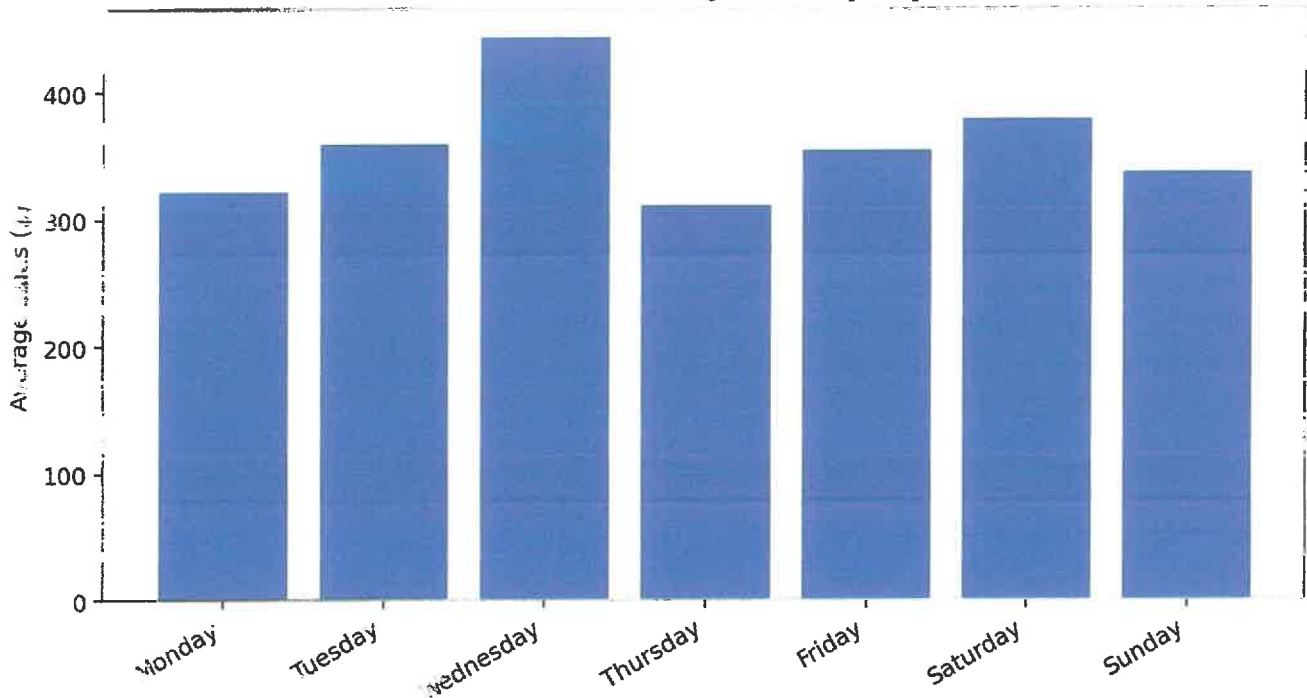
Category Name	Name	Gross Sales	Net Sales	Sold	Refunded	Discounts	Refunds	% Net Sales	Avg Item Size	COGS	Gross Profit
Daily Admission	Daily Admission	\$20,048.00	\$19,904.00	2506	18	\$0.00	(\$144.00)	73.08%	\$8.00	\$0.00	\$19,904.00
	Admission - Pool Pass	\$0.00	\$0.00	805	0	\$0.00	\$0.00	0%	\$0.00	-	-
	Total (Daily Admission)	\$20,048.00	\$19,904.00	3311	18	\$0.00	(\$144.00)	73.08%	\$6.04	\$0.00	\$19,904.00
Concession	Pretzel w/ Cheese	\$1,092.00	\$1,088.00	277	1	\$0.00	(\$4.00)	3.99%	\$3.94	\$492.06	\$595.94
	Hot Dog	\$697.50	\$697.50	245	0	\$0.00	\$0.00	2.56%	\$2.85	\$405.96	\$291.54
	Nachos	\$630.00	\$630.00	214	0	\$0.00	\$0.00	2.31%	\$2.94	\$241.30	\$388.70
	Soda	\$573.00	\$573.00	306	0	\$0.00	\$0.00	2.10%	\$1.87	\$126.00	\$447.00
	Candy	\$424.00	\$422.00	231	1	\$0.00	(\$2.00)	1.55%	\$1.83	\$177.00	\$247.00
	Slushie	\$409.00	\$409.00	290	0	\$0.00	\$0.00	1.50%	\$1.41	\$142.04	\$266.96
	Ice Cream Bar	\$339.00	\$339.00	227	0	\$0.00	\$0.00	1.24%	\$1.49	\$81.00	\$258.00
	Pretzel W/O Cheese	\$315.00	\$315.00	115	0	\$0.00	\$0.00	1.16%	\$2.74	\$161.68	\$153.32
	Chips	\$255.00	\$255.00	272	0	\$0.00	\$0.00	0.94%	\$0.94	\$135.00	\$120.00
	Bubblr	\$255.00	\$253.00	131	1	\$0.00	(\$2.00)	0.93%	\$1.95	\$135.16	\$75.84
