



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

**Tuesday, February 15, 2022  
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, those who are not fully vaccinated are asked to wear face coverings.

- A. MEETING CALLED TO ORDER**
- B. ROLL CALL**
- C. APPROVAL OF AGENDA**
- D. APPROVAL OF MINUTES**
  - 1) January 18, 2022
- E. CITIZEN PARTICIPATION**
- F. DEPARTMENT REPORT**
- G. COUNCIL LIAISON REPORT**
- H. COMMISSION MEMBERS PARK INSPECTIONS REPORT**
- I. UNFINISHED BUSINESS**
  - 1) Parks Priorities
  - 2) Parks Policies and Procedures
- J. NEW BUSINESS**
  - 1) 2040 Task Force
- K. COMMISSION COMMENTS**
- L. ADJOURNMENT**

**MINUTES OF A REGULAR MEETING OF THE  
PARK COMMISSON  
CITY OF UNIVERSITY CITY, ST. LOUIS COUNTY, MISSOURI  
TUESDAY, JANUARY 18, 2022**

**Agenda Item A: Call Meeting to Order**

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

**Agenda Item B: Roll Call**

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

**Agenda Item C: Approval of the Agenda**

Commission Vice President Wilke motioned, and Commission Member Hummel seconded to move Agenda item J-1, and to have it placed after Agenda item D - Approval of the Minutes. The motion was approved with a 5-0 vote.

**Agenda Item D: Approval of the Minutes**

Commission Member Hummel motioned, and Commission Vice President Wilke seconded to amend the minutes to include the following change to Agenda Item J: New Business - Centennial Commons Indoor Soccer – “A long discussion took place regarding the possible opening of the Indoor Soccer portion of Centennial Commons while the rest of the facility was closed”. The motion was approved with a 5-0 vote.

Commission Member Hummel motioned, and Commission Vice President Wilke seconded to accept the Agenda as amended. The motion was approved with a 5-0 vote.

**Agenda Item E: Citizen Comments**

Darren Dunkle, Director of Parks, Recreation and Forestry reported that his office had not received any citizen comments. Commission Vice President Wilke stated that an email had been sent over the weekend by a Mr. Jason McClure asking about a clarification of the athletic field requirements. Mr. Dunkle stated that he had not received the email.

**Agenda Item F: Department Report**

Mr. Dunkle highlighted the following:

- 1) Part-Time Compensation – Commission President Carl Hoagland asked about the possibility of raising the pay for part-time employees. Mr. Dunkle reported that the City Manager would be making a recommendation to City Council regarding raising the minimum wage of part-time parks and recreation employees.
- 2) Recreation Supervisors – Commission Member Hummel asked if the city had always had two Recreation Supervisor positions. Mr. Dunkle reported that the department has had three Recreation Supervisors positions for some time and that the department currently had two vacancies.
- 3) Rabe Park - Commission Member Hummel asked what Rabe Renew was. Mr. Dunkle stated that it was the process of repainting all posts/railings on the playground.

- 4) Centennial Commons Operations – Commission Member Schmalz asked about the expansion of hours at Centennial Commons, COVID regulations and the Recreation Guide. Mr. Dunkle reported that the hours at Centennial Commons had been expanded, however, not to pre-covid times, however, as the department was able to hire more staff, they would be able to continue to incrementally expand operating hours. He also stated that at the current time, the only COVID restrictions/guidelines that were in place were the St. Louis County mask mandate. He further stated that due to the lack of staffing, the department had not been able to develop or schedule any programs. However, as the department was able to hire more staff the department would begin the process of developing programming and then develop a recreation brochure.

#### **Agenda Item G: Council Report**

None.

