JOINT WORK SESSION MEETING
AGENDA
CITY OF CREVE COEUR
CITY COUNCIL AND VENABLE PARK TASK FORCE
300 NORTH NEW BALLAS RD
NOVEMBER 14, 2022
6:00 PM

CALL TO ORDER

ROLL CALL

DISCUSSION ITEMS

1. **Approval of October 24, 2022 City Council Joint Work Session Minutes**

2. **Venable Park Memorial Project Plan**
   Summary: The Venable Park Task Force will be reviewing the Memorial Project Plan that is still in draft form.

ADJOURNMENT

Pursuant to Section 610.022 RSMo., the City Council could, at any time during the meeting, vote to close the public meeting and move to closed session to discuss matters relating to litigation, legal actions and/or communications from the City Attorney as provided under Section 610.021(1) RSMo. and/or personnel matters under Section 610.021(13) RSMo. And/or employee matters under Section 610.021(3) RSMo. and/or real estate matters under Section 610.021(2) or other matters as permitted by Chapter 610.

Posted by: _____

Date/Time posted: _____

If you need special accommodations to attend a meeting, services may be arranged by contacting the Office of the City Administrator in advance.

WORK SESSION MEETING
MINUTES
CITY OF CREVE COEUR
CITY COUNCIL, EMPLOYEE PENSION BOARD, AND FINANCE
300 NORTH NEW BALLAS RD
OCTOBER 24, 2022
6:00 PM

CALL TO ORDER

A Joint Work Session of the City Council of the City of Creve Coeur was called to order by Mayor Robert Hoffman at the City Council Chamber, 300 North New Ballas Rd, City of Creve Coeur Government Center, Creve Coeur, MO 63141 on Monday, October 24, 2022 at 6:00 PM.

ROLL CALL

Mayor Robert Hoffman
Council Member, Ward 1 Mark Manlin
Council Member, Ward 1 Heather Silverman
Council Member, Ward 2 Tim Carney
Council Member, Ward 2 Nicole Greer
Council Member, Ward 3 Sari Neudorf
Council Member, Ward 3 David Hoffman
Council Member, Ward 4 Joseph Martinich
Council Member, Ward 4 Dan Tierney

Staff Present: City Administrator Mark Perkins, City Attorney Carl Lumley, Director of Community Development Jason Jaggi, Director of Finance Lori Obermoeller, Director of Public Works Jim Heines, Assistant City Administrator Sharon Stott, Chief of Police Jeff Hartman, Information Systems Coordinator Chris Tumbarello, and City Clerk Kellie Henke.

Employee Pension Fund Board Members Present: Chair Michael Karasick, Michael Breitenstein, and Brad Holmes

Finance Committee Members Present: Chair Betty Kagan and Ellen Lawrence

Others Present: William Winningham of Milliman, Inc.

DISCUSSION ITEMS

1. **Approval of September 28, 2022 City Council Work Session Minutes**

RESULT: APPROVED (UNANIMOUS)
MOVER: Daniel Tierney, Council Member, Ward 4
SECONDER: Heather Silverman, Council Member, Ward1
AYES: Carney, Greer, Martinich, Hoffman, Manlin, Neudorf, Tierney, Silverman

The vote on the motion being 8 ayes and 0 nays, motion carried.

2. Retirement Plan for Employees of the City of Creve Coeur Actuarial Valuation Report & COLA Discussion for Retirees

William Winningham of Milliman, Inc. gave a presentation regarding the Retirement Plan for Employees of the City of Creve Coeur Actuarial Valuation Report for the period ending June 30, 2022. Mr. Winningham stated the City's rate of return was -10.2 percent and the required contribution for FY2023 is $957,715.00. The contribution is determined by liability under the plan, which represents future benefit payments for retirees and former vested employees with a portion of active liability for service earned to date, and actuarial costs for the amortization of unfunded liability; the funded ratio is at 86.2 percent. Mr. Winningham stated the city's contribution, historically, has been more than the required contribution amount.

City Administrator Mark Perkins stated the city contributes 40 percent of total covered payroll costs towards pension.

Employee Pension Board of Trustees Chair Karasick stated he would like to see the assumed rate of return decrease to 5.5 or 5 percent relatively soon.

Mayor Hoffman asked where the city stands on the allocation between stocks and bonds, to which Mr. Karasick stated the stock dropped from 70 percent to 60 percent and put a portion of it into alternative investments. Mr. Perkins stated the Pension Board moved to reduce the allocation of stocks in December of 2021.

Mr. Winningham stated there are 135 vested participants in the Legacy Retirement Plan.

Mr. Winningham provided an overview of the 10-year projection Actuarial Valuation of the Retirement Plan for Employees of the City of Creve Coeur.

