



Park Commission

6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8560, Fax: (314) 862-0694

A G E N D A

PARK COMMISSION MEETING

HEMAN PARK COMMUNITY CENTER (HPCC), 975 PENNSYLVANIA
TUESDAY, October 18, 2016 – 6:30 PM

1. Roll Call
2. Special Presentation: Gary Bess, St. Louis County Director of Parks and Recreation on Park Master Plans
3. Approval of Minutes from September 20, 2016 meeting
4. Citizens' comments: Comments limited to 5 minutes. A comment form must be filled out by anyone wishing to speak. General comments may be made at this time. Comments related to specific agenda items may be made at this time or at the time the agenda item is discussed.
5. Department Reports
 - a. Public Works and Parks Operations – informational
 - b. Public Works and Parks Projects – informational
 - c. Community Development/Recreation Division – informational
6. Council Liaison Report
7. Individual Park Reports
8. Old Business
 - a. None
9. New Business
 - a. None
10. Other Business
 - a. None
11. Citizens' comments: Comments limited to three (3) minutes. A comment form must be filled out by anyone wishing to speak.
12. Adjournment

Enclosures:

- Draft – Minutes from September 20, 2016 Park Commission Meeting
- Monthly Reports for September 2016
 - Park Maintenance/Forestry/Golf Maintenance
 - Parks Projects
 - Ruth Park Golf Course

*For more information regarding the Park Commission, please contact
Jenny Wendt, 314-505-8562 or email
jwendt@ucitymo.org*



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MINUTES OF THE PARK COMMISSION Heman Park Community Center (HPCC), 975 Pennsylvania Tuesday, September 20, 2016

President, Ed Mass called the meeting to order at 6:35 pm. Members present were:

Steve Goldstein
Clarence Olsen
Kathy Standley
William Field
Nancy McClain

Paulette Carr, City Council Liaison
Sinan Alpaslan, Director of Public Works-Parks
Ewald Winker, Park Operations Superintendent
Lynda Euell-Taylor, Deputy Director of Recreation
Jenny Wendt, Staff Liaison
Chris Kalter, Project Manager

Deposition of Minutes from July 19, 2016

Mr. Goldstein moved to accept and approve the July 19, 2016 minutes with no changes, Ms. Standley seconded, vote taken – all approved.

Citizens' Comments – Kevin Taylor requested that the commission consider residents' wishes when updating the parks especially as it pertains to the use of asphalt or concrete for walking and running paths. Mr. Taylor stated that he has brought this up previously and to more than one of the Park commission meetings, but with no results. Mr. Taylor then talked about a memo that was sent to city council that the wording he found to be offensive. He also brought up the signage in Lewis Park and how it was different from that of other parks in the city. He stated that voices needed to be heard from all parts of the city and that if we are using grant funding for park improvements we should use the preferred substrate that residents are asking for.

Mr. Mass was not aware of the memo. Mr. Taylor suggested that he receive the memo from staff. Mr. Mass also asked Mr. Taylor to put his concerns in writing from now on so that they can be distributed to the entire commission for review.

Mr. Goldstein stated that he had read the memo and did not find it offensive and he did not recall residents complaining about the use of asphalt.

Council person Carr stated that she and Council person Smotherson had a conversation about the topic of concrete and asphalt and their constituents were requesting that asphalt be used.

Mr. Alpaslan then brought up whether or not asphalt should be used for the Fogerty Park improvements as the Department is planning to send this project out for bid before the end of September.

Mr. Mass asked that a Life Cycle Analysis be done to determine which material would be better from a longevity and cost perspective, as well as keeping in mind what residents preferred.

Department Reports



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Public Works and Parks Operations – Mr. Winker discussed projects he and his crews have been working on this past month:

Parks

- Mowing and herbicide application continues due to timely rains through July and August.
- Performing pool winterization projects
- Athletic fields have been transitioned from summer to fall sports
- Began drainage improvements near and around the playground at Kaufman Park

Golf

Mowing continues as well at the golf course.

Range update: Today the contractor performed grading on the berm and replacing evergreens which were lost earlier during the project. The range renovation improvements are coming to an end with exception of a few punch list items. Park maintenance personnel have installed a new concrete wash pad and protective fencing at the range shack

Forestry

Continue hazard tree removals and pruning.

Public Works and Parks Projects – Jay Wohlschlaeger, SWT Design and Tim Dean, Intuition & Logic presented an update on the Heman Park South Drainage Channel Improvements project. SWT Design will be submitting documents to the Army Corps of Engineers, MSD, and FEMA for permitting on this project.

The commission discussed whether it was worth spending the overall/long-term amount of money on this project.