#### **Agenda Item H: Commission Members Park Inspection Report**

- 1) Fountains (James Crowe) – Asked when the fountains within the ponds were going to be operational. Mr. Dunkle stated that staff has been working on obtaining parts and that they should be operational in the spring.
- 2) Tree Limbs in Parks (James Crowe) – Reported that he has noticed that there are tree limbs down in a lot of the park areas and wanted to know when they would be picked up. Mr. Dunkle stated that he would pass this along to the Parks Maintenance Supervisor.
- 3) Flynn Park Tennis Court Sign (James Crowe) – Stated that the tennis court sign at Flynn Park had not been changed and wanted to know when that would take place. Mr. Dunkle stated that he was waiting for an ordinance change to be made by City Council and once that had occurred, all of the tennis court signs throughout the park system would be updated. He further stated that this anticipated to take place in the spring.
- 4) Kaufman Park (Su Schmalz) – Asked if/when sidewalk access would be made from the lower area of the park to the upper area. Mr. Dunkle stated that staff was currently looking into options of making an ADA accessible connection if possible.
- 5) Ruth Park Golf Course (Su Schmalz) – Stated that the course is in great shape and reported that several dead trees had been removed.
- 6) Heman Park Pool Hours (Su Schmalz) – Stated that a group of individuals would like to see the pool hours extended and programs restored.
- 7) Ruth Park Woods (Lisa Hummel) – Volunteers are doing a good job. Need to remove the ribbons from trees. Mr. Dunkle stated that the volunteers had placed the ribbons on the trees as part of a tree inventory and once the project was completed, they would be removed.

#### **Agenda Item I: Unfinished Business**

- 1) Park Priorities – Discussion took place regarding the park priorities and about creating a sub-committee to put together a format. Commission President Carl Hoagland and Commission Member Schmalz stated that they would serve on the sub-committee and that they would have something prepared for the February meeting.

#### **Agenda Item J: New Business**

- 1) UCity In Bloom Request – Ms. Judy Prange, Executive Director of UCity In Bloom gave a brief presentation asking for support from the Parks Commission in providing funding for the installation of irrigation within an

existing landscape planting at Midland Avenue. Discussion took place in regard to why this item was sent to the Parks Commission when the project was not located within a park. Mr. Dunkle stated that although the project wasn't located within a park, all maintenance and expenses related to beautification regardless of the location has been with the Parks Department. As such, the City Manager wanted this item to come before the Parks Commission. Further discussion took place in regard to why wasn't these types of items/projects brought to the Parks Commission in the past and how did they get funded and approved in the past. Ms. Prange and Commission Member Crowe stated that past projects were submitted to the Parks Maintenance Superintendent during the upcoming fiscal year budgeting process and was included as a request within the Parks Budget. Mr. Dunkle stated that due to the fact that this project was not identified or requested during the budgeting process, and that funds do not currently exist for this specific project, it had to be addressed in this manner.

Commission Member Schmalz asked why irrigation was necessary since the plant material being proposed was native and didn't require much watering. Ms. Prange and Commission Member Crowe stated that it was very important to keep the plants watered during the first growing season and periods of draught. Commission Member Schmalz asked why UCity In Bloom couldn't ask if they could use the neighbor's water as they had done for past projects.

Commission Member Hummel motioned, and Commission Member Crowe seconded to support UCity In Blooms request and to forward on the request. The motion was approved with a 4-1 vote (Commission Member Schmalz).

- 2) Band Wagon Use – Mr. Dunkle stated that in 2020 the Parks Commission supported a recommendation from staff to limit the use of the Band Wagon for City sponsored events, University City non-profit events, and University City School District events. The purpose behind this recommendation was to control staffing levels and man hour costs associated with the rentals of the band wagon. Since the implementation of this policy, the department has been able to limit the use of the band wagon and have been able to control staffing levels and man hour costs without any issues.

Mr. Dunkle stated that the City of Bridgeton has requested use of the band wagon for their annual fourth of July event. If approved, they have stated that they would be responsible for the pickup, setup and return of the band wagon so that there would not be any expense or use of staff needed from the city. Commission Member Crowe stated that the City of Bridgeton has always used the band wagon.

