



**AGENDA**

**PARKS & RECREATION COMMISSION**

**NOVEMBER 17, 2021 | 7:00 PM**

**Via Zoom and In Person Meeting in the City Center :: 1140 Dielman Rd**

**Zoom Link <https://us02web.zoom.us/j/86020798140>**

***Masks Required***

1. Call To Order  
Roll call to establish quorum.
2. Written Communications  
Written communications to the Parks and Recreation Commission received since the last regular meeting.
3. Hearing From Citizens  
Public comment on items not on the agenda. Three (3) minutes per person
4. Minutes  
Recommendation to approve the August 18, 2021 regular meeting, the September 22 regular meeting minutes, and the September 29 special meeting minutes.

Documents:

[08.18.2021 PARC MINUTES.PDF](#)  
[09.22..2021 PARC MINUTES.PDF](#)  
[09.29.2021 PARC MINUTES.PDF](#)

5. Annual Election  
Annual Election for Parks & Recreation Commission Chairperson and Vice Chairperson.

Documents:

[CHAIR AND VICE CHAIR OVERVIEW.PDF](#)

6. Director's Report  
Report on general Parks & Recreation programs and activities:
  1. Parks for Pollinators BioBlitz Report
  2. Harvest Festival & Boo Bash
  3. Eagle Scout Bat Box Project Complete
  4. Basketball League Status
  5. Bradford Pear Removal at Community Center
  6. Seasonal Parks Operations
  7. Weed Warriors Update and Fall Newsletter

8. Dusk to Dawn Sky Gazing Program at Stacy Park
  9. Inaugural Stacy Starry Nights Recap
  10. St Louis County Council Recognition of Stacy Park UNSP Certification
7. City Council Report  
Update from City Council Liaison Maxine Weil
  8. Park Master Plan Implementation  
Update on current activities:
    1. Timeline Update
    2. Park House Demolition
    3. Ground Breaking Recap
    4. Final Park Concepts
    5. Stacy Park Pavilion Final Design
  9. Commissioner Reports  
Annual Work Plan updates from Commissioner Working Groups
  10. Future Agenda Items
    1. Annual Work Plan Commissioner Reports-ongoing
    2. Park Master Plan Implementation- ongoing
    3. Park Memorial Program
    4. Rental Use Policies
    5. Fee Study
      1. pavilion and room rentals
      2. Membership rates new Community Center
  11. Upcoming Dates Of Importance
    - o Thanksgiving Day Turkey Trot
    - o December 15 PARC Meeting
    - o Dec 17 Kids Night Out
    - o Dec 13-26 Holiday Light Hop
    - o January 19 PARC Meeting
  12. Adjournment

***Creating Community Through People, Parks & Programs***



**City of Olivette Parks & Recreation Commission**  
**MINUTES | AUGUST 18, 2021**  
**Olivette City Center | 1140 Dielman Rd, Olivette MO 63132**

**1. Called to Order by Roll Call**

Quorum established via Zoom meeting at 7:05 pm

Commissioners Present: Heuermann, Kastner, Lee, Person, and Rich

Commissioner Absent: Sandhu

Also Present: City Councilmember Weil; incoming PARC Commissioner Neel, Parks & Recreation Director Tucker Knight; and Assistant Parks & Recreation Director LaChance

**Hearing from Citizens** – None

**2. Communications**– Written Communication from Shari Klein complimenting staff on Stacy Park amenities and upkeep.

**3. Minutes**

On a MOTION by Person, SECOND by Lee, regular meeting minutes June 16, 2021 were APPROVED (5-0).

**4. Parks & Recreation Director Report**

Director Tucker Knight reported on:

**a. Personnel Update**

i. Cody Stewart was hired as Seasonal Horticultural Assistant was hired in June.

ii. Recreation Specialist position has not been filled. Will advertise again in the late fall, after soccer begins.

iii. Recruitment underway for new Limited Equipment Operator position.

**b. Soccer League & Soccer Camp**

Sporting STL Soccer camp is underway; league registration is open with deadline of July 23.

**c. Muni-Pals Camp**

New camp with behind scenes look and active participation in City functions: police, fire, public works, administration/planning and parks & recreation. One week long; camp filled within three days of launch.

**d. Park Storm Damage**

The July 9 storm caused considerable damage to trees, several large trees fell, and it knocked out power to pavilions in City parks. Photos of damage and clean-up were shown during meeting.

**e. Parks Operations**

park crews continue to assist with mowing due to the contract vendors staffing shortage, and have been very busy with storm clean-up.

**f. Summer Camp Snapshots**

Photos from Camp O were shared illustrating a sampling of camp activities.

