

1. Agenda

Documents: [JANUARY 20, 2016 AGENDA \(PDF\).PDF](#)

2. Meeting Packet

Documents: [JANUARY 20, 2016 PACKET \(PDF\).PDF](#)

1. Roll call
2. Communications
3. Hearing from Citizens– Three (3) Minutes Per Person

**DISCUSSION ITEMS**

4. **Meeting Minutes**  
Recommendation to approve the minutes of September 16, October 21 and November 18, 2015 meetings
5. **Mid County Inclusion Program**
  - A. Overview of Mid County Inclusion Program
  - B. Discuss potential of Olivette participating in the program
6. **Park Pavilion Rental Program**  
Update on implementation on new fees and reservations
7. **Resident Outreach Opportunities**
  - A. Benchmark Survey progress report
  - B. Set final collection day
8. **Community Park Work Day**
  - A. Progress report on Weed Warriors Program
  - B. Spring planting overview for cleared area at Warson Park
9. **Park Priority Project**  
Progress report from working group on park amenity inventory
10. **Parks & Recreation Commission Work Plan**
  - A. Updated completed projects on 2015 Work Plan
  - B. Draft 2016 Work Plan
11. **Parks & Recreation Director Report**
12. **City Council Report**
13. **Adjournment**

**AGENDA ITEMS WILL NOT NECESSARILY BE DISCUSSED IN ORDER.  
PLEASE CALL PARKS & RECREATION DEPARTMENT WITH ANY QUESTIONS AT 314. 991.1249**

The City of Olivette hereby advises the public, employees and qualified job applicants that they are afforded an equal opportunity to participate in the programs and service of the City regardless of race, color, religion, sex, age, disability, familial status, national origin or political affiliation. If you are a person with a disability with special needs, please call Barbara Sondag, City Manager at 314.993.0444 as soon as possible but no later than one day prior to the event or call 314.993.3610 VOICE TDD, 1.800.735.2466 RELAY MISSOURI. Thank you.

Posted this 15<sup>th</sup> day of January, 2016 at 1:45 PM.

*Myra Bennett*

Myra G. Bennett, CMC/MPCC  
City Clerk  
City of Olivette

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Myra G. Bennett, CMC/MPCC  
City Clerk  
City of Olivette

**CITY OF OLIVETTE  
PARKS & RECREATION COMMISSION MEETING MINUTES  
September 16, 2015  
Olivette Community Center (OCC)**

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Meeting called to order at 7:30 p.m. **Quorum Established**

**1. Roll call**

Commissioners Present:

Robert Heuermann, Ed Kastner, Sue Rich, Mimi MacDonald, Reginald Patton

Commissioners Absent:

Joe Mulligan, Michael Sokolik  
Suzanne Sierra Sewell, City Council Representative  
Barbara Sondag, City Manager  
Beverly Tucker Knight, Parks & Recreation Director, Commission Liaison

**2. Communications:** None

**3. Hearing from Citizens:** none

**DISCUSSION ITEMS**

**4. Meeting Minutes**

No action was taken.

**5. Resident Outreach Opportunities**

- a. Review resident survey for Olivette on the Go, made minor edits. Survey will be online and on paper
- b. Set booth schedule for PARC Commissioners: Sue, Ed, Mimi and Rob will work shifts. Reggie will confirm later.

**6. Park Priority Project**

The working group provided an update on the inventory project and shared a walkability map draft. The working group made arrangements for completing the final section of the park amenity inventory.

No action was taken.

**7. Park Pavilion Rental Program**

The report on service cost was reviewed. Commissioners requested to review report with the actual rental revenue for setting new rates.

No action was taken

**8. Community Park Work Day**

Commissioners were updated on progress of working group. Warson Park is first location. Project will be called "Warson Weed Warriors" and local neighbor is assisting with identify which plants to remove and which to retain on work days. No action was taken.

**9. Parks & Recreation Director's Report**

Director provided an update on Recreation Coordinator on new Recreation Coordinator, upcoming Olivette on the Go and Boo Bash.

**10. City Council Report**

Council Representative Sewell shared update on new City Hall project, development of the Olive Blvd City Hall site and Old Bonhomme Road start date.

**11. Adjournment at 8:35 pm**

**Next Meeting 10-21-2015**

**CITY OF OLIVETTE  
PARKS & RECREATION COMMISSION MEETING MINUTES  
October 21, 2015  
Olivette Community Center (OCC)**

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Meeting called to order at 7:10 p.m. **NO Quorum Established**

**1. Roll call**

Commissioners Present:

Robert Heuermann, Ed Kastner, Sue Rich

Commissioners Absent:

Joe Mulligan, Michael Sokolik, Mimi MacDonald, Reginald Patton

Greg Carl, City Council Representative

Beverly Tucker Knight, Parks & Recreation Director, Commission Liaison

**2. Communications:** None

**3. Hearing from Citizens:** none

**Special Presentation**

Eagle Scout Candidate, Cedrick Everaert, presented his proposal to add distance markers to the walking path at Stacy Park, the Biking/Walking Pathway and other parks.

**DISCUSSION ITEMS**

**4. Meeting Minutes**

No action was taken.

**5. Parks & Recreation Department Organization**

A. Department Organization Chart illustrating re-organization was reviewed.

B. Britney Moore, new Recreation Coordinator overseeing Sports and Facilities was introduced and provided an overview of her current work plan.

No action was taken.

**6. Resident Outreach Opportunities**

A. Reviewed preliminary results for Parks & Recreation Benchmark Survey conducted at Olivette on the Go

B. Will adjust residency question to separate residents from non-residents before gathering more data.

C. Will not have table at Boo Bash, will send the survey out City-wide via the next issue of Olivette Life.

No action was taken.

**7. Park Priority Project**

Progress report from working group on park amenity inventory

**8. Park Pavilion Rental Program**

Tabled to next meeting - No action was taken.

**9. Community Park Work Day**

Progress update from working group, work day set for Nov 21 at Warson Park

**10. Parks & Recreation Director Report**

Provided update on lobby refresh and new drop-in day time programs beginning December 1, 2015.

**9. City Council Report**

Provided progress report on City Hall construction and redevelopment.

**10. Adjournment 8:25 pm**

**Next Meeting 11-18-2015**

**CITY OF OLIVETTE  
PARKS & RECREATION COMMISSION MEETING MINUTES  
November 18, 2015  
Olivette Community Center (OCC)**

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Meeting called to order at 7:05 p.m. **NO Quorum Established**

**1. Roll call**

Commissioners Present:

Robert Heuermann, Ed Kastner, Sue Rich

Commissioners Absent:

Joe Mulligan, Michael Sokolik, Mimi MacDonald, Reginald Patton

Suzanne Sewell, City Council Representative

Beverly Tucker Knight, Parks & Recreation Director, Commission Liaison

**2. Communications:** None

**3. Hearing from Citizens:** none

**DISCUSSION ITEMS**

**4. Meeting Minutes**

No action was taken.

**5. Park Pavilion Rental Program**

A. Reviewed PowerPoint from City Council study session

B. Discussed recommendations from Council regarding fee structure and methods for about verifying residency. Council was supportive of fee range suggested.

C. The Commission's goals in revising the fees were

a. to consider the cost for service;

b. simplify the fees

c. keep the new fees in line with the average cost of comparable cities

d. encourage compliance but still have consequences for renters that did not follow park policies.

e. maintain the practice of businesses in Olivette receiving the resident rate

f. raising fees once across the board instead of raising them gradually over time.

g. introduce a flat rate for weekdays and weekends since the cost for service is the same.

h. introduce a deposit for large groups

i. introduce a large group fee

j. lower the Special Event Permit to a flat rate

**6. Resident Outreach Opportunities**

Reviewed final adjustments of survey before November 30. No action was taken

**7. Community Park Work Day**

Reviewed logistics for inaugural Weed Warrior Day on November 21 at Warson Park; passed out fliers. No action was taken

**8. Park Priority Project**

Tabled discussion for next meeting. No action was taken.

**9. Parks & Recreation Director Report**

Provided update on lobby refresh and new drop-in day time programs beginning December 1, 2015.

**9. City Council Report**

Provided updated on new City Hall capital project and next social with the mayor.

**10. Adjournment 8:45 pm**

**Next Meeting 12-16-2015**

City of Olivette  
Parks & Recreation Commission

AGENDA ITEM REPORT  
January 20, 2016

ITEM NO. 5

ITEM:

Mid County Inclusion Program

- A. Overview of Mid County Inclusion Program
- B. Discuss potential of Olivette participating in the program

COMMENTS:

Although the City of Olivette has never joined the Mid County Region of Inclusion (MCRIR), many Olivette residents are participating in the program through other cities.

