



**PARKS COMMISSION
HEMAN PARK COMMUNITY CENTER
975 PENNSYLVANIA**

**Tuesday, October 19, 2021
6:30 p.m.**

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, all individuals are asked to wear face coverings.

AGENDA

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. September 21, 2021

E. CITIZEN PARTICIPATION

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.

F. DEPARTMENT REPORT

G. COUNCIL LIAISON REPORT

H. COMMISSION MEMBERS PARK INSPECTIONS REPORT

A. UNFINISHED BUSINESS

- 1) UCity Swim Club Agreement
- 2) Golf Programming Services Agreement
- 3) Trail Naming Policy
- 4) Parks Special Event Policy

B. NEW BUSINESS

- 1) Pickle Ball

C. COMMISSION COMMENTS

D. ADJOURNMENT

**MINUTES OF A REGULAR MEETING OF THE
PARK COMMISSION
CITY OF UNIVERSITY CITY, ST. LOUIS COUNTY, MISSOURI
TUESDAY, SEPTEMBER 21, 2021**

Agenda Item A: Call Meeting to Order

Park Commission Vice President, James Wilke called the meeting to order at 6:41 pm.

Agenda Item B: Roll Call

Those in attendance included Commission Members James Crowe, Lisa Hummel, Su Schmaltz and Meg Ullman. Also, in attendance was Deputy Director of Recreation Services, Lynda Euell-Taylor, Deputy Director of Park Maintenance, Todd Strubhart and City Council Liaison Steve McMahon. Those not in attendance included Commission President Carl Hoagland and Commission Member James Redd.

Agenda Item C: Approval of the Agenda

With University City Swim Club (UCSC) representative Paul Granneman in attendance to discuss the UCSC Agreement, Commission Vice President Wilke requested this discussion move to the Citizens' Comments section of the agenda. **Commission Member Hummel motioned, and Commission Member Crowe seconded to approve the agenda and this agenda update. The motion was approved with a 5-0 vote.**

Agenda Item D: Approval of the Minutes

Commission Member Hummel motioned, and Commission Member Ullman seconded to approve the Minutes of July 20, 2021. The motion was approved with a 5-0 vote.

Agenda Item E: Citizen Comments

Commission Vice President Wilke asked the petition initiated by Dana Barhard regarding installation of pickleball courts at Kaufman Park be placed on the October agenda for discussion.

Agenda Item F: Department Report

Commission Members Hummel and Schmalz requested an update on the marketing plan for filling vacant full-time department positions; and both recommended an increase in hourly pay rate as an attraction for part-time applicants.

Commission Member Schmalz pointed out a possible discrepancy in the July 2021 Ruth Park Golf Report.

Commission Vice President Wilke requested a report of the number of Fall 2021 athletic field reservations the department has obtained this season.

Agenda Item G: Council Report

Council Liaison McMahon reported the following:

- 1) Loop In Motion – Was held weekend of September 11th-12th; interesting seeing that section of Delmar without vehicle traffic as the street was closed for pedestrians and event attendees.
- 2) Special Meeting/Study Session – Council Members, Directors and Administrative Staff attended a Special Saturday Meeting/Study Session on Saturday, September 18th. Variety of topics were discussed; as well as the City's workplan for the future.

- 3) Quik Trip – Plans are moving forward for the construction of a Quik Trip at the intersection of Olive and North & South.

Agenda Item H: Commission Members Park Inspection Report

- 1) Greensfelder Park (James Crowe) – Grass is overgrown; needs mowing.
- 2) Flynn/Kaufman Parks (Su Schmalz) – Signage needs to be updated at both courts to reflect policies/procedures for various sports (tennis, pickleball, etc.) - instead of those just related to tennis.

Agenda Item I: Unfinished Business

- 1) Parks Special Event Policy – Brief discussion took place in regard to the Special Event Policy. Commission Vice President Wilke suggested staff review the proposed Special Event Policy drafted by the sub-committee and this matter be tabled until the October meeting. **Commission Member Hummel motioned to table this discussion until the October meeting, the motion was seconded by Commission Member Crowe. The motion was approved 5-0.**
- 2) University City Swim Club Agreement – Discussion took place in regard to the proposed agreement between City of University City and University City Swim Club (UCSC). UCSC Representative Paul Granneman provided a brief overview of the organization's 2021 season and expressed a few concerns with the proposed agreement. **Commission Member Crowe motioned to table this discussion until the October meeting and requested UCSC Representatives provide the organization's 2021 statistical and financial data for the Commission to review (It was also indicated this is the second request the Commission has made for this information) Commission Vice President Wilke seconded this motion. The motion was approved with a 5-0 vote.**