Mr. Goldstein suggested that other funding be sought to move forward on this project.

Ms. Wendt gave updates about the active parks projects as reported to the Commission in their agenda packet and she introduced Chris Kalter who will be a new project manager in the department with primary responsibility for parks and storm water projects.

The Commission requested information about building overhead cover in Fogerty Park for the benches by the playground. Staff will look into pricing and options.

The commission talked about Wilson Ave becoming a park. Mr. Kalter stated that he talked with Community Development (CD) about rezoning the area into one parcel and that CD was looking into whether it would be easier to own as one parcel. CD stated to Mr. Kalter that if it wasn't easier for the City they probably would not pursue making it one parcel.

Community Development/Recreation Division – Mrs. Euell-Taylor stated summer camp was a success with 120 participants. She passed out cost information for summer camp which showed that there was a negative \$3500 in the program funding. Overall the commission agreed it was a



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successful program. This year the City will be hosting a trunk or treat event at Centennial Commons and the City will be sponsoring the Red Bird Rookie Program in spring of 2017.

Council Liaison Report – Council person Carr talked about economic opportunities for the City. One such opportunity would be a big box store at 170 and Olive.

Councilperson Carr also indicated she has been working with an organization called WITH to make improvements in the Northeast part of University City.

She asked about a resident on Vassar Ave whose property floods from run-off from Lewis Park. Mr. Winker and Mr. Alpaslan both commented that they are aware of this issue and it is believed that improvements to Delmar Boulevard impacted the flow. They indicated the rain gardens reduce the flow of water but this issue can be looked into to see what more can be done.

Individual Park Reports – Mr. Field reported that the Golf Course looked good. Ms. McClain stated she had no updates. Mr. Goldstein asked about the status of Kaufman Park tennis courts project, Mr. Alpaslan stated Mr. Winker put together bid specs and Mr. Kalter was putting together the bid documents. Mr. Olsen stated that he observed lots of people using the park and that was a good thing. Ms. Standley said that all her parks were fine and Mr. Winker took care of her issue with Ruth Park Woods.

Commission members discussed the safety issue associated with golf balls going over the netting at the 6th hole of the golf course. Mr. Goldstein indicated that he has witnessed balls bounce off the path and over the fence. He suggested that the City research alternative surfaces for the path. Mr. Goldstein indicated that he had a slightly dated estimate for an alternative surface at a cost of \$12,000. Ms. Wendt indicated the City previously paid \$170,000 for the netting to reduce the balls from going into the property across the street and questioned spending more money toward this issue. The City will research how other communities deal with this situation when a golf course is located in a residential area.

Old Business

Lewis Park Message Board – Mr. Winker stated that he would be taking some of the message boards from Lewis Park and putting them in other parks that received grant funding from Municipal Park Grants. There was discussion about what would be placed in the message boards.

New Business

Storybook walk – Mr. Mass stated that he learned about this program from the Brentwood Library. He thought it would be a good idea for the City to do. Everyone agreed it would be good to get more information and look into this.

Cross-commission communication with Green Practices Commission – Mr. Mass stated he had been in contact with the chairperson for the GPC about having one of their members attend Park commission meetings. Mr. Kalter suggested that it might be a burden on someone's time if they had to attend two meetings a month. Mr. Goldstein concurred and suggested that perhaps they could be informed when there was something of substance to talk about. Ms. Wendt stated she could add the chairperson to the email list to be notified about the commission meetings and then the GPC could decide if someone wanted to attend the park commission meeting.

Other Business



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Long Acre Farms relocation – this was discussed by the group. Agreement was reached that this was a bad precedent to set and the city should not get into the business of being a landlord. The concern was raised that if they could not meet their financial obligations with their current landlord, why would the city want to take on that burden. Additionally, Council person Carr asked if the residents had been notified of this and is this something they would be Ok with. Mr. Goldstein moved to vote that the commission recommend against this move. Mr. Olsen seconded. All approved.

Adjournment

Mr. Goldstein moved to adjourn, Mr. Mass seconded – vote taken, all approved. The meeting ended at 9:38 pm.

DRAFT

Monthly Report for September 2016

Park Maintenance

Mowing, trimming, and herbicide application operations continued during the month; accounting for 28% of the monthly man power. Timely rains and cooler temperatures made for ideal growing conditions.

Fall athletic field installation completed, fields marked as needed throughout the month. The soccer/football fields in Heman Park were over seeded and fertilized. Replaced several faulty fuses on the athletic field lights at #1 and #2 fields in Heman Park, and replaced timer in the electrical panel for field lights at #3 and #4 fields in Heman Park.