	Ice Cream Cup	\$246.00	\$246.00	174	0	\$0.00	\$0.00	0.90%	\$1.41	\$81.00	\$165.00
	Gatorade	\$228.50	\$228.50	95	0	\$0.00	\$0.00	0.84%	\$2.41	\$130.41	\$98.09
	Bottled Water	\$204.00	\$200.00	106	2	\$0.00	(\$4.00)	0.73%	\$1.92	\$35.28	\$168.72
	Jumbo Pickle	\$148.00	\$148.00	74	0	\$0.00	\$0.00	0.54%	\$2.00	\$67.28	\$48.72
	Popsicle	\$122.00	\$122.00	126	0	\$0.00	\$0.00	0.45%	\$0.97	\$17.64	\$104.36
	Goldfish	\$86.00	\$86.00	89	0	\$0.00	\$0.00	0.32%	\$0.97	\$29.67	\$36.33
	Hogwash	\$50.00	\$50.00	28	0	\$0.00	\$0.00	0.18%	\$1.79	\$21.84	\$14.16
Total (Concession)	Cheese	\$43.50	\$43.50	29	0	\$0.00	\$0.00	0.16%	\$1.50	\$24.66	\$18.84
	Water Cup	\$43.00	\$43.00	44	0	\$0.00	\$0.00	0.16%	\$0.98	\$0.00	\$43.00
		\$6,160.50	\$6,148.50	3073	5	\$0.00	(\$12.00)	22.57%	\$2.00	\$2,504.98	\$3,545.52
Special Programs	Lap Swim / River Walk	\$1,080.00	\$1,080.00	216	0	\$0.00	\$0.00	3.97%	\$5.00	\$0.00	\$1,080.00
	Tot Time/Field Trip	\$104.00	\$104.00	52	0	\$0.00	\$0.00	0.38%	\$2.00	\$0.00	\$104.00
	Total (Special Programs)	\$1,184.00	\$1,184.00	268	0	\$0.00	\$0.00	4.35%	\$4.42	\$0.00	\$1,184.00
TOTAL		\$27,392.50	\$27,236.50	6652	23	\$0.00	(\$156.00)	100.00%	\$4.11	\$2,504.98	\$24,633.52