Agenda Item J: New Business

- 1) Golf Programming Services Agreement – Discussion was held regarding the proposed Golf Programming Services Agreement. Commission Vice President Wilke expressed his concern regarding the possible end of not-for-profit organizations and school use of Ruth Park Golf Course to provide golf instruction to youth and high school students. It was suggested that the Contract language be changed to allow the City the right to give permission to schools and/or other non-profit groups who have a use contract with the City to provide their own lessons/instruction to their student athletes at the Ruth Park Golf Course – Driving Range and elsewhere. **Commission Member Schmalz motioned to table this discussion until the October meeting, the motion was seconded by Commission Member Crowe. The motion was approved 5-0.**
- 2) Trail Naming Policy – A brief discussion was held by the Commission, and it was stated that the policy was too narrow in its scope and that it should include parks, memorials, etc. **Commission Member Schmalz moved to table this discussion until a later date, the motion was seconded by Commission Member Ullman. The motion was approved 5-0**
- 3) Proposed Cell Tower – Discussion took place in regard to the possible placement of a cell tower within Heman Park. The proposed location of said cell tower would be on the east end of the park in front of the Public Works storage lot and just north of the Community Center drive. The Commission was generally in favor of the placement of the cell tower in this location, however, a question was raised regarding the monetary benefit to the City, as well as the proposed leasing agreement. Staff stated that identifying a potential location of the cell tower is what was being asked of the Commission and that it was the first step in the process and that the City would negotiate with the cell tower company on the monetary benefits further in the process. **Commission Member Hummel moved to table this discussion as more information regarding the terms of an agreement is warranted, the motion was seconded by Commission Member Ullman. The motion was approved 5-0.**

- 4) ID Cards – Discussion was held regarding the ID Card requirement; especially as it related to current Centennial Commons facility hours and the 2021 Heman Pool season (i.e., pool visitors unable to obtain ID card during hours Centennial Commons was closed, though Heman Pool was open). **Commission Member Crowe moved that staff research the cost (staffing, technical needs, equipment, etc.) of creating an ID Card/Membership station for Heman Pool. The motion was seconded by Commission Member Hummel. The motion was approved 5-0.**
- 5) Management Policies – After brief discussion, **Commission Member Ullman made a motion to request that staff provide all policies (departmental, managerial, etc.) to the Commission; and as staff updates policies, those be shared with the Commission as well. The motion was seconded by Commission Member Schmalz. The motion was approved 5-0.**

Agenda Item K: Commission Comments

None

Agenda Item L: Adjournment

Commission Member Hummel made a motion at 9:01 pm, seconded by Commission Member Crowe 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: October 13, 2021

SUBJECT: Parks Monthly Report - October

ADMINISTRATION

1) 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.

2) Personnel

- a) Recreation Supervisor (Sports, Health & Fitness) – Vacant. Currently accepting and reviewing applications.
- b) Recreation Supervisor (Programs and Special Events) – Vacant. Currently accepting and reviewing applications.
- c) Parks Crew Leader – Vacant. Currently accepting and reviewing applications.
- d) Centennial Commons – The Recreation Division continues the process of recruiting, hiring, and training of part-time staff.
- e) Golf Course – Staff continues the process of recruiting, hiring, and training of part-time staff.

3) FY22 Capital Improvement Projects

- a) Ackert Park Renovation (Construction) – Work is scheduled to begin in November and is scheduled to be completed in May of 2022.
- b) Ackert Park Renovation (Site Amenities) – City Council approved on 9/13/21.
- c) E.A.B. Program – City Council approved on 9/13/21.
- d) Asphalt Trail Repairs at Heman Park – City Council approved on 9/13/21. Work is scheduled to begin the week of October 25th with a completion date of the end of November.
- e) Pool Painting at Heman Park – Work is scheduled to be completed by the end of October.
- f) Dog Park Pavilion/Shade Structure – Bid in late winter to early spring. Construction spring/summer of 2022.
- g) Driving Range Repairs (Engineering) – Currently In design. Bid in late fall to early winter.
- h) Driving Range Repairs (Construction) – Construction winter/spring of 2022.
- i) Hazardous Tree Removal – Under Contract.
- j) Centennial Commons Painting.
- k) Centennial Commons Turf Replacement - Bid in late winter to early spring. Construction spring/summer of 2022.

RECREATION OPERATIONS

- 1) Fees and Charges – Based on the procedures outlined in the Revenue and Pricing Policy, staff continued to review the existing pricing.
- 2) Software Upgrades – Staff continued to work with IT and vendor on preparation of upgrading the current RecTrac/GolfTrac recreation software.
- 3) Athletic Fields – Continued to Work with outside organizations on the scheduling of fields for football and soccer.
- 4) FY22 Equipment & Improvement Projects
 - a) Centennial Commons Cabinet Replacements.
 - b) Centennial Commons Floor Replacement.
 - c) Centennial Commons Locker Room Improvements.
 - d) Centennial Commons Security Cameras. City Council approved on 9/13/21.
 - e) Centennial Commons Cardio Weight Replacements.
 - f) Centennial Commons Fitness Equipment Replacements.