**5. City Council Report**

a. Olive Corridor is very busy! Olive Crossing grading has begun, Ameren work will be next. Firestone has their sign up on Dielman/Olive; Planthaven foundation work has started; the Oliver on the old City Hall site has walls up; the new OPUS apartment high-rise is moving forward in the Hilltop neighborhood.

b. Commissioners asked if any information was available on the old Hardees site- new location of EZ Storage. Project has some delays but should continue in relatively near future.

**6. Park Master Plan Implementation**

**a. Park Renovations**

1. Indian Meadows, Irv Zeid, Villa, and Stacy Parks are winding up Schematic Design

Phase.

2. Villa Park was identified as the best project for submission for Municipal Park Grant. A grant request of \$370,000 will be submitted for this round.
3. The Public Meeting on the Park Schematic Designs was rescheduled to September 29 at the City Center.
4. Asbestos abatement in the existing Parks House is complete.
5. All Inclusive Rec was selected for the playground components at Indian Meadows, Irv Zeid, Villa and the indoor playground in the new Community Center. Preliminary playground components will be reviewed by the PARC during the design process.

**b. Community Center**

1. General Contractor bids are due tomorrow, August 19 at 2:00 pm. Following review by the Project Team, the contract will be awarded at the August 31 City Council Meeting.
2. The next City Council overall update from Project Manager Katie Aholt will also be at the August 31, 2021 Council meeting.
3. The construction phasing plan for the Warson Park site was included in the general contractor bid package. The illustrated phasing plan was shown.

**c. General Discussion**

1. Commissioners had discussion of merits of selling personalized bricks for the patio and/walkways for the new Community Center. Staff stated concerns with the timing, cost, safety, and long-term maintenance of small bricks.
2. Commissioners also voiced preference for frequent updates during construction phase.

**7. Commissioner Reports**

1. Heuermann is working on youth sports.
2. Memorials group will have meeting soon.

**8. Future Agenda Items**

Annual Work Plan Commissioner Reports-ongoing  
Park Master Plan Implementation- ongoing

**9. Upcoming Dates of Importance**

Aug 19th	E-waste, Shred, Drug Takeback Event at Community Center, 4-7 pm
Sept 10 <sup>th</sup>	Party in the Park 6-9 pm
Sept 11 <sup>th</sup>	Soccer leagues start
Sept 18th	Micro Mini Soccer starts
Sept 22 <sup>nd</sup>	Reschedule dPARC meeting- Person will be absent, Lee will Chair
Sept 29 <sup>th</sup>	Public Meeting on Park improvements (moved from Aug 11th)
Sept 30 <sup>th</sup>	Olivette Night out
Oct 2 <sup>nd</sup> & 3rd	City-Wide Yard Sale
Oct 15 <sup>th</sup>	Harvest Festival & Boo Bash

**10. Adjournment** – On a MOTION by HEUERMANN, SECOND by KASTNER meeting was ADJOURNED (5-0) at 9:00 pm

**City of Olivette Parks & Recreation Commission**  
**MINUTES | SEPTEMBER 22, 2021**  
**Olivette City Center | 1140 Dielman Rd, Olivette MO 63132**

**1. Called to Order/Roll Call**

Quorum established at 7:13 pm

Commissioners Present: Heuermann, Kastner, Lee, Neel, and Rich

Commissioner Absent: Person and Sandhu

Also Present: City Councilmember Weil; Parks & Recreation Director Tucker Knight; and Assistant Parks & Recreation Director LaChance

**Hearing from Citizens** – None

**2. Communications**– None

**3. Minutes** - No action was taken

**4. Parks & Recreation Director Report**

Director Tucker Knight reported on:

a. **eWaste/Shred/RX Drop Off Event**

The “Great Olivette Clean-Out” was a “great” success at the Community Center with 10,879 pounds of electronic waste collect for recycling and diverted from landfills.

b. **Party in the Park**

Friday, September 10 over 500 people attended Party in the Park and danced to Vote4Pedro, played on the giant inflatable obstacle course, enjoyed a Circus Kaput performance, and visited several community group booths: Wildlife Rescue Center (WLC), International Dark Sky-St Louis Chapter (IDA), the Audubon Society, Olivette Turkey Trot, Olivette in Bloom (OIB), and the Olivette. OIB gave out milkweed seed packets; IDA set up a telescope for moon viewing; and WFC had photos of the rescued Stacy Park fox. Food and drinks were sold from outside vendors. The Police, Fire and Parks & Recreation Departments hosted information booths, and public comments were sought on a variety of playground styles and options for the upcoming park renovations funded by Prop C.

