



## 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, NOVEMBER 21, 2017 – 6:30PM

1. Roll Call
2. Approval of Minutes from October 17, 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
  - d. Park and Storm water Sales Tax Report – Informational
5. Council Liaison Report
6. Individual Park Reports
7. Unfinished Business
  - a. RPGC – Enterprise fund (Club House and Maintenance Bldg.)
  - b. RPGC – Ordinance language
8. New Business
  - a. New Member Welcome (Carl Hoagland and Kevin Taylor)
  - b. Commission Officer Elections
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 – October 17, 2017 Park Commission Meeting Minutes
- Monthly Reports for October 2017
  - Park Maintenance/Forestry/Golf Maintenance
  - Project Manager Report
  - Ruth Park Golf Course

*For more information regarding the Park Commission, please contact  
Chris Kalter, 314-505-8548 or email  
[ckalter@ucitymo.org](mailto:ckalter@ucitymo.org)*



## Park Commission

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### MINUTES OF THE PARK COMMISSION HEMAN PARK COMMUNITY CENTER (HPCC), 975 PENNSYLVANIA TUESDAY, OCTOBER 17, 2017

The meeting was called to order at 6:33pm.

Present:

Clarence Olsen

Kathy Standley

Steve Goldstein, Park Commission Vice President

Ed Mass, Park Commission President

Chris Kalter, Project Manager

Paulette Carr, Council Liaison

Ewald Winker, Park Operations Superintendent

Lynda Euell-Taylor, Deputy Director of Recreation

1. Minutes from September 19, 2017 meeting were approved as revised. Clarence Olsen will send updated minutes to Chris Kalter. Steve Goldstein votes to approve, Clarence Olsen seconds. Vote taken. All approve.

2. Citizens' comments: None

3. Department Reports:

- Transitioning to fall cleaning and leaf pickup.
- Whenever a tree is removed a new one is planted at that location. Typically only dead trees are removed within parks.
- Grant application for Majerus Park was unofficially approved. Will have official results in November.
- Discussion regarding contracting out for lifeguards again next year with different management company. Add to next month agenda.
- Removal of sand volleyball court at Centennial Commons Pool highly encouraged by citizen feedback.
- Send building maintenance and repairs report generated for Centennial Commons and add to next meeting agenda.

4. Council Liaison Report:

- Paulette Carr updated us on council items.

5. Individual Park Reports: No major items.

6. Park and Stormwater Sales Tax Review: No major items.

7. Unfinished Business:

- RPGC – Club House and Maintenance Building. No major items.
- RPGC – Noise Ordinance and Private Lessons. Steve Goldstein will send revised summary out to Park Commission, Sinan, and Andrea to be reviewed by attorney.

Steve moves that we modify memo to add footnote – ordinance could likewise be subject to review because language is out of date. No Director of Parks and Recreation currently employed. Kathy Standley seconds, vote taken, all approve.

- Swimming Pool and Splash Pad. No major items.
- Enterprise Fund resolution for Golf Course was presented to City Council. No action taken at this time.
- Guiding Principles: Steve Goldstein move to adopt Guiding Principles for future park projects. Ed Mass seconds. Vote taken, all approve. Kathy Standley asks to add information regarding annual review of guiding principles by subcommittee.

8. New Business:

9. Citizens' comments: None

10. The meeting was adjourned at 8:28pm.

## Monthly Report for October 2017

### Park Maintenance

The final mowing cycle for the year was completed with restroom cleaning, rubbish routes and litter removal operations continuing throughout the month.

Off season repairs and painting of park equipment was begun, leaf mulching equipment readied and mowers serviced.

Leaf mulching and grounds cleanup operations began late in the month.

Both Lewis and Majerus Park ponds were cleaned and treated.

Performed a good general cleanup and sweeping of all publically owned alleys throughout the City

Performed eight monthly park inspections and made needed repairs.

Soccer and Football fields were marked as needed throughout the month.

Continued weekly residential mulch deliveries

Replaced faulty light bulbs and prepared Holiday Wreathes for November installation in the Delmar Loop

Provided supplemental manpower for the first week of the annual curbside leaf collection

Began winterization of irrigation lines and drinking fountains prior to subzero temperatures late in the month

Removed graffiti on park signs at Mona Trail

Replaced exhaust fans and flush valve solenoids in the restrooms in Heman Park

Assembled and installed 4 new bleachers at the athletic fields in Millar Park

Began demolition of the deteriorating tennis courts in Kaufman

Assembled "little library" box slated for installation on Oakbrook Islands

Moved stockpiled compost mulch from Ruth Woods to the park storage yard prior to leaf collection

### Forestry/Gardening

Planter bed clean up and weeding, tree ring mulching, small tree removal, and pruning continued throughout the month. Low areas in parks, greenways and tree lawns were filled, seeded and strawed. Forestry crews continued hazardous tree removals, planting and pruning operations. The burning bush in Kaufman Park were pruned and cut back from walkway.