PARK OPERATIONS

- 1) In-House Mowing – Staff continued mowing selected sites.
- 2) Outsourced Mowing – Continued to monitor contracted mowing.
- 3) Athletic Fields –
 - a) Went out for bids for the purchase of soil amendments for the Heman Park baseball fields.
- 4) FY22 Equipment & Improvement Projects
 - a) Flynn Park - Tennis Court Resurfacing – Bid in late winter to early spring. Construction spring/summer of 2022.
 - b) Fogerty Park – Parking Lot and Trail Sealing – Bid in late winter to early spring. Construction spring/summer of 2022.
 - c) Majerus Park – Trail Sealing – Bid in late winter to early spring. Construction spring/summer of 2022.
 - d) Heman Park – Bid in late winter to early spring. Construction spring/summer of 2022.
 - e) Lewis Park Playground Renew – Scheduling project with contractor.
 - f) Metcalfe Park Playground Renew – Working on contractor quote.
 - g) Rabe Park Playground Renew – Working on contractor quote.
 - h) Aerator/Seeder Replacement – Placed order with vendor.
 - i) Vacuum Attachment – Placed order with vendor.
 - j) Walk Behind Mower Replacement.
 - k) Mower Hoist Lift – Working on Bid Specifications.
- 5) Software – Staff continued to explore new software for maintenance activities, inventory, etc.
- 6) Snow Rodeo – Working on the agenda for the Snow Rodeo scheduled to be held on November 5th.

GOLF OPERATIONS

1) Attendance and Revenue Numbers –

- a) 4,406 Rounds in September compared to 5,096 Rounds last September.
- b) A total of 14,029 Rounds in FY22 compared to 15,852 total Rounds in FY21.
- c) \$27,323.27 in Driving Range Fees in September compared to \$30,422.00 last September.
- d) \$65,434.00 in greens fee revenue in September compared to \$63,926.00 last September.
- e) \$26,957.00 in cart revenue in September compared to \$23,398.00 last September.
- f) \$13,734.69 in misc. sales in September compared to \$14,399.80 last September.

2) FY22 Equipment & Improvement Projects

- a) Greens Mower Replacement - City Council approved to switch the replacement of a Greens Mower with a Cushman Truckster Utility Cart.
- b) Club House Outside Painting – Working on bid specifications.

3) Golf Course Management Plan - Have developed a “Draft” of an overall Golf Course Management Plan.



PARKS AGENDA ITEM COVER

MEETING DATE: October 19, 2021

AGENDA ITEM TITLE: Golf Programming Agreement

AGENDA SECTION: Unfinished Business

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

BACKGROUND REVIEW:

Parks Commission discussed the Golf Programming Agreement at their September 21, 2021, meeting. Commission Vice President Wilke expressed his concern regarding the possible end of not-for-profit organizations and school use of Ruth Park Golf Course to provide golf instruction to youth and high school students. It was suggested that the Contract language be changed to allow the City the right to give permission to schools and/or other non-profit groups who have a use contract with the City to provide their own lessons/instruction to their student athletes at the Ruth Park Golf Course – Driving Range and elsewhere.

Commission Member Schmalz motioned to table this discussion until the October meeting, the motion was seconded by Commission Member Crowe. The motion was approved 5-0.

RECOMMENDATION:

The Parks, Recreation of Forestry Department ask for the Parks Commission's support for the Golf Programming Agreement (as revised) with St. Louis Golf Lessons.

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. If the motion is approved by the majority of the members, the recommendation will be forwarded to the City Council for their review and consideration.

ATTACHMENTS:

1. Golf Programming Agreement (Revised)

GOLF PROGRAMMING AGREEMENT

This Golf Programming Agreement ("Agreement") is entered into and made this ____ day of _____, 2021, by and between St. Louis Golf Lessons, a Missouri corporation, and the City of University City, Missouri ("City"), a Missouri municipal corporation.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, St. Louis Golf Lessons and the City agree as follows:

CITY

1. St. Louis Golf Lessons is given the exclusive right to provide private lessons (paid instruction to individuals or groups) and youth and adult programming (Camps, Classes, and Clinics), ("Services") at the Ruth Park Golf Course – Driving Range and other approved areas as set forth below; however, the City of University City expressly reserves the right to give permission to schools and/or other non-profit groups who have a use contract with the City to provide their own lessons/instruction to their student athletes at the Ruth Park Golf Course – Driving Range and elsewhere. Such activity shall be coordinated with the City and St. Louis Golf Lessons so as to minimize any disruptions.

The Services shall be provided as follows: 2021- November through December 31st, with the City's option to pick up two additional years (2022 - January 1st through December 31st; 2023 - January 1st through December 31st) on an annual basis under the same terms and conditions.

2. The City agrees to provide St. Louis Golf Lessons an opportunity to provide a link to its website for Services provided at Ruth Park Golf Course.
3. The City agrees to provide St. Louis Golf Lessons an opportunity to provide marketing materials and signage at the Ruth Park Golf Course at its own expense and must be approved by the City before posting or placement.
4. The City agrees to allow St. Louis Golf Lessons access to the Ruth Park Golf Course -Driving Range for mutually agreed upon non-City programming events. It would be St. Louis Golf Lessons' responsibility to collect all registrations and payments for said events. Each participant would be responsible for the purchase of their own driving range golf balls used in conjunction with said programs.

