



**PARKS COMMISSION
VIA VIDEOCONFERENCE
Tuesday, June 15, 2021
6:30 p.m.**

**IMPORTANT NOTICE REGARDING
PUBLIC ACCESS & PARTICIPATION**

On March 20, 2020, City Manager Gregory Rose declared a State of Emergency for the City of University City due to the COVID-19 Pandemic. Due to the ongoing efforts to limit the spread of the COVID-19 virus, the June 15, 2021 meeting will be conducted via videoconference.

Observe and/or Listen to the Meeting (your options to join the meeting are below):

Webinar via the link below:

<https://us02web.zoom.us/j/89778824168?pwd=Rlp4a05VQTJYeERDUWx5RzNYMVDndz09>
Passcode: 859808

Audio Only Call

Or One tap mobile :

US: +13126266799,,89778824168#,,,,*859808# or +19292056099,,89778824168#,,,,*859808#

Or Telephone:

US: +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592 or +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782 or 877 853 5247 (Toll Free) or 888 788 0099 (Toll Free)

Webinar ID: 897 7882 4168

Passcode: 859808

International numbers available: <https://us02web.zoom.us/j/kuLO6l3Xb>

Citizen Participation and Public Hearing Comments:

Those who wish to provide a comment during the "Citizen Participation" portion as indicated on the agenda; may provide written comments to the Darren Dunkle ahead of the meeting.

ALL written comments must be received **no later than 12:00 p.m. the day of the meeting.** Comments may be sent via email to: ddunkle@ucitymo.org, or mailed to the City Hall – 6801 Delmar Blvd. – Attention Darren Dunkle, Director of Parks, Recreation and Forestry. Such comments will be provided to Board/Commission member prior to the meeting. Comments will be made a part of the official record and made accessible to the public online following the meeting.

Please note, when submitting your comments, a **name and address must be provided.** Please also note if your comment is on an agenda or non-agenda item. If a name and address are not provided, the provided comment will not be recorded in the official record.

The City apologizes for any inconvenience the meeting format change may pose to individuals, but it is extremely important that extra measures be taken to protect employees, residents, and elected officials during these challenging times.

AGENDA – June 15, 2021

A. MEETING CALLED TO ORDER

B. ROLL CALL

C. APPROVAL OF AGENDA (*Delete Agenda Item, Table Agenda Item, Move Agenda Item*)

D. APPROVAL OF MINUTES

1. May 18, 2021

E. CITIZEN PARTICIPATION

Procedures for submitting comments for Citizen Participation and Public Hearings:

ALL written comments must be received **no later than 12:00 p.m. the day of the meeting.** Comments may be sent via email to: ddunkle@ucitymo.org, or mailed to the City Hall – 6801 Delmar Blvd. – Attention Darren Dunkle, Director of Parks, Recreation and Forestry. Such comments will be provided to Parks Commission members prior to the meeting. Comments will be made a part of the official record and made accessible to the public online following the meeting *Please note, when submitting your comments, a **name and address must be provided.** Please also not if your comment is on an agenda or non-agenda item. If a name and address are not provided, the provided comment will not be recorded in the official record.*

F. DEPARTMENT REPORT

G. COUNCIL LIAISON REPORT

H. COMMISSION MEMBERS PARK INSPECTIONS REPORT

I. UNFINISHED BUSINESS

J. NEW BUSINESS

- 1) University City Swim Club Proposal
- 2) Pickleball Courts
- 3) Flynn Park Tennis Court Sign In Procedure
- 4) Parks Special Event Policy

5) COMMISSION COMMENTS

6) ADJOURNMENT

**MINUTES OF A REGULAR MEETING OF THE
PARK COMMISSION
CITY OF UNIVERSITY CITY, ST. LOUIS COUNTY, MISSOURI
TUESDAY, MAY 18, 2021**

Agenda Item A: Call Meeting to Order

Park Commission Vice President, James Wilke called the meeting to order at 6:35 pm.

Agenda Item B: Roll Call

Those in attendance included Commission Vice President James Wilke, Commission Members Su Schmalz, Lisa Hummel, James Redd, and Meg Ullman. Also, in attendance was Director of Parks, Recreation and Forestry Darren Dunkle and City Council Liaison Steve McMahon. Those not in attendance include Commission President Carl Hoagland.

Agenda Item C: Approval of the Agenda

Commission Member Hummel motioned, and Commission Member Redd seconded to approve the agenda. The motion was approved with a 5-0 vote.

Agenda Item D: Approval of the Minutes

Commission Member Hummel motioned, and Commission Member Redd seconded to approve the Minutes of March 16, 2021. The motion was approved with a 5-0 vote.

Commission Member Hummel motioned, and Commission Member Schmalz seconded to approve the Minutes of March 30, 2021. The motion was approved with a 5-0 vote.

Agenda Item E: Citizen Comments

- 1) Steve Falk - As a long-time, frequent user of both Centennial Commons and Heman Park Pool, I wish to convey my disappointment that Centennial Commons is still not open and my concern that the Pool may not open in a timely manner at the end of May. It seems from previous Commission minutes that your answer to many questions about the re-opening of park services and functions is "due to low levels of staffing and the timing of staffing coming back from furloughs and layoffs" a given service or function is not being provided. This is an inadequate response. The entire country, and specifically Missouri and St. Louis County, have been on a recovery path from the COVID epidemic for many months now. I do not understand why Park employees were not brought back from furlough in March or April, in preparation for a timely reopening of Centennial Commons. If some staff chose not to return, then the Park Department should have been advertising for, interviewing, and hiring replacement staff.

Can you provide detail on your efforts to staff Centennial Commons and the Pool so that both can open soon? Can you provide a target date for the opening of Centennial Commons and the Pool?

- 2) Jason McClure - On behalf of the U City Youth Athletics Club, I wanted to thank the Parks Commission, City Council and Recreation Department for adapting their field use policies at Heman Park. The new policies have created a much more enabling environment for organized youth sports in University City. This month, 136 children in grades K-8 are now utilizing the

baseball and softball fields as a direct result of your actions. I hope we can continue our cooperation in the future and enable more University City youth to utilize our playing fields.

Agenda Item F: Department Report

Director of Parks, Recreation and Forestry, Darren Dunkle mentioned the submittal of the May Department Report. He further highlighted the Playground Surfacing Projects, Ackert Park Project and the Reopening of the Centennial Commons and the Heman Park Pool.

Agenda Item G: Council Report

Council Liaison McMahon reported the following:

- 1) Centennial Commons and Heman Park Pool were being opened in an orderly fashion.
- 2) Upcoming Bond Issue for the redevelopment of the City Hall Annex and Trinity Buildings.
- 3) Olive & 170 and Delmar and 170 Developments were moving forward.
- 4) Tasks Force report on the renaming of City Streets.
- 5) Parks Commission vacant position replacement.

Agenda Item H: Commission Members Park Inspection Report

- 1) Golf Course (Su Schmalz) – Need more Marshall's during the week. Course is in good shape. Current Pins speed up play. Netting good on hole #7, need repair along hole #8.
- 2) Heman Park (James Wilke) – Backstops on Fields #6 and #1 need repair.
- 3) Ruth Park Woods (Lisa Hummel) – Removal of construction ribbon.
- 4) Millar Park - (Lisa Hummel) – Park looks good. (James Wilke) – Leaves need to be removed along the backstops and asked if the home plates could be moved back.
- 5) Rabe Park - (Lisa Hummel) – Park looks good.

