



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, JUNE 20, 2017 – 6:30PM

1. Roll Call
2. Approval of Minutes from May 16, 2017 meeting
3. 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.
4. Department Reports
 - a. Public Works and Parks Operations – informational
 - b. Public Works and Parks Projects – informational
 - c. Community Development/Recreation Division – informational
5. Council Liaison Report
6. Individual Park Reports
7. Unfinished Business
 - a. *Parkview Gardens Masterplan*
 - b. *Lewis Park Signage*
 - c. *Storybook Walk*
8. New Business
 - a. *NRPA/Disney Grant Opportunity*
 - b. *Majerus Park grant application – concrete vs asphalt trails*
9. Citizens' comments: Comments limited to three (3) minutes. A comment form must be filled out by anyone wishing to speak.
10. Adjournment

Enclosures:

- Draft – May 16, 2017 Park Commission Meeting Minutes
- Monthly Reports for May 2017
 - Park Maintenance/Forestry/Golf Maintenance
 - Parks Projects
 - Ruth Park Golf Course
 - Recreation Division Monthly Reports



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MINUTES OF THE PARK COMMISSION

HEMAN PARK COMMUNITY CENTER (HPCC), 975 PENNSYLVANIA
TUESDAY, MAY 16, 2017

The meeting was called to order at 6:35pm.

Present:

Clarence Olsen

Kathy Standley

Steve Goldstein, Park Commission Vice President

Ed Mass, Park Commission President

Ewald Winker, Park Operations Superintendent

Chris Kalter, Project Manager

Paulette Carr, Council Liaison

1. Minutes from April 26, 2017 meeting were approved, however no vote was taken.
2. Nancy McClain will be leaving the Park Commission in the coming months.
3. Luther Baker will be out of town for the June and July Park Commission Meetings.
4. Citizens' comments:
 - None
5. Department Reports:
 - Preparing the swimming pool is the biggest item on the Public Works Dept. agenda.
 - Fogerty Park back on schedule. Less than three weeks to completion. Final punch list walkthrough weekend of Memorial Day.
6. Council Liaison Report:
 - Paulette Carr updated us on council items.
 - Review of budget.
7. Individual Park Reports: Please email park report to whole Park Commission group each month.
8. Unfinished Business:
 - Storyboard Walk is ready for installation. Waiting for the text to be completed and questionnaire.
 - Ed Mass will send questions to include to the Park Commission for review. Include short link and QR code.
 - History of Lewis Park sign mockup was reviewed. Ed Mass would like to switch a photo of the current park.
 - Budget Review:
 - Paulette has requested worksheets from each department and will forward to the park Commission.
 - Mona Drive work. Exact solution is still unknown. Looking at multiple options.
 - Golf Clubhouse roof repair was not included in 2018 budget. We may be able to find money for this repair work.
 - Total Parks CIP fund reduced to \$595,000.

Resolution from Ed Mass: Whereas the \$100,000 in tree removal is actually for street trees and not trees located in parks, the Park Commission proposes to remove this fund and instead use for other park improvements for the 2018 budget. Clarence Olsen seconds. Vote taken. All approve.

Resolution from Steve Goldstein: Whereas Ruth Park Golf Course and Driving Range generates revenue above expenses, the Park Commission believes revenue generated to

Ruth Park in fiscal year 2018 and after should be treated as a separate enterprise fund. Should 2018 and thereafter generate total revenue in excess of golf course related expenditures, 50% of such excess to be retained and remain in the separate enterprise fund to be used for Ruth Park Golf Course and Driving Range capital improvements, and the remainder given to other University City Parks. Ed Mass seconds. Vote taken. All approve.

9. New Business:

- Play 4 All playground equipment. Do more research into company before we approach them to assist with playground improvements.
- Guiding Principles. Hope to meet between next meeting.
- Fogerty Park ribbon cutting ceremony. Should we hold one? Consider what we can do.
- Paulette Carr will post on her blog a short summary of the Fogerty Park project. Clarence Olsen to provide information and images to Paulette.
- Parkview Gardens Master Plan:
- Plans for the parks are well done. Need to continue reviewing before next meeting.
- Invite Washington University representatives to the next meeting. Clarence Olsen will contact Cheryl Adelstein and Rose Windmiller.