ST. LOUIS GOLF LESSONS

1. St. Louis Golf Lessons shall provide instructors to teach private lessons at the Ruth Park Golf Course at times and dates as mutually agreed upon by both parties. St. Louis Golf Lessons shall collect all registrations and payments for said lessons. Each participant will be responsible for the purchase of their own driving range golf balls used in conjunction with their lessons from the Ruth Park Golf Course.
2. St. Louis Golf Lessons shall provide instructors to teach mutually agreed upon group programming for both youth and adults at the Ruth Park Golf Course at times and dates as mutually agreed upon by both parties. In general, these mutually agreed upon programs shall be conducted in the spring, summer, and fall. St. Louis Golf Lessons shall collect all registrations and payments for said

programming and provide the City with a roster of all participants. St. Louis Golf Lessons shall provide the City with twenty (20%) of all revenues generated by each participant. Said revenues and rosters shall be submitted to the City at the conclusion of each program session. Furthermore, each participant will be responsible for the purchase of their own driving range golf balls, greens and cart fees and any other fees that may be used in conjunction with each program from the Ruth Park Golf Course.

3. St. Louis Golf Lessons shall provide all equipment and supplies necessary to conduct the Services as outlined in this Agreement.
4. St. Louis Golf Lessons shall be provided the opportunity and right to conduct club fittings.
5. St. Louis Golf Lessons shall act as an independent contractor, and nothing in this Agreement shall be interpreted to create any employment, partnership, or joint venture relationship.
6. St. Louis Golf Lessons shall indemnify and hold harmless the City and its officers, directors, employees, and agents from and against all claims, costs, losses, and damages arising out of or relating to the performance of the Services.
7. St. Louis Golf Lessons agrees to provide a one (1) million-dollar Certificate of Liability and Endorsement Page and name the City of University City as additional insured.
8. St. Louis Golf Lessons agrees to provide the City with valid background checks on all instructors providing Services at the Ruth Park Golf Course.
9. St. Louis Golf Lessons shall comply with all driving range and golf course rules and regulations.
10. St. Louis Golf Lessons shall comply with all City, local, state, and federal laws, rules, and regulations applicable to this Agreement.

This Agreement shall be subject to termination by the City in the event of sale or destruction of the facilities; because of misfeasance or malfeasance by the operator; or because of reasons related to public health and safety. The City may also terminate this Agreement for repeated noncompliance with requirements as set forth and specified in this Agreement. The City reserves the right to terminate the Agreement for any reason with a thirty (30) day written notice.

The City also reserves the right, by the Agreement to cancel any part or all of the same for failure by St. Louis Golf Lessons to follow terms of said Agreement. All licensing, health and safety standards and regulations required by ordinances of the City of University City, St. Louis County, State of Missouri, or federal laws will be required of St. Louis Golf Lessons.

This Agreement and all of the covenants hereof shall insure to the benefit of and be binding upon the City and St. Louis Golf Lessons' respectively and their partners, successors, assigns and legal representatives. Neither the City nor St. Louis Golf Lessons shall have the right to assign, transfer, or sublet their interests or obligation hereunder without consent of the other party.

This Agreement constitutes the entire agreement between the parties with regard to its subject matter, supersedes all previous agreements on this subject matter, and may be modified only by written agreement of the parties, and shall be governed by the laws of the City of University City and the State of Missouri.

This Agreement shall be administered by the City Manager and the Director of Parks, Recreation and Forestry or their designees, and St. Louis Golf Lessons shall work cooperatively with them at all times.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

Attest:

Title: _____

By (signature): _____

Contractor (print): _____

Date: _____

(SEAL)

Attest:

By: _____
City Clerk

Date: _____

CITY OF UNIVERSITY CITY

CITY OF UNIVERSITY CITY

By: _____
City Attorney

By: _____
City Manager

Date: _____

Date: _____



PARKS AGENDA ITEM COVER

MEETING DATE: October 19, 2021

AGENDA ITEM TITLE: Naming of Trails Policy

AGENDA SECTION: New Business

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

BACKGROUND REVIEW:

At the present time, the City does not have a formal policy as it relates to the naming of trails. Therefore, staff has been given the task of researching and developing a policy that will provide the City of University City a systematic and consistent approach to naming our unnamed regional and local access trails.

Accordingly, staff has developed a "Draft" of said policy that strives to identify names for regional and local access trails that best reflects the significance of a feature and/or person and the community it serves, while also ensuring a worthy and enduring legacy for the City's parks and recreation system.

The Parks Commission discussed this item at their September 21, 2021, meeting where it was stated that the policy was too narrow in its scope and that it should include parks, memorials, etc.

Commission Member Schmaltz moved to table this discussion until a later date, the motion was seconded by Commission Member Ullman. The motion was approved 5-0

RECOMMENDATION:

City Manager recommends review and discussion of the proposed Trail Naming policy by the Parks Commission.

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. If the motion is approved by the majority of the members, the recommendation will be forwarded to the City Council for their review and consideration.

