



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, MARCH 19, 2019 – 6:30PM

1. Roll Call
2. Approval of the Agenda
3. Approval of Minutes from January 15, 2019 meeting
4. Citizens' comments: Comments limited to five (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. Unfinished Business
 - a. Potential Projects if MSD places tanks in Heman Park
9. New Business
 - a. New Parks, Recreation, and Forestry Director – Darren Dunkle
 - b. Urban Sprouts Strollerthon – approval required
 - c. Fair UCity - approval required
 - d. Distribution of By-Laws
10. Citizens' comments: Comments limited to five (5) minutes. A comment form must be filled out by anyone wishing to speak.
11. Adjournment

Enclosures:

- Draft – January 15, 2019 Park Commission Meeting Minutes
- Monthly Reports – January 2019
 - Park Maintenance/Forestry/Golf Maintenance
 - Project Manager Report
 - Majerus Park Equipment Graphics
 - Ackert Walkway Project Updates
 - GRG Signage
- Ideas for MSD Tanks
- Urban Sprouts Strollerthon
- Fair UCity
- By-Laws
- Member List

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



Park Commission

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

MINUTES OF THE PARK COMMISSION HEMAN PARK COMMUNITY CENTER (HPCC), 975 PENNSYLVANIA TUESDAY, JANUARY 15, 2019

The meeting was called to order at 6:30 PM

Present:

Carl Hoagland, Park Commission President
Kevin Taylor, Park Commission Vice President
Chris Kalter
Lisa Hummel
Steve McMahon
Steve Goldstein
Kevin Taylor,
Linda Euell-Taylor
Margaret Ullman (Arrived at 6:36)

1. Welcomed new member, Lisa Hummel

2. Approval of amended meeting minutes from December 10, 2018. Steve Goldstein moved to approve, seconded by Kevin Taylor, all approved.

3. Introductions of everyone present

4. No citizens' comments

5. Department Reports:

No comments on Public Works and Parks projects reports

Recreation comments: U. City Parks Foundation has purchased pool play apparatus last year and will be purchasing another one this year as well as furniture for the pool area. Residents donated 125 hats, scarves, and gloves through the community giving tree and crocheted 70 hats for premature babies. Pickle ball time now set aside in gym throughout the week. U. City is participating in Silver Sneakers for seniors and now has 3 Silver Sneakers classes. U. City is also now a Renew Active member through United Healthcare, a similar program for seniors. Cub Care is underutilized.

Chris Kalter answered questions about "All Inclusive Recreation" equipment purchased for Majerus Park. Timing of grants for Majerus and Fogerty Parks improvements were discussed, as well as the appearance and target age groups of the playground equipment and fitness equipment that will be installed. It was suggested that the commission refer to the Master Plan for Majerus Park.

6. Discussion of taking of minutes: it was decided that a secretary was needed, according to the Commission bylaws, and that the secretary must take the minutes.

7. Council Liaison Report: City Manager has filled Director of Planning and Community Development and Communications positions. U. City is below market in compensation for employees in all departments and the council is looking into changing that for the purposes of hiring and retention. The I 170- Olive development agreement was introduced last night. Upcoming City Council election was discussed. The Metropolitan Sewer District plans for Heman Park were discussed, and it is possible that the project won't be needed.

8. Individual Park Reports: Lisa Hummel was assigned to monitor Millar, Rabe, and Ruth Park Woods since she is taking over for Kathleen Standley. Kevin Taylor will send her a form for doing park surveys.

9. Unfinished Business: Officer Election: We were reminded that Kevin Taylor was already chosen as vice president at the last meeting. Steve Goldstein moved to nominate Lisa Hummel as secretary, Meg Ullman seconded. Elected unanimously

10. New Business: Carl Hoagland discussed his meeting with the mayor and city manager on 12/7 concerning the "Parks and Recreation Priorities" document, which he has presented to the city council. Heman Park MSD project was discussed by most of the people present. The commission should to determine what might be done with money from MSD if our city is compensated by MSD for disturbing the park, including the possibility of an indoor swimming pool. Steve Goldstein referred us to the Heman Park master plan as a guide. The commission should make recommendations to the council so we have a plan if the funds become available. Steve McMahon referred us to the year-round aquatics task force recommendations from 2012 as a starting point if we're interested in an indoor pool.

11. Kevin Taylor moved that each member would develop one or more possibilities regarding MSD compensation projects we might consider and e-mail them to Carl Hoagland. Lisa Hummel seconded. Passed unanimously Carl Hoagland said he would e-mail the document to all members before the next meeting, as well as information about the aquatics task force.

12. Sunshine law question about old business that is voted on was discussed.

13. Citizens' comments: none

14. The meeting was adjourned at 7:55. Kevin Taylor moved to adjourn, seconded by Meg Ullman, all approved.

Monthly Manpower Utilizations:

2018-19

I. Paid leave Taken

	TOTAL	
Annual	7.87500	
Sick	8.81250	
Injury	19.00000	
Special	0.00000	13.072%
		Sub-
	35.6875	Total

II. Mowing, Trimming, and Litter Pick Up

Tractor Mowing	0.00000	
Trim Mowing	0.00000	
Chemical Trim	0.00000	
Litter Pick-up	10.00000	3.663%
		Sub-
	10.000	Total

III. General Outdoor Maintenance

Rubbish Truck Route	5.62500	
Restroom Cleaning Route	0.00000	
Athletic Field Maintenance	10.31250	
Playgrounds, Tennis Cts, Basketball	6.37500	
Snow Removal/Leaf Mulching	20.12500	
Pavilions, Restrooms	0.00000	
Swim Pool Maintenance	9.50000	
Sewer, Water Lines & Fountains	1.25000	
Signs, Bridges, Barricades, Fences	15.31250	
Picnic Tables, Ovens, Benches	0.00000	
Grounds Clean-up: leaves gumballs, etc.	5.81250	
Block Parties & Special Events	0.00000	
Other	13.75000	32.257%
		Sub-
	88.063	Total

IV. General Indoor Maintenance

Equipment Repair	21.75000	
Pool/Rec. Facility	5.50000	
Community Center	0.25000	
Golf Pro Shop & Maintenance Shop	1.37500	
Park Maintenance Shop	13.43750	
Painting, Welding, Repairs in Shop	1.00000	
Other	1.25000	16.323%
		Sub-
	44.563	Total

