



**PARKS COMMISSION
Heman Park Community Center
975 Pennsylvania**

**Tuesday, June 20, 2023
7:00 p.m.**

AGENDA

- A. MEETING CALLED TO ORDER**
- B. ROLL CALL**
- C. APPROVAL OF AGENDA**
- D. APPROVAL OF MINUTES**
 - 1) May 16, 2023
- E. CITIZEN PARTICIPATION**
- F. DEPARTMENT REPORT**
- G. COUNCIL LIAISON REPORT**
- H. COMMISSION MEMBERS PARK INSPECTIONS REPORT**
- I. UNFINISHED BUSINESS**
 - 1) Parks Centennial Update
 - 2) Flood Recovery and Restoration
- J. NEW BUSINESS**
 - 1) Municipal Parks Planning Grant – Metcalfe Park
 - 2) Municipal Parks Construction Grant – Round 24
 - 3) Youth Sports and Recreation Programs
- K. COMMISSION COMMENTS**
- L. ADJOURNMENT**



MEMORANDUM

TO: Parks Commission

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

DATE: June 16, 2023

SUBJECT: Parks Monthly Report - May

ADMINISTRATION

1) Personnel

The department is currently looking to fill the following positions:

- a) Recreation Supervisor (Recreation) – As we move forward with expanding hours of Centennial Commons and Programming for the summer, we will make efforts to move forward in filling this position.
- b) Golf Course Attendants (Golf) - Currently accepting applications and interviewing candidates.
- c) Control Desk Associate (Recreation) – Currently accepting applications.
- d) Facility Attendant (Recreation) – Currently accepting applications.
- e) Seasonal Part-time Laborer (Golf/Parks) – Currently accepting applications.

2) FY23 Capital Improvement Projects

- a) Hazardous Tree Removal (Parks) – Completed.
- b) EAB Tree Replacement Program (Parks) – Completed.
- c) Annual Tree Trimming – Under Contract.
- d) Heman Park Pool Pump Replacement (Parks) – Completed.
- e) Heman Park Ballfield Lighting (Parks) – Completed.
- f) Refuse Truck Replacement (Parks) – Completed.
- g) ¾ Ton Pickup Truck (Parks) – Carryover to FY24.
- h) Fairway Mower (Golf) – Completed.
- i) Street Sweeper (Streets) – Completed.
- j) Boom Arm Attachment (Streets/Parks) – Carryover to FY24.
- k) Greens Mower Replacement (Golf) – Going to City Council on 5/13/23.
- l) UTV Replacement (Golf) – Under Contract.
- m) Flynn Park Tennis Courts Improvements – City Council approved bid on May 8, 2023. Currently collaborating with the contractor on the scheduling of work.
- n) Out front Mower (Parks) – Replaced through flood.
- o) Heman Pool Secondary Sanitation Unit (Parks) – Carryover to FY24.
- p) Leaf box Replacement (Streets) – Completed.

- 3) **Public Works** – Continued to work with the new employees on the transition into their roles and providing them with assistance on operations and engineering projects etc.
- 4) **Heman Park Basketball Courts** – Met with representatives of the non-profit group on the possible reconstruction or construction of courts at Heman Park. Received a “Draft” of a proposed contract and the City is currently reviewing. We are still waiting to receive the proposed plan design etc.
- 5) **Metcalf Park** – Continued to collaborate with representatives of the Parkview Gardens Association regarding funding of improvements (pickleball courts, trail, site amenities, etc.). The P.G.A. stated that their board has tentatively endorsed the idea and has asked that the city provide more detailed information pertaining to a concept plan and costs. This would be eligible for a Parks Planning Grant through the Metro Parks Grant Commission.
- 6) **Centennial Commons Temporary Fees** – Will be extending the hours of operations to Sunday’s beginning on June 11th.
- 7) **Round 23 Municipal Parks Grant** – Issued an RFQ for the Heman Park Pool Splashpad project in which submittals will be do on June 29, 2023. It is anticipated that a recommendation will be made to Council in July with construction beginning in September with completion of the project anticipated for April of 2024.
- 8) **Round 24 Municipal Parks Grant** – Attended Application Workshop for Round 24 of the Municipal Parks Implementation/Construction Grant. Submittal deadline is August 28th.
- 9) **Monument, Donation Policy** – City Council approved the monument and donation policy.
- 10) **Training** – Attended the City Parks Tour and training sponsored by the City Parks Alliance, Great Rivers Greenway and Forest Park Forever on June 1st, 2nd, and 3rd. The tour and training focused on partnerships, collaboration, sustainability, diversity, equity, and inclusion.