c. **Parks for Pollinators BioBlitz 2021**

Olivette will be hosting a month long “Parks for Pollinators BioBlitz” the National Parks & Recreation Association (NRPA) from September 10-30. Olivette in Bloom is partnering with the City on the event. Participants take photos of pollinators and plants in their homes, gardens, open spaces and City parks and upload them to the iNaturalist app for identification. Excellent tool for learning about pollinators and helping track the biodiversity in the City’s parks and community as a whole.

d. **Weed Warriors**

Weed Warriors kicks-off the 2021-2022 season in October running through May.

e. **Program Updates**

1. Soccer and Micro Mini are running well. Parking is at a premium at Stacy Park due the construction at Old Bonhomme School and Warson Parks. OPRD staff worked with the Police Dept to identify additional parking on surface streets around the park and notify parents
2. Youth Basketball League Winter 2022 registration is open. The gym in the community center will be used for Micro Basketball, staff is searching for additional gyms in local schools.
3. Adult Programs- several but not all in person classes have returned to the Community Center. Students wear masks in all classes. Drop-in cricket for adults is being offered at Stacy Park, organized by a group of medical researchers at Washington University. A portable surface for the pitch is stored at Stacy Park, with hopes of a more permanatne solution next year. Cricket is one of the largest sports worldwide, with high growth in the St Louis region. Establishing cricket programs in Olivette are a OPRD long-term goal.

## **5. City Council Report**

- a. The City received CBDG funding for trail construction on the eastside of Dielman from the City Center to the Centennial Greenway.
- b. The last bond sale for Prop C will occur in the coming month.
- c. Work at Planthaven has resumed and moving quickly.
- d. The Oliver construction is on schedule, really moving along
- e. The OPUS development is working on final land acquisition.
- f. Councilmembers attended the regional law enforcement annual prayer breakfast.
- g. New street/subdivision under construction off Old Bonhomme.
- h. Council goal is to develop new diversity standards for MBE/WBE
- i. Commissioners asked about Starbucks status- understanding is that Starbucks will not return to previous location.

## **6. Commissioner Reports**

Heuermann is working on youth sports.

## **7. Commission Meeting Schedule**

On a MOTION by Kastner, SECOND by Rich, the 2021-2022 meeting schedule was APPROVED AS AMENDED (5-0). The March 16 meeting was rescheduled to March 9 to avoid religious holiday conflict.

## **8. Fall Special Events**

Overview of fall 2021 community events and opportunities for Commissioner involvement. Staff will email specific volunteer tasks ahead of events when Commissioner assistance is needed. Staff will provide marketing information for events for Commissioners to use in promoting events in the community.

- a. Community-Wide Yard Sale October 2 & 3
- b. Harvest Festival October 15
- c. Turkey Trot Thanksgiving Day
- d. Kids Night Out December 17
- e. Holiday Light Hop December 13-26

## **9. Park Master Plan Implementation**

### **a. Park Renovations**

1. Indian Meadows, Irv Zeid, Villa, and Stacy Parks are winding up Schematic Design Phase.
2. The Municipal Park Grant for Villa Park was submitted on time in the amount of \$368,545.
3. The September 29 Public Meeting on the Park Schematic Designs was cancelled. It will be rescheduled when the park schematic designs including the Stacy Park pavilion and IZ, IM & Villa playgrounds are complete.
4. The Park House demolition advance crew has visited the site. The shipping containers for storing the park supplies and equipment will be delivered on Sept 23 & 24. Some park equipment may need to be stored from December-March under the Stacy Park pavilion.
5. Playground components representing the concept designs for Villa, Irv Zeid & Indian Meadows Parks were displayed during Party in the Park on Sept 10 for people to review and comment. Nature Play and climbers were very popular in the comments.
6. The PARC has a special meeting on Monday, September 29th to review the playground and pavilion designs. The City Council will then review the designs on October 5.

### **b. Community Center**

1. Wright Construction Services Inc was selected as the General Contractor for Warson Park, the Community Center and the Warson Park section of the Centennial Greenway.
2. The design team has been working on limited value engineering to reduce overall costs. No architectural or structural changes will be made. The process is ongoing, the latest list will be provided during meeting.
3. Many of the trees will be salvaged for future use in the nature scape playground and others will be collected by a sawmill operated for milling and use in future and wood tuning.

**c. General Discussion**

1. Commissioner Kastner asked if a method for collecting down trees from residences or commercial projects. Kastner will work with staff to determine possibility.
2. Commissioner Lee supported additional community outreach on playground designs
3. Current Value Engineering status was shared, no structural changes will be made to community center.
4. A special meeting on the playgrounds and new pavilion options will be held on Monday, September 27.