V. Forestry

#_____Removals	19.25000
#_____Pruned	24.18750
#_____Planted	0.00000

#_____ Stumps Removed	21.87500		
Tree Watering	0.00000		
Brush/Logs to Recycling	0.50000		
Cutting Firewood	0.00000		
Storm Damage	18.50000		
Other Tree Maintenance	0.00000		
Gardening	6.62500		
Forestry Tool Work, Saw Repair, etc.	3.75000		34.684%
		94.6875	Sub- Total
<u>Totals</u>	273.0000	273.000	TOTAL

VI. Total Manpower Used

#_____ Full-time	273.0000
#_____ Contractual	0.0000
#_____ PT/Seasonal	0.0000
#_____ Work Program	0.0000
#_____ Other	0.0000

<u>Totals</u>	273.0000
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VII. Man Days Lost

AWOL	0.0000
Suspension	0.0000
Non-Paid Leave	0.0000

<u>Totals</u>	0.0000
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Monthly Report for February 2019

Park Maintenance

When weather and ground conditions allowed crew performed grounds cleanup and leaf removal; work was slowed due to weather and wet conditions.

Off season maintenance repairs and painting of park equipment continued.

Windscreens repaired and nets replaced where needed at the Heman Park Tennis Center.

Began the transitioning of athletic fields for spring play; adding dirt to skinned infields, removing goal post, bleachers and player benches from soccer and football fields. Inclement weather, wet and frozen ground conditions limited the operation.

Continued residential mulch deliveries as needed throughout the month

Four separate snow/sleet/freezing rain events during the month required snow removal, salting and treating of park maintained sidewalks, parking lots and facility entrances.

Continued trail improvement project at Ruth Park Woods.

Hauled fill dirt to the area where the obsolete tennis court at Fogerty Park was removed.

Reinstalled new trash receptacle at the Delmar entrance to the I170 GRG Centennial Greenway.

Organized and gave the dirt yard a good general cleaning in Heman Park.

Repaired the drinking fountain along the GGR trail at Kingsbury and Melville.

Repaired several log barricades at the parking lot in Heman Park

Constructed replacement mile marker sign post

Lighting

Performed weekly street light inspections, repaired City maintained fixtures, and reported outages to Ameren UE.

Changed out T8 light bulbs in the park maintenance shop where needed and installed new light fixtures in the shop storage area.

Forestry and Gardening

Winter gardening work continued; shrub and small street tree pruning, small dead trees were removed, and mulching of planter beds.

Forestry crews continued tree pruning operations, and removed some hazardous dead trees.

Winter stump removal operations were completed during the month.

Stumps removed 30

Golf Course

Installed new ceiling fan in the golf shop lobby and repaired water line at the range shack.

Swimming Pool

Repaired broken 8" PVC return line in the pool basin

Centennial Commons

Assisted staff with the installation of new hand dryers in the restrooms

Specials

Installed promotional banners for Spring Leaf Collection

Delivered and loaded mulch for U City in Bloom

Removed obsolete planters on Olive Boulevard where instructed through U City in Bloom

February Goals Completed

Completed winter stump removal operations; completed off season equipment repairs and painting; continued grounds cleanup of leaves and natural debris throughout park system when conditions allowed; began athletic field transition from fall/winter sports to spring/summer; and continued hazardous tree removals and pruning.

March Goals

Ready ball fields for spring play; prepare picnic areas, playgrounds, tennis, and basketball courts for season; convert snow removal equipment and ready tractors for mowing; continue Ruth Woods trail improvements; backfill excavation areas at Heman Pool where plumbing repairs were made; begin spring stump removal program and tree planting.

Man Days

General outdoor maintenance	32%
General indoor maintenance	16%
Mowing, trimming & litter pick up	4%
Forestry	35%
Paid leave	13%

Full time 273.00



Department of Public Works and Parks

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

MEMORANDUM

TO: Park Commission
FROM: Chris Kalter – Project Manager Parks Projects
DATE: March 19, 2019
SUBJECT: Update on Parks Projects

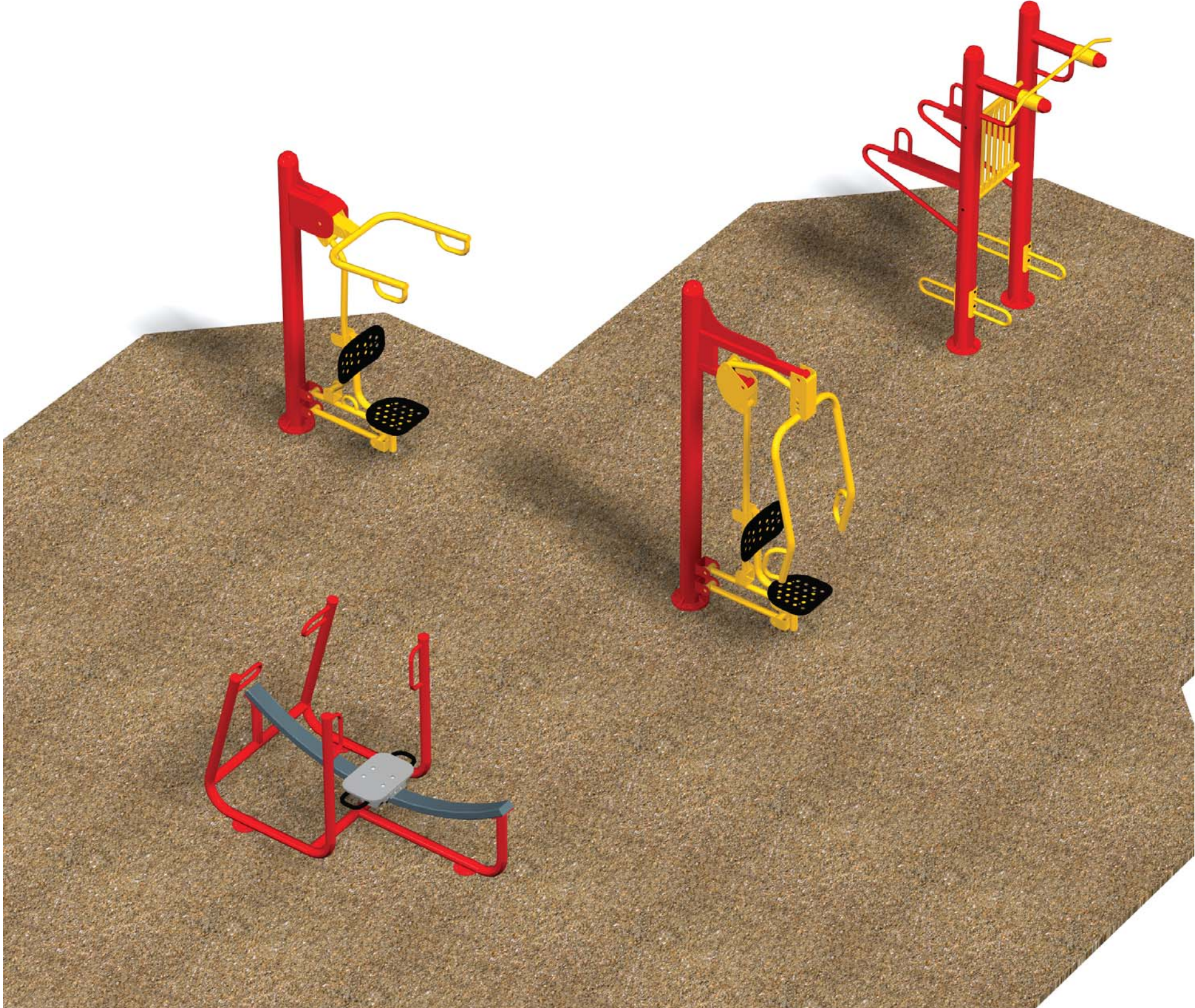
Please see below for an update on all of the current park related projects for the Department of Public Works and Parks:

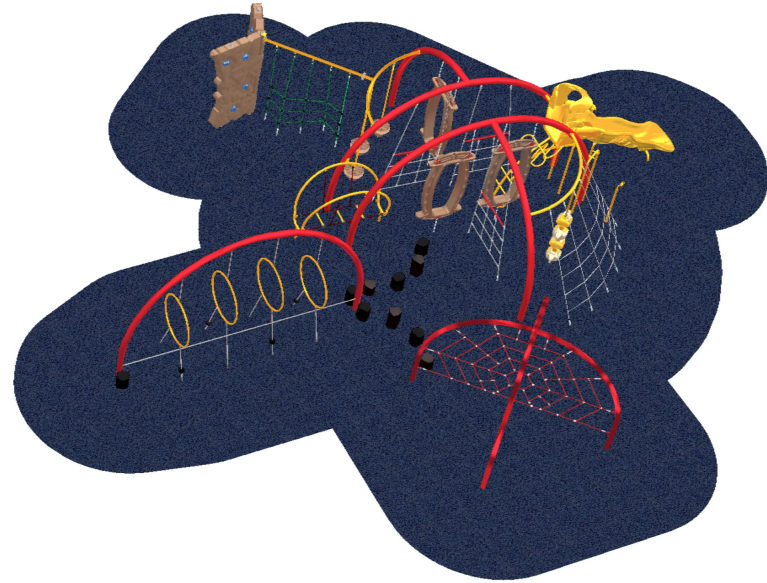
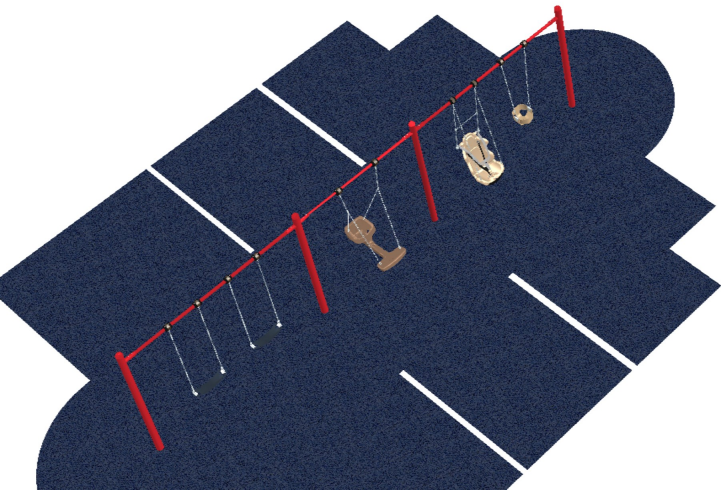
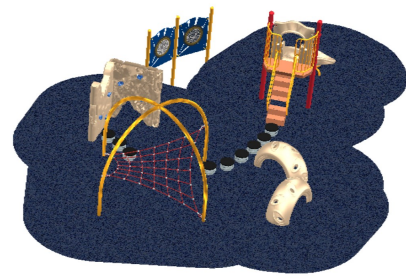


Majerus Park (Phase 1 Improvements): Due to the weather, progress has been slow. All of the equipment has been delivered to Ideal Landscape (sub-contractor for All Inclusive Recreation Inc.). Ideal Landscape will be installing the equipment once things dry out a bit.

Fogerty Park Phase 2: Access Engineering has begun working on the design for phase 2. The surveying has been completed. An onsite walk through of the park took place the week of March 4th. Utility coordination is in process.