RECREATION OPERATIONS

- 1) **Heman Park Pool** – Staff met with the President of Midwest Pool Management on Tuesday, June 6, 2023 regarding efforts to reopen the pool and to discuss possible operational changes that might be necessary due to timing and staffing availability.
- 2) **Centennial Commons** – Expanded hours to 10 am -2pm on Sunday’s beginning June 11th.
- 3) **Summer Programs**
 - a) **Starlight Concert Series** – The summer concert series began on June 5th and will run through June 26th.
 - b) **Summer Band Series** – The summer concert series will begin on June 13th and will run through 25th.
- 4) **Athletic Field Rentals** – Continued to work with various athletic organizations on the rental of fields.
- 5) **Pavilion Rentals** – Continued to collaborate with various individuals on the rental of pavilions.
- 6) **RecTrac** – The RecTrac recreation software system conversion began on June 12th.

PARK OPERATIONS

1) FY23 Equipment & Improvement Projects

- a) Kaufman Park – Parking Lot and Trail Sealing – Under Contract. Collaborating with contractor on the scheduling of work.
 - b) Lewis Park Trail – Under Contract. Collaborating with contractor on the scheduling of work.
 - c) Metcalfe Park Parking Lot and Trail Sealing – Under Contract. Collaborating with contractor on the scheduling of work.
 - d) Mona Park Trail Sealing – Under Contract. Collaborating with contractor on the scheduling of work.
 - e) Mooney Park Basketball Court – Under Contract. Collaborating with contractor on the scheduling of work.
 - f) Eastgate Park Playground Painting and Surfacing – Working on Scope of Work.
 - g) Kingsland Park Playground Painting – Working on Scope of Work.
- 2) **Software** – Staff continued to explore new software for maintenance activities, inventory, etc.
 - 3) **Baseball Fields** – Continued work on the preparation of fields for spring/summer play, as well as to make the necessary repairs from the flood.
 - 4) **Mowing/Trimming** – Continued with the annual mowing and trimming of parks, row's, vacant lots, etc.
 - 5) **Spraygrounds** – The spraygrounds at Ackert Park and Fogerty Park were turned on Friday, May 19th and it is anticipated that they will remain operational until the end of September.
 - 6) **Special Events** – Provided staffing and materials for the Memorial Day Run and the Juneteenth celebration.
 - 7) **Playground Surfacing** – Working on the Scope of Work and the Probable Costs to replace current playground surfacing on various playgrounds with ADA compliant playground surfacing. This work will be done inhouse by our staff.
 - 8) **Millar Park Trail** – Continued to plan the repair work to be done along the trail. It is anticipated that the work will be completed by the end of June.

FORESTRY OPERATIONS

1) FY23 Equipment & Improvement Projects

- a) Misc. Tree Work - Completed.
 - b) Tree Planting - Planted replacement trees within the city ROW's.
- 2) **Forestry Management Plan** – With the completion of the Tree Inventory, staff is currently working on the development of a comprehensive management plan.
 - 3) **CDBG Project** – Continued to work with the Engineering Division and Consultant on the removal of trees for the 2019 CDBG project.
 - 4) **Mulch** – Completed the annual grinding of mulch. Mulch will be used to top off the Dog Park surfacing as well as it will be made available for free to the residents.

- 5) **Arbor Day** – As part of the renaming of Kingsland Park to Shelley Welsch Park, staff planted trees in celebration of Arbor Day.

GOLF OPERATIONS

- 1) **Driving Range Repair** – Continued to work on the opinion of probable costs and scopes of work for Phase II.
- 2) **Mowing/Trimming** – Continued with the annual mowing and trimming of the course.
- 3) **Seeding/Fertilizing** – Continued with the seeding and fertilizing of the course.
- 4) **Club House Painting** – Continued working on the development of a scope of work for the painting of the club house.
- 5) **Concrete Repairs** – Continued working on a plan to make repairs to the concrete paths and pads throughout the course.