10. Citizens' comments:

- None

The meeting was adjourned at 8:36pm.

Monthly Report for May 2017

Park Maintenance

Mowing, trimming, litter removal and herbicide application operations accounted for 25% of the monthly manpower. Timely precipitation and moderate temperatures provided excellent growing conditions.

Ball fields were groomed and marked daily; tennis and basketball courts were cleaned bi-weekly

Performed eight park inspections and made needed repairs.

Several repairs to plumbing fixtures were made in the park restrooms

The low water bridge in Heman Park was cleared of debris

Lewis pond was treated for algae

Performed weekly resident mulch deliveries

A wind storm required several days of supplemental manpower to complete the cleanup with forestry staff

Installed Story Book Walk display boards along Midland at Shaftesbury in Heman Park

Hauled dirt from the Heman Park sculpture site to 1131 Wilson vacant lot, the dirt will be used to construct a berm to protect adjoining residences from storm water.

The park maintenance shop was given a good general cleaning

Installed benches, rules sign and other tennis court amenities at Kaufman Park

Forestry and Gardening

Gardening work for the month included tree pruning, small removals, and planter bed clean up and weeding. Forestry crews continued tree pruning, planting and removal operations along with considerable storm damage cleanup.

Lighting

Performed weekly street light inspections and reported outages to Ameren UE.

Replaced pedestrian light bulbs where needed on Delmar and Olive; converted fixtures to LED lights, 2 on Delmar and 1 on Linden.

Heman Pool

Over 31 man days were required to ready Heman Pool for opening day. Work included: Draining pool and cleaning out debris/mud from return lines; acid washing; servicing and oiling pump motors; chlorine tank repairs, installation of new lion slide in the wading pool, lap line and touch up painting; general cleaning, staff training, and grounds maintenance.

Specials

Delivered tables, benches, barricades and trash receptacles for special events at Our Lady of Lourdes Church, Village of UC Place, Metcalfe and Heman Parks, Alta Dena, and Williams/Kingsbury

Provided park equipment and maintenance needs for the Memorial Day Run

Installed and/or removed promotional banners for Memorial Day Run, Taste of U City, Bulk Item Pickup and Fair U City; repaired damaged banner cable at Delmar and Big Bend following high wind storm.

Moved planters in the Loop to more appropriate locations for U City in Bloom

Assisted with John Sweeney Memorial Bench installation at tee #1 at Ruth Park.

*May Goals Completed

Readied Heman Pool for opening; installed new lion water slide in the wading pool; continued full scale mowing and herbicide applications; applied fertilizer at Heman Pool, Centennial Commons and City Hall grounds; continued LED light fixture replacement work; provided maintenance needs and equipment for the Memorial Day Run, block parties, school picnics and field days.

*Did not complete landscaping and earth moving at Kaufman Tennis Courts or the vacant lots on Wilson due to the manpower needs for storm damage cleanup.

June Goals

Continue full scale mowing and herbicide applications; provide maintenance needs for the Starlight and Summer Band concerts, Fair U City, and Block Parties; complete landscape work at Kaufman Park and the vacant lots on Wilson; continue LED light fixture retrofits; and complete the division's portion of landscape work at Fogerty Park.

Man Days

General outdoor maintenance	26%
General indoor maintenance	8%
Mowing, trimming & litter pick up	25%
Forestry	27%
Paid leave	14%

Full time 343.438

PT/Seasonal 31.625



DEPARTMENT OF PUBLIC WORKS AND PARKS; GOLF COURSE

To: Sinan Alpaslan

From: Ken Morgan

Date: 6/5/17

Subject: **MAY GOLF MAINTENANCE REPORT**

The main projects for the month were mowing, storm cleanup, memorial bench and garden, and water management as temps began to climb.

