



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

**Tuesday, June 21, 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) May 10, 2022

E. CITIZEN PARTICIPATION

F. DEPARTMENT REPORT

G. COUNCIL LIAISON REPORT

H. COMMISSION MEMBERS PARK INSPECTIONS REPORT

I. UNFINISHED BUSINESS

- 1) Recreation Priorities
- 2) Indoor Soccer Field Facility/Use

J. NEW BUSINESS

- 1) Heman Park Basketball Court Presentation

K. COMMISSION COMMENTS

L. ADJOURNMENT



MEMORANDUM

TO: Parks Commission

FROM: Darren Dunkle, Director of Parks, Recreation & Forestry

DATE: June 17, 2022

SUBJECT: Parks Monthly Report

ADMINISTRATION

1) 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) Personnel

Personnel continues to be our biggest challenge. The department currently has seven full-time positions vacant: Four Regular part-time positions vacant and several Seasonal part-time positions vacant.

- a) Recreation Supervisor (Sports, Health & Fitness) – Accepting applications and conducting interviews.
- b) Parks Equipment Operator – Two positions are currently vacant. Accepting applications and conducting interviews.
- c) Centennial Commons – The Recreation Division continues the process of recruiting, hiring, and training of part-time staff.

4) FY22 Budget – Working on closing out projects, purchases, purchase orders, etc.

5) FY22 Capital Improvement Projects

- a) Ackert Park Renovation (Construction) – Project is scheduled to be completed in June 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 – Waiting on approval to move forward.
- f) Driving Range Repairs (Construction) – Preparing bid specifications and looking to go out to bid towards the end of the month. Anticipated to go to City Council on August 8, 2022.
- g) Hazardous Tree Removal – Completed.

- h) Centennial Commons Painting. Being carried over to FY23.
- i) Centennial Commons Turf Replacement – Under Contract is scheduled to be installed in August.

6) **UCity In Bloom Irrigation Project** – Under Contract.

RECREATION OPERATIONS

1) **Centennial Commons**

Description	May FY22	May FY19
Daily Attendance	616	837
Member Attendance	2,468	4,042
TOTAL	3,084	4,879

2) **Heman Park Swimming Pool**

Description	May FY22	May FY19
Daily Attendance	566	745
Member Attendance	640	1,078
TOTAL	1,206	1,823

- 3) **Overall, Fees and Charges** – Based on the procedures outlined in the Revenue and Pricing Policy, staff continued to review the existing pricing for Centennial Commons, Community Center, Athletic Fields, Pavilions, and Programs. This is necessitated by the fact that fees and charges in part have not been increased since 2005 and that increased fees will be needed to offset employee salaries. It is anticipated that a proposal will be placed on the Parks Commission July agenda for review and consideration of support.
- 4) **Pool Fees and Charges** – City Council approved staff recommendation. Fees will go into effect on July 1st.
- 5) **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 September of 2022.
- 6) **Athletic Field Rentals** – Continued to Work with outside organizations on the scheduling of field use.
- 7) **FY22 Equipment & Improvement Projects**
 - a) Centennial Commons Floor Replacement. Being carried over to FY23.
 - b) Centennial Commons Locker Room Improvements. Being carried over to FY23.
 - c) Centennial Commons Security Cameras. Completed.
 - d) Centennial Commons Fitness Equipment Replacements. Completed.
 - e) Centennial Commons Gym Divider Replacement. Under Contract.
- 8) **Recreation Priorities** – Parks Commission has stated that the Commission had been focusing on the Park Priorities and now was the time to start focusing on the Recreation Priorities. Discussion took place regarding programming, partnerships, contracting out with the YMCA, etc. The Commission stated that

they would like to have this item placed on the June Agenda for further discussion.

- 9) **Pool Programming** – Began swim lessons and water aerobics classes.
- 10) **Redbird Rookies** – Began program.