**MINUTES OF A REGULAR MEETING OF THE
PARK COMMISSION
CITY OF UNIVERSITY CITY, ST. LOUIS COUNTY, MISSOURI
TUESDAY, MAY 16, 2023**

Agenda Item A: Call Meeting to Order

Park Commission President, James Wilke called the meeting to order at 6:33 pm.

Agenda Item B: Roll Call

Those in attendance included Commission President James Wilke, Commission Members Su Schmalz, Amy Gascon, Lisa Hummel, Carl Hoagland, and Patrick Fox. Also, in attendance was Council Liaison Steve McMahon, and Director of Parks, Recreation and Forestry Darren Dunkle, Deputy Director of Parks Maintenance Todd Strubhart.

Agenda Item C: Approval of the Agenda

Commission Member Hoagland motioned, and Commission Member Fox seconded to approve the agenda. The motion was approved.

Agenda Item D: Approval of the Minutes

Commission Member Hoagland motioned, and Commission Member Fox seconded to approve the April 18, 2023 minutes. The motion was approved.

Agenda Item E: Citizen Comments

- 1.) Mr. Philip Eastin of 416 Alta Dena stated that he would like to see that they stay on target to install historic sign in Pershing Avenue right-of-way.

Agenda Item F: Department Report

Director of Parks, Recreation and Forestry, Darren Dunkle highlighted the following from the submitted Parks Monthly Report:

- 1) Flynn Park Tennis Courts Improvements - Mr. Dunkle reported that City Council approved a bid on May 8, 2023. Currently collaborating with the contractor on the scheduling of work.
- 2) Centennial Commons/Heman Pool Electrical Work – Mr. Dunkle reported that Council approved the electrical work needed for Centennial Commons and the Heman Park Pool House. Work is anticipated to be completed by 5.19.23. This work was for the repair and replacement of wiring and panel within the buildings.
- 3) Pool Lighting Work – Mr. Dunkle reported that Council approved the pool lighting work needed for the Heman Park Pool on 5.8.23. This work is for the repair and replacement of wiring and lighting within the pool.
- 4) Fencing Work – Mr. Dunkle reported that Council approved the fencing work needed for the Heman Park Pool on 5.8.23. This work is for the repair and replacement of fencing at the pool.
- 5) Jack Field - Mr. Dunkle reported that staff continued to work on the opinion of probable costs and scopes of work for Jack Buck Field. This would be for the repair and restoration of the field from the flood.

- 6) FEMA/Parks - Mr. Dunkle reported that staff continued to work with FEMA on the scope of work etc. for the restoration of Parks. FEMA recently approved the scope of work and funding in the amount of \$193,796.51 for the restoration of work to be done at the Dog Park, Jack Buck Field, and baseball fields #1, 2, and 6, and \$20,924.58 for work on the memorial fountain and mona trail.
- 7) FEMA/Centennial Commons - Mr. Dunkle reported that staff continued to work with FEMA on the scope of work etc. for the restoration of Centennial Commons. He stated that on our last phone call, FEMA stated it could be approximately two more months until we could possibly be approved to move forward.
- 8) Heman Park Basketball Courts - Mr. Dunkle reported that staff met with representatives of the non-profit group on the possible reconstruction or construction of courts at Heman Park. Received a "Draft" of a proposed contract and the City is currently reviewing. We are still waiting to receive the proposed plan design etc.
- 9) Metcalfe Park - Mr. Dunkle reported that staff continued to collaborate with representatives of the Parkview Gardens Association regarding funding of improvements (pickleball courts, trail, site amenities, etc.).
- 10) Centennial Commons - Mr. Dunkle reported that staff continued to work towards expanding the hours of Centennial Commons. It is anticipated that we will be able to expand to Sunday hours on or around 6.1.23.