Agenda Item I: Unfinished Business

None.

Agenda Item E: New Business

- 1) Centennial Commons/Pool Reopening – Mr. Dunkle reported that Centennial Commons offices would be opening for membership and season pass sales beginning the week of May 24th and would begin a soft opening with limited hours (due to staffing constraints) on Friday, May 28th. He further stated that the Heman Park Pool would be opening on Saturday, May 29th for Members and Season Pass holders only.

Discussion followed in regard to why only Members and Season Pass holders. Mr. Dunkle stated that due to a shortage in staffing as well as that most of the staff would be new, there will be a need to train these employees as well as to hire more employees. However, he further stated that as the city moves forward in both of these areas, they will be looking to expand hours and open to other users.

- 2) FY21 Budget 3rd Quarter Report – Mr. Dunkle presented the 3rd Quarter Budget Report.
- 3) FY22 Proposed Operating Budget – Mr. Dunkle referenced the Proposed FY22 Operating Budget that was submitted with the meeting packet. He further stated that at this time, that there were increases in the

Parks Maintenance Budget – Contract Maintenance for expanded Tree Trimming Services and Contract Mowing.

A comment was made as to why the City was contracting out these services, as the City has always done these items inhouse. Mr. Dunkle stated this was due to the lack of resources to properly perform these tasks inhouse.

Another comment was made as why the Proposed Budget did not come to the Parks Commission prior to being submitted to City Council. Mr. Dunkle reported that it has been customary for the Parks Commission to make recommendations (Park Priorities) to the City Manager and Council prior to the City Manager submitting a proposed budget to City Council. He further stated that the Final Budget Proposal would not be voted on until the last Council Meeting in June, so there would be time for any Commission comments prior to the adoption of the budget.

- 4) FY22 Proposed CIP Budget – Mr. Dunkle referenced the Proposed FY22 CIP Budget that was submitted with the meeting packet.

Agenda Item K: Commission Comments

- 1) Commission Member Schmalz requested an updated Department Flow Chart.
- 2) Commission Member Schmalz asked why the Commission could not discuss Citizen Comments. Commission Vice President Wilke stated that they were Comments and not listed as discussion items on the agenda. He further stated that if the Commission wanted to have a discussion, they could place it as an item on a future Agenda.
- 3) Commission Vice President stated that he would like to see future meetings held in person since the COVID-19 Orders had been rescinded by the St. Louis County Department of Health. Most of the Commission Members agreed.
- 4) Council Liaison McMahon stated that individuals who were commenting on public policies (i.e., Centennial Commons and Heman Park Pool closures/staffing etc.) were not comparing apples to apples, as every city is different and have taken a different path on what decisions were right for them during COVID. He further stated that University City chose to make Public Safety a priority and as such, had to make budget and personnel cuts in other areas.
- 5) Commission Member Hummel asked if the City's pay was competitive, and if not, should we raise wages to be more competitive.

Agenda Item L: Adjournment

Commission Member Schmalz made a motion at 7:47 pm, seconded by Commission Member Redd to adjourn. The motion was approved with a 5-0 vote.

MINUTES SUBJECT TO PARKS COMMISSION APPROVAL.



MEMORANDUM

TO: Parks Commission
FROM: Darren Dunkle, Director of Parks, Recreation & Forestry
DATE: June 11, 2021
SUBJECT: Parks Monthly Report

ADMINISTRATION

1) Departmental Policies and Procedures

Over the years, staff, committees, commissions, etc. have developed various policies and procedures related to the operations and management of the parks and recreation system, however, various versions, updates etc. have occurred and many of these have not been formally adopted and/or approved by the appropriate governing authority. As such, staff has continued to work on the development of a more formal documented system of policies and procedures. Once these policies and procedures have been developed, they will be submitted to the appropriate governing authority for review, comment, and approval when necessary.

2) Legal

- a) Continued to work with legal counsel to review recommended "Park Ordinances".
- b) Continued to work with legal counsel to review recommended "Park Policies".
- c) Continued to work with legal counsel to review recommended "Contracted Instructors Contracts".
- d) Worked with legal counsel to review recommended "UCity In Bloom Contract".

3) Maintenance Investment/Improvement Plan, Capital Investment/Improvement Plan, Refurbishment/Replacement Plan.

Continued to work on the development of an overall plan to identify the maintenance and operational needs of the department. This plan will include itemized work, life cycles, estimated costs, etc.

4) Golf Course Management Plan - Have developed a "Draft" of an overall Golf Course Management Plan. Final plan is expected to be complete by the end of June.

5) Personnel

- a) Recreation Supervisor (Sports, Health & Fitness) – Vacant. Currently accepting applications.
- b) Deputy Director of Park Maintenance– Vacant - Continue to evaluate and interview candidates.
- c) Parks Crew Leader – Vacant. Currently accepting applications.
- d) Centennial Commons – The Recreation Division continues the process of recruiting, hiring, and training of part-time staff.
- e) Heman Park Pool – The Recreation Division continues the process of recruiting, hiring, and training of part-time staff.

f) Golf Course – Staff continues the process of recruiting, hiring, and training of part-time staff.

6) Capital Improvement Projects

- a) Annual Tree Trimming – Project completed.
- b) Ballfield Groomer – Order has been placed and waiting on delivery.
- c) Dog Park Pavilion/Shade Structure – Roll over project to FY22.
- d) E.A.B. Program/ Hazardous Tree Removal – Project completed.
- e) Enclosed Trailer - Roll over project to FY22.
- f) Asphalt Trail Repairs at Heman Park – Under design. Roll over construction project to FY22.
- g) Pool Painting at Heman Park – Roll over project to FY22.
- h) Security Lighting – Heman Park – Roll over project to FY22.
- i) Playground Surfacing (Kaufman, Kingsland, and Mooney Parks). Work has begun on Kingsland, Kaufman and Mooney Parks.
- j) Golf Course Netting - Project has been completed.
- k) Golf Course Parking Lot Repair/Replacement – Project has been completed.
- l) Wide Area Mower – Received new mower and is currently in use.

7) Grant Projects

- a) Ackert Park Project.
 - Went out to bid on May 24th.
 - Bid due on June 21st.
 - City Council July 12th
 - Begin construction July 26th.
- b) MDC Community Stewardship Grant – Was contacted by UCity In Bloom and the Green Center regarding the possibility of cosponsoring a grant application with the Missouri Department of Natural Resources for the removal of invasive species from Ruth Park Woods.

8) Training – Attended the MS4 BMP training workshop held at Forest Park on May 27th. The event was sponsored by Great Rivers Greenway District in conjunction with MSD.

9) FY21 Budget – Working with Finance Department on the closing out of Accounts, Purchase Orders, and Carryover items.

RECREATION OPERATIONS

1) Reopening of Centennial Commons and Heman Park Pool –

- a) Opened Centennial Commons for limited operations on May 28th, and reopened Heman Park Pool on May 29th. Both facilities were opened to all residents free of charge.
- b) Both facilities will remain free of charge to residents through July 5th.
- c) Continue to recruit, hire, train part-time employees for Centennial Commons.