PARK OPERATIONS

1) FY22 Equipment & Improvement Projects

- a) **Fogerty Park – Parking Lot and Trail Sealing** – Under Contract.
 - b) **Majerus Park – Trail Sealing** – Under Contract.
 - c) **Heman Park – Trail Sealing** – Under Contract.
 - d) **Lewis Park Playground Renew** – Under Contract.
 - e) **Metcalfe Park Playground Renew** – Being carried over to FY23.
 - f) **Rabe Park Playground Renew** – Being carried over to FY23.
 - g) **Aerator/Seeder Replacement** – Placed order with vendor. Delivery and installation are scheduled for June.
 - h) **Vacuum Attachment** – Completed.
 - i) **Mower Hoist Lift** – Placed order with vendor. Delivery and installation are scheduled for July.
 - j) **Heman Park Lighting Upgrades** – Currently working with Ameren to upgrade park lighting to LED, as well as adding additional lights and wattage.
 - k) **Grounds Maintenance Services - Native Landscape/BMP Areas** – Under Contract.
 - l) **Grounds Maintenance Services - Turf and Athletic Fields** – Identifying Scope of Work and working on Bid Specifications.
- 2) **Software** – Staff continued to explore new software for maintenance activities, inventory, etc. Being carried over to FY23.
 - 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) **Block Parties** – Staff provided equipment and services for Block Parties as follows:
 - a. May 13, 2022 – Walker (Appleton Drive)
 - b. May 22, 2022 – Alta Dena
 - c. May 27, 2022 – Our Lady of Lourdes

GOLF OPERATIONS

- 1) **Leagues** – Continued to work with outside groups and organizations on league dates and times for the spring/summer.
- 2) **FY22 Equipment & Improvement Projects**
 - a) **Club House Outside Tuckpointing and Painting** – Under Contract.
 - b) **Security Camera Replacement** – Completed.
- 3) **Golf Course Management Plan** - Have developed a “Draft” of an overall Golf Course Management Plan.

- 4) **Golf Fees and Charges** – City Council approved staff recommendation. Fees will go into effect on July 1st.
- 5) **Tee Sheet Software** –Renewed our agreement with GolfNow for a stand-alone tee sheet for a short-term fix.
- 6) **Attendance and Revenue Numbers**

Description	May FY22	May FY21	FY22 YTD	FY21 YTD
Rounds of Golf	3,489	4,267	29,372	34,985
Driving Range	\$22,295.00	\$30,197.00	\$189,440.00	\$222,607.00
Greens Fees	\$52,076.00	\$62,017.00	\$434,967.00	\$466,339.00
Cart Rentals	\$20,463.00	\$22,821.00	\$163,227.00	\$158,308.00
Golf Shop Sales	\$12,377.00	\$10,758.00	\$93,639.00	\$99,006.00
Programs	\$0.00	\$0.00	\$0.00	\$1,330.00
Total Revenue	\$107,311.00	\$125,793.00	\$881,273.00	\$947,590.00
Total Expenses	\$98,717.00	\$58,426.00	\$676,762.00	\$629,000.00
Profit/Loss	\$8,594.00	\$67,367.00	\$204,511.00	\$318,590.00



AGENDA ITEM COVER

MEETING DATE: June 21, 2022

AGENDA ITEM TITLE: Recreation Priorities

AGENDA SECTION: New Business

BACKGROUND REVIEW:

At the February 15, 2022, Parks Commission Meeting during the Park Priorities discussion, the Commission stated that the Commission had been focusing on the Park Priorities and now was the time to start focusing on the Recreation Priorities. Discussion took place regarding programming, partnerships, contracting out with the YMCA, etc. The Commission stated that they would like to have further discussion.

ACTION:

No action is required as this is a discussion item. However, if the Commission would like to take 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:

None

**MINUTES OF A REGULAR MEETING OF THE
PARK COMMISSION
CITY OF UNIVERSITY CITY, ST. LOUIS COUNTY, MISSOURI
TUESDAY, MAY 10, 2022**

Agenda Item A: Call Meeting to Order

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

Agenda Item B: Roll Call

Those in attendance included Commission President James Wilke, Commission Members Lisa Hummel, Meg Ullman, Su Schmaltz, and Carl Hoagland. Also, in attendance were Council Liaison Steve McMahon and Staff Liaison Darren Dunkle, Director of Parks, Recreation and Forestry.