Commission Vice President, James Wilke motioned, and Commission Member Crowe seconded to support the City of Bridgeton's request and to forward on the request. The motion was approved with a 5-0 vote.

- 3) Fogerty Park Trail Naming – Mr. Dunkle stated that the City had received an application to name the trail at Fogerty Park after Ms. Hazel Erby who was an outstanding individual within the community.

Commission Member Schmalz motioned, and Commission Member Ullman seconded to support the application request and to forward on the request. The motion was approved with a 5-0 vote.

- 4) Election of Officers –
  - a. Commission President Hoagland motioned, and Commission Member Schmalz seconded to nominate and elect Commission Vice President Wilke as President. The motion was approved with a 5-0 vote.
  - b. Commission President Commission Wilke motioned, and Commission Member Hoagland seconded to nominate and elect Commission Member Hummel as Vice President. Commission Member Hummel declined.

Commission Member Hoagland motioned to nominate and elect Commission Member Schmalz as Vice President. Commission Member Schmalz declined.

Commission President Commission Wilke motioned, and Commission Member Hoagland seconded to nominate and elect Commission Member Crowe as Vice President. Commission Member Crowe accepted. The motion was approved with a 5-0 vote.

**Agenda Item K: Commission Comments**

- 1) Indoor Soccer Fields – Commission Member Schmalz asked about UCity Soccer Clubs need for soccer field rentals. Commission President Commission Wilke stated that he was informed that the group would not need the facility until next season.
- 2) Citizen Comment – Commission President Commission Wilke stated that the email addressed to Mr. Dunkle for Citizen comment was incorrect and that he would forward on the email.

**Agenda Item L: Adjournment**

Commission Member Schmalz made a motion at 8:05 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:** February 15, 2022

**SUBJECT:** Parks Monthly Report

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### ADMINISTRATION

1) Departmental Policies and Procedures

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) 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.

3) FY23 Budget – Utilizing information gained from the Maintenance Investment/Improvement Plan, Capital Investment/Improvement Plan, and Refurbishment/Replacement Plan, staff is currently identifying FY23 operational and CIP budget needs.

4) Personnel

- a) Recreation Supervisor (Sports, Health & Fitness) – Vacant. Currently accepting applications and setting up interviews.
- b) Recreation Supervisor (Programs and Special Events) – Vacant. Currently accepting applications and setting up interviews.
- c) Parks Maintenance Crew Leader – Vacant. Made proposal to change title and job description to Turf & Horticulture Technician.
- d) Parks Laborer-Light Equipment Operator – Vacant.
- e) Parks Equipment Operator – Vacant.
- f) Parks Equipment Operator – Out on FMLA. Not expected back until sometime in February.
- g) Centennial Commons – The Recreation Division continues the process of recruiting, hiring, and training of part-time staff.
- h) Part-Time Personnel Compensation Plan – Submitted a recommendation for a revised Compensation Plan for part-time employees and developing a recommendation for a scheduled increase in pay for 2022 and beyond. This is necessitated by the current shortage of personnel and the ability of hiring part-time personnel, coupled with the fact that both the private and public sectors in our area have or are in the process of raising the hourly pay to retain and attract new employees.
- i) A few members of the Parks and Golf Maintenance Staff attended pesticide training.

5) **FY22 Capital Improvement Projects**

- a) Ackert Park Renovation (Construction) – Work began on December 7, 2021 and is scheduled to be completed in May of 2022.
- b) E.A.B. Program – Completed.
- c) Asphalt Trail Repairs at Heman Park – Completed.
- d) Pool Painting at Heman Park – Completed.
- e) Dog Park Pavilion/Shade Structure – Bid in late winter to early spring. Construction spring/summer of 2022.
- f) Driving Range Repairs (Engineering) – Completed design work and is currently out to bid.
- g) Driving Range Repairs (Construction) – Currently out to bid; City Council approval in March; Begin work in April; Complete project by August (Driving Range will closed during this time period).
- h) Hazardous Tree Removal – Under Contract.
- i) Centennial Commons Painting.
- j) Centennial Commons Turf Replacement – Approved by City Council on 1/24/22. Install in Summer.