ATTACHMENTS:

1. Naming of Trails Policy
2. Trail Naming Application



University City
Parks, Recreation and Forestry

PARK POLICIES AND PROCEDURES	
Naming of Trails	Number: 028
Approved By:	Effective Date:
	Page 1 of 3

I. PURPOSE

University City strives to identify names for regional and local access trails that best reflect the significance of a feature and the community it serves, while also ensuring a worthy and enduring legacy for the City’s parks and recreation system.

The act of naming is significant and meaningful. A name can invoke powerful emotions, create images and help to recall history. The naming of a regional or local access trail is intended to be a permanent act, and therefore should be approached in a thoughtful manner. The name of a regional or local access trail should take into consideration the past, present and future history of the land, its use, and our relationship to it.

This policy provides the City of University City a systematic and consistent approach to naming our assets. This policy addresses unnamed regional and local access trails.

II. DEFINITIONS

- A. Regional Trails Regional trails that connect University City to adjacent communities or to regionally significant natural features such as rivers and streams.
- B. Local Access Trails trails/paths in parks or contained within a natural area are considered local access trails, not regional trails. The definition is based on length and purpose, rather than on width or material.
- C. Major Donations: a donation of property, goods, or cash generally with no expectation of return. If the gift is contingent upon a special request, it is made subject to a “condition.”

III. REVISION HISTORY

IV. REFERENCES

V. GUIDING PRINCIPLES

Historic Events, People, and Places

History plays an important role in the naming of a regional or local access trail. Historical context can inform a name by honoring the city, its founders, Native American heritage, local landmarks, prominent geographical locations, and natural and geological features.

Outstanding Individuals

The City has benefited, through its evolution, from the contributions made by many outstanding individuals. Honoring these individuals through naming can remind the public of our past, inspire great actions and motivate us to become better stewards. Individuals honored through naming should have contributed significantly to the betterment of the environment, humanity and/or the City of University City.

Major Gifts

The City of University City sometimes benefit from the significant generosity of residents, businesses, and foundations. On occasion, the significance of such donations may warrant the acknowledgement of such a gift by naming.

VI. PROCEDURES AND GUIDELINES

Naming for Historic Events, People, and Places

When a regional or local access trail is associated with or located near events, people, and places of historic, cultural, or social significance, consideration will be given to naming that regional or local access trail after such events, people, and places. In considering such proposals, the relationship of the event, person, or place to the regional or local access trail must be demonstrated through research and documentation.

Naming for Outstanding Individuals

Naming a regional or local access trail for an outstanding individual is encouraged posthumously and where that person's significance and good reputation have been accepted in the City's, State's and/or Nation's history.

When considering the naming of a regional or local access trail after a person, consideration will be given when:

- The person was exceptionally dedicated or demonstrated excellence in service in ways that made a significant contribution to the land, community, the City, State of Missouri, or the

United States.

- The person volunteered and gave extraordinary help or care to individuals, families, or groups, or support to the community.
- The person risked his or her life to save or protect others.

Naming for Major Donations

A significant donation made to the City that adds considerable value to the City may be recognized through naming.

The threshold for considering the naming of a regional or local access trail will include one or more of the following:

- Land for the majority of the site was deeded to the city.
- Contribution of a significant portion of the capital construction costs associated with developing the regional or local access trail.
- Creation of or contribution to an endowment for the continued maintenance and/or programming of the regional or local access trail. The contribution will provide resources to support the effort for a minimum of 20 years.

Other Considerations

- The City reserves the right to determine which amenities fall under this policy-regional or local access trail: names should be consistent with our data management systems.
- Trail segments will be labeled by staff with approval, in a manner that supports the ability of users to navigate safely through the trail system.
- Names that are currently in use will not be considered.
- Names that are discriminatory or derogatory will not be considered.
- We discourage the renaming of an existing asset.
- All graphical representations within our parks system are subject to our design standards.
- The City reserves the right to rename a regional or local access trail if the name is later determined to be inappropriate, incorrect, or offensive.
- Naming regional or local access trails with a company name is not permitted, corporate logos, insignias, brands, or direct advertising text shall not be used.

Requests should contain the following minimum information:

- Name of applicant.
- Proposed name for asset.
- Background/support for proposed name.
- Demonstrated community support for the proposed name.
- Identify interested/impacted stakeholders (who will care about the name?).
- Description/map showing location.
- Include a description/map showing the location of the regional or local access trail.
- If proposing to name a regional or local access trail after an outstanding person, include documentation of that person's contribution to the City's, State's, or Nation's history.

Once the committee has identified a name, the recommendation will be presented to the City Manager in writing by the supporting staff person. A recommendation from the committee must have either the full consensus of the committee or have a 2/3 majority vote in support of the name. The City Manager may solicit feedback from the Parks Commission and/or the public to gain additional information prior to making a recommendation to City Council.