30a

City of New Haven Pool Sales Analysis

Cover payment data: May 23 - August 16, 2026

New Haven Pool - Average Sales by Day of Week



Day	Average Sales	Total Sales	Days w/ Sales
Monday	\$322.68	\$3,549.50	11
Tuesday	\$359.75	\$4,317.00	12
Wednesday	\$443.77	\$4,881.50	11
Thursday	\$311.50	\$2,803.50	9
Friday	\$354.45	\$3,544.50	10
Saturday	\$379.32	\$4,172.50	11
Sunday	\$337.17	\$4,046.00	12

Key findings

The slowest weekday was **Thursday**, averaging **\$311.50** on days with recorded sales. The next slowest was **Monday** at **\$322.68**. The strongest weekday was **Wednesday**, averaging **\$443.77**.

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: Friday, September 11th @ 5:30 p.m.

Location(s): See Route Attached- Start at Citizens Bank and end at New Haven High School

Event Name / Event Sponsor New Haven Marching Shamrocks Preview Parade

Contact Person	<u>Curtis Bergner</u>	<u>636-234-5854</u>	<u>cbergner@newhavenschools.us</u>
	Name	Phone number	Email address

Event Description

The band will march the route attached without stopping.

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

Estimated number of attendees Various attendees along the route.

Anticipated parking needs (ie on-street parking, parking lots, park grass areas etc.)

None- Area streets and lots will suffice.

Special Requests

Police Presence? Y / N *If yes please provide details Assist with street crossings and traffic (Especially at Hwy 100)*

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*

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

None

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* None

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.*
None needed

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

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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.



8/18/2026

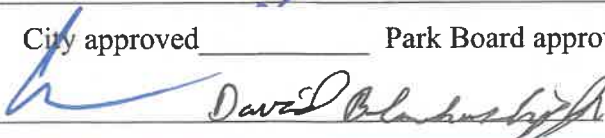
Applicant signature and date

City use only

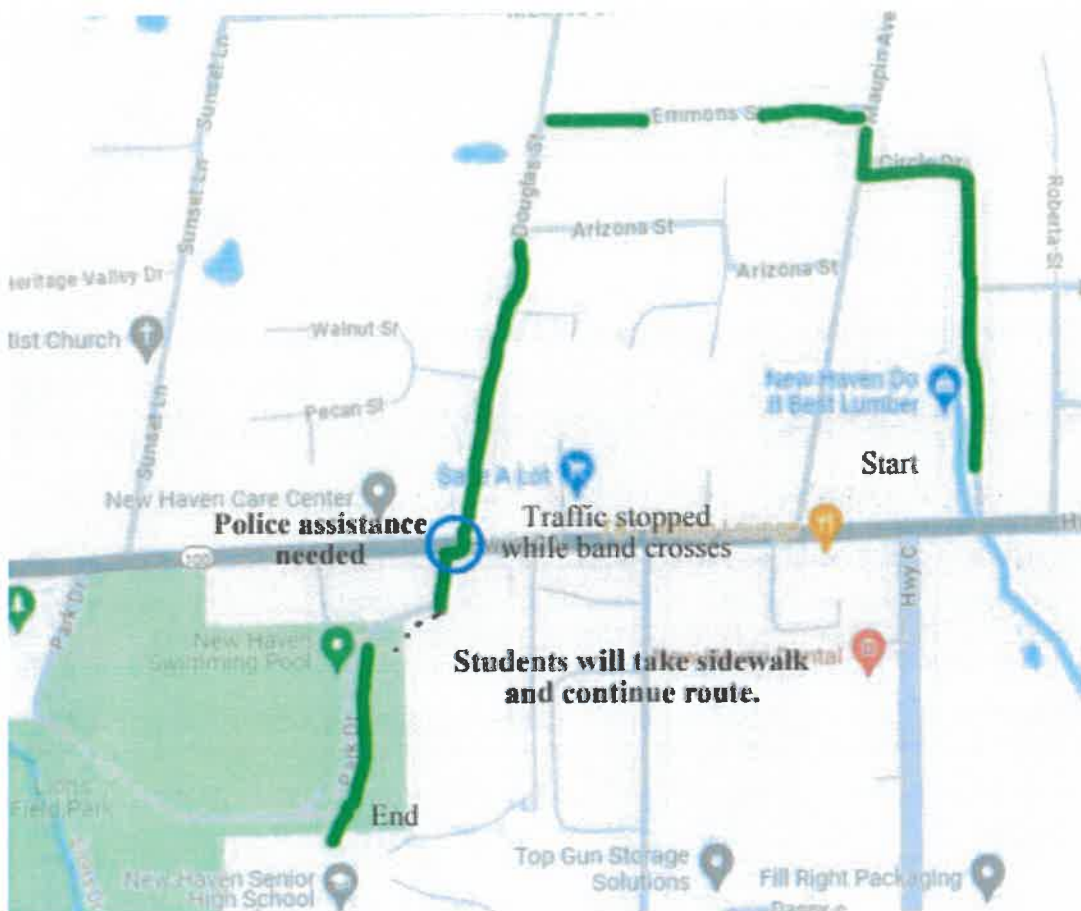
City of New Haven Special Event Permit

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: 