6) **Proposed Cell Tower** – Continue to work on the Contract Agreement.

7) **UCity In Bloom Irrigation Project** – Prepared Bid specifications and went out to bid. Bids are due on February 22<sup>nd</sup> and depending on the outcome, they will be either placed on the February 28<sup>th</sup> or March 14<sup>th</sup> City Council Agenda.

**RECREATION OPERATIONS**

- 1) **Centennial Commons** – Continue to work towards expanding the hours of Centennial Commons. Staffing still remains to be the number one issue.
- 2) **Fees and Charges** – Based on the procedures outlined in the Revenue and Pricing Policy, staff continued to review the existing pricing. This is necessitated by the fact that fees and charges in part have not been increased since 2004 and that increased fees will be needed to offset employee salaries.
- 3) **Software Upgrades** – Staff continued to work with IT and vendor on preparation of upgrading the current RecTrac/GolfTrac recreation software. The migration and update are currently scheduled for March of 2022.
- 4) **Athletic Field Rentals** – Continued to Work with outside organizations on the scheduling of field use.
- 5) **Pavilion Rentals** – Staff started taking reservations for pavilions on January 31<sup>st</sup>.

6) **FY22 Equipment & Improvement Projects**

- a) Centennial Commons Floor Replacement.
- b) Centennial Commons Locker Room Improvements.
- c) Centennial Commons Security Cameras. Awarded Contract. Work in Progress.
- d) Centennial Commons Fitness Equipment Replacements. Awarded Contract.

## PARK OPERATIONS

### 1) FY22 Equipment & Improvement Projects

- a) Flynn Park - Tennis Court Resurfacing – Received quote estimate which is much greater than what was originally anticipated. Looking to move this item to the FY23 CIP.
  - 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 – Trail Sealing – 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 – Received contractor quote. Scheduling project with contractor.
  - g) Rabe Park Playground Renew – Received contractor quote. Scheduling project with contractor.
  - h) Aerator/Seeder Replacement – Placed order with vendor.
  - i) Vacuum Attachment – Completed.
  - j) Mower Hoist Lift – Working on Contract.
  - k) Heman Park Lighting Upgrades – Currently working with Ameren to possibly upgrade park lighting to LED, as well as adding additional lights and wattage.
- 2) Software – Staff continued to explore new software for maintenance activities, inventory, etc.
  - 3) Parks Storage Yard – Staff continued to work on the regrading and the addition of rock to the storage yard to provide additional space and better drainage.
  - 4) Snow Removal – Performed snow and ice removal during the recent winter storm.

## GOLF OPERATIONS

### 1) Attendance and Revenue Numbers

Description	January FY22	January FY21	FY22 YTD	FY21 YTD
Rounds of Golf	318	669	21,184	23,577
Driving Range	\$2,343.00	\$3,583.00	\$126,966.00	\$135,315.00
Greens Fees	\$4,351.00	\$9,018.00	\$313,463.00	\$302,405.00
Cart Rentals	\$798.00	\$1,828.00	\$122,100.00	\$105,330.00
Golf Shop Sales	\$1,216.00	\$2,664.00	\$66,789.00	\$67,023.00
Programs	\$0.00	\$0.00	\$0.00	\$1,330.00
<b>Total Revenue</b>	<b>\$8,708.00</b>	<b>\$17,093.00</b>	<b>\$638,026.00</b>	<b>\$628,495.00</b>
<b>Total Expenses</b>	<b>\$58,410.00</b>	<b>\$66,628.00</b>	<b>\$445,671.00</b>	<b>\$453,889.00</b>
<b>Profit/Loss</b>	<b>(\$49,702.00)</b>	<b>(\$49,535.00)</b>	<b>\$192,355.00</b>	<b>\$174,606.00</b>

- 2) Programs and Lessons – Staff is currently working with contractor for Spring and Summer programs and lessons.
- 3) Leagues – Staff is currently working with outside groups and organizations on league dates and times for the spring/summer.