Olivette residents currently participating in the program have asked that the City formally join the program in order to participate in programs in their own city.

The attached program information and documents provide background on the MCRIR and a proposal for the Commission to consider.

This is an initial discussion. The Commission may wish to learn more about the program and implementation. The Commission may also consider requesting funding for a future fiscal year.

ATTACHMENT:

- 1. MCRIR Agency Brochure
- 2. Email from Olivette resident Liz Childs
- 3. Letter from Mary Vaughn, Parks & Recreation Director, Maryland Heights
- 4. MCRIR Partnership Proposal
- 5. MCRIR PowerPoint Presentation prepared by Mary Vaughn, Maryland Heights
- 6. Participant testimonials
- 7. Resume of MCRIR Coordinator, Mary Furfaro
- 8. Article from Clayton City Newsletter, Oct 2010

PRESENTED BY:

Beverly Tucker Knight, Parks & Recreation Director

*How do I contact the  
Coordinator of Inclusive  
Services?*

MID-COUNTY COORDINATOR OF  
INCLUSIVE SERVICES

Mary C. Furfaro  
Centennial Commons  
7210 Olive Blvd.  
University City, MO 63130  
PHONE: 314-505-8607  
CELL: 314-486-2731  
FAX: 314-721-8172

CITY OF WEBSTER GROVES

Miki McKee-Koelsch  
314-963-5656

CITY OF CLAYTON

Ann Jacobs  
314-290-8500

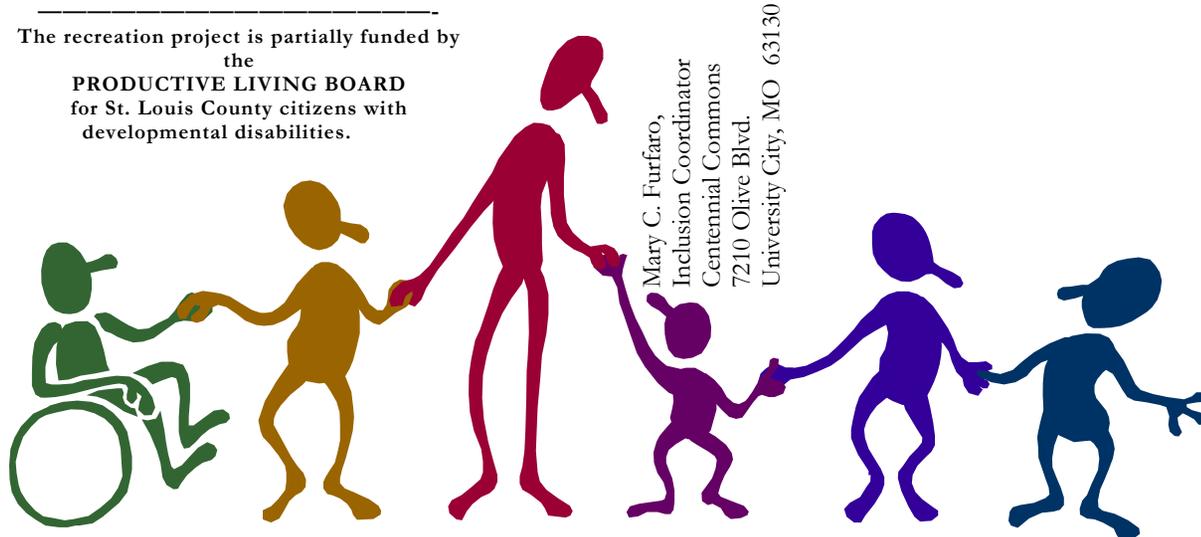
CITY OF UNIVERSITY CITY

Lynda Euell-Taylor  
314-505-8615

CITY OF MARYLAND HEIGHTS

Mary Vaughan  
314-434-1919

The recreation project is partially funded by  
the  
**PRODUCTIVE LIVING BOARD**  
for St. Louis County citizens with  
developmental disabilities.



**RECREATING  
IN YOUR  
COMMUNITY  
TOGETHER!**

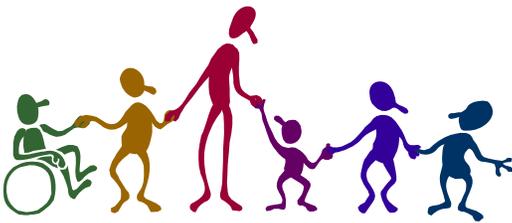


*Your  
City/Agency  
could make  
it happen!*

## WHAT IS INCLUSION?

Inclusion is when everyone, children and adults, with and without disabilities, participate side-by-side in recreation programs and events. Inclusion is when people of all abilities are able to ACCESS facilities, participate in functions and recreation programs with ease!

Your CITY or AGENCY could make it happen!



The following Parks and Recreation departments are already committed to providing inclusive recreation opportunities on a long-term basis for the Mid-County region, and share a Coordinator of Inclusive Recreation:

CLAYTON

MARYLAND HEIGHTS

UNIVERSITY CITY

WEBSTER GROVES

## WHAT IS A COORDINATOR OF INCLUSIVE SERVICES?

A Coordinator of Inclusive Services assists parks and recreation departments by including people with disabilities into existing programs. The Coordinator's role is to work with the participant, family members, friends, teachers, and the recreation program staff to insure appropriate and individualized accommodations are provided.

Examples of accommodations include, but are not limited to:

- ◆ Modifying activities
- ◆ Providing staff training
- ◆ Changing staff to participant ratio
- ◆ Monitoring participation to insure accommodations are effective
- ◆ Arranging for participant to meet staff prior to the program
- ◆ Observing participant at school or work when necessary

Challenges to inclusion do exist. Through open communication and the willingness to work cooperatively, successful inclusion DOES happen.

## HOW CAN YOUR CITY OR AGENCY BENEFIT FROM THIS SERVICE?

Coordinator's services may include:

- ◆ Facilitating inclusion of participants in existing recreation programs
- ◆ Addressing ADA Accessibility issues
  - Facilities
  - Playgrounds
  - Construction of all types
  - Advisement in legal situations
- ◆ Assisting with staffing
  - Front Desk
  - Special Events
- ◆ Training and Education of staff
- ◆ Identifying resources
- ◆ Public speaking
- ◆ Promoting programs and services
- ◆ Draft or review forms to meet ADA regulations

The list is endless. To find out more, just pick up the phone and call one of the local Parks and Recreation Department contacts listed or the Coordinator of Inclusive Recreation. (See back of brochure for contact information.)

### MID-COUNTY COORDINATOR OF INCLUSIVE SERVICES

Mary C. Furfaro

PHONE: 314-505-8607

CELL: 314-486-2731

FAX: 314-721-8172

## **CONTRACTUAL SERVICES INCLUDE**

### **SETTING UP SUPPORT**

Includes phone calls to participant and family, recreation assessment, evaluation from assessment, observations, training for support, periodic meetings with support staff and employees  
(approximately 7 hours) Cost: \$70 per hour

### **REVIEW PLANS FOR ADA REGULATIONS**

Includes phone calls and meetings with agency, review plans (review ADA regulations, phone calls to Access Board and Department of Justice, correspondence with architect, etc.), written evaluation, pre- and post-construction walk-throughs  
(approximately 24 hours) Cost: \$70 per hour

### **TRAINING CLASS**

Includes preparation of presentation, presentation, question and answer session  
Training options include:

- Sensitivity and Awareness (including person-first language)
- How to Assist an Individual with a Disability
- How to Properly Assess for Support  
(approximately 3 hours)

*Cost for training: \$200, not to exceed 3 hours plus mileage calculated at the current IRS rate*

*Coordinator of Inclusive Services may be available for services other than those listed above.  
Please contact Mary Furfaro at 314-505-8607.*

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Please contact Mary Furfaro at 314-505-8607.*

**From:** [ecchilds@wustl.edu](mailto:ecchilds@wustl.edu)  
**To:** [btuckerknight@olivettemo.com](mailto:btuckerknight@olivettemo.com)  
**Subject:** Mary Furfaro  
**Date:** Tuesday, October 27, 2015 7:23:39 AM

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Dear Mrs Tucker Knight:

I am an Olivette resident who is a parent of a special needs child. I am writing because I understand Olivette is thinking of expanding its inclusion services, with the help of Mary Furfaro. She has helped us tremendously with our daughter and the programs at the Clayton Center. She helped to coordinate the services of a helper, so our daughter could participate fully in their summer programs. Our daughter, who has ADHD, was able to fully participate in an important science camp that sparked her imagination. She probably could not have stayed in the camper without this assistance, and we are deeply grateful as a family for the services that made this such a good experience for her. I urge you to accept similar services for Olivette so that children like my daughter, who went to Old Bonhomme elementary, could have access to such programs right here in our own Township. Thank you for your consideration,

Best,

Liz Childs

Sent from my iPhone



City of  
**MARYLAND HEIGHTS**  
PARKS & RECREATION

2344 McKelvey Road  
Maryland Heights, MO 63043-1532  
Tel: 314-738-2599  
Fax: 314-738-2598  
www.marylandheights.com

Beverly Tucker Knight  
Director of Parks & Recreation  
Olivette Community Center  
9723 Grandview Dr,  
Olivette, MO 63132

Dear Beverly,

Mid-County Region of Inclusive Recreation (MCRIR) provides inclusion services to municipalities in St. Louis County. They can provide all your inclusion needs to serve your residents with disabilities. Currently, the Cities of Clayton, Maryland Heights, University City and Webster Groves are members of this group and are happy with this program.

MCRIR employs a full-time Inclusion Coordinator. She has been with us for many years and works closely with the parents, their children with disabilities and any supports they may require. She is extremely conscientious and readily available when needed.

This group is funded by the four municipalities and the Productive Living Board. However, more municipalities are always encouraged to join the group. With the increasing requests by the parents of children with disabilities to be included in our program offerings it has become a liability to not have a program in place.

If you have any questions do not hesitate to call me at 314-738-2540 or email at [mvaughan@marylandheights.com](mailto:mvaughan@marylandheights.com). Thank you for your consideration. I look forward to working with you in this endeavor.

Sincerely,

*Mary*

Mary L. Vaughan  
Director of Parks and Recreation  
City of Maryland Heights

### Section 1: Services to be provided:

- Conduct Recreation Assessments needed to properly support people in recreation programs, communicate with families, teachers, doctors, etc. to appropriately recommend support, and train staff to work with the individual
- Assist cities with the hiring process for support staff
- Provide hands on support for people with disabilities if schedule permits
- Train staff to assist people with disabilities in a general format in programs and on the forefront of the recreation department and any other departments within the city
- Coordinate and implement plans regarding staff and/or adaptive equipment based on need
- Communicate with all staff regarding the implementation process of the activity
- Communicate with individual and/or families to ensure success
- Provide reports on a quarterly basis to supervisors
- Review blue prints for renovations or new construction to ensure Title II ADA guidelines, prepare written recommendations, and conduct pre- and post-construction walk-throughs,
- Prepare and implement information to targeted populations for marketing.
- Conduct presentations at state and local conference level
- Assist cities with special events if extra staff is needed (i.e., Bunny Hop, St. Patrick's Day luncheon, Party in the Patch, etc.)
- Act as topic expert and resource to all city staff regarding disability issues
- Any other duty requested by the Director or Supervisor
- Assist with other departments within the city to meet ADA guidelines according to Title II policies and procedures (ex. documentation and postings)

### Section 2: Terms

- Each term is a one year contract
- Each decision is determined from a team approach

### Section 3: Benefits

- Having an Inclusion Coordinator on staff is "extra insurance," per a Director of Parks, to make sure the city is meeting the guidelines and we are doing the right thing
- The Inclusion Coordinator acts as an extra staff if needed for special events to save on paying a part-time staff for the hours
- A direct resource to any and all questions pertaining to ADA guidelines
- Trainings conducted throughout the city are included in the price of the contract
- Having someone in the field to coordinate supports for individuals is "priceless" per a parent
- An added benefit and resource for the residents of your community

#### Section 4: Reports

- Reports to supervisors are constructed and formulated on a quarterly basis (or per your request)

#### Section 5: Compensation

- A one year contract costs \$10,000 for a full time Inclusion Coordinator

#### Section 6: Testimonials



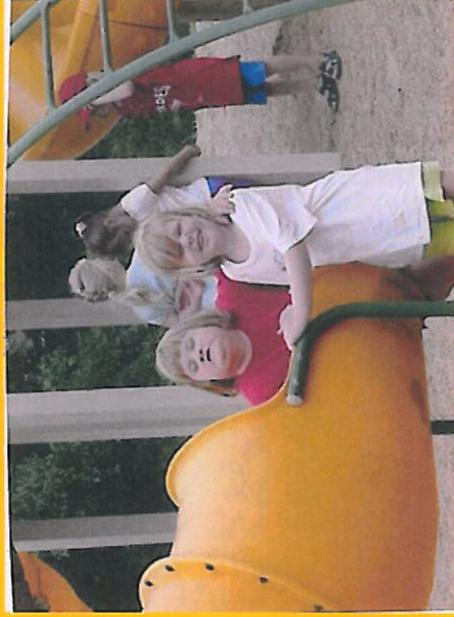
# THE BENEFITS OF BECOMING AN INCLUSION PARTNER

Mary C. Furfaro

Coordinator of Inclusive Services  
Mid-County Region, St. Louis County

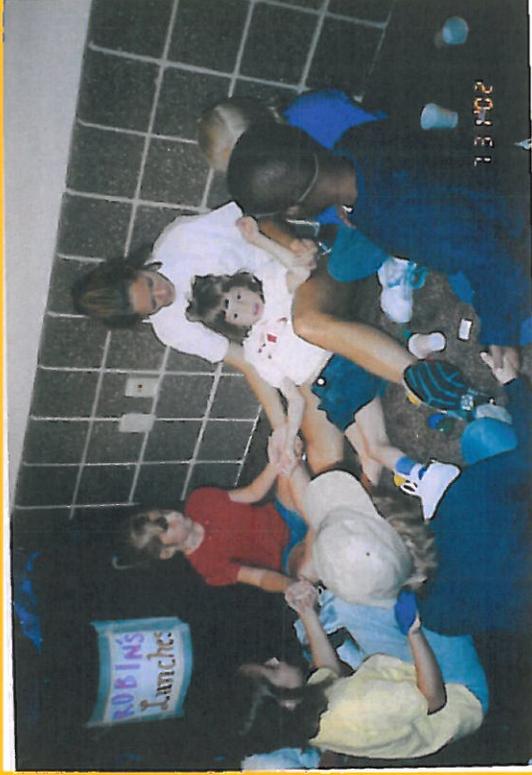
# INCLUSION IS NOT AN ILLUSION

- The Parks and Recreation Partnership Program is a regional approach to inclusive recreation.
- The Coordinator of Inclusive Recreation assists each city with all types of support for individuals with disabilities, training, and ADA regulations.



# PROGRAM PURPOSE

“to successfully include and support Olivette participants of all ages and developmental abilities in existing Park District programs”



# WHY RECREATION???

- Recreation is the spirit of life. It revitalizes, energizes, stimulates, and relaxes us.
- Recreation participation builds self-esteem.
- A full leisure and recreation lifestyle helps kids be more productive in school and adults more productive in their professions.
- Recreation participation allows for the development of social skills and builds relationships.
- Participation in recreation programs and activities help kids and adults feel a “part of the community.”
- It improves the quality of life for everyone.

# THE BENEFITS OF HAVING A COORDINATOR:

- Cost effective: helps keep cities out of court
- Share staff with other departments
- Ensures full accessibility and encourages participation of people with developmental disabilities into existing programs
- Continuous marketing
- Provides knowledge and technical assistance in compliance of ADA regulations and specifications
- Networking of ideas and activities for successful results
- Provides in-house training opportunities

# THE ASSISTANCE PROCES:

- Person signs up for an activity
- Coordinator is notified and calls individual and/or guardian
- A Recreation Assessment is completed (series of questions to determine level of assistance needed)
- Coordinator assists with obtaining support services (if required for individual)
- Coordinator trains staff to work specifically with that person
- Coordinator provides follow-up and evaluations of program and services

# PUBLIC RELATIONS

Coordinator services will include, but are not limited to:

- Addressing organizational functions, meetings and fairs
- Speaking with parent groups
- Providing accessibility assistance at local and state conferences



# **PUBLIC RELATIONS, con't**

- An inclusion brochure will help define the services available to individuals with disabilities, registration procedures, locations of facilities and contact information.
- Each city will provide information in their recreation guides regarding the assistance available from the Coordinator of Inclusive Services.