Parade Route



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 organize 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: Sept 25-26, 2026

Location(s): City Park

Event Name / Event Sponsor Pepsi New Haven Balloon Race and Glow

Contact Person Brad Zobrist / Ellen Zobrist 573-694-1267 brad.zobrist@gopepsi.com

Name	Phone number	Email address
------	--------------	---------------

Event Description Annual Hot Air Balloon Race and Glow featuring a glow on Friday evening and race on Saturday afternoon in conjunction with the Chamber of Commerce

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

Estimated number of attendees 900-1000

Anticipated parking needs (ie on-street parking, parking lots, park grass areas etc.) Yes, as in years past. Will work with public works, police, and parks dept. directly

Special Requests

Police Presence? ☒ / N If yes please provide details Yes, will coordinate with Chief Neace

Street closures? ☒ / N If yes please provide details Yes, from the school to Lions Drive

Traffic control equipment? (Cones, barricades, etc.) ☒ / N If yes please provide number / kind and additional details Yes, will work directly with public works and parks to coordinate

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

Event set-up / tear-down ☒ / 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. Yes as agreed upon in prior years. We will do everything possible to work together to minimize impact to city parks and city staff

Other special requests

Use of pool shed to host FAA officials and pilot meeting.

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 Please see Chamber application.

Will alcohol be served? ☒ / 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.

Will work with the Chamber to provide adequate restrooms plus use of existing restrooms in the park and pool building.

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

City Permit Review guidelines

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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.

Brad Zobrist

8-14-2026

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:

David Blankenship

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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: Sept 25-26, 2026

Location(s): City Park

Event Name / Event Sponsor Pepsi New Haven Balloon Race and Glow

Contact Person Jessica Armstrong, Chamber President, 573-237-3322, jarmstrong22@ourpsb.com

Laura Shockley, laura.shockley@gopepsi.com, 573-237-3076

Name

Phone number

Email address

Event Description Annual Hot Air Balloon Race and Glow featuring a glow on Friday evening and race on Saturday afternoon in conjunction with Pepsi New Haven

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

Estimated number of attendees 900-1000

Anticipated parking needs (ie on-street parking, parking lots, park grass areas etc.) Yes, as in years past. Pepsi will work with public works, police, and parks dept. directly

Special Requests

Police Presence? ☒ / N If yes please provide details Yes. Pepsi will coordinate with Chief Neace

Street closures? ☒ / N If yes please provide details Yes, from the school to Lions Drive

Traffic control equipment? (Cones, barricades, etc.) ☒ / N If yes please provide number / kind and additional details Yes. Pepsi will work directly with public works and parks to coordinate

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

Event set-up / tear-down ☒ / 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. Yes, as agreed upon in prior years. We will do everything possible to work together to minimize impact to city parks and city staff

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 local organizations will sell food & drinks, bounce house,

Will alcohol be served? ☒ / N Alcohol tasting / sales generally will require a liquor license, which will need a separate application. Please provide details on alcohol sales / service: Vendors will be responsible for their own liquor licenses.

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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.

We will have 6 porta potties (4 standard 2 handicap) delivered on Thursday or Friday and picked up on Monday. We usually have them set up near the upper pavilion parking area.

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

City Permit Review guidelines

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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.