4) **FY22 Equipment & Improvement Projects**

a) Club House Outside Tuckpointing and Painting – Obtaining estimates.

b) Security Camera Replacement – City Council approved on 12/13/21. Scheduling project with contractor.

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

6) **Hazardous Tree Removal** – Completed.

7) **Fees and Charges** – Staff continued to review existing pricing and the possibility of needing to adjust fees for spring 2022. This will be necessary to offset the increase in staffing costs.

8) **Golf Cart Maintenance** – Staff is working with contract vendor on the preventative maintenance of all golf carts in preparation for spring.

9) **Equipment Maintenance** – Staff in working on the preventative maintenance of all equipment in preparation for spring.

10) **Snow Removal** – Performed snow and ice removal during the recent winter storm.

## University City Parks Priorities 2022

The University City Parks and Recreation projects are divided into three categories:

Category 1: Projects over \$250,000;

Category 2: Projects over \$100,000 and under \$250,000;

Category 3: Projects under \$100,000.

The Parks Commission priorities are listed for each Category.  
**Following this list are issues that need to be discussed.**

### Category 1: Projects over \$250,000

Title	Short Description	Page See doc., FINAL Parks & Recreation Programs 2021	Park Staff priority	Proj. Comp Date	Park Commission priorities
Heman Park	ADA improvements	p. 8	4	FY24	<b>1<sup>st</sup> (tie)</b>
Heman Park	Playground	p. 8	5	FY 24	<b>1<sup>st</sup> (tie)</b>
Rabe	Playground & surfacing	p. 8	8	FY 24	<b>1<sup>st</sup> (tie)</b>
Ruth Park	Deck & golf cart storage	p. 10	10	No date given	<b>3<sup>rd</sup> (tie)</b>
Lewis Park	Playground & surfacing	p. 9	11	FY 24	<b>3<sup>rd</sup> (tie)</b>
Heman Park	South parking lot & drives	p. 8	6	FY 24	<b>6<sup>th</sup> (tie)</b>
Heman Park	River Des Peres	p. 8	7	FY 24	<b>6<sup>th</sup> (tie)</b>
Greensfelder	Phase 1 development	p. 8	2	FY 24	<b>No votes</b>
Greensfelder	Phase 2 development	p. 7	3	N/A	<b>No votes</b>
Greensfelder	Phase 3	p. 9	9	N/A	<b>No votes</b>

**Category 2: Projects over \$100,000 and under \$250,000**

Title	Short Description	Page See doc., Parks & Recreation Programs 2021	Park Staff priority	Proj. Comp. Date	Park Commission priorities
Heman	Centennial Commons-EIFS painting & caulking	p. 7	2	FY 23	<b>1<sup>st</sup> (tie)</b>
Heman	Swimming pool pumps	p. 8	4	FY 24	<b>1<sup>st</sup> (tie)</b>
Heman	South shelter roofs	p. 9	6	FY 24	<b>1<sup>st</sup> (tie)</b>
Ruth	Driving range lights	p. 10	No priority	N/A	<b>3<sup>rd</sup></b>
Heman	Park pavilion & bandstand	p. 8	5	FY 24	<b>4<sup>th</sup></b>
Ruth	Maintenance lot and drive	p. 10	7	FY 25	<b>5<sup>th</sup></b>
Heman	Beautification	p. 8	3	FY 24	<b>No votes</b>
Ruth	Putting green near #1 tee	p. 10	No priority	N/A	<b>No votes</b>
Ruth	Centennial Commons aquatic center	p. 10	No priority	N/A	<b>No votes</b>