# SERVICES PROVIDED

Coordinator services will include, but are not limited to:

- Providing training opportunities to recreation and city personnel
- Providing technical assistance on ADA issues
- Making arrangements for support staff
- Monitoring participation to ensure accommodations are effective
- Keeping departments informed on areas of concern and changes in the law



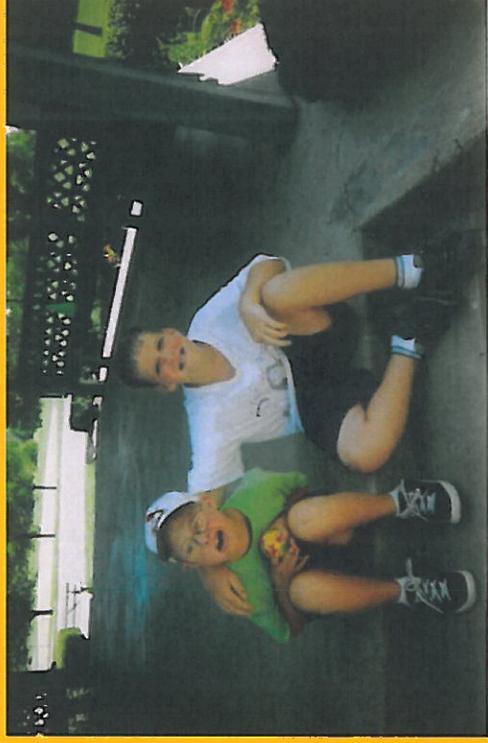
# TESTIMONIALS

“He is like every other camper there this week...”

**Cindy Tekeser/parent**

“She is dropped off every morning with a smile and picked up at the end of the day with a huge smile.”

**Dawne Luleff/parent**

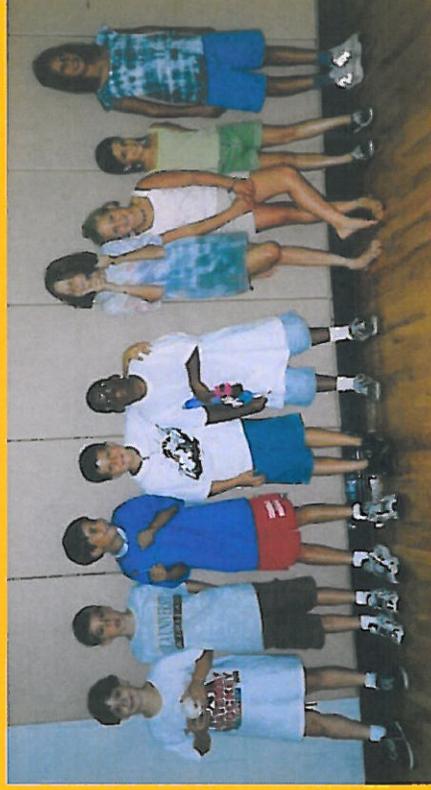


# TESTIMONIALS

“...this programming is very effective in keeping (daughter) involved and recognized in her community.” **Rosemary Roth/parent**

“...after speaking with Mary, the Inclusion Coordinator, I felt much more comfortable. It is a wonderful service you provide that is very much appreciated.”

**Mary Kay Basler/parent**



# TESTIMONIALS

“When Chris first arrived as a camper many years ago, he was a joy to work with. So much so that he has now been counselor for 6 years.”

**Angela Ament, Recreation Specialist,  
City of Maryland Heights**



# FUNDING

- Currently Clayton, University City, Maryland Heights and Webster Groves are each contributing \$10,000 for participation in the partnership.
- Productive Living Board provides partial funding for the partnership through a grant.
- Funding includes: salary, benefits, phone, mileage, seminars/training and travel expenses.
- Contributing dollars should decrease as cities join the partnership.

# SUPPORT FOR SUCCESS

Coordinator support

+ [your city/agency participation ]

= Increased participation of your residents and staff

Coordinator's educated and critical eye

+ [your city/agency participation ]

= No unnecessary spending to meet ADA regulations

The only thing missing from the equation is  
**YOUR city's participation in the partnership!**

# INCLUSION IS NOT AN ILLUSION!



*How do I contact a  
Coordinator of Inclusive  
Recreation?*

**MID-COUNTY COORDINATOR OF  
INCLUSIVE RECREATION**

Mary C. Furfaro  
Centennial Commons  
7210 Olive Blvd.  
University City, MO 63130  
PHONE: 314-505-8607  
CELL: 314-486-2731  
FAX: 314-721-8172

**CITY OF CLAYTON**

Ann Jacobs  
314-290-8500

**CITY OF MARYLAND HEIGHTS**

Mary Vaughan  
314-738-2599

**CITY OF UNIVERSITY CITY**

Lynda Euell-Taylor  
314-505-8525

**CITY OF WEBSTER GROVES**

Miki McKee-Koelsch  
314-963-5600

The recreation project is partially funded by the  
PRODUCTIVE LIVING BOARD  
for St. Louis County citizens with developmental disabilities.



Mary C. Furfaro,  
Inclusion Coordinator  
Centennial Commons  
7210 Olive Blvd.  
University City, MO 63130

To:

**RECREATING  
IN YOUR  
COMMUNITY  
TOGETHER!**



*Your Parks and  
Recreation  
Department  
can make  
INCLUSION  
happen!*

*How do I contact the  
Coordinator of Inclusive  
Services?*

**MID-COUNTY COORDINATOR OF  
INCLUSIVE SERVICES**

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CELL: 314-486-2731  
FAX: 314-721-8172

**CITY OF WEBSTER GROVES**  
Miki McKee-Koelsch  
314-963-5656

**CITY OF CLAYTON**  
Ann Jacobs  
314-290-8500

**CITY OF UNIVERSITY CITY**  
Lynda Euell-Taylor  
314-505-8615

**CITY OF MARYLAND HEIGHTS**  
Mary Vaughan  
314-738-2599

The recreation project is partially funded by  
the

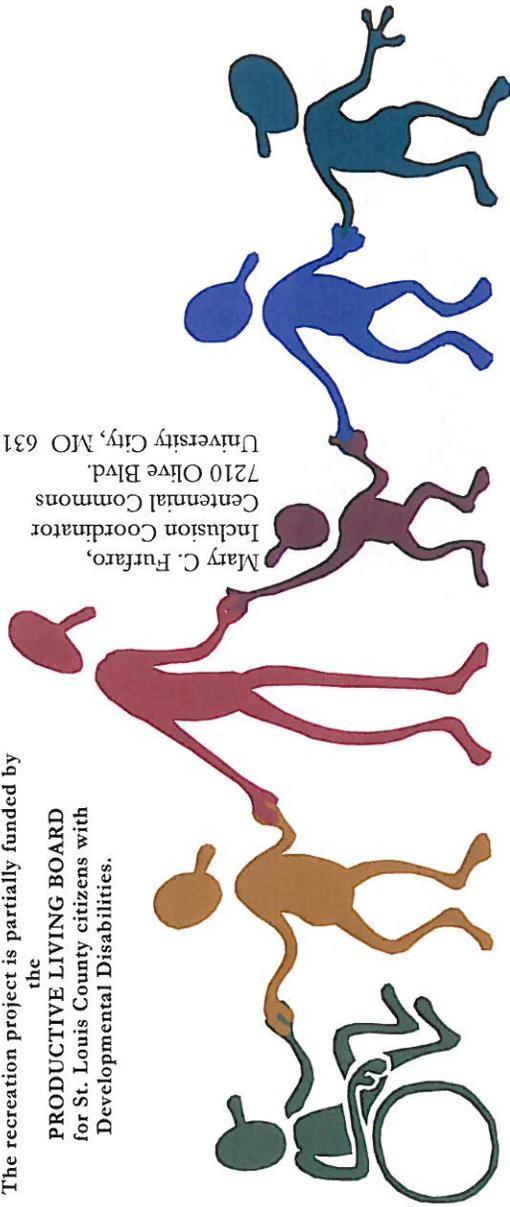
**PRODUCTIVE LIVING BOARD**  
for St. Louis County citizens with  
Developmental Disabilities.