2) Fees and Charges – Based on the procedures outlined in the Revenue and Pricing Policy, staff continued to review the existing pricing and will make recommendations on new fees and charges for FY22.

3) Software Upgrades – Staff continued to work with IT and vendor on preparation of upgrading the current RecTrac/GolfTrac recreation software.

- 4) UCity Swim Club – Scheduled to take proposal to the June 15th Parks Commission meeting for review, discussion, and possible recommendation.

PARK OPERATIONS

- 1) Stump Removal – Continued with the removal of stumps from trees taken down by the Forestry Division throughout town.
- 2) In-House Mowing – Staff continued mowing selected sites (Athletic Fields & City Hall).
- 3) Athletic Fields – Applied second round of fertilizer to all fields. Working on the placement of soil amendments to the Heman Park fields.
- 4) Parking Lot & Trail Sealing and Striping at Heman Park – Project substantially complete.
- 5) Kaufman Park Playground Drainage – Continue to work on the drainage project around the two playgrounds. Work is scheduled to be completed by June 11th.
- 6) Playground Resurfacing Projects – Contractor continues to work on the resurfacing of Kaufman, Kingsland, and Mooney Parks.

GOLF OPERATIONS

- 1) June 13th will mark the 90th birthday for the Golf Course. The Golf Course who is named after Mayor Eugene Ruth was dedicated on June 13, 1931. Mayor Ruth was quoted as saying: “When a city grows up it can expect to be called upon to provide many things which at one time were not counted among the duties of a municipality.” The opening ceremonies included over 500 spectators, speeches, music, golf demonstrations, and a round of golf by a gathering of local pros.
- 2) Attendance and Revenue Numbers –
 - a) 4,267 Rounds in May compared to 3,705 Rounds last May:
 - b) A total of 34,985 Rounds in FY21 compared to 26,196 Total Rounds at the same time last year.
 - c) \$30,197 in Driving Range Fees in May compared to 24,715 last May.
 - d) \$62,017 in greens fee revenue in May compared to \$46,556 last May.
 - e) \$22,821 in cart revenue in May compared to *\$2,756 last May.
 - f) \$10,757.81 in misc. sales in May compared to \$2,684 last May.
 - g) Overall revenue is up by \$276,780 over the same time last year.
(*Partial COVID Shutdown)
- 3) Leagues and Tournaments – Continue to work on the scheduling of leagues and tournaments for the year.
- 4) Programs and Lessons – Developed a Request for Proposals for outside contracting of lessons and programs. Proposals are due on June 22nd.



PARKS AGENDA ITEM COVER

MEETING DATE: June 15, 2021
AGENDA ITEM TITLE: University City Swim Club Proposal
AGENDA SECTION: New Business
SUBMITTED BY: Darren Dunkle

DISCUSSION:

On May 24, 2021, the University City Swim Club (UCSC) submitted a formal proposal (see attached) to use the Heman Park Pool for their swim club practices and instruction. As part of their proposal they would like to use the pool beginning June 7th through August 13th during the City's open Lap Swim and general Open Swim times.

The City Manager has given the UCSC temporary approval as their proposal works its way through our process. Ultimately the UCSC and the City would like to establish a long-term agreement. As such, the City would need to obtain a recommendation from the Parks Commission on establishing the terms of a long-term agreement.

ACTION:

There must be a motion and a second by a Commission member to make a recommendation and the motion must be approved by the majority of the Commission for the recommendation to move forward to City Council for review and consideration.

ATTACHEMENTS:

- 1) University City Swim Club Proposal
- 2) 2020 Staff Recommendation
- 3) Commission Minutes – May 19, 2020
- 4) 025-Affiliate and Non-Affiliated Contractor's Use of Facilities

University City Swim Club

24 May 2021

Mr. Darren Dunkle

Director of Parks, Recreation, and Forestry

City of University City

7210 Olive St.

University City, MO 63130

Mr. Dunkle,

Thank you for the opportunity to submit this proposal for use of Heman Park Swimming Pool for programming provided by the University City Swim Club (UCSC). UCSC has been an integral part of aquatics in University City for over 50 years helping both youth and adult swimmers of diverse backgrounds find safety, competition, and joy through swimming. It has been our focus to expand our programs focusing on underserved populations traditionally excluded from swimming both recreationally and competitively. We feel that we offer an invaluable service to the community and City of University City and look forward to continuing a strong partnership. We've attached our mission statement and Values for your consideration.

UCSC provides high-quality competitive swim training and instruction for youth and adults in University City and surrounding area. We are a nonprofit organization sanctioned through the national governing body of the sport, USA Swimming and USM Swimming (please see attached documentation). During the school year, the club uses the University City Natatorium through a memorandum of understanding with University City School District Board of Directors, most recently approved unanimously May of 2020 (attached).

In past summers, the club has worked in conjunction with the Parks Department to provide programming at Heman Park Pool. We look forward to the opportunity to resume and cultivate this valuable community tradition and make the pool our home for not just this summer, but for years to come.

We have provided the following answers at your request. We would be more than happy to provide further information or clarification should you find that necessary.

Sincerely,

The University City Swim Club Board of Directors and Coaches:

Shiron Hagens (President)

Paul Granneman (Treasurer)

Ellen Howe (Secretary)

Brittany Ferrell (Board member)

Karna Sherwood (Board member)

Ryan Lutaker (Head Coach)

Mary Nani Lhotak (Assistant Coach)

Response by UCSC to request for proposal by the City of University City

1. Is the UCity Swim Club a for-profit or a registered non-profit organization. If a nonprofit, please submit your nonprofit status as part of your proposal.

UCSC is a registered 501(c)(3) non-profit. Please see attached documentation.

2. Is your organization based in University City?

Yes, we have been based in University City for over 50 years.

3. Who do you serve? UCity residents only or can anyone participate? If non-residents are allowed to participate, what is the percentage of residents vs nonresidents?

UCSC strives to offer participation and support to all members of the community regardless of their swimming skill level, where they live, their ability to pay, race, religion, or gender, or any aspect of their background. Approximately 60% of our members are residents of University City. While not exclusive to U. City residents, we have deep roots in U. City, see a connection to the community through our history and current relationship with the School District of University City and feel it is imperative for our mission to build a strong and lasting relationship with the City of University City. We see Heman Park Pool and the Natatorium as our homes and an integral part of who we are as a club.

4. Is a membership required to participate in the activities, lessons or programs you provide?

Yes, in order to participate in our program, families do have to join the club. This is driven, in large part, by the insurance requirements of USA Swimming. We strive to make this membership as attainable as possible for all families offering flexible commitments as well as dues.

5. What are the age groups you serve? Are there age restrictions tied to memberships, instruction or program involvement?

We serve a wide range of ages from six and under through adulthood. There are no age restrictions to our program.

6. What is the makeup of your membership?

Our club is made up of a diverse population of various backgrounds, experiences, races, religions, and national origins.