**Category 3: Projects under \$100,000**

Title	Short Description	Page See doc., Parks & Recreation Programs 2021	Park Staff priority	Proj. Comp. Date	Park Commission priorities
Heman	Tennis court resurfacing & signage	p. 10	8	FY 23	<b>1<sup>st</sup></b>
Metcalfe	Playground surfacing/ADA improvements	p. 10	4	FY 26	<b>2<sup>nd</sup> (tie)</b>
Heman	Basketball court resurfacing	p. 11	10	FY 24	<b>2<sup>nd</sup> (tie)</b>
Kaufman	Tennis court resurfacing & signage	p. 11	12	FY 25	<b>4<sup>th</sup></b>
Ruth	Short game practice area	p. 9	11	N/A	
All parks	Update 2008 comprehensive parks master plan	p. 7	5	FY 22 Recomm end. hold until 1/18 Parks meeting	
Heman	Update 2014 Heman master plan	p. 2	6	FY 23	

## **Items Meriting Discussion**

### **Category 1: Projects over \$250,000**

1. Greensfelder park received a very low priority from the Parks Commission and was rated high by the Park's staff.
  - a. Do the residents of Ward 3 want this park?
  - b. Is it to University City's (Ward 3) advantage to develop an open plot of land into a park if we can receive grant funds to do the project?

### **Category 2: Projects over \$100,000 and under \$250,000**

1. The putting green near tee # 1 received a very low priority from the Parks Commission and no priority from the Park's staff.
  - a. The project was originally suggested by Ewald and the former golf pro. A question: Is there currently any interest in doing this project?
  - b. Should the project be dropped?
2. The Centennial Commons Aquatic center received a very low priority from the Parks Commission and no priority from the Park's staff.
  - a. The original discussion of the project centered around funds the City might receive for putting storage tanks in Heman Park.
  - b. If completed, the project has the potential to improve the use of the Centennial Commons.
  - c. Would this project compete with similar facilities in the surrounding communities?
  - d. Should the project be dropped?

### **Category 3: Projects under \$100,000**

1. The short game practice area received a very low priority from the Parks Commission and no priority from the Park's staff.
  - a. The tee for the short game practice area has been completed. The question is what more needs to be done?
  - b. Is this a project that should be completed?
2. The master plans for Heman and all University City parks received a very low priority from the Park Commission. The Park's staff set a 2022 date for a master plan for all the

University City parks, and a 2023 date for completion of the Heman master plan.

- a. At the January Parks Commission meeting, the Director of Parks was asked to put master plan for all the parks on hold.
  - i. The concern expressed was the cost associated with completing a master plan. The funds might be used for other projects.
  - ii. A question to be asked is whether the priorities set by the Parks Commission address many of the issues that would be developed in a masterplan? Thus, the need for a comprehensive master plan is reduced or eliminated.
  - iii. Are there reason for a master plan that enable University City to receive funds they would not receive without a master plan?
- b. What recommendation does the Parks Commission and the Park's staff agree should be done concerning the two master plans?



## PARKS AGENDA ITEM COVER

**MEETING DATE:** February 15, 2022

**AGENDA ITEM TITLE:** Parks Policies and Procedures

**AGENDA SECTION:** Old Business

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### **BACKGROUND REVIEW:**

Over the years, staff, committees, commissions, and City Council have developed and/or proposed various Policies and Procedures to be used in the guidance of the operations and management of the parks and recreation system, however, not all of these proposed Policies and Procedures were taken through the appropriate process, nor have most of them been officially approved by City Council. As such, they have been mostly used as guides, thus creating confusion among staff and patrons alike and have also caused issues of awareness, compliance and enforcement.

Staff continues to identify all of the various approved and unapproved Policies and Procedures and continues 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 authorities for review, comment, recommendation and approval.

### **RECOMMENDATION:**

Parks Commission members have requested that a discussion take place to establish the Commissions procedure to review, in what order, and setting up a subcommittee.

### **ACTION:**

No action is required as this is a receive and file request. However, 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.