**10. Future Agenda Items**

Annual Work Plan Commissioner Reports-ongoing  
Park Master Plan Implementation- ongoing  
Commission election – November meeting

**11. Upcoming Dates of Importance**

Sept 27 <sup>th</sup>	Special PARC meeting on playground redesign
Sept 30 <sup>th</sup>	Olivette Night out
Oct 2 <sup>nd</sup> & 3 <sup>rd</sup>	City-Wide Yard Sale
Oct 9	Weed Warriors Seasonal Kick-Off
Oct 15 <sup>th</sup>	Harvest Festival & Boo Bash
Nov 17 <sup>th</sup>	PARC Meeting
Thanksgiving	Turkey Trot
Dec 17 <sup>th</sup>	Kids Night Out
Dec 13-26	Holiday Light Hop

**12. Adjournment** – On a MOTION by HEUERMAN, SECOND by RICH meeting was ADJOURNED (5-0) at 8:57 pm

**City of Olivette**  
**Parks & Recreation Commission**  
**SPECIAL MEETING MINUTES | SEPTEMBER 29, 2021**  
**City Center Council Chambers 1140 Dielman Rd Olivette MO 63132**

**1. Called to Order by Roll Call**

Quorum established 7:17 pm

Commissioners Present: Heuermann, Kastner, Lee, Neel, and Rich

Commissioner Absent: Person and Sandhu

Also Present: City Councilmember Weil; City Manager Sondag, Parks & Recreation Director Tucker Knight; and Assistant Parks & Recreation Director, LaChance;

**2. Stacy Park Pavilion**

On a MOTION by HEUERMANN, SECOND by KASTER Option 2 with stone was APPROVED (5-0).

Additional comments from Commissioners on the schematic design of the pavilion and parking lot section of Stacy Park were:

- a. Adding fans to new pavilion is important. (all)
- b. Would it be possible to add a green strip or tree planter to north ends of parking lot islands, similar to, but smaller than, the southern end of the same parking lot row? (Kastner)
- c. Liked the ADA parking stalls on west end of parking row facing into the park, would like to add a couple ADA stalls on the east end of the same row. (Kastner)
- d. To increase the view to the park from the new pavilion, could the west side of the pavilion have higher brow or flat roof section? (Kastner, Rich, Lee)
- e. Consider future addition of flashing sidewalk lights to Old Bonhomme crosswalks outside of the park (Lee)

**3. Playground Renovations**

- a. The Commission reviewed all proposed playground schematic designs and play structures. Specific comments and questions from Commissioners were:
  1. Would it be possible to add the Global Motion Spinner (Landscape Structures/NuToys) to the Irv Zeid Nature Playground (rich)
  2. In consideration for how many logs will be needed for the playground edging at Indian Meadows and Irv Zeid Parks, Commissioner Kastner volunteered to assist in sourcing more from residential properties and City vendors.
  3. Can green color used on play structures match the City's branding colors? (Lee)
  4. What are low vision options for playground at Irv Zeid Park (Heuermann)

**4. Adjournment** – On a MOTION by RICH, SECOND by HEUERMANN meeting was ADJOURNED (5-0) at 8:55 pm



# **Chair and Vice Chair Overview**

## (or anyone else who may have to run a meeting)

### **Description**

The role of the Chair of a Commission is to preside at meetings and to help move the work of the Commission forward. The Chair (and Vice Chair) does not have any extra authority or power beyond that of his/her fellow Commissioners.

### **Running Meetings**

As Chair, you are responsible for conducting meetings of the Commission. It is important to limit discussion to those items on the agenda. For each agenda item, it is suggested that you follow this procedure:

1. Announce what the item being considered is
2. Ask if there is a report for the item – generally, this is provided by the staff liaison but occasionally may be provided by another Commissioner
3. Ask Commissioners if there are any clarifying questions
4. Take public comment – instructions for how to take public comment are included in the “Meeting Procedures” section of the Commission Handbook
5. Facilitate discussion among the Commission – it is important that each Commissioner is given equal chance to speak and express his/her opinion
6. After discussion of the item, ensure that a conclusion is reached – this can be in the form of a motion, direction provided to staff or a subcommittee, or to take no further action.

### **Announcing Votes**

It is the Chair’s responsibility to ensure that the vote is noted during the meeting. This is done by announcing how each member voted on a particular issue. If the voting is unanimous, it is sufficient to state “passes unanimously.” The staff liaison will ensure that the minutes accurately reflect how each member voted on each issue.