Janet Majerus Park



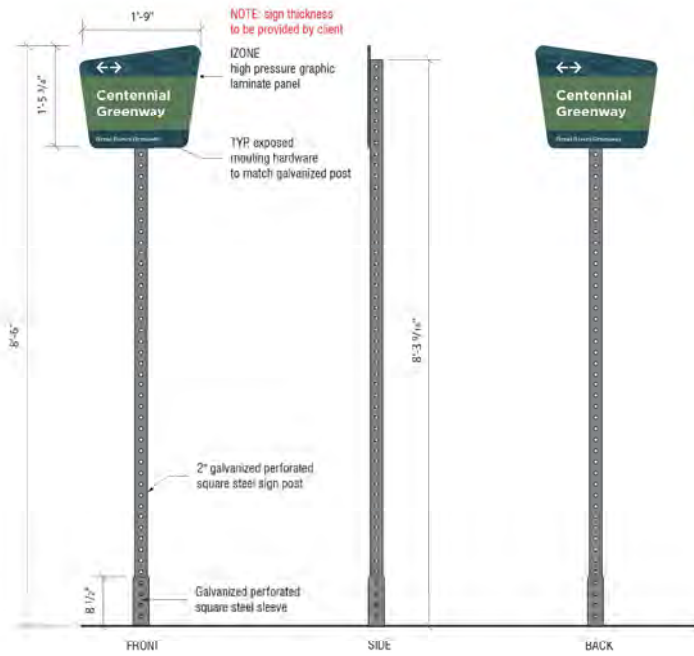




Department of Public Works Staff Update

Project Name	1335 Ackert Walkway Improvement Project
Background	<p>In 2017 The City of University City was granted a Transportation Alternatives Program Grant to make improvements to Ackert Walkway. The proposed improvements include 4" concrete sidewalk repair, upgraded lighting, detailed signage, pavement markings, and improved ADA compliant curb ramps and landings. The proposed improvements support the City's current Americans with Disabilities Act (ADA) transition plan, as well as the Parkview Gardens Park Plan adopted in February 2010. In addition, the lighting upgrades increase the city's energy efficiency which result in cost savings for the City.</p> <p>University City has designated Ackert Walkway as part of Great Rivers Greenway (GRG) Centennial Greenway in the 2008 Parks Master Plan and resolution 091905 supporting of the Centennial Greenway Plan. Centennial Greenway originates in Forest Park, crosses into University City via the Pedestrian Bridge over Forest Park Parkway to Greenway South, then north on Melville through the Delmar Loop down Ackert Walkway to Vernon. A future project will continue Centennial Greenway to Heman Park then connecting to the Greenway along I-170.</p>
Update	<p>Final plans are being reviewed by staff and will soon be sent to MoDOT for approval. It is anticipated the project will go out to bid in spring for construction in summer 2019. Great Rivers Greenway will provide wayfinding signage consistent with the signage currently located along the greenway south of Ackert. The design of these signs are attached. University City intends to sign an agreement to provide maintenance of the signs once installed. The project is anticipated for completion in fall/winter 2019.</p>
Next Steps	<p>Staff and GRG will inspect Ackert Walkway to determine exact sign locations and ways that GRG can contribute to beautification of Ackert Walkway. The maintenance agreement will be finalized and submitted to Council for consent.</p> <p>Once engineering drawings are approved by staff with suggested revisions, the plans will be sent to MoDOT for approval. Upon approval from MoDOT, the project will go out to bid.</p>