Research

It is essential that any name, especially names referencing individuals and/or families be thoroughly researched. Some suggestions for learning more about the history of a name include:

- Historic Plat Maps and Sanborn Maps.
- Missouri Archives.
- Google Search for online documents or references.
- Library Search for documents or references (ask a research librarian for assistance).
- US Census Archives.
- National Archives: <http://www.archives.gov/index.html>



UNIVERSITY CITY PARKS & TRAILS NAMING NOMINATION FORM

Proposed Name:

Proposal is for:

- Local Access Trail
- Regional Trail

Location of asset to be named, or current name:

Proposal is to honor/commemorate:

- Outstanding Individual
- Historical Events, Places
- Major Gifts

Please complete the following if you are nominating an individual*

Name:

Mailing address:

Date of Birth:

Phone 1:

Phone 2:

Email:

NOMINATION DETAILS:

Please explain why this asset should be considered for the name proposed. Add additional pages if necessary.

Nominator's Information

Name:

Mailing address

Phone 1:

Phone 2:

Email:

Affiliation to the nominee or site:

SUPPORTING DOCUMENTS

Please include supporting documents to such as pictures, news articles, awards, certificates, letters of support or commendation, etc. along with the application. Applications may be mail to: Attention Darren Dunkle, University City Parks, Recreation and Forestry , 6801 Delmar Blvd., University City, MO 63130, or emailed to ddunkle@ucitymo.org

I consent to the information contained in this application to be used for the purpose of allowing the City of University to receive input into the proposed naming. The information collected will be used as part of the Park and Trail Naming Policy for Parks, Trails, Facilities and Assets.

Signature: _____ Date: _____



PARKS AGENDA ITEM COVER

MEETING DATE: September 21, 2021

AGENDA ITEM TITLE: Special Event Policy

AGENDA SECTION: Unfinished Business

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. As such, the City Manager recommended review and discussion of the policy by the Parks Commission.

At the July meeting the Commission decided to have a subcommittee review and discuss the current and proposed policies and come back to the Commission as a whole with a recommendation for consideration. At the September 21, 2021, Parks Commission Meeting, the Commission and Staff discussed the subcommittee's proposal suggested staff review the proposed Special Event Policy drafted by the sub-committee and this matter be tabled until the October meeting. **Commission Member Hummel motioned to table this discussion until the October meeting, the motion was seconded by Commission Member Crowe. The motion was approved 5-0.**

RECOMMENDATION:

Staff recommends that the sub-committee meet with staff to further discuss the Special Event Policy and then come back to present a recommendation to the Commission as a whole.

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. If the motion is approved by the majority of the members, the recommendation will be forwarded to the City Council for their review and consideration.

ATTACHMENTS:

1. None



PARKS AGENDA ITEM COVER

MEETING DATE: October 19, 2021

AGENDA ITEM TITLE: Pickleball

AGENDA SECTION: New Business

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

BACKGROUND REVIEW:

On September 17, 2021, the Parks Commission received a letter from a group of University City residents who have requested that the Commission make it a priority to paint the lines that define a pickleball court within each existing tennis court at Kaufman Park (At the July 20, 2021, Parks Commission meeting, the Commission discussed the painting of pickleball lines on the tennis courts at Kaufman Park. Mr. Dunkle stated that it was staff's plan to add this as an alternate item in the Flynn Park tennis court repair and painting bid which would be conducted in the winter, with completion of the project in the spring).

The resident group also requests that the backboard ("wood wall") behind the tennis courts be taken down (no longer used) and the asphalt area in front of it be converted to 2 pickleball courts.

RECOMMENDATION:

Staff recommends that the Commission consider the resident group's request for additional courts when the Commission reviews their annual priorities for Parks.

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. If the motion is approved by the majority of the members, the recommendation will be forwarded to the City Council for their review and consideration.

ATTACHMENTS:

1. Kaufman Park PB Lining Request

September 17, 2021

Dear University City Parks and Recreation Commission,

We are University City residents who have been swept up by the explosive popularity of pickleball and play this game on a daily basis at Kaufman Park. We wish to request that the Commission make it a priority to paint the lines that define a pickleball court within each existing tennis court at Kaufman Park as soon as possible. We will discuss why we think this is important, worthy and affordable for the University City Parks and Recreation Commission to do.

Our primary concern is having permanent lines painted within the existing tennis courts to define the pickleball format. The game cannot be played just with tennis court lines. A diagram is attached that demonstrates the format. If the lines are painted in a different color from the existing tennis lines, each game can be easily played within its own bounds without creating a conflict between different users. **This is an affordable task** that does not require significant expenditures.

Currently, certain responsible and dedicated individuals have taken it upon themselves to show up before playtime each day with colored chalk to measure and draw pickleball lines on each available tennis court. This task is time-consuming, tedious and back-breaking work. Each time it rains, the lines must be redrawn. When more players show up and more courts are needed, the lines must be redrawn. This has been going on at Kaufman Park for more than a year and we think it is time that University City recognizes that pickleball is here to stay and deserves support.

Most recently, with the threat of Covid 19, more people have sought the outdoors to enjoy the sport of pickleball. At Kaufman Park we recently had 18 people show up to play at 7:30am. We have observed that on most days there are more people playing or waiting to play pickleball than tennis.