Agenda Item G: Council Report

Council Liaison Steve McMahon made the following report:

- 1) Quick Trip – Located on Olive and North & South is now open.
- 2) Crescent Plumbing – Located between Vernon and Olive on Kingsland has begun construction.
- 3) MSD – Made a presentation at the last City Council meeting in which they eluded that they have moved on from the storage tanks to a tunnel that in part would run through Heman Park. They further stated that they would provide limited clean up of debris within the River Des Peres at bridges and culverts.
- 4) City Taxes – Stated that the City was a Pool City for most taxes collected within University City, however, the City has a point-of-sale designation for the Parks/Stormwater Tax.

Agenda Item H: Commission Members Park Inspection Report

- 1) Ruth Park Woods (Lisa Hummel) – Reported looks good; with the exception of the portion of the vehicle mentioned at the March meeting still remains.
- 2) Rabe Park (Lisa Hummel) – Reported looks good.
- 3) Millar Park (Lisa Hummel) – Reported on the erosion along the trail and that a piece of the concrete had broken off; both water fountains and hand dryer not operational, no soap available.
- 4) Lewis Park (Amy Gascon) – Reported tree limbs are still down near steps; two of the fountains were working; and rock needs to be placed along the steps to help with erosion.
- 5) Dog Park (Patrick Fox) – Reported that there was a limb down that had been removed and that the water feature had been turned on.
- 6) Ruth Park Golf Course (Su Schmalz) – Reported that the retaining wall at the driving range had been removed do to issues, and that the area around the Johnny on the Spot looked nice. Commission Member Hummel shared that her husband stated that the course was in the best shape that he had seen.
- 7) Kaufman Park (Su Schmalz) – Reported that the water fountain near the playgrounds was not working properly.
- 8) Heman Park (James Wilke) – Reported that the parking lot wood barriers were falling apart.
- 9) Ackert Park (James Wilke) – Reported that there was damage done to the concrete by skateboarders and that there was a piece of broken concrete near the bottom of the ramp.
- 10) Flynn Park (Carl Hoagland) – Reported that the playground surfacing under the swings were getting worn down.

Agenda Item I: Unfinished Business

- 1) UCity 100th Birthday – Commission President Wilke stated that there would be a Park rededication ceremony to name Kingsland Park to Shelley Welsch Park. He stated that the celebration would take place on Saturday, May 20, 2023 at 11:00 am.
- 2) Monument, Memorials and Donation Policy – The Commission discussed the proposed Policy submitted by staff and made the following amendments:
 - a) Commission Member Hummel motioned, and Commission Member Fox seconded to amend page 8-#10 to use the same language as #2. The motion was approved.
 - b) Commission Member Fox motioned, and Commission Member Gascon seconded to amend page 2 - #3 to remove the last sentence. The motion was approved.
 - c) Commission Member Fox motioned, and Commission Member Hummel seconded to amend page 4&5 to add a title for section 1-8. The motion was approved.
 - d) Commission Member Fox motioned, and Commission Member Gascon seconded to amend page 2- #4 to add initial costs. The motion was approved.
 - e) Commission Member Fox motioned, and Commission Member Hummel seconded to amend page 5 between #6 & #7 to use language from #4 from page 2 and to remove Park Commisison. The motion was approved.
 - f) Commission Member Hoagland motioned, and Commission Member Fox seconded to amend page 8-#10 to change shall to may. The motion was approved.
 - g) Commission Member Hummel motioned, and Commission Member Gascon seconded to amend page 7 to remove #1. The motion was approved.
 - h) Commission Member Fox motioned, and Commission Member Hummel seconded to amend page 7 to remove #2. The motion was approved.
 - i) Commission Member Hummel motioned, and Commission Member Hoagland seconded to amend page 7 to remove #3. The motion was approved.

Commission Member Hummel motioned, and Commission Member Fox seconded to support the Policy as amended. The motion was approved.

Agenda Item J: New Business

- 1) Ruth Park Driving Range Update – Per the request of a few Commission Members, Mr. Dunkle gave the following update:
 - a) In August of 2007, the City applied for and was awarded a Municipal Parks Grant in the amount of \$255,000.00 for the initial development of the driving range. The City of Clayton participated by donating \$30,000.00 towards the project and as part of the deal receives resident rates for their residents to play golf.
 - b) In March of 2016, the City hired a contractor to repair erosion issues as well as to build a berm in the amount of \$346,753.99.
 - c) In the Fall of 2022, the City hired a contractor to once again repair erosion issues in the amount of \$233,906.40. Mr. Dunkle stated that this was another band-aid just to keep the driving range open for the spring and summer of 2023, however, more work would be required to fix all of the problems associated with the poor design and initial construction of the driving range. He further stated that staff has been in discussions with several contractors/consultants to produce workable solutions and to develop an estimation of probable costs which we understand could be over \$1m.