Mr. Perkins stated the City's Legacy Pension Plan does not include a provision for an ongoing Cost of Living Adjustment (COLA); the last time a COLA was provided to retirees was in 2001. A COLA for retirees was scheduled to be considered on a five-year basis, but market downturns and an insufficient level of funding required by state law precluded consideration of a COLA for many years.

Mr. Winningham provided an overview of a plan change analysis of a one-time COLA for retirees vested in the Legacy Plan. Mr. Winningham stated an actuarial cost statement must be submitted to the state 45- days in advance if there is a change proposed to be made to the plan.

Mr. Perkins stated payment for the contribution would ideally be made by paying a portion of it in cash and amortizing the remainder.

Mayor Hoffman opened the floor to comments from the general public which included former Police Department retirees. Retired Police Officer Steve Collins, Retired Captain Don Kayser, and Chief Jeff Hartman (on behalf of Glenn Eidman) spoke in favor of a COLA.

ADJOURNMENT

RESULT: APPROVED (UNANIMOUS)
MOVER: David Hoffman, Council Member, Ward 3
SECONDER: Mark Manlin, Council Member, Ward 1
AYES: Carney, Greer, Martinich, Hoffman, Manlin, Neudorf, Tierney, Silverman

The vote on the motion being 8 ayes and 0 nays, motion carried.

The meeting adjourned at 7:11 PM

Submitted by:

Kellie Henke
City Clerk

Dr. Robert Hoffman
Mayor

CITY OF CREVE COEUR

MEMORANDUM

Date: November 7, 2022
To: Mark Perkins, City Administrator
From: Jason Valvero, Director of Recreation
CC:
Subject: Venable Park Memorial Plan

The Venable Park Task Force is eager to meet with the City Council to review the Memorial Park Plan. The plan is still in its draft form and the work session will provide the needed direction from the City Council to continue through the process with the end goal to honor the legacy of Dr. Venable.

Park Memorial Plan
The plan has been created by Meridith McKinley, with Via Partnership. The document will serve as the roadmap that will be followed in commissioning an artist to create a memorial within Venable Park. Input into the plan was gathered from staff, the Venable Park Task Force, the Parks and Historic Preservation Committee and the Arts Committee.

The objectives for the work session are to:

- Walk through the plan with a presentation by Meridith McKinley
- Allow discussion time with the City Council and the Venable Family/Task Force
- City Council to provide direction on the memorial budget

Memorial Jury
Staff plans to have a list for consideration for the Nominating Committee later this month.

Dr. H. Phillip Venable Memorial Park
Memorial and Commemorative Artwork Project Plan

incorporating Venable Park Task Force Feedback 10/12/22
incorporating PHP and Arts Committee Feedback 10/19/22

Introduction

A key recommendation of the Venable Park Task Force was to deepen the commemorative elements of Venable Park, beyond the renaming. The task force noted this could be achieved through elements including additional signage, a memorial, educational programming, and aesthetic features in the park that help tell this story. This recommendation was endorsed by the City Council in the resolution that re-named the park.

To help facilitate the process of developing the memorial and related elements, the City of Creve Coeur has hired Meridith McKinley, a public art consultant with Via Partnership. McKinley invited Geoff Ward, Professor of African and African American Studies at Washington University in St. Louis, to assist with research and planning for the memorial. McKinley and Ward are researching stakeholder interests and design possibilities and will help facilitate the process with the City of Creve Coeur to select an artist and coordinate with the artist through design development and approval.

This Project Plan lays out the goals, artist selection process, design approval process, budget, timeline, and engagement strategy for the memorial. It has been informed through meetings with the Venable Park Task Force, Venable family members, and community stakeholders; as well as through the overall planning process for the Venable Park Master Plan, which has included community meetings, surveys, and meetings with the planning team.

This document will serve as the roadmap that will be followed by the City Council and staff in commissioning an artist contribution to the further development of the memorial park.

Site and Context

Venable Park

Dr. H. Phillip Venable Memorial Park is located at 10630 Country View Drive and is one of Creve Coeur's busiest parks. Spanning seven and a half acres, the park features a half-mile paved trail, three tennis courts, a soccer field, two playgrounds, a picnic pavilion, barbecue grills and seasonal restrooms.

Dr. Venable and the Venable Family

Dr. Howard Phillip Venable, an accomplished ophthalmologist, was chief of the ophthalmology department at Homer G. Phillips Hospital, which had been the only hospital in St. Louis, Missouri, for African Americans. In the late 1950s, Dr. Venable was the first African American to join the faculty of Washington University School of Medicine, as well as the faculty of St. Louis University School of Medicine. In addition to his numerous medical achievements in ophthalmology, he mentored and assisted numerous young medical students of color in fulfilling their dreams and aspirations.