### Lighting

Performed Monthly Street light inspections for outages; City maintained lights were serviced on Olive, Washington, Melville and Civic Plaza. Completed the replacement of HPS lamps with new LED fixtures on the pedestrian lights in the Delmar Loop; reported street light outages to Ameren UE; replaced damaged pedestrian light pole at 6380 Delmar; and repaired remote control gate opener at Ruth Woods Recycling Area.

### Heman Pool/Centennial Commons

Pool mechanical system was winterized

Swept the parking lot prior to the Trunk or Treat event on October 29th

### Golf Course

Replaced damaged water meter pit cover near #4 green, and repaired lookout tower on #6 tee

### Specials

Delivered tables, benches and trash receptacles for special events at the following locations; 560 Warren, Ames Place, Parkview, Maryland Terrace, 7800 Cornell, Drexel @ Purdue, UCHS Homecoming, 7000 Waterman, 7300 Cornell, 7200 Princeton, 7000 Stanford, 7200 Lindell, Mooney Park, Community Center, Centennial Commons and 6900 Dartmouth.

Installed promotional banners for Leaf Collection, Bulk Item pickup and Electronics Recycling event

Provided bandwagon for Trunk or Treat event at Centennial Commons and the City of Riverview

Provided assistance and supplies for the Make a Difference Day and Solid Waste Recycling events

Delivered and loaded mulch for U City in Bloom work days

October Goals Completed

Completed final mowing cycle for the season, and began leaf mulching operations; winterized pumps and return lines, and cleaned slurry rooms at Heman Pool; replaced faulty fuses on the athletic field lights in Heman Park; installed metal cover on the water meter vault at Ruth Park; completed the retrofitting of HPS lamps with new LED fixtures in the Loop; and gave the alleys a good general cleaning and sweeping.

November Goals

Winterize plumbing at park facilities; provide supplemental man power for the annual street leaf collection; continue leaf mulching and grounds cleanup operations; apply winter fertilizer on the grounds of City Hall, Jack Buck Field and Heman Park Pool; and begin fall/winter stump removal and tree planting programs.

Man Days

General outdoor maintenance	45%
General indoor maintenance	10%
Mowing, trimming & litter pick up	12%
Forestry	21%
Paid leave	12%

Full time      307.875  
Contractual    10.0625  
P/T Seasonal   39.1875

Monthly Manpower Utilizations:

**2017-18**

**I. Paid leave Taken**

	<b>TOTAL</b>		
<u>Annual</u>	18.50000		
Sick	11.06250		
Injury	12.37500		11.743%
Special	0.00000	41.93750	<b>Sub-total</b>

**II. Mowing, Trimming, and Litter Pick Up**

Tractor Mowing	6.31250		
Trim Mowing	28.87500		
Chemical Trim	0.00000		12.163%
Litter Pick-up	8.25000	43.43750	<b>Sub-total</b>

**III. General Outdoor Maintenance**

Rubbish Truck Route	12.43750		
Restroom Cleaning Route	14.25000		
Athletic Field Maintenance	6.25000		
Playgrounds, Tennis Cts, Basketball	14.31250		
Snow Removal/Leaf Mulching	13.43750		
Palvillions, Restrooms	7.50000		
Swim Pool Maintenance	3.00000		
Sewer, Water Lines & Fountains	13.00000		
Signs, Bridges, Barricades, Fences	1.25000		
Picnic Tables, Ovens, Benches	4.75000		
Grounds Clean-up: leaves gumballs, etc.	3.00000		
Block Parties & Special Events	8.00000		45.380%
Other	60.87500	162.06250	<b>Sub-total</b>

**IV. General Indoor Maintenance**

Equipment Repair	14.12500		
Pool/Rec. Facility	0.00000		
Community Center	0.00000		
Golf Pro Shop & Maintenance Shop	6.37500		
Park Maintenance Shop	11.25000		
Painting, Welding, Repairs in Shop	3.00000		10.186%
Other	1.62500	36.37500	<b>Sub-total</b>

**V. Forestry**

#_____ Removals	23.43750		
#_____ Pruned	16.87500		
#_____ Planted	12.50000		
#_____ Stumps Removed	0.00000		
Tree Watering	0.00000		
Brush/Logs to Recycling	0.00000		

Cutting Firewood	0.00000		
Storm Damage	6.00000		
Other Tree Maintenance	0.00000		
Gardening	13.50000		20.529%
Forestry Tool Work, Saw Repair, etc.	1.00000	73.31250	<b>Sub-total</b>

<b><u>Totals</u></b>	<b>357.12500</b>		<b>357.1250</b>
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**VI. Total Manpower Used**