Tennis courts were swept and cleaned bi-weekly; nets, center straps, and windscreens repaired or replaced where needed.

Majerus and Lewis ponds filled and treated for algae as needed. The floating algae in Lewis Pond was removed with hand labor.

Performed eight park inspections and made repairs as needed.

Repaired and serviced Rain Man and Veteran's Memorial Fountain

Continued weekly residential mulch deliveries as needed

Constructed berm between the City owned vacant lot next to the residence at 1149 Wilson to control water flow from the lot into the adjacent property.

Crews worked on the mulch distribution area in Heman Park throughout the month when time allowed. The area is in need of cleanup and organizational task.

Drainage issues near the playground at Kaufman Park were improved with dirt fill, seeding and straw mat installation.

Carleton Avenue was cleaned of mud on two occasions following heavy rains and runoff from Millar Park. The grounds in Millar have since been seeded, strawed and fertilized.

Forestry/Gardening

Gardener continued fall dirt filling, seeding and fertilization programs; weeding and herbicide applications; small planter bed clean up and mulching. Forestry crews continued hazardous tree removal and pruning operations.

Stumps removed 21

Lighting

Continued routine street light inspections, and replaced bulbs/ballast as needed on City owned lights on Delmar and Olive as needed.

Replaced light bulbs on the City Hall and Library parking lots, repaired pedestrian and restroom flood lights at Millar Park

Heman Pool/Centennial Commons

Shut down mechanical systems for the season; wintered pumps and piping; cleaned filters; and replaced strainer on pool vacuum.

Crews performed a good general cleaning and sweeping of the parking lot prior to the yard sale.

Assisted staff with maintenance items needed for the Puppy Pool Party.

Golf Course

Completed installation of concrete patio and protective fence installation at the range shack

Specials

Delivered tables, barricades, benches and trash receptacles for special events at the following locations; UCHS Home Coming, 700 Waterman, Drexel & Purdue, 7000 Stanford, 7500 Gannon, UC Heights picnic in Lewis Park, UCB in Heman Park, Tivoli parking lot, The Green Center, All Saints Church, Archer @ Grant, Rabe Park, Village of University City Place, and Kingsbury/Melville.

Provided maintenance support for the Puppy Pool Party, Community Yard Sale, and Shred Truck events

Delivered bandwagon to City of Berkeley, Mo Dot Safety Fair and the Paw Stoppers event in Eureka

Installed promotional banners for Mo Dot Safety Fair, UCB Bulb Sale, and rotated Bulk Item Pick up as needed.

Delivered and loaded mulch as needed for University City in Bloom

Assisted volunteer group with the installation of memorial picnic table in Flynn Park

Completed electrical service installation for trash compactor at the new recycling center at Central Garage

September Goals Completed

Heman Park Pool mechanical systems shut down; continued fall seeding and fertilization projects; over seeded athletic fields in Heman Park, and completed seeding and grounds repair at Millar Park; completed patio and fence installation at the range shack; and completed electrical service installation for the trash compactor at the new recycling area at Central Garage.

October Goals

Complete final mowing cycle for the season, and begin leaf mulching operations; complete winterization of mechanical systems at Heman Pool; install memorial bench at Ruth Park; and give alleys a good general cleaning and sweeping.

Man Days

General outdoor maintenance	32%
General indoor maintenance	4%
Mowing, trimming & litter pick up	28%
Forestry	24%
Paid leave	12%

Full time 314.8750
Contractual 16.6250
PT/Seasonal 26.9375

Monthly Manpower Utilizations:

2016-17

I. Paid leave Taken

<u>Annual</u>	20.7875		
Sick	22.0000		
Injury	0.0000		11.94%
Special	0.0000		

TOTAL

0.0000 42.7875 **Sub-total**

II. Mowing, Trimming, and Litter Pick Up

	0.0000		
	0.0000		
Tractor Mowing	46.4375		
Trim Mowing	39.0000		
Chemical Trim	2.0000		27.81%
Litter Pick-up	12.2500		

0.0000 99.688 **Sub-total**

III. General Outdoor Maintenance

	0.0000		
	0.0000		
Rubbish Truck Route	11.0000		
Restroom Cleaning Route	14.5000		
Athletic Field Maintenance	17.6250		
Playgrounds, Tennis Cts, Basketball	19.3750		
Snow Removal/Leaf Mulching	0.0000		
Palvilions, Restrooms	2.2500		
Swim Pool Maintenance	9.7188		
Sewer, Water Lines & Fountains	8.3125		
Signs, Bridges, Barricades, Fences	4.5000		
Picnic Tables, Ovens, Benches	0.3750		
Grounds Clean-up: leaves gumballs, etc.	0.0000		
Block Parties & Special Events	12.8750		31.64%
Other	12.8750		