7. Is your staff comprised of volunteers or do you have paid staff? If paid, who and why?

UCSC utilizes four paid positions and is run by a volunteer Board of Directors. Employees include Administrator Doni Causey, Head Coach Ryan Lutaker, Assistant/Adult Coach Mary Nani Lhotak and Junior Coach John Ruland. The staff, both in the water and administrative, are professionals; experienced and highly trained; maintaining safety and aquatic education credentials; programming in University City's Pools over 40 hours monthly for 60 swimmers. All coaches are Certified through USA Swimming. Coaches have completed these courses/checks at a minimum- "Criminal Background Check", "Foundations of Coaching", "CPR/AED", "Safety Training for Swim Coaches", "Concussion Protocol Training", "Athlete Protection Training" (abuse) , and "USADA Tutorial" (antidoping).

8. Are background checks conducted on your staff and volunteers?

Yes, all coaches are certified by USA Swimming, the governing body of competitive swimming in the United States, which includes a background check.

9. Are your programs/instruction provided for free? If not, what are the costs per person?

There is a cost for participation and participants must join USA Swimming. The club and USA swimming both offer significant reductions in rates for those with need and we make it a priority that no one is turned away due to inability to pay these dues.

10. What type of lessons/programs do you provide? Are lessons for learn-to-swim or are they targeted for competitive swim strokes etc.?

UCSC provides a varied program that meets the swimmer where they are in their learning process. For new swimmers we provide lessons focusing on water safety, introductory waterskills, floating, breath control, and keeping water out of your nose, this progresses to introductory freestyle and backstroke techniques. As swimmers gain confidence and comfort in the water, if they are interested, they can work towards the minimum standard (complete 25 yards unassisted) to join the competitive portion of the club at which point they will focus on competitive swim training, strokes, endurance, etc.

11. Describe in detail the types of programs you are requesting to conduct at the pool.

We are requesting that UCSC be allowed to conduct all of the above mentioned programs at Heman Park Pool.

12. Describe what times/dates that you are requesting for use of the pool.

Our request is for use of specific areas of Heman Park Pool during the public and laps swims as follows:

Adults Team Training:

6:00am - 7:15am Tuesdays and Thursdays, as well as 7:00am - 8:30am Saturdays. We request use of six lanes in the shallowest area, just south of the waterslide.

Youth Team Training:

5:15pm - 6:45pm Mondays through Thursdays. During this time, we request two lanes at the deepest area, with lane lines. We also request occasional use of other areas of pool for small athlete groups in order to work on specific skills such as diving in the deep end, flip turns against a wall of the pool, etc. We would only request this extra space during times when the pool is not crowded and would communicate with lifeguards and staff to ensure that these activities would not encroach on space being utilized by other patrons.

Swim Instruction:

We request access to the pool outside of the above times for irregular individual lessons for both youth and adult swimmers. These sessions are on an as needed basis and would be pre-arranged with Heman staff. These lessons would take up a very small amount of pool space out of the way of other patrons.

For convenience these times typically are the hour preceding (for youth) and following (for adults) the training times for our team.

Youth: 4:00pm – 5:00pm Mondays through Thursdays

Adults: 7:15am – 9:00am Tuesdays and Thursdays and 8:30am – 9:30am on Saturdays

Mission

University City Swim Club teaches and trains youth and adult swimmers, supporting their athletic and personal development and helping them to develop a love of swimming through skilled instruction, opportunities to compete, an accessible and flexible program, and a supportive community of swimmers and their families.

Values

Access: We strive to offer participation and support to all members of the community regardless of where they live, their ability to pay, race, religion, or gender, or any aspect of their background.

Equity: We make it possible for all to succeed at UCSC, reducing disparities in access to high-quality swim training and attending to the reality that swimming pools have historically been unwelcoming, even dangerous, places for people of color.

Pursuit of excellence: As a USA Swimming sanctioned team, we provide elite instruction, preparing our athletes to develop and compete at their highest potential.

Community-centered: We build a supportive community of diverse UCSC participants and their families, and we value the connection to our home community of University City.

Youth-centered: We believe in the potential and ability of all youth who are in our care, and we respect them and their families as they pursue their swimming goals.

Love of swimming: Our goal is for every participant to develop a love of swimming that will last a lifetime.

Life skills: We believe that swim team participation offers a medium to develop skills that serve swimmers throughout their lives – adaptation, perseverance, teamwork, and more.



Darren Dunkle, Director of Parks, Recreation & Forestry

6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8552

TO: University City Parks Commission
FROM: Darren Dunkle, Director of Parks, Recreation and Forestry
DATE: March 10, 2020
SUBJECT: University City Swim Club Request

The University City Swim Club a non-profit association has requested the use of the Heman Park Swimming Pool for their Swim Club practices Monday through Thursday during the weeks of July 6, 13,20 and 27, 2020. Per their request the Swim Club would like the exclusive use of three lap lanes during the pools general open swim hours between the hours of 6:15 pm to 7:45 pm.

The University City Swim Club has utilized two lap lanes on Tuesday and Thursday evenings at the Heman Park Swimming Pool for their Swim Club practices during the pools general open swim hours in the past, however, due to the fact that they have held their practices during the pools general open swim hours we have received complaints from other patrons of the pool. Although the amount of complaints are minimal, most of these complaints are geared towards the number of lap lanes used by the Swim Club thus preventing the general public from using the lanes, as well as complaints in regard to safety and why the Swim Club has been allowed to have practices during the pools general open swim hours.

The University City Swim Club has been provided free access for their program in the past. This free access for participants is in direct conflict with current policies in that we charge for any person who enters the pool during the general open swim hours.

It is staff's recommendation that if the University City Swim Club were to be allowed to continue to use the pool during general open swim hours for their practices, they should adhere to the following:

- 1) Limited to two laps lanes;
- 2) All participants, coaches, instructors, parents, siblings, spectators etc. be charged the daily rate. (Passes could be created that only would be active during swim club scheduled practices);
- 3) Provide necessary liability insurance to the City;
- 4) Provide necessary proof of workers comp. insurance to the City.
- 5) Provide documentation that 75% of participants are University City residents.

**MINUTES OF THE MEETING OF THE
PARK COMMISSION
CITY OF UNIVERSITY CITY, ST. LOUIS COUNTY, MISSOURI
TUESDAY, MAY 19, 2020**

Agenda Item #1: Call Meeting to Order

Park Commission President, Carl Hoagland called the meeting to order at 6:33 pm.

Agenda Item #2: Roll Call

Those in attendance included Commission President Carl Hoagland, Commission Vice-President Kevin Taylor, Secretary Lisa Hummel, Commission Members Su Schmalz, Jay Redd, James Wilke and Meg Ullman. Also, in attendance was City Council Liaison Steve McMahon and Director of Parks, Recreation and Forestry Darren Dunkle.

Agenda Item #3: Approval of the Agenda

Commission Member Schmalz motioned, and Commission Secretary Hummel seconded to approve the Agenda. The motion was approved with a 5-0-1 vote (Commission Member Ullman didn't have audio) vote.

Agenda Item #4: Approval of Minutes

Commission Secretary Hummel requested that the statement that was associated with her be removed from the minutes, as she didn't believe the statement to be true.

Commission Secretary Hummel motioned, and Commission Member Wilke seconded to approve the minutes of February 18, 2020 as amended. The motion was approved with a 5-0-1 vote (Commission Member Ullman didn't have audio) vote.