In 1956, Dr. Venable and his wife, Katie W. Venable, purchased land in a new development located in Creve Coeur, Missouri, with the desire to build a new home for his family. This home was never to be

lived in as his property was taken by eminent domain when the Venables refused to sell it first to their white neighbors and later to the City. The Venables fought a three-year battle in the Missouri courts, all to no avail. Both city and court records showed that the people leading the effort to obtain Dr. Venable's land were motivated by bigotry and racial animus and sought to prevent the Venables from building their home in the City due to their race. Their land and home were used for the creation of a park, Beirne Park, named after the Mayor who led the neighbors and the City to take the Venables' property.

The Venable Park Task Force

In December 2019, the City of Creve Coeur passed a resolution to rename the park the Dr. H. Phillip Venable Memorial Park. The park was officially re-named in 2021.

Additionally, a task force was formed to make recommendations for honoring Dr. Venable and his family with a rededication ceremony and promoting further understanding of the park's history. This coalition of concerned citizens is working with Dr. Venable's family to continue to keep his contributions to medicine and civic achievements alive and cherished, and the wrongdoing to him rectified with honor and tribute.

The Venable Park Master Plan (2022)

In 2022, the City initiated a planning process for Venable Park to guide future park improvements, building on the 2019 Parks Master Plan. Led by the consulting team of HDR and Design for Others (D4O), the planning process has included a public meeting and a community survey. preliminary design of the plan is anticipated by the end of 2022.

Memorial Components

For the purpose of this project plan, we are identifying four distinct memorial components.

1) A *commemorative artwork, designed by a professional artist,* that engages visitors in the Venable's story. The goals and art selection process described below specifically address the process for commissioning the commemorative artwork.

2) *Design elements* that are integrated into the overall park design that support the commemorative artwork and other memorial elements, and support making the park more welcoming, that is, "a park for all of the people." Consideration should be given to creating a flexible space within the park that can be used for intimate gatherings and small group activities. The selected artist may participate in charettes with the design team in the development of the park design.

3) *Signage* that tells the Venable's story. The copy for this signage will be developed through a separate process, in consultation with the Venable Park Task Force. The signage placement and design will be determined through the park master planning and commemorative artwork design process.

4) *Future programming and educational materials* that are inspired by Dr. and Mrs. Venable's life and accomplishments and their pursuit of justice. The selected artist will be asked to consider how the park could be used for programming, but the details and coordination of future programs and educational materials will be led by the City of Creve Coeur and the Task Force.

Artwork Goals

The overall goals for the *commemorative artwork*, in concert with the park design, signage and other elements is to:

- Honor the Venable family and inspire the community through a visually compelling, engaging, and unique work of art.
- Educate the public about the Venables and other families and their struggle with the City of Creve Coeur.
- Create a lasting memory of the legacy of Dr. Venable in all aspects of his life.
- Inspire contemplation and dialogue about the past and current struggles for justice and civil rights.
- Complement other park uses and the overall park design in terms of siting and scale.

Artist's Scope of Work

The selected artist's scope will include:

- Develop final design documents of the approved concept design for approval.
- Fabricate the artwork in conformity with the final design.
- Deliver and install the artwork in conformity with the final design.
- Participate in community dedication events and other activities as requested by the City of Creve Coeur.

Selection Process

The selection of an artist and the review of the Concept Design will be informed by an ad *hoc Venable Park Memorial Jury*, described below. Concept designs will also be reviewed by the Venable Park Task Force and relevant boards and committees. Final approval of artist selection and Concept Design will rest with City Council.

The Venable Park Memorial Jury

The Jury will include representatives from the following categories. Jury members will be approved by City Council.

- The Venable Park Task Force members (2)
- Venable family member (1)
- Art Committee members (2)
- Parks and Historic Preservation Committee member (1)
- Practicing artist (1)
- Local educator (1)
- Member of the HDR/D4O design team (1)

- Project consultant (1)
- Council Liaison (1)

The role of the Jury is to:

- Attend a project kickoff to review the selection process and to tour the park.
- Provide input on artists invited to apply/artist outreach.
- Review artist submissions, interview finalists, and *recommend* an artist to be selected for the project.
- Review the artist concept design(s) and *recommend* a concept for approval.
- Provide regular updates back to the board, committee or task force represented (if applicable).
- Attend and spread the work about community events related to the project.

Artist Selection

A open call will be used to develop the pool of artists for consideration for the Venable Park Commemorative Artwork/Memorial. In an open call, the opportunity is open to all qualified and eligible artists. The Call for Artists will be shared locally via websites, listservs, social media, and email lists where opportunities for artists are posted. The Call for Artists will also be shared nationally on a limited basis to artists identified by the consulting team and jury, and with professional colleagues and networks that can reach artists who have experience developing commemorative artwork and meet the criteria.

The opportunity will be open to artists and artist teams residing in the United States with an interest in and/or previous work relating to civil rights, social justice, or racial discrimination. The selected artist will also have experience executing ideas from concept to completion, meeting and a specified budget and timeline. Previous experience working in the public realm and with a public agency preferred.