Mary C. Furfaro,  
Inclusion Coordinator  
Centennial Commons  
7210 Olive Blvd.  
University City, MO 63130

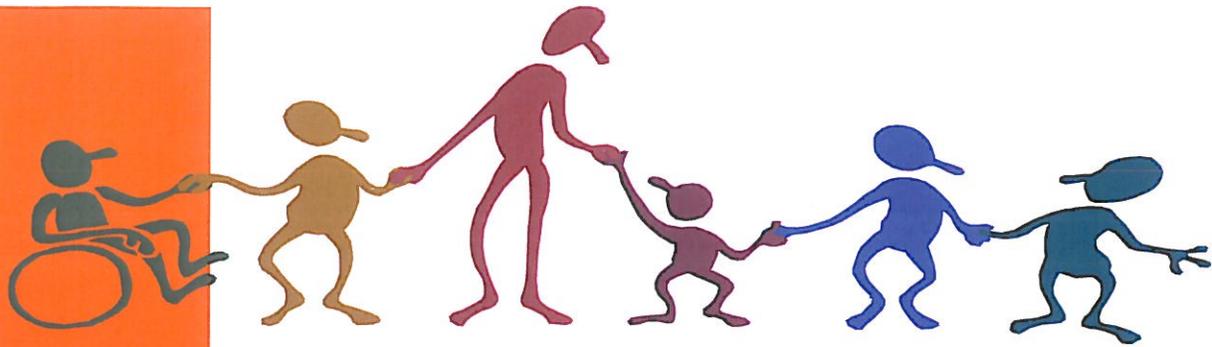
**RECREATING  
IN YOUR  
COMMUNITY  
TOGETHER!**



*Your  
City/ Agency  
could make  
it happen!*



Come play with us!



## Recreation Opportunities For People of ALL Abilities

Interested in participating in your local parks and recreation department? Inclusive opportunities are available for your child throughout the year and during the summer in **Clayton, Maryland Heights, Webster Groves, and University City!** Call *Mary Furfaro* now for information and/or to set up support.

### Examples of activities include:

- Day Camp
- Sports Leagues
- Dance class
- Karate
- Swim lessons
- Rock Climbing



### Benefits of participating:

- Increase socialization
- Build a sense of community
- Gain friendships
- Increase motor function and circulation
- Increase brain stimulation

Work directly with a professional to insure the needs of your child are met!  
Call Mary today! Activities fill up quickly!

**Office: 314-505-8607      Cell: 314-486-2731**

**Email: [mfurfaro@ucitymo.org](mailto:mfurfaro@ucitymo.org)**

**Missouri Relay: 1-800-735-2966 (TTY) or 1-800-735-2466 (voice)**

January 14, 2016

To Whom It May Concern:

My son, Luke, has been a Maryland Heights Summer Day Camp camper each summer, all summer, for the last 4 or 5 years. Though, truthfully, he fancies himself to be a "Junior, Junior Counselor." We'll be back this summer, as well. Here's why!

Luke is a 12 year old really fun little boy with Autism. He LOVES going to camp every summer and wants to go every year for reasons that are important to him. Luke feels he's most comfortable when he can reasonably predict where he is going and how his day will go, along with understanding the rules and his responsibilities.

He knows the park well, gets excited about playing on the splash pad, getting on the bus to head to the swim park on swim day, playing tree ball, learning card tricks, and even going to the school gym to feel safe on rainy days. He's really gotten better at being open to new experiences because he is being stepped through a constant stream of activities, games, and experiences in an environment where he is supported when needed. I believe this makes him feel empowered to try new things, and even insist on his preferences.

He's been so well loved and received by the counselors and camp directors and staff. Moreover, our Inclusion Specialist, Mary Furfaro, is always at the forefront of our planning, advocating and implementing as we craft the best way possible for Luke to have a super fun summer. The level of collaboration and effort on behalf of my child to ensure his camp experience is a success is so very important to Luke and me and it is absolutely the reason we've had enjoyable, successful summers.

We tackle staff training and re-training, check-ins, interventions, modifications, new learnings, follow-up, follow-through, scheduling, adjusting, re-grouping, shared understandings and "aha's", communicating, communicating, communicating, and holding all of us, including Luke, accountable. We share and communicate with the camp staff in order to combat issues that arise or re-assess when things fall apart or break-down. We've had our bumps along the way, as does everyone. But I've never had anything but positive experiences where my son feels included, has grown, and learned, and tried (and failed), and tried and not tried.

Through it all, we remain a close-knit group of folks that are excited to see each other every summer to rally around Luke, take a vested interest in his summer success, and make plans for how we'll navigate our way through the summer. It's been such a blessing for us. Grateful thanks to Mary and the folks at Maryland Heights Community Center for facilitating our opportunity to participate fully and enjoy.

Grateful thanks!

*Stacey Friedel*

Stacey Friedel

February 10, 2009

To Whom It May Concern:

I would like to recommend Mary Furfaro and her Inclusion Services for your Youth Activity Programs. Mary would be a great asset for the kids with special needs in your community.

I have used Mary's services for the past four years and wish I had them four years prior. She goes above and beyond the expected level of support. I can count on her to find qualified people to assist my children. If for some reason support fails in any way, Mary is there to help. She is personally committed to her children; it is NOT just her job. Not only does a parent get that feeling, but the children do as well. As a result, she has incredible success and great results. Her communication with parents, support people and coaches/instructors is thorough and consistent.

Please strongly consider Mary Furfaro to help the families in your community. She will not disappoint you or, more importantly, their children.

Sincerely,

A handwritten signature in black ink, appearing to read "Ann P. Brown". The signature is written in a cursive style with a large, stylized "A" and "P".

Ann P. Brown

July 30, 2002

Teresa Proebsting  
The Richmond Heights Community Center  
8001 Dale Avenue  
Richmond Heights, MO 63117

Dear Ms. Proebsting,

I am writing this letter to let you know how impressed I have been with the Daycamp program that my 7 ½ yr. old daughter, Desire' Cobble, has been attending since July 22.

Mary Furfaro was a huge help in letting us know about the program & getting my daughter an aid. My daughter is physically challenged & in a wheelchair. I think it is great that the community center offers programs that include special needs children, how else are other children suppose to learn to accept & understand that special need children aren't something to be scared of?! They are just different & that's all. The counselors & kids in the program have taken to my daughter so well and the counselors teachings & showing the kids that she is the same as the other kids & all their hearts beat the same & feelings get hurt the same has been amazing to me. The kids fight (in a good way) over who is going to push her in her wheelchair in the next game.

She has been dropped off every morning with a huge smile on her face & picked up with a huge smile on her face as well. It is even more exciting for her since her schoolmate & "boyfriend", Michael Tekeser, is going to the day camp as well.

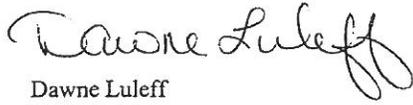
There has yet to be an activity that she hasn't been included in & that is a wonderful thing, since most the times people tend to want to put challenged kids in a corner or make an excuse on why they can't participate & be included because it might take too much effort or energy to make it work....well excuses is what they are. I have yet to hear any from the center.

Mary has been a huge comfort, help & aid in getting her in the program & she should be considered a huge asset. The counselors & aid that help with Desire' have been just as valuable, kind hearted, sweet & helpful. It's not always comfortable leaving your child that can talk much less on that can't like Desire' with other people. She has felt comfortable & I know that because of her pointing out every morning as soon as she gets up that she is ready to go to day camp.

Thanks again for your effort to make sure inclusion is a part of your centers goals. It is not practiced enough in our community whether it be just people walking down the sidewalks, in our stores, pools, or community centers. It is great to feel like your child is considered to be "just one of the kids" that attends the center.

I will be sure to get her enrolled in as many programs in the future that the center offers.  
Please include me on any mailing list that you send out.

Sincerely,

A handwritten signature in cursive script that reads "Dawne Luleff". The signature is written in black ink and is positioned to the right of the typed name.

Dawne Luleff  
Desire's Mommy  
2072 Avalon Ridge Circle  
Fenton, MO 63026  
314-277-3345  
314-889-7959 wk.



MICHAEL ROTH & ASSOCIATES  
ARCHITECTS & PLANNERS, INC.

November 22, 2002

Mr. Dennis Yarborough  
Assistant Director of Program Services  
Productive Living Board of St. Louis County  
121 Hunter  
St. Louis, MO 63124

COPY

Re: Recreation Council of St. Louis County &  
Mary Furfaro, Regional Coordinator of Inclusive Recreation, Mid-County Region

Dear Mr. Yarborough:

My daughter, Meredith Joanna Roth, has received leisure services through the Recreation Supports Voucher Program sponsored by The Recreation Council of Greater St. Louis and funded by the Productive Living Board. I am writing to tell you of the excellent services provided by this organization and to request your continuing support of this program as well as the invaluable resource it provides in helping individuals with disabilities and their families access recreational opportunities.