Agenda Item #5: Citizen Comments

None

Agenda Item #6: Department Report

Commission reviewed the submitted report and Mr. Dunkle highlighted the following:

- A lot of staff time over the past few months have been spent on dealing with the COVID-19 pandemic, particularly the closing of parks, facilities, trails, etc. as well as with staff affected by the pandemic.
- The Fogerty Park project is substantially complete and that the contractor is currently working on punch list items. He further stated that he would like to closeout the project as soon as possible so that the city could file for a reimbursement.
- The Pool Bathhouse Project (Electrical, Plumbing, Doors) was substantially complete and that the contractor is currently working on punch list items and should be completed within a few weeks.

Commission Vice-President Kevin Taylor asked why the Pool Doors costs \$70,000 to replace. Mr. Dunkle stated that the doors and frames had to be custom made as they were not a standard size. He further stated that the Facilities Division of Public Works obtained several quotes for the project and that City Council had approved the contract.

Agenda Item #7: Council Report

Council liaison Steve McMahon reported the following:

- Most emails that he had received since the outbreak of the COVID-19 pandemic, was when were the parks going to reopen. He further stated by the amount of emails it shows that the parks are very important to the residents.
- Council Meetings are being conducted through video conference on Zoom due to the closure of City Hall and keeping in compliance with CDC and St. Louis County guidelines.
- Budget revenues are down due the closure of retail and restaurants.

Agenda Item #8: Unfinished Business

- a. **Greensfelder Park Concept Plan** – Mr. Dunkle stated that from the onset staff had received input from surrounding residents that had stated that they would like to have a more passive park (nature themed, walking trails, playground, etc.) versus an active park (athletic fields, basketball courts, skate park, tennis courts, etc.). This was primarily due to the fact that the park is located deep within a neighborhood and that they would prefer not to have high traffic volumes, nighttime activities, athletic facility lights, etc., as those activities could take place at Fogerty Park which was more conducive and accessible, and is less than a half mile from Greensfelder Park.

With that in mind, staff along with the consultant began the process of 1) An initial basic inventory/assessment analysis of the site and existing conditions; 2) Met and received input from City staff (Parks, Public Works, Planning and Police); 3) Developed Design Concept Drawings; 4) Held two Community Engagement Meetings (Although light turnout at both meetings, we mainly received positive comments from members of UCity in Bloom, Green Center, Urban Forestry Commission, Tree Tenders, as well as from residents; and 5) Presented and received comments from the Parks Commission, Green Practices Commission, Urban Forestry Commission, and members of the City's Green Team Committee and Great Rivers Greenway; and 6) From the comments received, staff and the consultant made minor adjustments to the plan.

The revised plan consists of a nature themed park that includes stormwater retention/detention; multi-purpose trails; pavilion/restroom; native plantings (trees, plants, butterfly gardens); educational components (signage); a nature themed adventure playground; open lawn play area; future trail connections to GRG Centennial Greenway and Fogerty Park; and dedicated maintenance space for a possible tree/plant nursery, green houses, and a bulk storage etc.

The City currently doesn't have funds dedicated to the redevelopment plan, however, as outlined within staff's park priorities, staff would identify, analyze and apply for various grants (Metro St. Louis Sewer District, Missouri Department of Conservation, Missouri Department of Natural Resources, Municipal Park Grant Commission of St. Louis County, etc.). However, due to the overall cost for the redevelopment of Greensfelder Park (\$1,002,161.20), it would be necessary to receive grants as well as to be phased over several years.

Accordingly, it is staff's recommendation that the Parks Commission support and endorse the Concept plan as presented.

Commission Vice-President Taylor stated that he was concerned about the feedback received from others and if individuals or groups had made written recommendations concerning the plan. Mr. Dunkle stated that feedback received from the public was either received verbally through one public meetings, City commission/committee meeting or from personal contact.

Commission Vice-President Taylor stated that he would like to see the retention/detention area moved back towards the northwest so that there is more greenspace that could be used for open play. Mr. Dunkle stated this was a possibility and it had already been noted from the last public meeting. He further stated that the actual placement would depend on engineering conducted during the design phase that this was just a conceptual plan. Mr. Taylor further asked about the need for a nursery at the park when there was already a nursery on Vernon Ave. Mr. Dunkle stated that the nursery on Vernon Ave. belonged to UCity In Bloom and not the City and that nursery noted within the Conceptual Plan would be for the use of the City to plant and grow our own plant materials thus reducing the cost of purchasing plant materials later. Mr. Taylor asked if UCity In Bloom had made a request to relocate to the site. Mr. Dunkle stated that the intent of the nursery was for City use, however, there was enough space within the plan to relocate UCity In Bloom if they and the City were interested in doing so. Mr. Taylor stated that he would like to see a report that indicated how much money the City would make off of the nursery. Mr. Dunkle stated that the City wouldn't make any money off of the nursery as it would be for public use only and that City wouldn't be selling any of the plant materials. Mr. Taylor stated that he had a relative that lived at the end of street where there would be a possible connection to the nursery and didn't think that the residents on the street would like to have trucks driving down the street all day. Mr. Dunkle stated that he didn't think that City trucks would be driving down the street all day that due to the nature of the nursery operations that traffic would be minimal.

Park Commission President Hoagland asked for the item to be placed on a future meeting agenda for further discussion.

b. Park Inspection Reports –

- Commission Member Schmalz reported that the Golf Course was in excellent condition and that staff had been planting flowers and trees. She stated that the reopening of the course has been very positive, however, some individuals could have better social distancing. Mr. Dunkle stated that staff has ordered a concession type window for the pro shop to better serve the customers while protecting the employees. Commission Vice-President Taylor asked why the purchase and/or plan for the replacement of the window wasn't brought to the Parks Commission. Mr. Dunkle stated that it was an operational issue that pertained to the safety and operations of the Golf Course.
- Commission Secretary Hummel reported that the trail at Ruth Park Woods was clear and had little trash. She asked about the need of making the trail one-way like St. Louis County has done at some of their parks. Mr. Dunkle stated that if needed, staff would definitely investigate the possibility.
- Commission Member Redd asked about the opening of the pool. Mr. Dunkle stated that although an official decision has not been made, he feels that it would be very unlikely that the pool would open this summer due to possible CDC and St. Louis County guidelines, staff availability and costs.
- Commission Member Wike reported that he had inspected both Ackert Walkway/Park and Lewis Park. Mr. Wilke stated that he had taken pictures of both areas and forward them on to Mr. Dunkle. He further stated that it looked like there was work still construction work left to be completed by the contractors. Mr. Dunkle stated that Lewis Park was being constructed in-house by parks staff and that due to the COVID-19 pandemic, reduction in staff, and weather has caused the completion of the project to be delayed. He further stated that the Ackert project was being conducted by the Public Works Department and that he would follow up with them.

c. Parks, Recreation and Forestry Budget

Commission reviewed the submitted report

- Mr. Dunkle stated that sales tax revenues across the region had been reported to be down 25%-30%.
- Mr. Dunkle stated that the Budget within the Commission packet was just a first proposal and that a final proposal to Council would not take place until June 22, 2020.
- Commission Vice-President Taylor stated that several of the divisional budgets didn't include costs for part-time staff. Mr. Dunkle stated that he had been informed that these numbers would be included in a final proposal as more information is being gathered on sales tax numbers and the possible reopening of facilities etc.
- Commission Member Wike asked why the Parks Maintenance Division Budget for Agricultural Supplies and Contractual Services had risen so much. Mr. Dunkle stated that the increase to Agricultural Supplies was due to the increase in seed, fertilizer, chemicals etc. for improved turf and athletic fields as indicated as a need in the Citizen Satisfaction Survey. He further stated that the increase in the Contractual Services account was mainly due to the UCity In Bloom Landscape Contract and additional Tree Trimming work to be conducted throughout the City.

d. Park Priorities

- Park Commission President Hoagland reported that he and Commission Secretary Hummel had edited the Park Priorities and would like to send them to the City Manager and Council.