Junica Antong 8-14-21
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: David Blumhartz

POSITION DESCRIPTION

Position Title: Park Manager

FLSA classification: Salary, Exempt

Department: Parks and Recreation

POSITION SUMMARY

The Park Manager is responsible for maintaining the City Park facilities and other areas that fall under the Park's Department. The Park Manager oversees the maintenance and use of the municipal pool, the trails, baseball fields, pavilions, concession stands, and bathrooms. The Park Manager must always keep the park system well maintained. Must be able to effectively communicate with Park Board members and City staff, the municipal pool staff, the New Haven School District, organized sports leagues, and the general public. Must be a self-starter and able to work without supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Park Manager is directly responsible for the following:

- Inspect landscaped areas, recreation facilities, pool, park buildings to identify repairs needed, recommend corrective action, resolve work problems, evaluate work progress and identify additional needs
- Ability to manage numerous tasks at once, including work crews and schedules, regular grounds keeping and maintenance and improvement projects
- Evaluate work requests and schedule materials and equipment to complete the job assignment; prepare project timelines
- Ability and skill in operating department vehicles, tools and equipment, and ensure that all park equipment and vehicles are kept clean, safe and functional
- Supervise part-time summer staff, instruct staff on work techniques, use of equipment and safety precautions and requirements
- Prepare monthly reports for the Park Board showing work completed, future projects with a timeline for completion and attend monthly Park Board meetings
- Complete annual inventory and submit the New Haven City Clerk
- Complete time sheets and turn in on scheduled dates
- Assist in the enforcement of City Ordinances governing the safe and proper use of the park.
- Provide documentation for purchases along with a completed purchase order and account number to New Haven City Clerk on a regular basis
- Monitor budget expenditures and budget balances
- Prepare cost estimates for work to be performed
- Work with various organizations holding functions in the City Park or other areas that fall under the Park's Department
- Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public.

- Ability to use computers and computer software programs, mobile phone and other required technology.

The Parks Manager works in cooperation with City Administration on the following:

- Assists with the posting of employment openings and the recruitment and selection process for vacant positions.
- Assists with the human resources functions of the City Clerk and / or City Administrator offices
- Assists with the negotiation and management of consultant contracts.
- Assists with the preparation of applications for grants, loans and other financing sources available to the Park Board and the City.
- Assists the City Administrator with developing a balanced annual budget

MINIMUM QUALIFICATIONS

- Minimum two-year associate degree in park and recreation management, business administration, public administration, or related field is preferred.
- Minimum two years' experience in park planning, maintenance, or recreation supervision;
- Must possess a valid State driver's license or have the ability to obtain one prior to employment.
- Must possess a valid state Commercial Driver's License (CDL) or have the ability to obtain one within six months of employment.

PREFERRED QUALIFICATIONS

- Bachelor's degree in park and recreation management, business administration, public administration, or related field is preferred.
- Four years' experience in park planning, maintenance, or recreation supervision; or
- Any equivalent combination of education and experience

PHYSICAL DEMANDS / WORK ENVIRONMENT

The Park Manager must be able to stand or sit for extended periods of time; must be able to ascend / descend ladders, must be able to crouch or crawl, must be able to converse with and exchange information with co-workers, city employees and general public. Must be able to detect defects in Park vehicles, equipment and infrastructure; must be able to carry or lift equipment and materials weighing up to fifty pounds. The Park Manager is frequently exposed to heat / cold, wet / humid and dry / arid conditions.

SUPERVISION RECEIVED

The Park Manager works under the guidance and direction of the Park Board.

SUPERVISION EXERCISED

The Park Manager exercises supervision over the Pool Manager and part-time park employees.