Sign # 1



1 FRONT ELEVATION - SIGN FACE LAYOUT
3/4" = 1'-0"



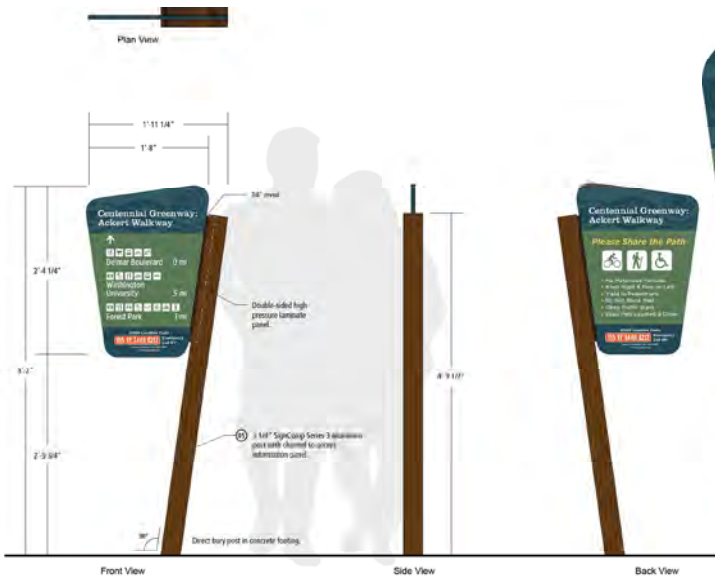
GX-4 PEDESTRIAN TRAILBLAZER

Sign # 2



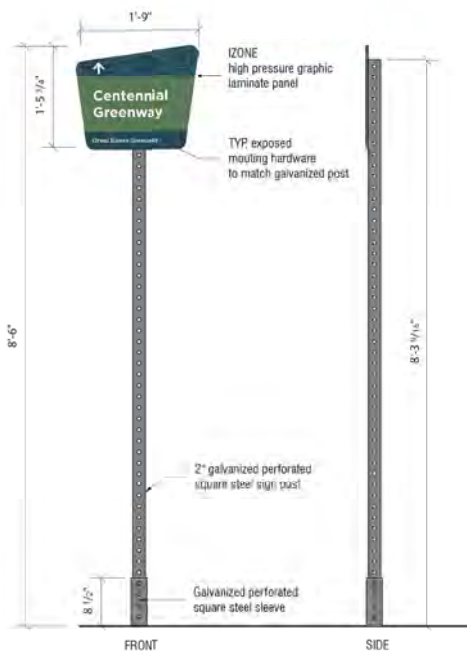
KX-1 MAIN TRAILHEAD KIOSK

Sign # 3



GX-6 MULTI-DIRECTIONAL MEDIUM GUIDE

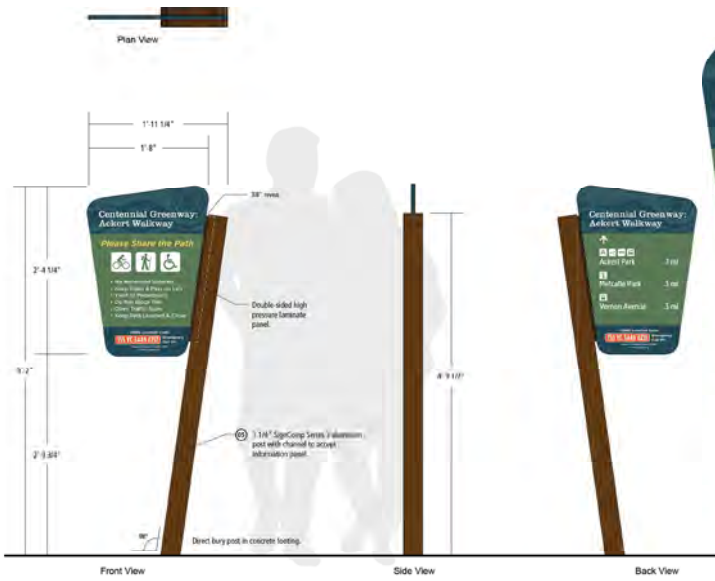
Sign # 4



1 FRONT ELEVATION - SIGN FACE LAYOUT
3/4" = 1'-0"

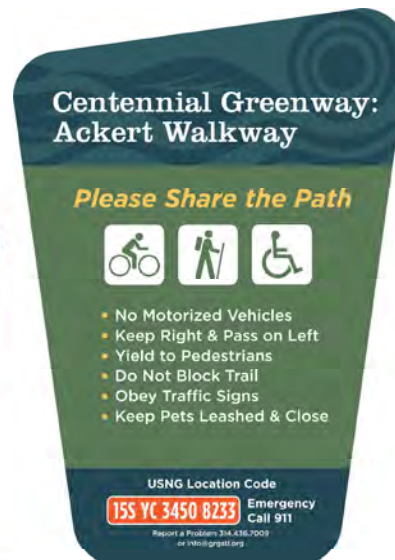
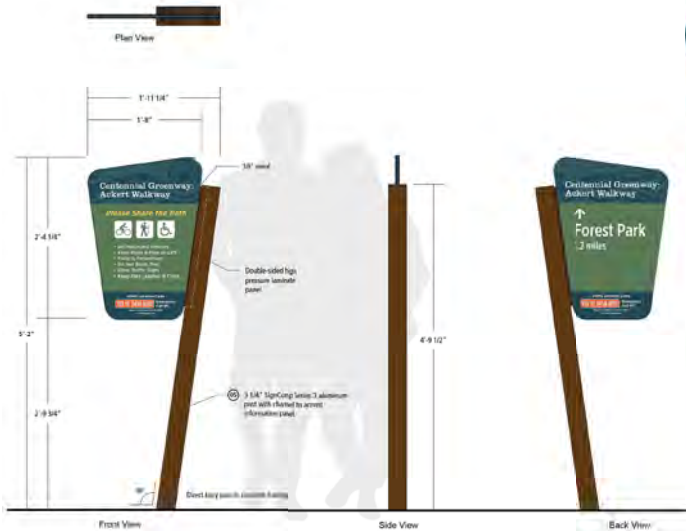
GX-4 PEDESTRIAN TRAILBLAZER