Commission Vice-President Taylor stated that he doesn't agree with the process of having two separate documents. He further stated that we now have a Parks Director and that we only need one document as we move forward.

Commission Secretary Hummel motioned, and Commission Member Wilke seconded to support Park Commission President Hoagland's recommendation. The motion was approved with a 4-1-1 vote (Commission Member Ullman didn't have audio and Commission Vice-President Taylor voting no).

- Park Commission President Hoagland stated that we should move forward with the submittal of an application for a Parks Planning Grant for the Ruth Park Golf Course. Mr. Dunkle stated that it was still unclear at this time if the Planning Grant would be available due to the COVID-19 and the reduction in sales tax revenues. Furthermore, Mr. Dunkle stated that the Planning Grant in the past has been only for a maximum of \$6,400.00 with the City having to match 20%, and that the grant may not be enough to conduct a proper plan and costs analysis. The Commission has asked to move this item to a future meeting when more information has been available concerning the Planning Grant.

Agenda Item #9: New Business

- a. Swim Club Request** – Mr. Dunkle stated that the University City Swim Club a non-profit association has requested use of the Heman Park Swimming Pool for their Swim Club practices for this summer. Mr. Dunkle went on to state that due to the COVID-19 pandemic that it is very unlikely that the pool would open this year, however, if the pool were to open, Mr. Dunkle stated that it is staff's recommendation that if the

University City Swim Club were to be allowed to continue to use the pool during general open hours they should adhere to the guidelines outlined in the memo.

Commission Vice-President Taylor stated that the Swim Club shouldn't be any different than any other user of city park facilities and that they should have to pay to use our facilities. He also stated that they charge participants to become a member of their club, so where does the money go. He further stated that he didn't like the fact that when they addressed City Council that they promoted the need to address the need to teach African Americans how to swim as they are more susceptible to drown etc.

Discussion followed regarding the need to provide Workers Compensation Insurance to the City. Mr. Dunkle clarified by stating that they would only need to provide said insurance if they met the criteria determined by state statutes. Mr. Dunkle also stated that if members of the Swim Club had swim pass memberships there wouldn't be any additional charges.

Commission Vice-President Taylor motioned, and Commission Member Schmalz seconded to Have staff have a further conversation with the Swim Club to gain more information regarding their request. The motion was approved with a 5-0-1 vote (Commission Member Ullman didn't have audio).

b. Park Operations --

- Levels of Service – Mr. Dunkle stated that staff is currently working on the development of Management Plans for each park, as such he asked the Commission to think about the levels of service that they would like to see performed at each park. He stated that he would be presenting drafts of the Management Plans at future meetings for review and comment.
- Ancillary Services – Mr. Dunkle stated that beyond the normal maintenance of the parks and facilities, the Parks Maintenance division performs several ancillary services such as Mulch Services, Band Wagon Rentals, and Block Parties. He stated that although these ancillary services are great for the community, they also place a burden both financially and manpower to the department. As such, Mr. Dunkle would like the Commission to consider the following recommendations:
- Mulch Services – Mr. Dunkle stated that the City the City has been providing mulch service to the residents of University City in two different formats. One is the Mulch Delivery Service where the Parks Maintenance Division schedules and makes home deliveries to residents' homes. The other service the City provides is free mulch (leaf compost, shredded wood, and wood chips), which a citizen can pick up at the Heman Park distribution area.

These are ancillary services that are currently being provided by the Parks Maintenance Division, and although these services are beneficial to the community, they create both a financial and manpower problem for the Parks Maintenance Division. Accordingly, it is staff's recommendation that the Mulch Delivery and Leaf Mulch programs be eliminated, as these services can be readily obtained through the private sector. Furthermore, this would free up Parks Maintenance Staff and allow them to focus on maintenance tasks that have been deferred in the past. The shredded wood and wood chip program would continue as materials remain available

- 1) Mulch Delivery Service - Since 2016 these services have been provided by the Parks Maintenance Division (Prior to 2016 these services were provided by the Street Division). Although this service has been offered on a year-round basis, the bulk of the deliveries take place during the months of March, April, May and June (The busiest time of the year for the Parks Maintenance Division). Since most of the residents want mulch for weekend projects, all deliveries take place on Fridays (One of our busiest days of the week). The average price per delivery runs around \$96.28, and the average cost per delivery is around \$221.97 per delivery.

As you can see, the City is losing approximately \$126.00 per delivery or a loss of approximately \$17,470.46 per year.

In addition to the financial loss, the Parks Maintenance Division is losing approximately seven manhours every Friday, which basically takes one maintenance worker out of park related maintenance every Friday for four of the busiest months of the year.

Commission Member Wilke motioned, and Commission Member Redd seconded to supports staff's recommendation to eliminate the Mulch Delivery Service. The motion was approved with a 3-2-1 vote (Commission Member Ullman didn't have audio and Commission Vice-President Taylor and Commission Member Schmalz voting no).

- 2) Free Mulch Service - As previously stated, the City provides residents free mulch (leaf compost, shredded wood, and wood chips) at the Heman Park distribution area. The shredded wood and wood chips are byproducts of trees and limbs the Parks Forestry Division has collected as part of our forestry services. The leaf compost is purchased by the City and placed at Heman Park for the use of our residents. Although the leaf compost is beneficial to the residents it does cost the City to purchase the leaf mulch, and we have encountered numerous issues with landscapers and non-residents taking the leaf mulch for their use.

Discussion took place regarding the cost of the leaf mulch and if the other mulch products would remain available to the public. Mr. Dunkle stated that the all other mulch products would remain available and that he would need to check with the Public Works Department on the actual costs as they oversee the purchasing part of the program.

The Commission asked for this item to be placed on a future agenda when actual costs can be presented.

- Block Parties – Mr. Dunkle stated that resident associations within University City can request the City Managers approval to hold a block party. Most of these block parties are put on by neighborhood associations, churches, block units and civic groups. And as part of their Block Party request, they ask for the use of tables, benches, trash and recycling receptacles.

The Block Party Permit and amenities are provided at no charge; however, availability of the amenities is not guaranteed. Most of these events take place on the weekend; therefore, the Parks Maintenance Division will deliver the amenities requested on Friday morning and will pick up the amenities following the event on Monday. Normally a four-person crew can perform these duties in approximately two hours on both Friday and Monday mornings. The time spent performing these tasks of course is based on the number of reservations, number of amenities reserved and available staff to make the deliveries and pickup.