We are courteous to our tennis player friends. As soon as we see people waiting to play tennis, we make sure to free up courts for them. As pickleball is intended to be played by 4 players at a time, it accommodates more players within a smaller space. Tennis, on the other hand, is often played by 2 players only and even by only 1 when he/she is interested in practicing their serve. On one occasion, 7 tennis players occupied 3 courts, while 12 pickleball players huddled waiting their turn on one remaining court.

During the hot weather, the current pickleball group plays at 7:30 in the morning every day of the week. We continue to play during cooler seasons even as temperatures dip to 40 degrees F.

At Kaufman Park, most pickleball players are over 50 years old but we have succeeded recently in attracting younger family members. It is a wonderful activity for people who are retired but wish to remain active. As the court is smaller and the ball lighter, pickleball is a sport that allows people of all ages to come together for a fun and healthy pastime. Kaufman Park, especially now that the tennis courts have been resurfaced, provides many people this opportunity in a safe and natural outdoor environment.

Finally, given that pickleball has become such a popular sport and that Kaufman Park itself has grown in popularity with so many U City pickleball players, we recommend that the backboard ("wood wall") behind the tennis courts be taken down (no longer used) and the asphalt area in front of it be converted to 2 pickleball courts, considering that each pickleball court takes up approximately 1/3 the area of a tennis court. We appreciate that this second request will cost more money and time and therefore, it should not delay our primary need for lining pickleball courts within the existing 4 tennis courts.

Below are the signatures of all Kaufman Park pickleball players who are University City residents and who support this request.

If you have questions, comments or would like an audience with the signed players, please contact me: mobile 314-497-5754 or e-mail dbarhard@gmail.com.

We thank you for considering our request and look forward to hearing from the Parks Commission,

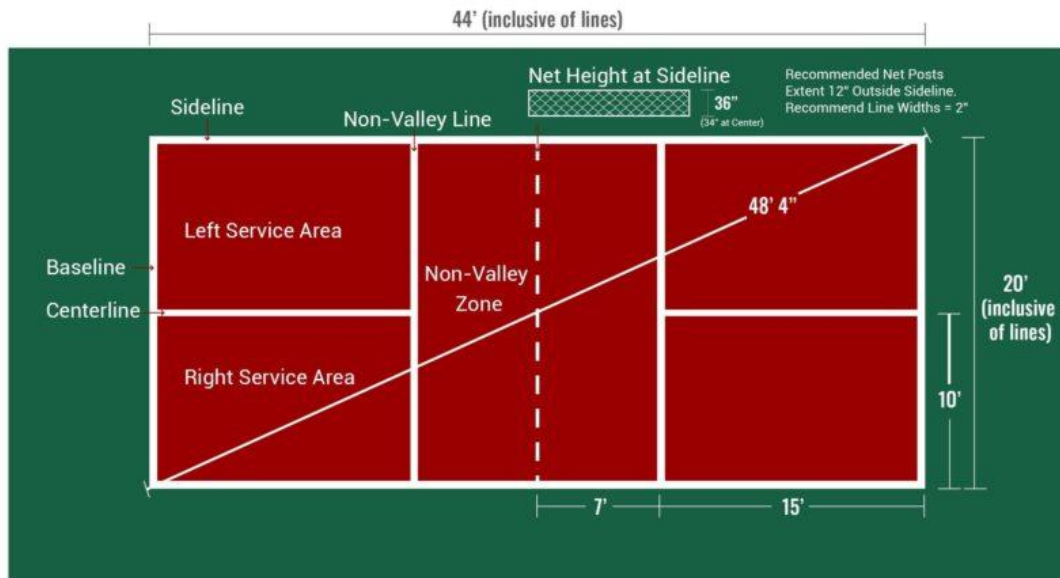
Sincerely,

Dana Barhard

cc: Steve McMahon, Jeff Hales (Ward 1), Aleta Klein, Tim Cusick (Ward 2),

Gregory Rose (City Manager)

PICKLEBALL COURT LAYOUT



Line Tolerances:

- Net line to outside of NVZ line: 7' +/- 1/8"
- Net line to outside of baseline: 22' +/- 1/4"
- Outside sideline to outside sideline: 20' +/- 1/4"
- Outside sideline to centerline: 10' +/- 1/8"
- Diagonal dimension to outside of lines: 48' 4" +/- 3/4"

Tennis and pickleball courts look almost identical, line-wise. However, when converting your tennis court for pickleball, there are a few key differences that are important to consider.

- **Court size:** Tennis courts measure at **60' wide, 120' long**, whereas pickleball courts are **20' wide, 44' long**. These dimensions are inclusive of game lines such as the no volley zone, out of bounds lines, and the net.
- **Netting:** While both nets are 36" tall, pickleball nets measure at 34" in the center.
- **Singles and doubles court sizes:** For tennis, there are areas of the court called "doubles alleys" on the right and left of the court which teams of two can use. In pickleball, the size of the court stays the same for singles and doubles.
- **No volley zone:** In pickleball, there is a seven-foot no-volley zone extended from the net, popularly known as "the kitchen."