Work Included:

Native Areas	2 days
Brush Pickup	5 days
Course Setup	8 days
Spray Greens	2 days
Equipment Maintenance	2 days
Office Work	1 day
Rough Mowing	12 days
Greens Mowing	4 days
Fairway Mowing	8 days
Memorial Bench	3 days
Tee Mowing	4 days
Misc Work	2 days
Trim Work	6 days
Hand Watering	3 days

MONTHLY REPORT - May 2017
GOLF COURSE ATTENDANCE/REVENUE

Attendance	May 2017	May 2016	2016-17 Fiscal Year	2015-16 Fiscal Year	2017 Calendar YTD
Weekend Res	306	164	1,755	1,513	994
Weekend Non Res	803	902	6,516	6,867	3,022
Weekend Sr-Res	146	139	1,009	761	432
Weekend Sr-Non Res	143	150	1,042	1,173	438
Weekday Res	235	175	1,903	1,789	1,002
Weekday Non Res	1,507	1,328	10,788	11,750	4,842
Weekday Sr-Res	270	221	1,908	1,889	640
Weekday Sr-Non Res	378	218	2,181	1,711	946
Junior	55	56	425	574	171
Creve Coeur Res	44	29	392	372	152
Courtesy & Coupon	115	-	946	475	430
Play all day Res	7	21	111	73	32
Play all day Non Res	18	47	380	335	142
Total	4,027	3,450	29,356	29,282	13,243
Group Lessons	-	-	-	27	-
Pvt Lesson - Adult	4	-	23	19	19
Pvt Lesson - Child	-	-	12	0	7
Semi Pvt Lesson Ad	-	-	-	0	-
Semi Pvt Lesson Ad/Ch	-	-	-	0	-
Semi Pvt Lesson Ch	-	-	-	0	-
Semi Pvt Lesson Ch2	-	-	-	2	-
Pvt Lesson 5 Pkg	-	-	7	10	6
Total	4	-	42	58	32
Revenue					
Weekend Res	\$ 3,721.00	\$ 1,960.00	\$ 20,529.00	\$ 12,451.50	\$ 11,367.00
Weekend Non Res	\$ 12,079.00	\$ 13,554.00	\$ 96,862.90	\$ 70,950.50	\$ 43,321.90
Weekend Sr-Res	\$ 1,592.00	\$ 1,527.00	\$ 11,070.00	\$ 30,014.00	\$ 4,738.00
Weekend Sr-Non Res	\$ 1,705.00	\$ 1,792.00	\$ 10,794.00	\$ 8,412.00	\$ 5,229.00
Weekday Res	\$ 2,374.00	\$ 1,647.00	\$ 18,008.00	\$ 12,438.00	\$ 9,546.50
Weekday Non Res	\$ 19,213.50	\$ 16,621.00	\$ 123,837.00	\$ 112,643.00	\$ 59,712.00
Weekday Sr-Res	\$ 2,689.00	\$ 2,146.00	\$ 20,609.00	\$ 43,369.50	\$ 7,973.50
Weekday Sr-Non Res	\$ 4,148.00	\$ 2,390.00	\$ 39,479.50	\$ 16,082.00	\$ 10,371.00
Junior	\$ 493.00	\$ 504.00	\$ 3,807.00	\$ 9,627.50	\$ 1,521.00
Creve Coeur Res	\$ 479.00	\$ 514.00	\$ 4,276.00	\$ 3,974.00	\$ 1,634.00
Play all day Res	\$ 154.00	\$ 462.00	\$ 2,306.00	\$ 1,633.00	\$ 633.00
Play all day Non Res	\$ 486.00	\$ 1,269.00	\$ 10,083.00	\$ 6,811.00	\$ 3,944.00
Total	\$ 49,133.50	\$ 44,386.00	\$ 361,661.40	\$ 328,406.00	\$ 159,990.90
Group Lessons		\$ 90.00	\$ -	\$ 870.00	\$ -
Pvt Lessons - Adult	\$ 180.00	\$ 105.00	\$ 1,095.00	\$ 838.00	\$ 771.00
Pvt Lessons - Child	\$ -	\$ -	\$ 505.00	\$ 105.00	\$ 330.00
Semi Pvt Lesson Ad	\$ -	\$ -	\$ -	\$ -	\$ -