The Parks Maintenance Division averages approximately 45 block parties per year and utilizes approximately 300 manhours per year. The average man hour costs associated with this service is \$190.94 per event and approximately \$8,592.21 per year; with the average equipment costs (trucks and trailers) associated with this service \$161.67 per event and approximately \$7,275.00 per year; totaling an average cost of \$352.60 per event or approximately \$15,867.21 per year. In addition to the financial cost, the Parks Maintenance Division is losing approximately eight manhours every Friday and Monday, which basically takes one maintenance worker out of park related maintenance every Friday and Monday.

These are ancillary services that are currently being provided by the Parks Maintenance Division, and although these services are beneficial to the community, they create both a financial and manpower problem for the Parks Maintenance Division. It is staff's recommendation that Block Party Permits either be: 1) Free of charge without the use of amenities; or 2) Limited to one event per group or organization in a calendar year and a fee per event to recover the cost of manpower.

Commission Vice-President Taylor stated that it would be interesting to see what subdivisions were using these services as didn't think that subdivisions within the third ward were. He further stated that subdivisions should at least pay for the use of manpower when amenities are used.

Commission Secretary Hummel motioned, and Commission Member Schmalz seconded to support staff's recommendation. The motion failed with a 2-3-1 vote (Commission Member Ullman didn't have audio and Commission Vice-President Taylor, Commission Member Schmalz, Commission Member Redd voting no).

- **Band Wagon Rentals** – Mr. Dunkle stated that the Parks Division rents out the use of the Band Wagon to area organizations. Most of these rentals are put on by neighborhood associations, churches, schools, civic groups and municipalities within the St. Louis Region. The Parks Maintenance Division performs the delivery, set-up, and return of the Band Wagon on these occasions. The Parks Maintenance Division makes every effort to accomplish the task during normal business hours, however, that isn't always possible and overtime work is required. Most of these events take place on the weekend; therefore, the Parks Maintenance Division will deliver the Band Wagon on Friday morning and will pick up the Band Wagon following the event on Monday. Normally one person can perform these duties in approximately two hours on both Friday and Monday mornings. The time spent performing these tasks of course is based on the location of the event.

Mr. Dunkle stated the Parks Maintenance Division averages approximately nine rentals per year and utilizes approximately 35 manhours per year. The average manhour costs associated with this service is \$94.68 per event and approximately \$852.12 per year, with the average equipment costs associated with this service \$505.32 per event and approximately \$4,547.88 per year; totaling an average cost of \$600.00 per event or approximately \$5,400.00 per year. He further stated that this is an ancillary service that is currently being provided by the Parks Maintenance Division, and although this service is beneficial to the community, it creates a manpower problem for the Parks Maintenance Division.

Mr. Dunkle stated that it is staff's recommendation that Band Wagon rentals be limited to University City non-profit events only; one event per group or organization in a calendar year; and a fee of \$200.00 per day. It is anticipated that the \$200.00 per day fee would cover all costs associated with the rental of the Band Wagon.

Discussion took place regarding not limiting the UCity School District use of the band wagon.

Commission Secretary Hummel motioned, and Commission Member Schmalz seconded to support staff's recommendation and adding that the UCity School Districts use shouldn't be limited. The motion was approved with a 5-0-1 vote (Commission Member Ullman didn't have audio).

- c. **Memorials** – Mr. Dunkle reported that the City over the years has received numerous donations of trees, benches and plaques as memorials within the parks system, and recently has received a request to place a plaque at the Heman Park Swimming Pool to honor an individual. He went on to state that although memorials have been placed in the past, the City hasn't had any real policies regarding the placement, style, costs, etc. Mr. Dunkle suggested that the Parks, Recreation and Forestry Department develop policies to streamline the process and bring back a recommendation back to the Commission for their review and comment. After a brief discussion the Commission agreed that this would be a good process.

d. Athletic Fields –

- Commission Vice-President Taylor stated that he feels that there needs to be more baseball fields made available for older kids. Mr. Taylor stated that most of the fields within the parks system were designed for either softball or for younger kids and did not meet the base distance requirements for older kids.

Mr. Dunkle stated that he wasn't opposed in exploring the possibility of converting some fields, however, he has not been presented with any data that would support the need of converting any fields at this time. He further stated that the Jack Buck Field that is designed specifically for older kids had more than enough availability to accommodate use for older kids. He further stated that if data could be provided to substantiate the need, staff would certainly consider it.

- Commission Vice-President Taylor stated that most of the fields were not conducive to active use as they needed team benches, grandstands, fences and dugouts. Mr. Dunkle stated that all of these items have been identified by staff as well and will be requested for in future budgets. Mr. Dunkle also stated that it is staff's plan to make the Heman Park and Millar athletic fields game fields and place a higher priority of maintenance to these fields. Other athletic fields such as Metcalfe and Fogarty will remain mainly practice and pickup areas.
- Commission Member Wilke asked that since some of the baseball fields at Heman Park have been removed, would it be possible to reconfigure the soccer field so that it does not include the skinned infields of the baseball fields. Mr. Dunkle stated that he would have staff look at the possibility.

Agenda Item #10: Adjournment

Commission Secretary Hummel made a motion at 8:50 pm, seconded by Commission Member Schmalz to adjourn. The motion was approved with a 5-0-1 vote (Commission Member Ullman didn't have audio).

MINUTES SUBJECT TO PARKS COMMISSION APPROVAL.



**University City
Parks, Recreation and Forestry**

MANAGEMENT POLICIES AND PROCEDURES	
AFFILIATED AND NON-AFFILIATED CONTRACTOR'S USE OF FACILITIES	Number: 025
Approved By: Park Commission City Council	Effective Date: October 27, 2009 November 16, 2009
Page 1 of 2	

I. PURPOSE: to establish guidelines and regulations for outside private instructors and contractor's use of Centennial Commons and other City University City Parks & Recreation facilities.

II. REVISION HISTORY

III. REFERENCES

IV. PERSONS AFFECTED: City employees, current contract instructors, personal trainers

V. POLICY

1. No person or business shall sell or offer to show any item for commercial gain in or upon the grounds of Centennial Commons or in City of University Parks & Recreation facilities without permission from the Director of Parks and Recreation, or their representative.
2. No person shall utilize any City of University City facility to conduct any private or group instruction or conduct a service for financial gain without first obtaining written permission from the Director of Parks and Recreation, City of University City, or their representative. Permission shall be issued only to applicants meeting the requirements as outlined in item 3 of this policy.
3. Upon agreement with the City of University City Department of Parks & Recreation, an outside contractor must follow guidelines that have been established for private contractors for teaching/personal training which are as follows:

- a. All programs and services proposed by an outside contractor must meet the mission of the department: "Creating community through people, parks, and programs".
- b. Program or service proposed cannot compete with City offered programs and services.
- c. The city reserves the rights to deny any program and/or outside contractor.
- d. City reserves the right to schedule facilities and times of programs and services.
- e. Contractors requirements on chart below:

Type	Insurance	CPR & First Aid	Certifications	Pay	City provided Marketing and Registration	Other
Affiliated						
Personal Trainers	\$1 million	Required	Required	70 % of Gross	Yes	
Program Instructors	None	No	May be required depending on program	Revenue Sharing varies by program	Yes	
Sports Officials	None	No	Preferred	Games officiated, the sport and experience	Not applicable	
Non Affiliated						
Varies	\$2 Million	Required	May be required depending on program	Revenue Sharing or facility rental at City's discretion	No	City Business License

VI. DEFINITIONS

- A. Affiliated Contractors- provides a service or program that meets the department mission and has a written contract to provide that program or service, and receives the benefit of City marketing, facility use at no cost and registration is provided by the City.
- B. Affiliated Organizations are those organizations that have a Memorandum of Understanding (U City Sports Association), a long standing lease (Mid East Area on Aging and Weight Watchers), University City School District, Park Foundation, and U City in Bloom.
- C. Non Affiliated contractors or organizations have no contract or relationship with the City of University City.