Sign # 5



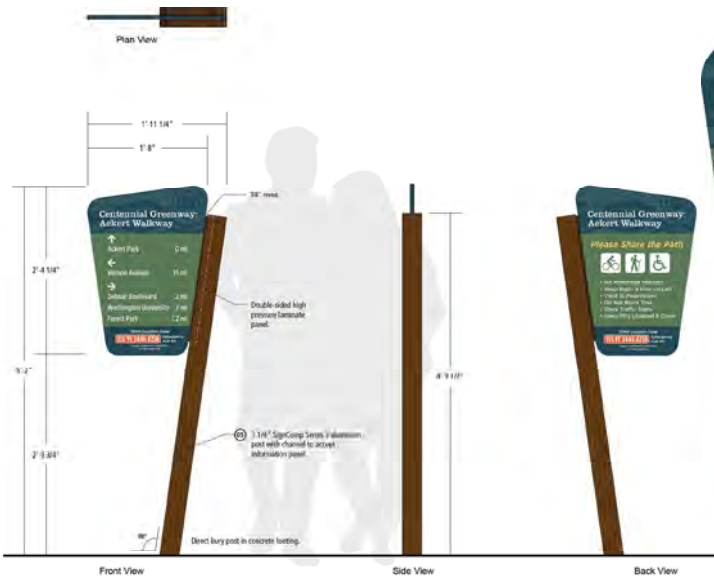
GX-6 MULTI-DIRECTIONAL MEDIUM GUIDE

Sign # 6



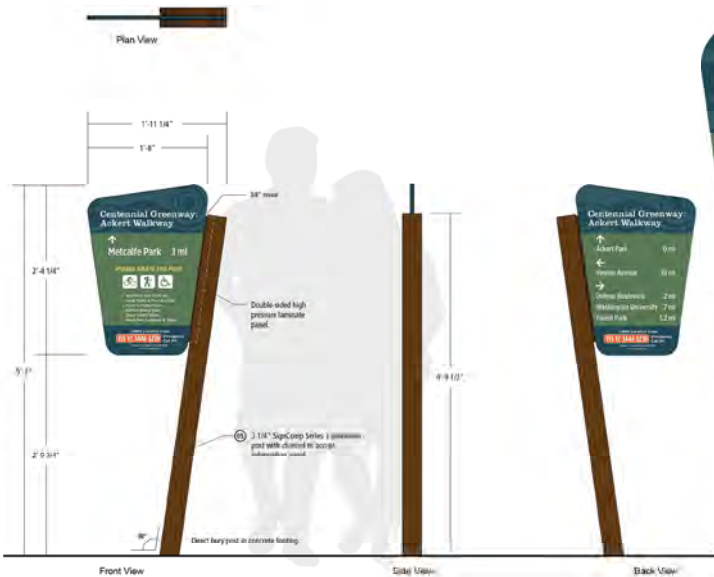
GX-7 SINGLE DIRECTIONAL MEDIUM GUIDE

Sign # 7



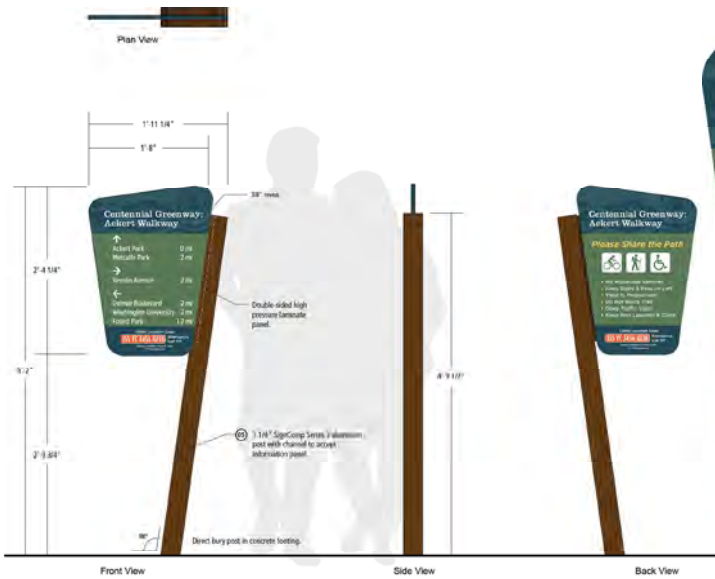
GX-6 MULTI-DIRECTIONAL MEDIUM GUIDE

Sign # 8



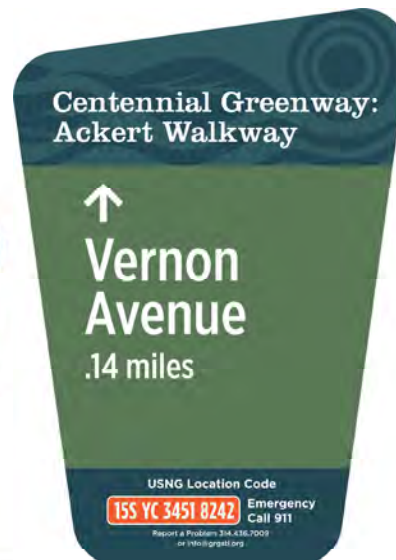
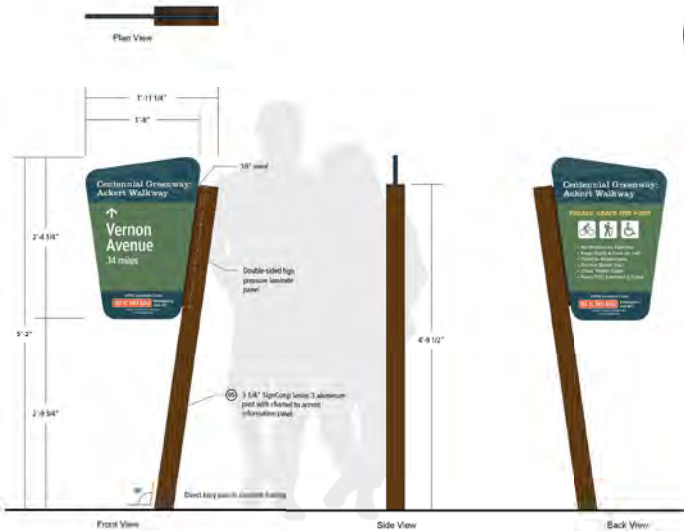
GX-6 MULTI-DIRECTIONAL MEDIUM GUIDE

Sign # 9



GX-6 MULTI-DIRECTIONAL MEDIUM GUIDE

Sign # 10



GX-7 SINGLE DIRECTIONAL MEDIUM GUIDE

**Ideas to consider for possible MSD funding if the storage tanks are located in
Heman Park
For Park Commission Meeting
March 19, 2019**

The items below are suggestions based on the motion approved at the January 15 Park Commission Meeting.

1) A trail connecting all parks to Centennial Commons

So, my wild idea if MSD is absorbing the cost is to build a mountain bike/bike/walking trail/skate parks that would connect all the parks and walking areas to Centennial Commons. The ultimate goal is to use part of the MSD funding for the Commons enhancements. Maybe St. Louis County and GORC would help in the development in creating a fun trail to walk and ride all the parks with their destination, Centennial Commons.

Suggested by Meg Ullman

2) An aquatics facility connected to Centennial Commons.

The facility would be designed to attract U City residents for exercise and recreational activities. If designed properly, youth as well as older adults would be attracted to the aquatics facility

Suggested originally by Kevin Taylor (added to list by Carl Hoagland)

3) Update and redo Heman Park Master Plan

The Heman master plan should look at where the MSD tanks should be placed and what enhancements can be made. Some ideas that might be addressed include; a complete and updated walking trail, a skate park, additional and updated basketball courts, a community garden, updated and well lighted athletic fields, a performance area, a splash pad, updates to Centennial Commons and other suggestions that might come from the University City Community and the University City staff.

Suggested by Carl Hoagland

Any of the suggestions will need further consideration and additional data.

1. Costs?
2. Role of School District in an aquatics facility?
3. Relationship of current pool(s) and an aquatics facility?
4. Floodplain issues?
5. Who will collect data?
6. Citizen input?
7. Current data of Centennial Commons usage?
8. Current data of existing swimming pool?
9. If the Park Commission makes a recommendation, what is the timeline?
10. How much data for each project is needed to make a decision?
11. Other issues?

Special Event Application

This section be completed for tentative approval or denial – please see special event policy for other requirements and procedures beyond tentative approval

Name of Organization Urban Sprouts Child Development Center

Address of Organization 6757 Olive Blvd St. Louis, MO 63130

Organization Web Site urbansproutscol.org Phone 314-997-2259

Event Contact Person Angela Lewis

Contact Person Address 6757 Olive Blvd

Contact Person E-Mail alewis@urbansproutscol.org

Contact Person Phone Numbers: Home _____

Work 314-997-2259 Cell _____

Name of Event Urban Sprouts Strollerthon

Description of Event this is a 5k and 1 mile fundraiser benefiting the children of Urban Sprouts a 501c3.

Proposed Event Location(s) Weman park pavillion and race throug streets.

Proposed Event Date 10/12/19 Times 7am - 4pm

Is this an event that any fees will be collected? If so, proof of 501c3 Not for Profit status must be **attached**

\$100 non-refundable special event review fee will be applied to the Final Permit if approved.