Sue Fleming of the Recreation Council has been extremely helpful in assisting our family to incorporate an on-going program of recreation at the Center of Clayton into Meredith's day. Sue also put us in touch with Mary Furfaro, the Regional Coordinator of Inclusive Recreation for the Mid-County Region. Mary has worked closely with us to find appropriate staff to support Meredith in using this community resource, to acquaint staff with Meredith and her support person, and build awareness of how people with disabilities can be included in and take advantage of local recreation opportunities. Inclusion has always been and continues to be a high priority in our planning for Meredith, and this programming is very effective in keeping Meredith involved and recognized in her community. Mary's optimism and commitment to making this program work have contributed greatly to the successful experience Meredith is having.

I urge that you continue your support for both the Recreation Council and the Inclusive Recreation program.

Sincerely,

Rosemary Roth

c: Sue Fleming, Recreation Council  
Mary Furfaro, Regional Coordinator of Inclusive Recreation

August 1, 2002

Ms. Teresa Proebsting  
Parks and Recreation Director  
8001 Dale Avenue  
Richmond Heights, MO 63117

Dear Ms. Proebsting:

My son Michael is now attending his last week of the Richmond Heights day camp. He will come home today worn out, with a little sun and a great big smile on his face. He is like every other camper there this week, swimming, ice skating, except he has special needs. Michael has a neurological disorder called dystonia that makes it unable for him to walk or talk. Michael is in a wheelchair and most tasks are difficult for him to do. Michael is like every other seven-year-old boy; he has the same interests, and the same desire to have fun. I want to thank you for letting him be like every other boy for the past two weeks.

With a special needs child life seldom seems normal, but for the past two weeks it has. The benefit to Michael, and myself and husband, has been tremendous. I also believe that this inclusive day camp is also greatly beneficial to the other campers. For these kids to learn and see that special needs kids are just kids like themselves is life changing. Eliminating prejudice and fostering acceptance is a skill that many adults need.

I would hope and pray that Richmond Heights continues this program, and that other local municipalities, if they don't already, follow suit. Michael will very much be looking forward to camp next summer.

Thanks to you again. And special thanks to Mary Furfaro, who made all the arrangements for Michael to attend the camp. She has been wonderful! Also, the aids and counselors deserve a big thank you. The hands on day to day work is perhaps the most difficult of all.

Sincerely,



Cindy Tokeser  
12745 Hazenmore Drive  
St. Louis, MO 63146  
314-275-7520

Mary Kay Basler  
#2 West Walinca Walk  
Clayton, MO 63105  
314-725-8803

*Copy AS*

August 8, 2003

Ann Jacobs  
Center of Clayton  
50 Gay Avenue  
Clayton, MO 63105

Dear Ms. Jacobs,

I am writing to express my gratitude to the Center of Clayton for having a Coordinator of Inclusive Services. I have a 5-year-old boy with cerebral palsy who wanted to play soccer. I was very anxious about having him participate because of his disabilities, but after speaking with Mary Furfaro, I felt much more comfortable. It is a wonderful service you provide that is very much appreciated.

Sincerely,

*Mary Kay Basler*  
Mary Kay Basler

August 26, 2002

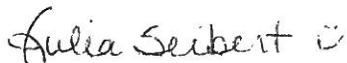
Mary C. Furfaro  
Regional Coordinator of Inclusive Recreation  
Mid-County Region  
33 E. Glendale  
Webster Groves, MO 63119

Dear Mary:

I just wanted to take a moment to let you know that I am very impressed with the inclusion services received for my son Nick while attending the Maryland Heights Summer Day Camp. For the very first time, Nick had a successful camp experience and I attribute that to you and the staff at the camp. I appreciate your willingness to learn all you could about Nick prior to his attendance and I feel like everyone tried to get to know and understand him.

We will definitely be back next summer and I will try to get him involved in some activities throughout the year as our schedule permits. Once again, thank you for your excellent service and for helping Nick to have a great summer!

Sincerely,

  
Julia Seibert  
(Nick Trares' mom)



## MARY C. FURFARO

8727 Townhill Drive, St. Louis, MO 63126, 314-302-2002

**OBJECTIVE:** Assist and motivate individuals to achieve their highest potential

**EDUCATION:** Bachelor of Arts in Psychology, Minor in Social Work, Dec. 1990, Lewis University, Chicago, IL

**EXPERIENCE:**

Mid-County Inclusion Partnership

Jun. 2002 to Present

Coordinator of Inclusive Services

Assist with coordinating supports for people with disabilities to participate in recreational activities; train support staff, assist with ADA guidelines for new structures and renovations, speak publically regarding services available and conduct trainings regarding persons with disabilities (person first language, how to assist a person with a disability, etc.)

Special School District of St. Louis County

Aug. 1997 to Jun 2002

Teacher Assistant

Assisted teacher with functional teaching exercises; followed individual educational goals; carried out crisis intervention techniques; promoted and encouraged community appropriate behavior

Webster Groves Camp Webegee

Summers of 1998, 1999, 2000

Integration Specialist

Worked one on one with a child with Autism; instructed sign language at appropriate functional times; taught social skills; encouraged child to broaden his interests through researching abilities; emphasized personal growth; communicated with parent daily regarding progress

Developmental Disabilities Services of Metro East

Aug. 1994 to Aug. 1997

Individual Service Coordinator/Qualified Mental Retardation Professional

Screened people with disabilities, collected assessments, located person oriented residential facilities; monitored care and goals of the BOGARD class members; implemented goals, hired and monitored Specialized Services for individuals with disabilities; assisted with Office of State Guardianship (OSG) decisions for individuals

St. Clair County Developmental Training Center

Nov. 1992 to Aug. 1994

Qualified Mental Retardation Professional

Developed and implemented goals and behavior plans; met with residential staff to review goals and programs; coordinated quarterly reviews; ensured proper assessments were completed; participated in the Interdisciplinary Team meetings

Association for Retarded Citizens (ARC) of Hawaii

Nov. 1991 to Jun 1992

Qualified Mental Retardation Professional/Waiver Instructor for Recreation Area

Prepared, implemented and monitored individual plans with case managers; assessed individuals using the West Virginia Assessment and Tracking System; planned, organized, and instructed leisure activities emphasizing personal achievements; trained and supervised workers with a team approach

University, State Select, Parochial, and Recreational Level Soccer Coach

Aug. 1980 to Aug. 1988

Soccer Coach

Emphasized personal, as well as team, improvements; monitored the mental, physical, emotional, social, and diet aspects of competition; worked with eight to seventy-five players ranging from seven to eighteen years old

**HONORS:** Recipient of 2011 Musco Lighting "Give Back" Award, Dean's List; member of Student Social Workers

Association and Public Relations Committee; four year full tuition Division II soccer scholarship recipient; Captain of the team at state select and college levels, President of the Metro Day Camp Training committee for past 12yrs.

**REFERENCES:** Available upon request

## Inclusion Works for Local Family

A young boy, age 12, had a great time this summer at Magic Camp which was held at the Center of Clayton! What is so special about that? He has autism, and was able to participate in camp activities, just like everybody else his age, with the help of Mary Furfaro and inclusive services through the Clayton Parks & Recreation Department.

Mary Furfaro, Coordinator for Inclusive Recreation for the Mid County Region, serves the cities of Clayton, Maryland Heights, University City and Webster Groves. Her job is to assist Parks and Recreation Department staff in welcoming and accommodating Clayton residents with developmental disabilities into existing programs and activities. Such programs and activities might include day camp, tee ball, soccer, dance lessons, aerobics, arts, crafts, swim lessons and much more. As a result of inclusive programs, people strengthen their independence and self-reliance by making choices, improving self-esteem and building relationships within their community.

Individuals and families who express concern about entering into Parks and Recreation Department programs can feel at ease knowing that the Coordinator has the expertise to assist them in the inclusion process. Sharon Younge, a parent of a camp participant, said "There have been some camp activities that I thought



my son would enjoy, but I wouldn't enroll him because I was afraid that the staff wouldn't be willing to work with him and accommodate his needs. I now feel that I can enroll him and know that his needs will be accommodated. The work of the inclusion partnership is critical...the work you do helps me as a parent, but most importantly it helps my child."