# _____ Full-time	307.87500
# _____ Contractual	10.06250
# _____ PT/Seasonal	39.18750
# _____ Work Program	0.00000
# _____ Other	0.00000

<b><u>Totals</u></b>	<b>357.12500</b>
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**VII. Man Days Lost**

AWOL	0.00000
Suspension	0.00000
Non-Paid Leave	2.87500

<b><u>Totals</u></b>	<b>2.87500</b>
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**DEPARTMENT OF PUBLIC WORKS AND PARKS; GOLF COURSE**

To: Sinan Alpaslan

From: Ken Morgan

Date: 11/1/17

Subject: **OCTOBER GOLF MAINTENANCE REPORT**

The main projects for the month were mowing, continued fall fertilization, and raising the canopy on all golf course trees.

Work Included:

Course Setup	8 days
Spray Greens	3 days
Equipment Maintenance	3 days
Office Work	3 days
Rough Mowing	8 days
Greens Mowing	4 days
Fairway Mowing	3 days
Tee Mowing	3 days
Misc Work	2 days
Trim Work	4 days
Fall Fertilizing	8 days
Tree Trimming	8 days
Sick Leave	1 day



## Department of Public Works and Parks

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# MEMORANDUM

**TO:** Park Commission  
**FROM:** Chris Kalter – Project Manager Parks Projects  
**DATE:** November 21, 2017  
**SUBJECT:** Update on Parks Projects

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



**Majerus Park (Phase 1 Improvements)** – Grant application submitted to the Municipal Park Grant Commission for their review. Unofficially, we have been informed that we will be receiving this grant. Official notice should come in the month of November 2017.