Signature Angela Lewis Date 1/23/19

Recommendation of Recreation Supervisor – Facilities

Tentative approval _____ tentative denial _____

Reason for denial _____

Signature _____ Date _____

Superintendent of Recreation Decision

Confirmation of recommendation _____

Reversal of recommendation _____ Reason _____

Tentative approval communication to applicant made via: _____ on this date _____ at this time _____

Special Event Application

This section be completed for tentative approval or denial – please see special event policy for other requirements and procedures beyond tentative approval

Name of Organization UCCF FAIR U CITY
Address of Organization 6900 DELMAR UNIVERSITY CITY MO 63130
Organization Web Site FAIR UCITY.COM Phone 3144260226
Event Contact Person ROBERT PARKER
Contact Person Address 4200 N CLOVERLEAF DR STE R ST. PETERS MO 63376
Contact Person E-Mail PMANAGEMENT3@AOL.COM
Contract Person Phone Numbers: Home _____
Work 314 426 0226 Cell 314 302 6287

Name of Event FAIR U CITY
Description of Event STREET FAIR, FOOD VENDORS NONE FOOD VENDORS
BOOK GIVE AWAYS RIDES

Proposed Event Location(s) PROVIDE GRANTS TO GROUPS WITH IN UNIVERSITYCITY

Proposed Event Date JUNE 7-9 Times (5-9FRI)(12-10 SAT) 12-9SUN

Is this an event that any fees will be collected? If so, proof of 501c3 Not for Profit status must be **attached**
\$100 non-refundable special event review fee will be applied to the Final Permit if approved.

Signature  Date 2-14-2019

Recommendation of Recreation Supervisor – Facilities

Tentative approval _____ Tentative denial _____

Reason for denial _____

Signature _____ Date _____

Deputy Director of Recreation Decision

Confirmation of recommendation _____

Reversal of recommendation _____ Reason _____

Tentative approval communication to applicant made via: _____
on this date _____ at this time _____

AMERICAN BANNER AMUSEMENTS, INC.

Thomas "Robert" Walsh, President
618-541-9517 (Cell) 618-887-4292 (Fax)

225 S. Vernon St.
Marine, IL 62061

CONTRACT & AGREEMENT made and entered into this 4th day of December, 2018 by and between American Banner Amusements, Inc., Party of the First Part, and Fair U City of the city of University City, state of MO, Party of the Second Part.

WITNESSETH: That the Party of the First Part agrees to present their company, consisting of high-class rides, music, and concessions, in the city of University City, the state of MO, for a period of 3 days commencing June 7th, 2019, and ending June 9th, 2019, both dates inclusive. Party of the First Part scheduled to arrive on or before Monday, June 3rd, 2019, and shall have access to the grounds a minimum of 72 hours before the event to erect equipment.

Party of the Second Part must furnish security for the event, restroom facilities or portable toilets, a potable water supply, trash and garbage pickup, and a 200 amp electrical service readily usable by employees upon said date of arrival, as well as furnishing suitable grounds known as Heman Park. Party of the Second Part must also ban any sales of Silly String, Colored Hair Spray, Fart Bombs, Snap 'N Pops, or any water or projectile shooting guns and/or any other device which may cause injury or discomfort to carnival patrons.

In consideration of the Party of the Second Part fulfilling their part of this contract, the Party of the First Part agrees to pay * of the gross receipts on all rides where tickets are sold for said event.

REMARKS: Party of the First Part agrees to furnish Party of the Second Part a combination of rides and/or concessions. The Party of the First Part to have exclusive on all rides and concessions, in lieu of ** paid for each concession trailer to the Party of the Second Part. The Party of the Second Part may operate competing concessions owned exclusively by local organizations only. Party of the First Part to determine all carnival pricing and times of operation.

* 20% of \$1-\$50,000 and 25% thereafter.
** \$25 per game trailer and \$50 per food trailer.
Party of the First Part to exclusively sell Corn Dogs, Funnel Cakes, Cotton Candy, and Snow Cones.

This contract read, approved, and signed in duplicate this day, month, and year first above mentioned. All corrections made before signing. Party of the Second Part is subject to legal fees for cancellation of said date or event.

This contract null and void of the Party of the First Part for non-appearance in case of fire, flood, railroad or truck accidents, tornado, epidemic, any Act of God, or any unforeseen occurrence beyond our control. In case of sickness or death of any performer, the Party of the First Part shall have reasonable time to replace such performer.

Party of the First Part Date: _____
Robert Walsh, President

Party of the Second Part Date: _____
Printed Name

This offer expired after February 10th, 2019.

Party of the Second Part Date: _____
Printed Name

Bylaws of the University City Park Commission

Section 1: Established by Charter, Municipal Code, and Ordinances

- 1.1 The name, purposes, and members of the organization are established by the Charter of the City of University City, MO (Charter), the University City Municipal Code (Code), and University City Ordinances (Ordinances).
- 1.2 The Charter and Code also establish regulations pertaining to various actions allowed for Park property.
- 1.3 These Bylaws of the University City Park Commission (Commission) are intended to specify and clarify issues not addressed in the Charter, Code, and Ordinances. The term "City" shall mean University City.

Section 2: Members

- 2.1 The number of members (Commissioners) of the Commission and the term of office are established by the University City Municipal Code.
- 2.2 Commissioners shall be appointed, and sworn in, on or before the first meeting in January of each year. The members of the Commission shall receive no compensation for their services as such.

Vacancies on the Commission resulting from a removal, resignation, or any other cause shall be filled for the remainder of the term in like manner as in the case of original appointment. If a Commissioner's term is expired, that Commissioner shall remain an active Commissioner until such time as someone has been appointed and sworn in to replace that Commissioner.

- 2.3 Three unexcused absences, or four absences, including unexcused and excused, within any consecutive 12 month period is cause for recommending the dismissal of the Commissioner to University City Council.

Section 3: Meetings

- 3.1 A quorum must be present to hold a meeting. A majority of the total number of Commissioners, including vacancies, shall constitute a quorum.
- 3.2 Date, time, and location of meetings will be determined by a majority vote of the Commission. A majority vote shall mean a majority of those present at a meeting. Meetings of the Commission shall be held monthly except for August and December.
- 3.3 A special meeting of the Commission may be called by any of the following by electronic or written communication sent to all Commissioners:
 - A. At least two Commissioners
 - B. Director of Public Works and Parks or Director of Community Development
 - C. City Council
- 3.4 Any scheduled meeting may be cancelled by agreement between the President of the Commission and either the Director of Public Works and Parks or the Director of Community Development, unless at least two Commissioners object to the cancellation, in which case the meeting will be held. Communications for cancellation and objection shall be by electronic or written communication sent to all Commissioners.
- 3.5 Each Commissioner shall be entitled to cast one vote on all matters submitted to a vote of the Commissioners.
- 3.6 Any Commission meeting may be adjourned by a majority vote.