Agenda Item C: Approval of the Agenda

Commission Member Hummel motioned, and Commission Member Ullman seconded to move Agenda Item J-1 to up in the Agenda aft Agenda Item D. The motion was approved with a 4-0 vote.

Agenda Item D: Approval of the Minutes

Commission Member Hummel motioned, and Commission Member Ullman seconded to accept the April 19, 2022, minutes. The motion was approved with a 4-0 vote.

Agenda Item E: Citizen Comments

None.

Agenda Item F: Department Report

Mr. Dunkle highlighted the following:

- 1) Ackert Park Renovation – Mr. Dunkle reported that work at Ackert Park is on schedule at this time, however, they were still waiting on several materials to arrive. He further stated that the project is anticipated to be completed in June of 2022.
- 2) Driving Range Repairs – Mr. Dunkle reported that staff and the consultant were working on further ideas for the project.
- 3) Personnel – Mr. Dunkle reported that the department currently has seven full-time positions vacant: Four permanent part-time positions vacant and several season part-time positions vacant.

Agenda Item G: Council Report

Council Member McMahon highlighted the following:

- 1) Council approved a preliminary plan for the south side of Olive.
- 2) Crescent Plumbing plan was approved.
- 3) Ward 3 Housing Task Force had been established.
- 4) Reminded members that the Stormwater Task Force survey was online.
- 5) Stated that Council Members Hales and Cusick would be responsible for recommending new members to the Commission.

Agenda Item H: Commission Members Park Inspection Report

- 1) Flynn Park (Carl Hoagland) – Asked about tennis court signage and when the Park Ordinance and Rules would be going to City Council.
- 2) Ackert Park (Lisa Hummel) – Reported that there wasn't any signage regarding the closure of the pathway which creates accessibility issues.
- 3) Mooney Park (James Wilke) – Reported tree limbs overhanging the basketball court could be hazardous.
- 4) Lewis Park (James Wilke) – Reported that ruts still existed from the Ameren work.
- 5) Ruth Park G.C. (Su Schmaltz) – Asked about the City of Clayton rates and lessons for kids.

Agenda Item I: Unfinished Business

- 1) Recreation Priorities – Commission agreed to table the item until the June meeting. Commission Members should email Commission Member Schmaltz their ideas prior to the June meeting.
- 2) Municipal Parks Grant – Members of the Commission discussed the information that was previously submitted at the May Commission meeting, as well as the information Mr. Dunkle had sent to the Commission regarding a conceptual idea of what a splash sprayground could look like.

The Commission in particular discussed that the location of the proposed splash spray ground could go in the place of the existing sand volleyball court and that access to the splash spray ground could be gained from either the pool entrance during the pool season and from a different entrance during the non-pool season.

Commission Member Hoagland motioned, and Commission Member Hummel seconded to support the submission of a grant application to the Municipal Parks Grant Commission of St. Louis County for the development of a splash sprayground at the Heman Park Pool Complex. The motion was approved with a 4-0 vote.

Agenda Item J: New Business

- 1) Pedestrian & Bicycle Trails Presentation - Mr. Mark Winer a resident of University City gave a presentation on the possible development of a pedestrian & bicycle trail that would be an east-west connector from the Ackert Walkway at Vernon to the Centennial Greenway at Delmar and 170.

Commission Member Schmaltz motioned, and Commission Member Hoagland seconded to support a recommendation to City Council in moving forward with the development of a Conceptual Study. The motion was approved with a 4-0 vote.

Agenda Item K: Commission Comments

- 1) Pool Hours (Su Schmaltz) – Asked if the pool hours would remain the same as last year. And stated that the hours and fees should be communicated.
- 2) High School Camps (Su Schmaltz) – Reported that the High School was running various camps.

Agenda Item L: Adjournment

Commission Member Hummel made a motion at 8:08 pm, seconded by Commission Member Hoagland to adjourn. The motion was approved with a 4-0 vote.

MINUTES SUBJECT TO PARKS COMMISSION APPROVAL.