**MONTHLY REPORT - October 2017**  
**GOLF COURSE ATTENDANCE/REVENUE**

Attendance	October 2017	October 2016	2017-18 Fiscal Year	2016-17 Fiscal Year	2017 Calendar YTD
Weekend Res	112	133	908	672	2,280
Weekend Non Res	535	779	3,312	3,192	7,169
Weekend Sr-Res	128	143	580	500	1,132
Weekend Sr-Non Res	92	161	612	539	1,163
Weekday Res	102	155	871	825	2,160
Weekday Non Res	1,029	1,123	5,597	5,279	12,388
Weekday Sr-Res	204	270	988	1,057	1,893
Weekday Sr-Non Res	328	281	1,461	1,042	2,854
Junior	41	37	293	232	550
Creve Coeur Res	68	64	302	205	486
Courtesy & Coupon	117	130	470	394	916
Play all day Res	9	31	35	76	73
Play all day Non Res	12	69	67	219	268
<b>Total</b>	<b>2,777</b>	<b>3,376</b>	<b>15,496</b>	<b>14,232</b>	<b>33,332</b>
<b>Group Lessons</b>					
Pvt Lesson - Adult	1	1	16	2	44
Pvt Lesson - Child		1		2	7
Semi Pvt Lesson Ad				0	
Semi Pvt Lesson Ad/Ch				0	
Semi Pvt Lesson Ch				0	
Semi Pvt Lesson Ch2				0	
Pvt Lesson 5 Pkg		1	2	1	8
<b>Total</b>	<b>1</b>	<b>3</b>	<b>18</b>	<b>5</b>	<b>59</b>
<b>Revenue</b>					
Weekend Res	\$ 1,339.00	\$ 1,586.00	\$ 11,116.00	\$ 8,130.00	\$ 27,292.00
Weekend Non Res	\$ 8,148.00	\$ 11,551.00	\$ 50,086.00	\$ 48,568.00	\$ 105,973.90
Weekend Sr-Res	\$ 1,404.00	\$ 1,567.00	\$ 6,357.00	\$ 5,489.00	\$ 12,415.00
Weekend Sr-Non Res	\$ 1,104.00	\$ 1,928.00	\$ 7,320.00	\$ 4,809.00	\$ 13,905.00
Weekday Res	\$ 991.00	\$ 1,468.00	\$ 7,697.00	\$ 7,625.50	\$ 20,105.50
Weekday Non Res	\$ 13,937.00	\$ 16,063.50	\$ 74,206.50	\$ 55,635.00	\$ 158,969.50
Weekday Sr-Res	\$ 2,035.00	\$ 2,694.00	\$ 9,868.00	\$ 10,530.50	\$ 20,459.50
Weekday Sr-Non Res	\$ 3,604.00	\$ 3,087.00	\$ 16,056.50	\$ 26,985.50	\$ 31,319.50
Junior	\$ 369.00	\$ 333.00	\$ 2,644.00	\$ 2,088.00	\$ 4,953.00
Creve Coeur Res	\$ 732.00	\$ 715.00	\$ 3,270.00	\$ 2,268.00	\$ 5,264.00
Play all day Res	\$ 198.00	\$ 655.00	\$ 770.00	\$ 1,607.00	\$ 1,535.00
Play all day Non Res	\$ 323.00	\$ 1,576.00	\$ 1,808.00	\$ 5,626.00	\$ 7,301.00
<b>Total</b>	<b>\$ 34,184.00</b>	<b>\$ 43,223.50</b>	<b>\$ 191,199.00</b>	<b>\$ 179,361.50</b>	<b>\$ 409,492.90</b>
<b>Group Lessons</b>					
Pvt Lessons - Adult	\$ 45.00	\$ 45.00	\$ 705.00	\$ 234.00	\$ 2,101.00
Pvt Lessons - Child	\$ 25.00	\$ -	\$ -	\$ 100.00	\$ 330.00
Semi Pvt Lesson Ad	\$ -	\$ -	\$ -	\$ -	\$ -
Semi Pvt Lesson Ad/Ch	\$ -	\$ -	\$ -	\$ -	\$ -
Semi Pvt Lesson Ch	\$ -	\$ -	\$ -	\$ -	\$ -
Semi Pvt Lesson Ch 2	\$ -	\$ -	\$ -	\$ -	\$ -
Pvt Lessons - 5 Pkg	\$ -	\$ 180.00	\$ 370.00	\$ 180.00	\$ 1,110.00
<b>Total</b>	<b>\$ 45.00</b>	<b>\$ 250.00</b>	<b>\$ 1,075.00</b>	<b>\$ 514.00</b>	<b>\$ 3,541.00</b>
<b>Cart Revenue</b>					
Cart revenue - Pull	\$ 388.00	\$ 492.00	\$ 1,992.00	\$ 2,514.00	\$ 5,002.00
Cart rev - Motorized	\$ 11,839.00	\$ 13,771.50	\$ 70,517.00	\$ 60,477.00	\$ 144,639.50
<b>Total</b>	<b>\$ 12,227.00</b>	<b>\$ 14,263.50</b>	<b>\$ 72,509.00</b>	<b>\$ 62,991.00</b>	<b>\$ 149,641.50</b>
<b>Other Revenue</b>					
Shack-Range Sales	\$ 8,304.00	\$ 8,742.00	\$ 37,002.00	\$ 8,742.00	\$ 87,057.75
Small Range Bucket	\$ 428.00	\$ 560.00	\$ 2,340.00	\$ 568.00	\$ 5,164.00
Medium Range Bucket	\$ 532.00	\$ 707.00	\$ 3,535.00	\$ 714.00	\$ 7,784.00
Large Range Bucket	\$ 640.00	\$ 440.00	\$ 3,920.00	\$ 430.00	\$ 8,460.00
Teaching Bucket	\$ -	\$ -	\$ 110.00	\$ -	\$ 110.00
HS Practice Bkt	\$ -	\$ -	\$ -	\$ -	\$ -
E-Range Key Pack 1	\$ 510.00	\$ 645.00	\$ 2,817.00	\$ 695.00	\$ 6,367.00
E-Range Key Pack 2	\$ 675.00	\$ 750.00	\$ 3,593.00	\$ 750.00	\$ 8,158.00
E-Range Key Pack 3	\$ 800.00	\$ 900.00	\$ 5,400.00	\$ 900.00	\$ 10,700.00
<b>Total Range</b>	<b>\$ 11,889.00</b>	<b>\$ 12,744.00</b>	<b>\$ 58,717.00</b>	<b>\$ 12,799.00</b>	<b>\$ 133,800.75</b>
Miscellaneous	\$ -	\$ -	\$ 384.00	\$ 261.00	\$ 4,489.39
GHIN	\$ -	\$ -	\$ 55.00	\$ 30.00	\$ 764.00
Gift Certificate	\$ 244.00	\$ 78.00	\$ 748.00	\$ 447.00	\$ 2,651.50
Club Rentals	\$ 120.00	\$ 240.00	\$ 744.00	\$ 744.00	\$ 1,877.00
Club Repairs	\$ 43.00	\$ 240.00	\$ 802.00	\$ 879.00	\$ 3,495.75
Pro Shop Sales	\$ 6,596.87	\$ 4,371.24	\$ 41,200.33	\$ 18,513.87	\$ 77,649.85
Concessions	\$ 321.00	\$ 4,589.00	\$ 12,886.00	\$ 23,361.25	\$ 39,400.14
<b>Total Other Revenue</b>	<b>\$ 7,324.87</b>	<b>\$ 9,518.24</b>	<b>\$ 56,819.33</b>	<b>\$ 44,236.12</b>	<b>\$ 130,327.63</b>
<b>Grand Total</b>	<b>\$ 65,669.87</b>	<b>\$ 79,999.24</b>	<b>\$ 380,319.33</b>	<b>\$ 299,901.62</b>	<b>\$ 826,803.78</b>