If you or your child has a need, plan now to be part of Clayton's recreation programs. If you need assistance or modifications of a program, let the staff know at the time you register. Mary Furfaro will give you a call to learn how the program can best assist you. If you are interested in volunteering or participating with an individual with a disability, or you have any questions, Mary can be reached at 314.505.8607 or by TDD Relay Missouri 1.800.735.2966.

## Have a Safe Halloween

To make Halloween fun for kids and parents, the Clayton Police Department provides the following safety tips.

### **"Unhaunting" Your House and Neighborhood**

- Welcome trick-or-treaters at home by turning on your exterior lights.
- Drive slowly all evening, you never know what creature may suddenly cross your path.
- Report any suspicious or criminal activity to your local police department. (Call 911 for emergencies and 314.645.3000 for non-emergencies.)

### **Making Safe Costumes**

- Be sure costumes are made of flame-retardant material to avoid danger near candlelit jack-o-lanterns and other fire hazards.
- Keep costumes short to prevent trips, falls, and other bumps in the night.
- Try using make-up instead of a mask. Masks can obstruct a child's vision.
- Have trick-or-treaters wear light colors or put reflective tape on their costumes.

### **Preparing Ghosts and Goblins**

- An adult should accompany young children. Older kids should go out with friends.
- Set a time limit for trick-or-treating.
- Try to get kids to trick-or-treat before dark. After dark, have them carry a flashlight.
- Remind kids not to enter a strange house or car.

### **Safeguarding Halloween Treats**

- Remind kids not to eat treats until they get home. Dinner before trick-or-treating will help discourage the temptation.
- Check all treats in a well-lighted place at home.
- Only eat unopened candies and treats in original wrappers.

Have a safe and happy Halloween!

**City of Olivette  
Parks & Recreation Commission**

**AGENDA ITEM REPORT**

January 20, 2016

**ITEM NO. 6**

**ITEM:**

Park Pavilion Rental Program  
Update on implementation on new fees and reservations

**COMMENTS:**

The new park fee ordinance was passed 5-0 by the Olivette City Council on Tuesday, January 11, 2016. The fees went into effect the following day, Wednesday, 12 January 2016. Fliers with the new fees and information about reservation kick-off day and how to download reservations forms were to all pavilion users for the past two years. The 2016 park reservation kick-off day is Tuesday, January 19, 2016.

**ATTACHMENT:**

1. 2016 Park Pavilion Rental Flier

**PRESENTED BY:**

Beverly Tucker Knight, Parks & Recreation Director

# PAVILION RENTALS

**Villa Park Pavilion**  
*Maximum Capacity 50*  
 9301 Villa Drive

**Irv Zeid Pavilion**  
*Maximum Capacity 100*  
 9100 Old Bonhomme Road

**Stacy Park Pavilion**  
*Maximum Capacity 250*  
 9750 Old Bonhomme Road

Park pavilion reservations are made in person on a first come, first serve basis beginning January 19, 2016.  
*(beginning April 1, 2016, all pavilion reservations may be made a year in advance )*

Irv Zeid & Villa Parks may be reserved each year April 18 through November 1<sup>st</sup>. Stacy Park may be reserved year-round.

- + half day is 9:00 am to 2:00 pm OR 3:00 pm to dusk
- + full day is 9:00 am to dusk

Extra party items such as amplified sound, bounce houses and/or rides etc, are allowed with an approved special event permit at Stacy Park only. For more information, call 314.991.1249 or email [opr@olivettemo.com](mailto:opr@olivettemo.com)



RESERVATION FEES	RESIDENT		NON RESIDENT	
	Half Day	Full Day	Half Day	Full Day
<b>Villa &amp; Irv Zeid Parks</b>	\$30	\$70	\$90	\$210
<b>Stacy Park*</b>	\$60	\$140	\$180	\$420
<b>*Large Group Fee</b> <i>Groups over 150 people at Stacy Park</i>				\$150
<b>*Refundable Deposit</b> <i>Groups over 150 people at Stacy Park</i>				\$150
<b>Special Event Fee</b> <i>Available for Stacy Park only</i>				\$100

**OlivetteParksandRec.com**

**Olivette**  
*...in the center of it all*

9723 Grandview Drive, Olivette, MO 63124 T: 314.994.2404 / E: [opr@olivettemo.com](mailto:opr@olivettemo.com)

**City of Olivette  
Parks & Recreation Commission**

**AGENDA ITEM REPORT**

January 20, 2016

**ITEM NO. 7**

**ITEM:**

- Resident Outreach Opportunities
- A. Benchmark Survey progress report
  - B. Set final collection day

**COMMENTS:**

The Resident Benchmark Survey was initially introduced at Olivette on the Go. Following refinement to the resident/non-resident formatting, the online survey was promoted through in the December 2015 issue of Olivette Life. The survey is currently live direct link: [surveymonkey.com/r/OPRD15](http://surveymonkey.com/r/OPRD15)

Since December is a very busy time, the survey will stay live on the Parks & Recreation Department through February. An email blast to the Parks & Recreation Department database and the main City noticing system is slated for Monday, January 25 at 11:00 am. A decision on the day to close the online survey is needed.

The Commission staff liaison will provide the most recent participation stats up to January 20, 2016 during the meeting.

**ATTACHMENT:**

- 1. None

**PRESENTED BY:**

Commission Staff Liaison: Beverly Tucker Knight, Parks & Recreation Director

**City of Olivette  
Parks & Recreation Commission**

**AGENDA ITEM REPORT**

January 20, 2016

**ITEM NO. 8**

**ITEM:**

Community Park Work Day

- A. Progress report on Weed Warriors Program
- B. Spring planting overview for cleared area at Warson Park

**COMMENTS:**

The third task identified for the Parks & Recreation Commission's 2015 Work Plan Community Engagement Goal was creating a community-based park work group. Commissioner Rob Heuermann recruited Warson Park neighbor, Dr Peter Hoch as an advisor and the group "Weed Warriors" was created. The group was created to remove invasive bush honeysuckle from City parks with Warson Park selected for the first work days.

The City Horticulturalist, Heather Liszewski coordinated the creation of a work day tool box with safety gear, work gloves, hand saws and loppers for volunteers to use in addition to any tools volunteers brought from home. As the honeysuckle is removed an herbicide, with dye added, is painted onto the exposed trunks. The stumps will need removal on a successive work day.

The first work day scheduled was rained and snowed out but the second day Weed Warrior work day on December 5, 2015 drew 12 enthusiastic and skilled volunteers. The invasive bush honeysuckle removed from the trailhead area of Warson Park was chipped up and filled a 20 cubic yard dumpster. The stumps were treated with herbicide to prevent re-growth. Native plants will be planted in the cleared area in Spring 2016 but successive rounds of removal will still be needed.

The second work day slated from January 9, 2016 was also snowed out. A plan of scheduling a standing work day the first Saturday of every month has been suggested by the volunteers. Future work days will continue the removal along the eastern edge of the pathway.

Olivette in the Bloom has provided invaluable assistance with advertising the work days and with advice on invasive plant treatment and native planting suggestions.

**ATTACHMENT:**

1. Weed Warrior Photos

**PRESENTED BY:**

Commission Staff Liaison: Beverly Tucker Knight, Parks & Recreation Director



December 5, 2015 Work Day

More photos are available online:

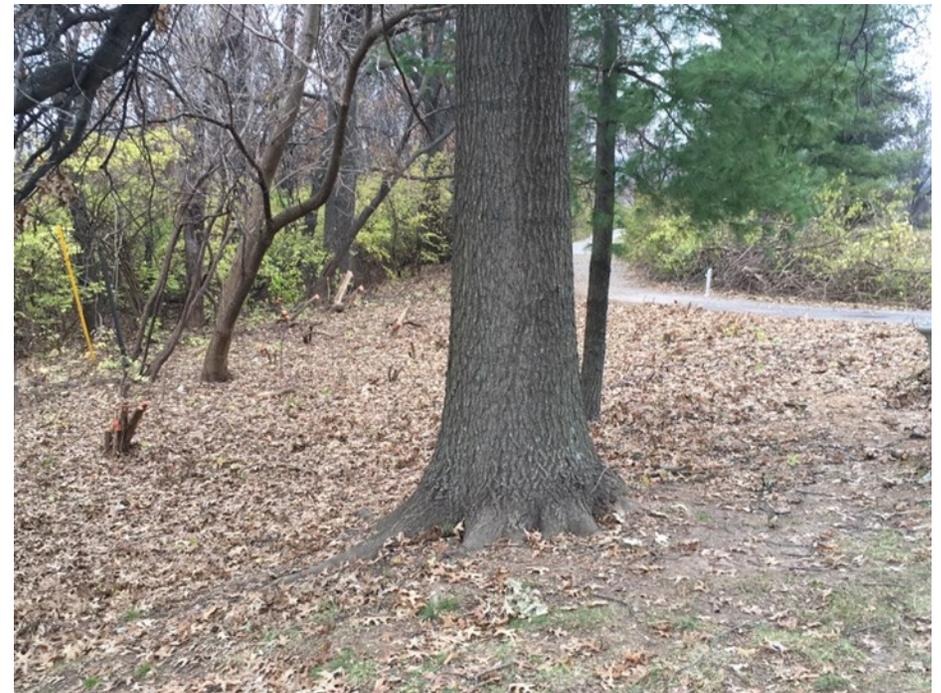
[olivetteparksandrec.com/weed-warriors.html](http://olivetteparksandrec.com/weed-warriors.html)