Bylaws of the University City Park Commission

- 3.7 Notice of a meeting shall be prepared by the Department of Public Works and Parks and posted at least 24 hours in advance at appropriate locations that may include, but not be limited to, the University City Library, Heman Park Community Center, Centennial Commons, Ruth Park Golf Course, City Hall, and the City website.
- 3.8 Items may be added to the Agenda for any Commission meeting by any Commissioner, by the Director of Public Works and Parks, or by the Director of Community Development. The order of the Agenda shall be agreed upon between the President of the Commission and the Director of Public Works and Parks or their designee. After the start of a meeting, the Agenda may be changed by a majority of the Commission.
- 3.9 Residents and non-residents are permitted to attend all meetings and request to speak. Public comments, not related to a specific agenda item, are regularly scheduled at the beginning of all meetings. Comments related to specific agenda items are heard at the beginning or during the discussion on those items, at the discretion of the President or Commission. There is a maximum of 5 minutes per person for individual comments. The President, with the consent of the commission, may adjust the total time and sequence allowed for all comments.
- 3.10 Commissioners may invite members of other University City commissions to speak and be involved in Commission discussions on specific agenda items.

Section 4: Officers

- 4.1 The offices shall consist of the following officers: President, Vice President. The commission may also elect other officers at its discretion. Any number of offices may be held by the same person.
- 4.2 Any officer may be removed, with cause, by a majority vote of the Commissioners, at any regular or special meeting.
- 4.3 Any officer may resign at any time by giving written notice to the Commission.
- 4.4 A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the following manner:
 - A. Vacancy in the office of President shall be filled by the Vice President until the next scheduled election.
 - B. Vacancy in the office of Vice President shall be filled by nomination from the Commissioners and shall be voted upon, either at the meeting where nominations occurred, or at the meeting following the nominations.
- 4.5 The president shall:
 - A. Chair all commission meetings.
 - B. Subject to the control of the Commission, generally supervise, direct, and control the business and officers of the commission, and shall have such other powers and duties as shall be prescribed by the Commission or the Commission Bylaws.
 - C. Appoint chairpersons of any standing and special committees.
 - D. Be an ex-officio member of all committees except the nominating committee.
- 4.6 The Vice President shall assist the President and assume the duties of the President in the President's absence.

Bylaws of the University City Park Commission

Section 5: Elections

- 5.1 Nominations and Elections of Officers. Nominations of officers shall be held at the regular monthly meeting in November of each year. If this meeting is not held, for any reason, nominations will be held at the next meeting, whether regular or special. Any Commissioner may nominate any Commissioner, including himself or herself, for any office. At the discretion of the Commission, elections may be held immediately following nominations or at the next meeting of the Commission, whether regular or special, at which a quorum is present. All current officers shall serve until such elections.
- 5.2 Elections shall be by open voting or secret ballot, at the discretion of the Commission. A simple majority vote determines the winner of each election.
- 5.3 Term of office shall be one year. All officers shall assume their term in January after the election or immediately if the January for which they are elected has already passed.

Section 6: Rules Determining

- 6.1 Roberts Rules of Order, newly revised, shall govern the meetings of the Commission and shall be the final authority of all matters not covered in these Bylaws.

Section 7: Records

- 7.1 Minutes shall be recorded by a person agreed to by the Commission which may be a Commissioner or a staff person. Minutes shall include at least the following:
 - A. Discussion of each topic discussed in the meeting;
 - B. Shall be detailed enough to understand all sides of issues discussed.
- 7.2 The records, articles, Bylaws, and minutes and proceedings of the Commission in any meeting or committee shall be kept by the City of University City. The minutes shall be kept in typed and searchable digital form capable of being printed and converted into other digital forms. The minutes shall be easily accessible by the public.
- 7.3 Per State of Missouri "Sunshine Laws" at the time of this writing, all written or electronic communications sent by a Commissioner to 3 or more additional Commissioners should also be sent to the City Clerk of University City.

Section 8: Effective Date

- 8.1 These Bylaws shall replace any previous Bylaws and take effect as of APRIL 21, 2015.

Signature: Edward Mass

Signature: Steven Goldstein

Printed: Edward Mass

Printed: Steven Goldstein

President

Vice President

Date 4/21/15

Date 4/21/15

NAME	POSITION	ADDRESS	HOME	CELL/WORK	EMAIL	WARD	APPT	APPT'D BY	TERM	TERM EXP
CARL HOAGLAND	President	7166 Pershing Ave		(c)314.550.6516	cwhoagland@yahoo.com	1	10/23/17	Crow	1	1/21/2018
LISA HUMMEL	Clerk/Secretary	7575 Staford	314.862.2805	(c) 314.570.6090 (w) 314.882.2403 (w) 314.553.9252	lisahummel@sbcglobal.net	2	1/14/2019	Carr	1	1/21/2022
JASON SPARKS	Member	7469 Drexel Dr		(c) 314.882.2403 (w) 314.553.9252	jasonsparks.stl@gmail.com	2	4/10/2017	McMann	1	1/10/2020
KEVIN TAYLOR	Vice President	7022 Canton Ave	314.727.3655	(c) 314.276.2790	kevintaylor_kt@yahoo.com	3	10/23/17	Smotherson	1	1/21/2019
MARGARET ULLMAN	Member	1119 Ursula Ave		314.749.2622	megullman@gmail.com	3	6/26/2018	Clay	1	1/21/2020
STEVE MCMAHON	Council Liaison	8135 Stanford	314.422.6576		steve.mcmahon@att.net	1				
LYNDA EUELL-TAYLOR	Deputy Director	7210 Olive Blvd		(w) 314.505.8525	letaylor@ucitymo.org					
CHRIS KALTER	Project Manager, Staff Liaison	6801 Delmar, 3rd Floor		(w) 314.505.8548	ckalter@ucity.mo.org					
EWALD WINKER	Parks Superintendent	1007 Pennsylvania Ave		(w) 314.505.8618	ewinker@ucitymo.org					