VII. RESPONSIBILITIES

- A. The Assistant Superintendent of Recreation will review all requests for affiliated and non affiliated programs and services. All program or services denied or requirement modifications may be appealed to the Superintendent of Recreation.
- B. The Assistant Superintendent of Recreation will review and approve all contracts and maintain a file of all current and expired contracts.



PARKS AGENDA ITEM COVER

MEETING DATE: June 15, 2021

AGENDA ITEM TITLE: Special Event Policy

AGENDA SECTION: New Business

CAN THIS ITEM BE RESCHEDULED? Yes

PREPARED/SUBMITTED BY: Darren Dunkle, Director of Parks, Recreation and Forestry

BACKGROUND REVIEW:

The current Special Events Policies and Procedures were last updated and approved by the City Council on October 12, 2020. Since its adoption, the City has received request for use of our parks and facilities from groups and organizations that do not necessarily fit or meet the current policy guidelines.

RECOMMENDATION:

City Manager recommends discussion and direction of the policy by City Council, and send all discussion items, recommendations, etc. to the Parks Commission for their review and discussion.

ACTION:

There must be a motion and a second by a Commission member to make a recommendation and the motion must be approved by the majority of the Commission.

ATTACHMENTS:

1. Special Event Policy.



University City
Parks, Recreation and Forestry



MANAGEMENT POLICIES AND PROCEDURES

Special Events

Number: 024

**Approved By: Park Commission
City Council**

**Effective Date: October 27, 2009
November 16, 2009
October 12, 2020**

Page 1 of 4

I. PURPOSE

To better manage the finite resources of the department and to assist organizations on staging successful special events without impacting other park users or risking the public's health and safety.

II. REVISION HISTORY

III. REFERENCES

IV. PERSONS AFFECTED

Park patrons, immediate park neighbors, police, fire, public works, and park department employees.

V. POLICY

- A. Events must be planned for and by University City residents and 501c3 non-profit organizations based in University City.
- B. Event requests for fund raisers organized by for-profit businesses are prohibited.
- C. Event organizers must successfully apply and submit a non-refundable \$100 special event review fee to the Parks, Recreation and Forestry Department at least three (3) months prior to their tentatively scheduled date.
- D. Liability insurance, naming the City of University City as an additional insured, including an Endorsement Page.

- E. All fees to be paid for any area of the park which will be closed or inaccessible to the general public (ball fields, picnic shelters at establish rental rates) and any well-defined general open spaces.
- F. A refundable security deposit (any damage or violations of the special event permit which require additional city expenses will be retained by the City) of \$1,000 is due one (1) month prior to scheduled event date
- G. Coordination with University City Public Works Department on any event that will also be held on the public right-of-way
- H. Organizers are responsible for securing any permits (i.e. St Louis County Health Department for food and vendor licenses, portable restrooms; business license from the City of University City; Liquor license from the county and state, etc.).
- I. Approval will be based upon site availability and resources of the City.
- J. All permits, insurances, fees and approvals from other departments/agencies must be submitted one (1) month prior to the event.
- K. If applicable, a confirmation letter from the CEO of the organization is to be the primary recipient of the special event proceeds. This letter must also include the percentage of those proceeds to be received.

VI. DEFINITIONS

For the purpose of this policy, a special event is defined as an activity or series of activities, specific to an identifiable time and place, most often produced in conjunction with community organizations, held on park property, and generally occurring once a year.

A Special Event includes but is not limited to:

- 1) Any activity involving entertainment and/or amplified sound, food, beverage, merchandise sales or any activity promoted as a festival, fair, circus, parade, classes, lessons, camps, clinics, walks, runs, rides, trade show open to the public, craft show, public dance, special event, concert or performance.
- 2) The proposed activity or use of a specific park, park area, facility or trail area will not reasonably interfere with or detract from the general public's enjoyment of a specific park, park area, facility or trail area.
- 3) The proposed activity or use is not reasonably anticipated to incite violence, crime or disorderly conduct.
- 4) The proposed activity or use will not entail unusual, extraordinary or burdensome expense, and/or police/maintenance operation by the City.
- 5) The location for the proposed activity or use is in an area deemed suitable by the Director of Parks, Recreation and Forestry.

- 6) The issuance of such permit shall not result in crowded or congested conditions due to the issuance of prior permits for the same day, or due to the anticipated number of attendees for the planned activity or event.
- 7) The proposed activity use and/or equipment are deemed not to be a safety or liability issue.
- 8) Any activity which involves the use of any city services that would not be necessary in the absence of such an event.

VII. RESPONSIBILITIES

Deputy Director of Recreation will be responsible for reviewing and recommending to the Director of Parks, Recreation and Forestry whether a special event should be permitted. Recommendation of the tentative approval shall be given within one (1) month of the completion of the application, submittal of application fee, and proof of not-for-profit status. Recommendation of final approval will be made by the City Manager within two (2) months of receipt of the application if all other policy requirements are completed.

Deputy Director of Recreation, Park Maintenance Superintendent, Director of Parks, Recreation and Forestry, City Department Directors and the City Manager will evaluate the event which will be one of the factors in determining if the event or the organization will receive a permit for future special events.

VIII. PROCEDURES

- 1) Individual/Organization receives or downloads from City website - Special Event documents.
- 2) Applicant turns in application, fee and accompanying documentation a minimum of three (3) months prior to desired event date to the Deputy Director of Recreation .Deputy Director of Recreation and Parks Maintenance Supervisor will review the materials and make a recommendation within ten (10) business days to the Director of Parks, Recreation and Forestry on whether a special event permit application meets the requirements. If further information is required, a meeting with the applicant to discuss these items will be established.
- 3) Once all necessary information has been successfully gained by the Parks, Recreation and Forestry Department, application and accompanying documentation will be forwarded to all necessary departments for their review and consideration. If approval is gained, the application and accompanying documentation will be forwarded to the City Manager for tentative approval.
- 4) Once tentative approval has been given, the organizers shall complete all plans and meet with department staff to plan the event and reserve the park areas needed to support the event.

- 5) One (1) month prior to the tentatively scheduled event, the organizer shall submit all required materials, permits, and fees to the Deputy Director of Recreation.
- 6) Staff will review the materials, permits and fees and make a recommendation within five (5) business days to the City Manager on whether a special event permit should be approved or denied.
- 7) Final approval of a permit will not be issued until all materials, permits and fees have been successfully submitted and approved by the City Manager.