PARK BOARD

Annual Management Agreement

BUDGET FY 2026-27

	Month	rate	Annual Pay	Hours	Total Base pay	Overtime	Grand total salaries and wages	FICA 7.65%	LAGERS 23.10 GA	Insurance	Total Payroll	Difference	
Park Manager @ 40,000/year salary	12	\$ 20		2080	\$ 41,600		0	\$ 41,600	\$ 3,182	\$ 9,610	\$ 10,993	\$ 54,392	\$ 4,392
Park Manager @ 45,000/year salary	12	\$ 22		2080	\$ 45,760		0	\$ 45,760	\$ 3,501	\$ 10,571	\$ 10,993	\$ 59,831	\$ 9,831
Park Manager @ 50,000/year salary	12	\$ 24		2080	\$ 49,920		0	\$ 49,920	\$ 3,819	\$ 11,532	\$ 10,993	\$ 65,270	\$ 15,270
Admininstration - CA	12	\$ 250	\$ 3,000		\$ 3,000		0	\$ 3,000	\$ 230	\$ 693	-	\$ 3,923	
Admininstration - CC	12	\$ 250	\$ 3,000		\$ 3,000		0	\$ 3,000	\$ 230	\$ 693	-	\$ 3,923	
			\$ 6,000		\$ 6,000	0.00	\$ 55,920	\$ 4,278	\$ 12,918	\$ 10,993	\$ 73,115		

Current Park Department Labor Costs

Park Management Labor agreement (Public Works)

Administration

\$50,000

\$ 7,845

\$57,845

Chelsea Rowlett Park Board Reimbursement

Total for Transfer 2026

Pool Season : **\$14,727.00** OG Budgeted amount

PMT 1-JUNE 2026 \$7,363.50 Was Paid out June 30th, 2026=380 Hours

PMT 2-AUGUST 2026 \$3,798.48 July 1-Aug 7, 2026=196 hours

Transfer From:	03-21-4000	\$3,798.48
Transfer Back to:		
Street	01-11-4000	\$379.85
Trans. Tax	05-40-4000	\$569.77
Water	09-60-4000	\$949.62
Sewer	11-61-4000	\$949.62
Gas	04-30-4000	\$949.62

\$3,798.48 Total

POSTED
8-25-26
J# 7765

Split pay for PW

Street (1100) = 10%
Trans. Tax (4000) = 15%
Water (6000) = 25%
Sewer (6100) = 25%
Gas (3000) = 25%

Total of
Hours worked

0.0

17.50 +
66.75 +
50.00 +
9.00 +
1.50 +
4.75 +
8.00 +
8.50 +

008

196.00

rate - 18.00 %
Fed/SSA - 7.65 %
1.38 %

0.0

Rate - 18.00 +
Fed/SSA - 1.38 +

19.38 +

total rate - 19.38 %
hours worked - 196 =

3,798.48

**Revised Contract Agreement
New Haven Youth League 2027 season
City of New Haven, Missouri**

This Contract Agreement made as of the _____ day of _____, 2027 by and between THE PARK BOARD OF THE CITY OF NEW HAVEN (CITY) and NEW HAVEN YOUTH LEAGUE, LLC (Consultant).

WHEREAS, the New Haven Youth League provides organized baseball and softball activities for the youth of the New Haven area community, and desires to use New Haven Park Board facilities for the 2027 season; and

WHEREAS, the Park Board desires to permit NHYL to use Park Board facilities for the 2027 season, subject to certain terms and conditions as hereinafter set out;

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

1. **Intent of Agreement.** This Agreement hereby grants permission to and authorizes the NHYL to conduct Youth Softball / Baseball Practices, Games, Clinics, Tournaments and 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 March 1, 2027 and shall terminate July 31, 2027, unless extended by mutual written agreement of both parties.
3. **NHYL responsibility.** The NHYL shall be solely responsible for the administration and management of league activities and shall conduct league activities in accordance with the provisions of this agreement. The NHYL 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 NHYL, while conducting baseball / softball activities and / or concession stand activities under this agreement. The NHYL 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 NHYL 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. 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 NHYL 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 day (Park Board prep),
- Bock Field, \$25 per game day (no prep),
- Bock Field, \$40 per game day (Park Board prep),
- 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 NHYL-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 NHYL 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, NHYL 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 NHYL or its representatives.

b. **Payment terms.** The NHYL shall provide its season schedule of games to the Park Board at the NHYL's earliest opportunity. The Park Board shall determine the number of game days and Concession Stand rentals to be charged, and shall promptly invoice the Park Board for the total rental amount for the full season. The invoice shall be payable in three installments, according to the following schedule:

Invoice 1: One-third the full season amount, due by May 15.