Discussion by the Commission took place regarding the pros and cons of sinking more money into the driving range and asked if would be cheaper to repay the grant than to spend more money to repair the

driving range. Further discussion took place regarding the possibility of applying for another Municipal Parks Grant to enhance the driving range.

Agenda Item K: Commission Comments

Commission Member Schmalz – Stated that we need to have the availability to have K, 1-2 grade soccer camps at Centennial Commons.

Commission Member Fox – Stated that the Commission should “Share good news.”

Commission President Wilke – Stated that he would like to see indoor soccer return to Centennial Commons by November of 2023.

Commission Member Hoagland – Stated that he had spoken to the City Attorney regarding the Parks Policies/Procedures and Ordinance status.

Agenda Item L: Adjournment

Commission Member Hoagland motioned, and Commission Member Hummel seconded at 8:22 pm to adjourn the meeting. The motion was approved.

DRAFT



AGENDA ITEM COVER

MEETING DATE: June 20, 2023

AGENDA ITEM TITLE: Municipal Parks Planning Grant – Metcalfe Park

AGENDA SECTION: New Business

BACKGROUND REVIEW:

The Municipal Parks Grant Commission was created in 2000 in response to citizen input and is funded by taxpayer money and responds directly to municipalities' needs. The Mission of the Municipal Parks Grant Commission is to provide grants to improve, restore and expand local parks and recreation programs in Municipalities in St. Louis County.

In order to assist municipalities in developing strong, well-planned, applications, the Commission created a Planning Grant program. This program awards grants to municipalities in order to help plan future parks and recreation projects. Unlike the construction/implementation grants, planning grants must be met by a 20% match by the municipality and cannot exceed an award amount of \$10,000.

As you may recall the Parkview Gardens Association has expressed interest in the possible funding or partial funding of pickleball courts and a walking trail within Metcalfe Park, however, they have asked for more information regarding the Opinion of Probable Costs etc. In order to provide the Parkview Gardens Association with the information that they have requested, it would be necessary to develop a Conceptual Plan of the Park that would in part identify these elements.

The Commission has previously stated that a Planning Grant could be the avenue in obtaining a Concept Plan for Metcalfe Park, however, motion was never made. If the Commission is looking to make a recommendation to support a submittal of a Planning Grant for Metcalfe Park, staff would need to develop a scope of work and receive a submittal for the consultation required to accompany said application to receive approval on the submittal of a Planning Grant application.

ACTION:

To move forward with a Planning Grant recommendation of support, a Commission member would need to make a motion and have a second by another Commission member. The motion must be approved by the majority of the Commission to move forward.

ATTACHMENTS:

None



AGENDA ITEM COVER

MEETING DATE: June 20, 2023

AGENDA ITEM TITLE: Municipal Parks Implementation/Construction Grant - Round 24

AGENDA SECTION: New Business

BACKGROUND REVIEW:

The Municipal Parks Grant Commission was created in 2000 in response to citizen input and is funded by taxpayer money and responds directly to municipalities' needs. The Mission of the Municipal Parks Grant Commission is to provide grants to improve, restore and expand local parks and recreation programs in Municipalities in St. Louis County.

Funds for Implementation/Construction Grants is awarded to municipalities based on the strength of the grant applications, considering such factors as need, planning, community input, and prior awards. Implementation/Construction Grant applications are generally due by the last Friday of August and are typically awarded in the beginning of November of each year. University City is currently in the over 27,000 population category and has a maximum request limit of \$575,000.

STAFF RECOMMENDATION:

As you are aware, the storm event that took place on July 26th and 28th of 2022, caused a flash flood event which caused severe damages to the Jack Buck baseball field located within Heman Park. Since that time staff has been working with FEMA on the restoration efforts as well as cost share possibilities. During this process it was determined that the Jack Buck field was not only located within the AE floodplain zone, but the majority of the outfield is located within the floodway. Thus, it could cost several hundreds of thousands of dollars and a lot of permitting to bring back the field to its original condition and to provide safe playing conditions.