Semi Pvt Lesson Ad/Ch	\$ -	\$ -	\$ -	\$ -	\$ -
Semi Pvt Lesson Ch	\$ -	\$ -	\$ -	\$ -	\$ -
Semi Pvt Lesson Ch 2	\$ -	\$ -	\$ -	\$ 40.00	\$ -
Pvt Lessons - 5 Pkg	\$ -	\$ 99.00	\$ 920.00	\$ 1,310.00	\$ 740.00
Total	\$ 180.00	\$ 294.00	\$ 2,520.00	\$ 3,163.00	\$ 1,841.00
Cart Revenue					
Cart revenue - Pull	\$ 752.00	\$ 636.00	\$ 5,050.00	\$ 3,651.00	\$ 2,232.00
Cart rev - Motorized	\$ 17,041.00	\$ 13,431.50	\$ 120,299.50	\$ 82,486.00	\$ 53,106.50
Total	\$ 17,793.00	\$ 14,067.50	\$ 125,349.50	\$ 86,137.00	\$ 55,338.50
Other Revenue					
Shack-Range Sales	\$ 14,697.00	\$ -	\$ 47,588.75	\$ 52,762.00	\$ 34,343.75
Small Range Bucket	\$ 896.00	\$ -	\$ 2,798.00	\$ 1,767.50	\$ 1,996.00
Medium Range Bucket	\$ 1,232.00	\$ 5.00	\$ 3,983.00	\$ 2,885.00	\$ 2,996.00
Large Range Bucket	\$ 1,360.00	\$ -	\$ 3,860.00	\$ 2,613.00	\$ 3,270.00
Teaching Bucket	\$ -	\$ -	\$ -	\$ -	\$ -
HS Practice Bkt	\$ -	\$ -	\$ -	\$ -	\$ -
E-Range Key Pack 1	\$ 885.00	\$ -	\$ 3,480.00	\$ 2,660.00	\$ 2,435.00
E-Range Key Pack 2	\$ 1,035.00	\$ -	\$ 4,415.00	\$ 2,250.00	\$ 3,515.00
E-Range Key Pack 3	\$ 1,100.00	\$ -	\$ 5,800.00	\$ 2,600.00	\$ 4,400.00
Total Range	\$ 21,205.00	\$ 5.00	\$ 71,924.75	\$ 67,537.50	\$ 52,955.75
Miscellaneous		\$ -	\$ 4,369.39	\$ 5.00	\$ 4,105.39
GHIN	\$ 162.00		\$ 649.00	\$ 239.00	\$ 619.00
Gift Certificate	\$ 193.50	\$ 231.00	\$ 1,752.50	\$ 2,730.00	\$ 1,225.50
Club Rentals	\$ 268.00	\$ 268.00	\$ 1,605.00	\$ 1,376.00	\$ 718.00
Club Repairs	\$ 831.20	\$ 286.00	\$ 3,399.75	\$ 1,567.70	\$ 2,386.75
Pro Shop Sales	\$ 14,040.00	\$ 9,507.69	\$ 56,493.24	\$ 23,586.81	\$ 35,963.52
Concessions	\$ 417.50	\$ 631.50	\$ 36,823.50	\$ 48,262.58	\$ 11,609.25
Total Other Revenue	\$ 15,912.20	\$ 10,924.19	\$ 105,092.38	\$ 77,767.09	\$ 56,627.41
Grand Total	\$ 104,223.70	\$ 69,676.69	\$ 666,548.03	\$ 563,010.59	\$ 326,753.56



Department of Public Works and Parks

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MEMORANDUM

TO: Park Commission
FROM: Chris Kalter – Project Manager Parks Projects
DATE: June 12, 2017
SUBJECT: Update on Parks Projects

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



Fogerty Park (Phase 1 Improvements) – First walk-through occurred on June 1st. Punchlist was developed and a schedule was set to finish up the punch list. June 19th is the second walk-through.

Kaufman Park Tennis Courts – Tennis courts are finished. Final paperwork is being processed.



Millar Park Swing Set – Installation in process.