*Weed Warrior volunteers standing in front of one of the brush piles*



*A portion of the cleared area looking west from the pathway.*



*Standing in the cleared area looking east, a portion of cleared brush is visible across the path*

**City of Olivette  
Parks & Recreation Commission**

**AGENDA ITEM REPORT**

January 20, 2016

**ITEM NO. 9**

**ITEM:**

Park Priority Project  
Progress report from working group on park amenity inventory

**COMMENTS:**

Verbal progress report on data compilation of park inventory will be given with a visual sample of the document format by City Planner, Jonathon Roper.

**ATTACHMENT:**

1. None

**PRESENTED BY:**

Jonathon Roper, Planner / GIS Coordinator

**City of Olivette  
Parks & Recreation Commission**

**AGENDA ITEM REPORT**

January 20, 2016

**ITEM NO. 10**

**ITEM:**

Parks & Recreation Commission Work Plan

**COMMENTS:**

The Parks & Recreation Commission outlined five core goals for 2015 to support their mission. Each included specific tasks and anticipated completion dates. Commissioners divided into working groups to address each task.

The Commission had a very successful year. The park inventory was completed, laying the foundation for the next stage of a creating a Parks Master Plan. The inventory has been indexed with geo-tagged photos of all park amenities and combined into one document.

The Park Pavilion Fee Study was completed and the fee recommendations were approved by the City Council and the fee ordinance was adopted on January 11, 2016. The process developed for the pavilion fees will be replicated for a full analysis of the Community Center fees in 2016.

The Commission increased its visibility in the community through attending special events, creating a benchmark survey that will finish in February 2016 and engaging residents in interactive activities.

Creation in 2015 of the volunteer park group “Weed Warriors” is changing the face of Warson Park. As the program continues, it has the potential for expansion to other Olivette parks.

For 2016, the Commission will identify new and continuing goals and tasks.

**ATTACHMENT:**

1. 2015 PARC Work Plan FINAL

**PRESENTED BY:**

Ed Kastner, Chairperson and Beverly Tucker Knight, Parks & Recreation Director

**Parks & Recreation Commission**

*To ensure that the City of Olivette has safe and engaging parks and recreation programs for its residents and patrons.*

**2015 Work Plan FINAL**

Goal	Action/Task	Commissioners	Timeline
1. Improve Athletic Programs 1.1. Youth Sports 1.2. Adult Sports	1.1 Create mission statement 1.2 Work new Recreation Coordinator on league structure	Mimi MacDonald Joe Mulligan Michael Sokolik	1.1 Completed 1.2 To Be Determines
Goal	Action/Task	Commissioners	Timeline
2. Complete Park Master Plan	2.1 Park Inventory 2.1.1 Measurement tool 2.1.2 Assign Parks 2.2 Complete Document for inventory	Ed Kastner Sue Rich	2.1 Inventory Complete 2.2 In Progress
Goal	Action/Task	Commissioners	Timeline
3. Community Engagement	3.1. Outreach at Events 3.1.1. Engagement Exercise at Party in the Park 3.1.2. Booth at Olivette on the Go 3.2 Benchmark Survey 3.3 Weed Warriors Program	Rob Heuermann	3.1 Completed 3.1.1 Sept 25, 26, 27, 2015 3.1.2 Sept 2015- Jan 2016 3.2 In Progress 3.3 Completed
Goal	Action/Task	Commissioners	Timeline
4 Community Center & Park Pavilion Overview	4.1 Statistical Usage Reports 4.2 Resident vs Non- Resident 4.3 Fee Study 4.4 Proposed Improvements 4.5 Increased Programming Outline	Staff Liaison, Beverly Tucker Knight	4.1 Completed 4.2 Completed 4.3 Park Fees Completed 4.4 In Progress
Goal	Action/Task	Commissioners	Timeline

5 New Municipal Building Programming	To Be Determined	To Be Determined	Target for FY2016/2107
--------------------------------------	------------------	------------------	------------------------

**PARKS & RECREATION COMMISSION - Roles and Responsibilities**

<p>Survey and make plans for the maintenance of an adequate system of parks and recreation facilities and activities, and for the enlargement, improvement or acquisition of parks or recreational areas and activities and make recommendations therefor;</p>	<p>Serve as a mechanism for resident input into the planning and operation of the City's leisure time activities;</p>
<p>Conduct an annual tour of the City parks and facilities for planning and evaluation purposes;</p>	<p>Recommend the selection and designation of lands to be used and appropriated for park purposes and recreational programs and facilities;</p>
<p>Recommend the leasing, purchasing, condemning or otherwise acquiring lands, easements and other interests in realty for parks and recreational programs and facilities;</p>	<p>Approve rules and regulations for the administration of the activities of the Parks and Recreation Department, which rules shall become effective when approved by the Council;</p>
<p>Advise the Council and the Director of Parks and Recreation on problems concerning the administration of the parks;</p>	<p>Make any investigation which it may consider desirable with reference to the administration of the Parks and Recreation Department and report to the Council at least once a year its findings, conclusions and recommendations;</p>
<p>Establish rules and regulations for the issuance of permits for the use of certain areas within the recreational system for use by private individuals or groups for picnic areas. Such permits shall be issued only upon written application from the individual or group applying therefor;</p>	<p>Review that portion of the annual budget of the City pertaining to the Parks and Recreation Department, and make recommendations thereon directly to the City Manager and the Council;</p>
<p>Make recommendations for the establishment, implementation, and evaluation of recreation programs and activities for all ages in the City of Olivette and evaluation of the success of programs and activities after their establishment;</p>	<p>Review and make recommendations concerning the planting, care, maintenance and removal of all trees in City parks and on public rights-of-way;</p>

<p>Promote and publicize aesthetic and environmentally sustainable public improvements to the City through public education and recommendations to the City Council and City staff;</p>	<p>Recognize citizens and businesses who make a difference in beautifying Olivette;</p>
<p>Recommend fee schedules to be approved by the City Council and published by the Director of Parks and Recreation for permits and fee programs conducted or operated by the Department of Parks and Recreation;</p>	<p>Support efforts to enhance and beautify City entryways;</p>
<p>Coordinates the efforts of volunteers, City departments, business and community groups, and government agencies to provide environmental programs, beautification projects, as well as training and educational opportunities for residents and visitors;</p>	<p>Recommend enactment of ordinances necessary for the regulation and government of City parks and City recreational programs and facilities;</p>
<p>Perform such other duties with reference to the administration of the Department of Parks and Recreation, not inconsistent with the Charter, as may be directed by the City Council.</p>	

City of Olivette  
Parks & Recreation Commission

AGENDA ITEM REPORT  
January 20, 2016

ITEM NO. 11

ITEM:

Parks & Recreation Director Report

COMMENTS:

The Parks & Recreation Director will provide a verbal report on current projects including:

- Community Center repairs
- Youth Basketball Clinic with Washington University
- Youth Basketball League
- Spring Break Camp
- Software Upgrade
- Personnel Changes

ATTACHMENT:

1. None

PRESENTED BY:

Beverly Tucker Knight, Parks & Recreation Director

City of Olivette  
Parks & Recreation Commission

AGENDA ITEM REPORT  
January 20, 2016

ITEM NO. 12

ITEM:

City Council Report

COMMENTS:

The City Council Liaison will provide a verbal report on current City projects

ATTACHMENT:

1. None

PRESENTED BY:

Suzanne Sewell, City Councilmember