Call for Artists

Based upon the approved Project Plan, the City of Creve Coeur, working with its project consultants, will draft a Call to Artists. Interested artists will be invited to submit qualifications, including:

- Brief letter/statement describing their interest in the project and their approach to creating site-specific and/or commemorative artwork.
- A résumé, CV or bio.
- Three professional references.
- Up to 10 sample images of previously completed projects that represent their body of work.
- Information about each work sample, including: artist's name, artwork title, a brief description of the artwork, media, completion date, dimensions, location, and total budget/cost.

Jury Review of Submittals and Selection of Finalists

Via will facilitate the review of qualifications with the Jury based upon the goals for the project. The Jury will recommend up to three artists to develop a site-specific Concept Proposal. The Concept Proposal will include a rendering, narrative description, fabrication methods, budget, and timeline.

Finalists will be required to participate in a project orientation, conduct a site visit, meet with key stakeholders, present their Concept Proposal to the Jury, and prepare materials that can be used for the public display of the Concept Proposals. Via will also check finalist references.

Finalists will be paid a stipend of $2,500 to develop and present their Concept Proposal. Artists living more than 100 miles from Venable Park will be paid an additional amount up to $1000 for travel and lodging expenses for the site visits.

Jury Review of Concept Proposals and Recommendation

The finalists will present their Concept Proposals to the Jury. The Concept Proposal will consist of:

- Renderings of the artwork from different vantage points to convey how the artwork is situated in the park.
- A preliminary itemized budget.
- A narrative description of the artwork and how it meets the goals of the project.
- A description of the materials and methods for fabrication.
- A preliminary timeline for fabrication and installation.

The Concept Proposal renderings and narrative will be placed on display for public comment. Public comments will be shared with the Jury at the end of the public comment period.

The Jury will meet to review the Concept Proposals, references and public comments and recommend a final artist/design for the project.

If the Jury is unsatisfied with the outcomes of the Concept Proposal process, they may opt to not recommend a concept for approval, or to ask one or more artists to revise their Concept Proposal for consideration.

Approval of Concept Proposal

The jury recommended Concept Proposal will be approved by the City Council.

The artist's work may also influence other design decisions related to the overall park design. The overall park design will be reviewed according to the process for park design review and approval.

Community Engagement

Selected artist will conduct meetings or interviews during the concept development process to learn about the park, the community, and the impact of the Venable story in Creve Coeur.

The Concept Design will be placed on view for comment. Comments will be share with the Jury and will be factored into the design approval process.

Other opportunities to meet and interact with the artist can be designed with the artist once he/she/they are on board. This might include an artist talk or discussion, meet the artist opportunities, and other artist-designed engagement activities.

Stakeholders

Community engagement should build upon the existing stakeholder base for Venable Park. These will include, but may not be limited to, representatives from:

- Venable Family
- Venable Park Task Force
- Parks and Historic Preservation Committee
- Arts Committee
- Local and Private Schools
- Local neighborhood residents

Proposed Timeline

Oct 2022.	Venable Park Task Force reviews and recommends Project Plan.
Nov 2022.	Project Plan shared with relevant board and committees for their review. Project Plan submitted to City Council for direction.
Jan 2023.	Convene Jury. Issue Call for Artists.
March 2023.	Jury reviews qualifications, selects finalists.
April 2023.	Finalists attend orientation, make site-visit, begin design work. contract.
June 2023.	Finalists presents Concept Proposals to Jury. Concept Proposals placed on display for comment.
August 2023.	Jury reviews comments and recommends Concept Design. Concept Proposal approved by the City Council.
October 2023.	Artist submits final design for technical review.
November 2023.	Artist begins fabrication.
TBD 2024.	Installation and dedication.

Estimated Budget

Artist Proposal Stipend (3 x $2500)	$7,500
Artist Proposal Travel Stipend (if needed, 3 x $1,000)	$3,000
Artist design fee for commemorative artwork	$25,000
Fabrication and installation of commemorative artwork	$200,000
Project management	$10,000

DRAFT

Interpretative Signage and Artwork Plaque Writing, Design, Fabrication, Installation; and Educational Component	$35,000
Café (application management system)	$1,000
Contingency	$18,500
TOTAL	$300,000

Park Construction Budget or Additional Art Budget

Site work, foundation, landscaping, and lighting for artwork	$25,000

Anticipated Funding Sources

City of Creve Coeur	$150,000
HDR Foundation	$100,000
Funds raised by memorial fundraising committee*	$50,000
TOTAL **	$300,000

* To be comprised of members of the Venable Park Task Force, PHP and Arts Committee and other volunteers. Includes $24,100 raised to date.

** Potential resources may include in-kind support.

DRAFT