	Pickleball	Tennis
Court Size	20' wide, 44' long	60' wide, 120' long
Netting	34" tall in the center of the net	36" tall
Singles and Doubles Court Size	20' wide, 44' long	Singles court size: 78'X27' Doubles court size: 78'X36'
No Volley-Zone	7-foot no-volley zone extended from the net	None



AGENDA ITEM COVER

MEETING DATE: October 19, 2021

AGENDA ITEM TITLE: University City Swim Club Recommendation

AGENDA SECTION: Unfinished Business

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

BACKGROUND REVIEW:

The Parks Commission at their September 21, 2021, meeting discussed the proposed agreement between City of University City and University City Swim Club (UCSC). UCSC Representative Paul Granneman provided a brief overview of the organization's 2021 season and expressed a few concerns with the proposed agreement.

Commission Member Crowe motioned to table this discussion until the October meeting and requested UCSC Representatives provide the organization's 2021 statistical and financial data for the Commission to review (It was also indicated this is the second request the Commission has made for this information) Commission Vice President Wilke seconded this motion. The motion was approved with a 5-0 vote.

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.

ATTACHEMENTS:

- 1) University City Swim Club Contract Agreement

UNIVERSITY CITY SWIM CLUB AGREEMENT

This Agreement is entered into and made this _____ day of _____ 2021, by and between University City Swim Club (“UCSC”), a Section 501(c)3 Non-Profit, and the City of University City, Missouri (“City”), a Missouri municipal corporation.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, UCSC and the City agree as follows:

CITY

1. The City agrees to allow UCSC access to the Heman Park Swimming Pool during the normal regular hours of business for mutually agreed upon non-city sponsored instructional swimming lessons and competitive swimming lessons and practices (“Services”). The Services shall be provided for the 2022 pool season, with the City’s option to renew the Agreement on an annual basis under the same terms and conditions.
2. City shall provide UCSC exclusive use of an appropriate number of lanes as recommended by the recreation staff.
3. City shall provide UCSC the resident rates and shall allow one parent per child to enter the pool to watch lessons and practices without payment.

UCSC

1. UCSC must follow the City’s guidelines for payment of entrance to the pool or have their own pass for entrance.
2. UCSC must provide the City with a roster of all participants registered in their programs at the Heman Park Swimming Pool.
3. UCSC shall be responsible to collect all registrations and payments for said lessons and programs.
4. UCSC shall provide qualified professional instructors/coaches to teach lessons and instruction for programs at the Heman Park Swimming Pool.
5. UCSC shall provide all equipment and supplies necessary to conduct the lessons and instruction as outlined in this Agreement.
6. UCSC shall act as an independent contractor, and nothing in this Agreement shall be interpreted to create any employment, partnership or joint venture relationship.
7. UCSC shall indemnify and hold harmless the City and its officers, directors, employees, and agents from and against all claims, costs, losses, and damages arising out of or relating to the said use of the Heman Park Swimming Pool for their lessons and instruction as outlined in this Agreement.
8. UCSC agrees to provide a one (1) million-dollar Certificate of Liability and Endorsement Page and name the City of University City as additional insured.
9. UCSC agrees to conduct background checks on all instructors and coaches providing lessons and instruction at the Heman Park Swimming Pool.

10. UCSC shall comply with all Heman Park Swimming Pool rules and regulations.

11. UCSC shall comply with all City, local, state, and federal laws, rules, and regulations applicable to this Agreement.

This Agreement shall be subject to termination by the City in the event of sale or destruction of the facilities; because of misfeasance or malfeasance by the operator; or because of reasons related to public health and safety. The City may also terminate this Agreement for repeated noncompliance with requirements as set forth and specified in this Agreement. The City reserves the right to terminate the Agreement for any reason with a thirty (30) day written notice.

The City also reserves the right, by the Agreement to cancel any part of the same for failure by UCSC to follow terms of said Agreement. All licensing, health and safety standards and regulations required by ordinances of the City of University City, St. Louis County, State of Missouri, or federal laws will be required of UCSC.

This Agreement and all of the covenants hereof shall inure to the benefit of and be binding upon the City and UCSC and their partners, successors, assigns and legal representatives. Neither the City nor UCSC shall have the right to assign, transfer, or sublet their interests or obligations hereunder without the written consent of the other party.

This Agreement constitutes the entire agreement between the parties with regard to its subject matter, supersedes all previous agreements on this subject matter, and may be modified only by written agreement of the parties, and shall be governed by the laws of the City of University City and the State of Missouri.

This Agreement shall be administered by the City Manager or the Director of Parks, Recreation and Forestry or their designees, and UCSC shall work cooperatively with them at all times.

IN WITNESS WHEREOF the parties have hereunto have executed this Agreement.

City of University City, Missouri

University City Swim Club

By: _____
Cathy Rose
City Manager

By: _____
Title: _____