0.0000 113.4063 **Sub-total**

IV. General Indoor Maintenance

	0.0000		
	0.0000		
Equipment Repair	15.1250		
Pool/Rec. Facility	0.0000		
Community Center	0.0000		
Golf Pro Shop & Maintenance Shop	0.0000		
Park Maintenance Shop	0.6250		
Painting, Welding, Repairs in Shop	0.0000		4.57%
Other	0.6250		

0.0000 16.3750 **Sub-total**

V. Forestry

	0.0000		
	0.0000		
# _____ Removals	32.5000		
# _____ Pruned	13.1813		
# _____ Planted	0.0000		

#_____ Stumps Removed	3.0000	
Tree Watering	0.0000	
Brush/Logs to Recycling	7.6250	
Cutting Firewood	0.0000	
Storm Damage	10.0000	
Other Tree Maintenance	0.0000	
Gardening	15.5000	24.04%
Forestry Tool Work, Saw Repair, etc.	4.3750	
		Sub-
		total
	86.181	
<u>Totals</u>	358.4375	358.4375

VI. Total Manpower Used

#_____ Full-time	314.8750
#_____ Contractual	16.6250
#_____ PT/Seasonal	26.9375
#_____ Work Program	0.0000
#_____ Other	0.0000

<u>Totals</u>	358.4375
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VII. Man Days Lost

AWOL	0.0000
Suspension	0.0000
Non-Paid Leave	0.0000

<u>Totals</u>	0.000
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Department of Public Works and Parks

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MEMORANDUM

TO: Park Commission
FROM: Jenny Wendt, Park Commission Liaison
DATE: October 18, 2016
SUBJECT: Update on Parks Projects

Please see below for an update on all of the park related projects for the Department of Public Works and Parks:

- **Fogerty Park (Phase 1 construction bid)** – Project out to be bid. Bids due October 21, 2016.
- **Heman Park South Drainage Channel Improvement** – The consultant is in the process of applying for permits from MSD, US Army Corps of Engineers, and the City.
- **Janet Majerus Park Master Plan (Municipal Parks Grant Commission Construction Grant)** – Grant application submitted. Results due this winter.
- **Kaufman Park Tennis Courts** – Received a single bid for this project. Now in the process of moving it through the City approval process.
- **Ruth Park Driving Range Improvements** – Project complete and range is open.