Due to these realities, and the fact that not if but when the field would flood again, staff began to explore alternative locations for the possibility of replacing the current size baseball field in another park and convert the current baseball field into more of a youth baseball/softball field, so that it would not interfere with the floodway nor would it require as extensive costs and permitting. Thus, staff has determined that the east baseball/softball field at Millar Park could meet the criteria necessary for a conversion to accommodate high school level and above baseball.

The proposed FY24 CIP Budget currently identifies funding for Athletic Field Restoration, however, additional funding would be required to convert the baseball field at Millar Park. Accordingly, staff is recommending support of submitting a Municipal Parks Grant application for this purpose.

ACTION:

No action is necessary at this time as this is for informational and discussion purposes as staff would be able to provide additional information back to the Commission at the July meeting for consideration. However, if the Commission is in support of applying for an Implementation/Construction Grant for the Round 24 grant cycle, a decision on what project they would like to move forward on would need to be decided on at the July Commission meeting, as it could take several months to pull together the necessary information and to propose a recommendation and resolution to the City Council for their consideration at the August City Council meeting and in order for staff to submit the application by the August deadline.

ATTACHMENTS:

None



AGENDA ITEM COVER

MEETING DATE: June 20, 2023

AGENDA ITEM TITLE: Flood Recovery and Restoration

AGENDA SECTION: Unfinished Business

BACKGROUND REVIEW:

Centennial Commons and Pool

1. Continued to work with FEMA on the scope of work etc. for the restoration of Centennial Commons. On our last phone call, FEMA stated it could be approximately two more months until we could be approved to move forward.
2. Understanding that the city may not be eligible for FEMA reimbursement, the City Council approved to move forward with the following repairs:
 - a) Repair and replacement of wiring and electrical panels within the buildings.
 - b) Repair and replacement of wiring and lighting outside of the pool building.
 - c) Repair and replacement of fencing at the pool.
 - d) Replacement of the pool pumps.
3. Staff continues to work on inhouse repairs and restoration in order to get the pool open for the summer. In doing so, it is anticipated that we will be able to open the pool with amended operations within the next couple of weeks with amended operations and hours.

Park Repairs and Restoration

1. Continued to work with FEMA on the scope of work etc. for the restoration of Parks. FEMA recently approved the scope of work and funding in the amount of \$193,796.51 for the restoration of work to be done at the Dog Park, Jack Buck Field, and baseball fields #1, 2, and 6, and \$20,924.58 for work on the memorial fountain and mona trail.
 - a) While working on the opinion of probable costs and scopes of work for the Jack Buck Field it was determined that the Jack Buck field was not only located within the AE floodplain zone, but the majority of the outfield is located within the floodway. Thus, it could cost several hundreds of thousands of dollars and a lot of permitting to bring back the field to its original condition and to provide safe playing conditions. Due to these realities, and the fact that not if but when the field would flood again, staff began to explore alternative locations for the possibility of replacing the current size baseball field in another park and convert the current baseball field into more of a youth baseball/softball field, so that it would not interfere with the floodway nor would it require as extensive costs and permitting. Thus, staff has determined that the east baseball/softball field at Millar Park could meet the criteria necessary for a conversion to accommodate high school level and above baseball.
 - b) Began work on the restoration of baseball fields #1, #2, and #6. This work includes the

addition of topsoil, soil amendments and laser grading.

- c) Began work on the restoration of the Dog Park by making repairs to the fencing. Topping off of the dog park surfacing with wood chips will take place within the next couple of weeks.

Municipal Service Complex

Continued to work with FEMA on the scope of work etc. for the restoration of Parks and Public Works Maintenance Facilities. At this time, we have not received any feedback on a possible date of approval on the repairs and restoration.

Vehicles and Equipment

Continued to work with FEMA on the possible replacement of vehicles and equipment. At this time, we have not received any feedback on a possible date of approval on the replacements.

ACTION:

No action is necessary.

ATTACHMENTS:

None