Invoice 2: One-third the full season amount, due by June 15.

Invoice 3: One-third the full season amount, minus the rental amounts for any scheduled games that were cancelled and not rescheduled (if any). Invoice 3 shall be due and payable within seven (7) days of the conclusion of the season. **Note:** It is the intent of Invoice 3 to adjust the

full season rental amount to account for any unused rentals due to game cancellation. The final rental amount to be paid by NHYL shall include only those game dates and Concession Stand rentals used by NHYL.

c. **Additional charges.** The Park Board shall have the portable bathrooms at Bock Field serviced once per week, at no charge to the NHYL, through the duration of this agreement. Any additional portable bathroom services requested by NHYL, such as twice-weekly cleaning and servicing, shall be paid for by NHYL and shall be added to the monthly invoices as set out above.

d. **Default / non-payment.** NHYL failure to pay any invoice by its due date may cause a termination of this Agreement and the cancellation / suspension of NHYL activities at Park facilities.

6. **Use of Fields.** The NHYL shall have use of Lions Field and Bock Field for purposes of NHYL practices, games, clinics and other NHYL-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 NHYL. NHYL use of the fields for team practices shall take precedence over use by the general public. However, the ball fields shall be open to the public when the fields are not being used by the NHYL.

7. **Restrictions on use.** NHYL 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 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. **Participant waivers.** Prior to using the ball fields, the NHYL shall cause each and every individual player and/or their parent, guardian or custodian to sign a release of liability holding the Park Board harmless as to any injury or property damage incurred by an individual player or NHYL while using the ball fields and while on the premises.

9. **Equipment.** NHYL 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. NHYL 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.

10. **Insurance.** NHYL shall be required to maintain General Liability Insurance in coverages and amounts as acceptable to the Park Board. NHYL 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 NHYL to provide insurances and coverages as required by this section may cause a termination of this agreement and the suspension of all NHYL activities at the Park Facilities.
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 **or upon request**, 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 NHYL season:
 - **Dragging fields once a week, or after a heavy rain**
 - 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 NHYL 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 NHYL **shall have exclusive rights of the concession stand from May 1 – June 30**, and shall be solely responsible for all activities occurring

in the concession stand, including cleaning and maintenance of the stand kitchen and kitchen facilities. The NHYL 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 NHYL 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 NHYL or its representatives.

a. **Concession Stand dumpster.** The NHYL shall provide a dumpster for disposal and collection of concession stand trash through the duration of this agreement. This cost shall be the sole responsibility of the NHYL.

b. **Concession stand 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 NHYL 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 NHYL 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 NHYL shall be responsible for the maintenance of the batting cage area through the season.
- The NHYL 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 NHYL 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 NHYL, 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 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 NHYL:** It is agreed that if NHYL or any NHYL 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 NHYL 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 NHYL activities, the Park Board will provide NHYL detailed billing, accounting for all repairs, replacements and/or restoration costs when such work has been completed. NHYL 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 of the balance due, compounded monthly. NHYL 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 NHYL use of the facility for NHYL event(s), during the term of this agreement. NHYL 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 NHYL 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 NHYL, 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 full name of NHYL Representative

Signature of NHYL Representative

Date

Please print full name of Park Board Representative

Signature of Park Board Representative

Date



CITY OF NEW HAVEN
EMERGENCY MANAGEMENT AGENCY
PO Box 236
New Haven, MO 63068
Robert Ross, Director

To: Sarah Skeen, City Administrator
Date: September 5, 2026
Ref: City Park Events During Extreme Heat

On September 5, 2026, I was made aware of a high school track meet being held in the City Park by the dispatch of several ambulances and the New Haven-Berger Fire Department to the park. I drove over to the park when I heard Gerald was dispatched to cover New Haven EMS's district and then was redirected to the City Park for an additional patient suffering from heat exposure. I found a large event with hundreds of cars, youth, and parents present.