MONTHLY REPORT - September 2016					
GOLF COURSE ATTENDANCE/REVENUE					
Attendance	September 2016	September 2015	2016-17 Fiscal Year	2015-16 Fiscal Year	2016 Calendar YTD
Weekend Res	133	187	539	615	1,291
Weekend Non Res	687	760	2,339	2,730	5,978
Weekend Sr-Res	109	111	357	363	742
Weekend Sr-Non Res	137	126	378	385	816
Weekday Res	229	99	670	436	1,927
Weekday Non Res	1,161	1,643	4,156	5,632	9,682
Weekday Sr-Res	271	325	787	985	1,671
Weekday Sr-Non Res	275	242	761	711	1,711
Junior	45	64	195	341	515
Creve Coeur Res	52	49	141	162	270
Courtesy & Coupon	82	68	346	203	448
Play all day Res	15	3	45	19	100
Play all day Non Res	30	68	150	147	295
Total	3,226	3,745	10,864	12,729	25,446
Group Lessons	-	3	-	27	-
Pvt Lesson - Adult	-	7	3	16	4
Pvt Lesson - Child	-	-	3	-	4
Semi Pvt Lesson Ad	-	-	-	-	-
Semi Pvt Lesson Ad/Ch	-	-	-	-	-
Semi Pvt Lesson Ch	-	-	-	-	-
Semi Pvt Lesson Ch2	-	-	-	2	-
Pvt Lesson 5 Pkg	-	2	-	6	1
Total	-	12	6	51	9
Revenue					
Weekend Res	\$ 1,990.00	\$ 2,014.50	6,923.00	\$ 6,614.00	\$ 15,166.00
Weekend Non Res	\$ 12,401.50	\$ 10,347.00	37,355.00	\$ 37,030.75	\$ 87,889.75
Weekend Sr-Res	\$ 1,306.00	\$ 1,081.00	4,029.00	\$ 3,590.50	\$ 8,211.50
Weekend Sr-Non Res	\$ 1,142.00	\$ 1,376.00	4,034.00	\$ 4,222.50	\$ 9,143.50
Weekday Res	\$ 2,081.00	\$ 1,011.00	6,158.00	\$ 4,426.00	\$ 13,858.00
Weekday Non Res	\$ 19,803.50	\$ 19,823.00	57,431.50	\$ 65,171.50	\$ 125,101.50
Weekday Sr-Res	\$ 2,910.00	\$ 2,897.00	8,063.00	\$ 8,818.50	\$ 16,663.00
Weekday Sr-Non Res	\$ 3,059.00	\$ 2,418.00	8,387.00	\$ 7,049.00	\$ 18,673.00
Junior	\$ 567.00	\$ 572.00	1,917.00	\$ 3,038.50	\$ 4,754.00
Creve Coeur Res	\$ 384.00	\$ 486.00	1,374.00	\$ 1,599.00	\$ 2,943.00
Play all day Res	\$ 467.00	\$ 60.00	1,112.00	\$ 374.00	\$ 2,248.00
Play all day Non Res	\$ 1,809.00	\$ 1,700.00	5,049.00	\$ 3,675.00	\$ 8,903.00
Total	\$ 47,920.00	\$ 43,785.50	\$ 141,832.50	\$ 145,609.25	\$ 313,554.25
Group Lessons	\$ -	\$ 270.00	-	\$ 870.00	\$ 90.00
Pvt Lessons - Adult	\$ -	\$ 279.00	189.00	\$ 649.00	\$ 319.00
Pvt Lessons - Child	\$ -	\$ -	75.00	\$ -	\$ 100.00
Semi Pvt Lesson Ad	\$ -	\$ -	-	\$ -	\$ -
Semi Pvt Lesson Ad/Ch	\$ -	\$ -	-	\$ -	\$ -
Semi Pvt Lesson Ch	\$ -	\$ -	-	\$ -	\$ -
Semi Pvt Lesson Ch 2	\$ -	\$ -	-	\$ 40.00	\$ -
Pvt Lessons - 5 Pkg	\$ -	\$ 360.00	-	\$ 860.00	\$ 99.00
Total	\$ -	\$ 909.00	\$ 264.00	\$ 2,419.00	\$ 608.00
Cart Revenue					
Cart revenue - Pull	\$ 640.00	\$ 672.00	2,022.00	\$ 2,051.00	\$ 4,478.00
Cart rev - Motorized	\$ 14,105.50	\$ 15,824.00	46,705.50	\$ 51,508.50	\$ 98,308.50
Total	\$ 14,745.50	\$ 16,496.00	\$ 48,727.50	\$ 53,559.50	\$ 102,786.50
Other Revenue					
Shack-Range Sales	\$ -	\$ 12,286.00	-	\$ 39,460.00	\$ -
Small Range Bucket	\$ 8.00	\$ 351.00	8.00	\$ 1,182.00	\$ 8.00
Medium Range Bucket	\$ 7.00	\$ 580.00	7.00	\$ 2,100.00	\$ 12.00
Large Range Bucket	\$ -	\$ 632.00	-	\$ 1,960.00	\$ -
Teaching Bucket	\$ -	\$ -	-	\$ -	\$ -
HS Practice Bkt	\$ -	\$ -	-	\$ -	\$ -
E-Range Key Pack 1	\$ 50.00	\$ 750.00	50.00	\$ 1,930.00	\$ 100.00
E-Range Key Pack 2	\$ -	\$ 600.00	-	\$ 1,575.00	\$ -
E-Range Key Pack 3	\$ -	\$ 500.00	-	\$ 2,200.00	\$ -
Total Range	\$ 65.00	\$ 15,699.00	\$ 65.00	\$ 50,407.00	\$ 120.00
Miscellaneous	\$ -	\$ -	-	\$ -	\$ -
GHIN	\$ -	\$ 30.00	30.00	\$ 30.00	\$ 240.00
Gift Certificate	\$ 195.00	\$ 251.00	369.00	\$ 711.00	\$ 1,746.00
Club Rentals	\$ 72.00	\$ 355.00	504.00	\$ 715.00	\$ 1,527.00
Club Repairs	\$ 238.00	\$ 160.00	639.00	\$ 531.95	\$ 1,783.00
Pro Shop Sales	\$ 3,608.60	\$ 4,221.65	14,100.63	\$ 14,293.23	\$ 40,256.97
Concessions	\$ 5,389.25	\$ 5,548.00	18,772.25	\$ 21,238.75	\$ 31,563.68
Total Other Revenue	\$ 9,502.85	\$ 10,565.65	\$ 34,414.88	\$ 37,519.93	\$ 77,116.65
Grand Total	\$ 72,233.35	\$ 87,455.15	\$ 225,303.88	\$ 289,514.68	\$ 494,185.40