I would like to make the following recommendations to the Park Board and/or the School District for use of the park for organized events:

1. The application for the event should note the estimated number of persons attending the event.
2. New Haven Emergency Management Agency (NHEMA) must be notified of any large event greater than 50 people gathering in the park at ema@newhavenmo.org. NHEMA will notify New Haven EMS and New Haven-Berger Fire Department. *This should happen no less than two weeks prior to the day of the event.*
3. If the event is expected to be held during the potential for extreme heat (Heat Advisory or Extreme Heat Watch) or predicted extreme heat (Extreme Heat Warning) by the National Weather Service, the organization planning the event must take the following prevention actions including:
 - a. Reschedule the event. If that is not possible, move the event to early in the morning.
 - b. Assure that adequate hydration including ice, water, or electrolyte replacement drinks are available to participants. Note that sodas, alcoholic beverages, coffee, or any other drink that contains caffeine are not recommended hydration for extreme heat.
 - c. Have cooling or misting stations located strategically across the event. Cooling stations may include a fan.
 - d. Have one or more designated first aid providers present. This person must be familiar with treatments for heat emergencies among other standard first aid topics. The larger the event, the more first aid providers should be present.
4. Event organizers should not expect New Haven EMS to provide ambulance coverage for the event. If an ambulance is needed for the event, the event organizers may contact New Haven EMS for such coverage. *This should happen no less than two weeks prior to the day of the event.*

References for Event Organizers

Heat Index

Likelihood of Heat Disorders with Prolonged Exposure or Strenuous Activity

Relative Humidity (%)

	80	82	84	86	88	90	92	94	96	98	100	102	104	106	108	110
40	80	81	83	85	88	91	94	97	101	105	109	114	119	124	130	136
45	80	82	84	87	89	93	96	100	104	109	114	119	124	130	137	
50	81	83	85	88	91	95	99	103	108	113	118	124	131	137		
55	81	84	86	89	93	97	101	106	112	117	124	130	137			
60	82	84	88	91	95	100	105	110	116	123	129	137				
65	82	85	89	93	98	103	108	114	121	128	136					
70	83	86	90	95	100	105	112	119	126	134						
75	84	88	92	97	103	109	116	124	132							
80	84	89	94	100	106	113	121	129								
85	85	90	96	102	110	117	126	135								
90	86	91	98	105	113	122	131									
95	86	93	100	108	117	127										
100	87	95	103	112	121	132										

Caution

Extreme Caution

Danger

Extreme Danger

Heat Cramps

Heat cramps may be the first sign of heat-related illness and may lead to heat exhaustion or stroke.

- **Symptoms:** Painful muscle cramps and spasms usually in legs and abdomen. Heavy sweating.
- **First Aid:** Apply firm pressure on cramping muscles or gently massage to relieve spasm. Give sips of water unless the person complains of nausea, then stop giving water.
- **Seek immediate medical attention if cramps last longer than 1 hour.**

Heat Exhaustion

- **Symptoms:** Heavy sweating; weakness or tiredness; cool, pale, clammy skin; fast, weak pulse; muscle cramps; dizziness, nausea or vomiting; headache; fainting.
- **First Aid:** Move person to a cooler environment, **preferably a well air-conditioned room.** Loosen clothing. Apply cool, wet cloths or have person sit in a cool bath. Offer sips of water.
- **Seek immediate medical attention if the person vomits, symptoms worsen, or last longer than 1 hour**

Heat Stroke

- **Symptoms:** Throbbing headache; confusion; slurred speech; nausea; dizziness; body temperature above 103°F; hot, red, dry or damp skin; rapid and strong pulse; fainting; loss of consciousness.
- **First Aid:** **Call 911 or get the victim to a hospital immediately.** Heat stroke is a severe medical emergency. Delay can be fatal. Move the victim to a cooler, preferably air-conditioned environment. Reduce body temperature with cool cloths or bath. Use fan if heat index temperatures are below the high 90s. A fan can make you hotter at higher temperatures. Do **NOT** give fluids.