



**AGENDA**  
**PARKS & RECREATION COMMISSION**  
**MARCH 17, 2021 | 7:00 PM**  
**VIA ZOOM**

[https://us02web.zoom.us/j/82638449154?  
pwd=bjF5UG9SR3FLTmxYb0FibFZMU1JQdz09](https://us02web.zoom.us/j/82638449154?pwd=bjF5UG9SR3FLTmxYb0FibFZMU1JQdz09)

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 February 17, 2021 meeting minutes.  
  
Documents:  
  
[02.17.2021 PARC MINUTES.PDF](#)
5. Director's Report  
Report on general Parks & Recreation programs and activities:
  1. Summer Camp Update
  2. Baseball Program 2021
  3. Playground Operations
  4. Building Rental Operations
  5. Special Event Forecast
  6. Personnel Update
6. City Council Report  
Update from City Council Liaison Maxine Weil
7. City Horticulturist Report  
Brian Azcona, City Horticulturalist, will provide an overview of park tree, perennial, and seasonal plant care.
8. Park Master Plan Implementation
  1. Park Concept Plans
  2. Playground RFP Process
  3. Timeline Update
  4. Budget Update
  5. Current work focus

9. PARC Annual Work Plan  
Working group updates from Commissioners

Documents:

[2021 DRAFT PARC WORK PLAN FOR PRESENTATION 2021.1.20.PDF](#)

10. Future Agenda Items

1. Annual Work Plan
2. Memorial Policy
3. Park Master Plan Implementation- ongoing

11. Upcoming Dates Of Importance

March 20 Weed Warriors (Mar 13 postponed due to heavy rain forecast)  
March 22-26 Spring Break Camp  
April 10 Olivette in Bloom Annual Kick-Off  
April 17 Weed Warriors

12. Adjournment

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



**City of Olivette Parks & Recreation Commission**

**MINUTES | February 17, 2021**

**MEETING HELD VIA ZOOM**

**1. Roll Call**

Quorum established via Zoom meeting at 7:12 pm

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

Commissioner Absent: Patterson

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

**2. Hearing from Citizens – None**

**3. Communications– None**

**4. Minutes**

On a MOTION by HEUERMANN, SECOND by KASTNER, Minutes of January 20, 2021, APPROVED (6-0)

**5. Parks & Recreation Director Report**

Director Tucker Knight reported on:

a. Prairie Burn

On Thursday, January 21st, Olivette resident & Certified Burn Boss, Gerald Axelbaum, led a prescribed burn of the Stacy Park Prairie. A 10-person crew comprised of Parks & Recreation staff and volunteers managed the burn under the Boss. The communication plan to inform neighbors and residents used was: signs at Stacy Park entrances, Siren GPS Messages, and postings on social media. The burn was permitted through the County of St Louis and coordinated with the City of St Louis.

b. Winter Storm Report

The Olivette Parks crew plays a key role during winter storms, dispersing melt/salt ahead of freezing weather, clearing City owned sidewalks and parking lots, keeping the City Center and Community Center access points open, and serving on the Public Works road plowing rotation. The Parks crew also responds after major wind events clearing brush, fallen trees and other storm debris. This year, the Park Crew has worked four major storm events as of February.

c. Baseball RFP

A Request for Proposals for the youth spring baseball workshop was released on February 3<sup>rd</sup>. The RFP outlines a six-week baseball skills clinic for ages K-5<sup>th</sup> grade. Responses were due Tuesday, February 16<sup>th</sup>.

d. Spring Break Camp

OMG Josh and Circus Kaput return for the ever-popular spring break camp March 22-26. Thirty-five spaces are available, with camp operating in the Community C enter. All St Louis County COVID-19 camp health guidelines will be followed.

e. Summer Camp Plans

Summer Camp registration opened Tuesday, January 16 with eight weeks of the full day Camp O, for children 5 to 12 years old. Contract camps with Mad Science are confirmed, with more contract camps in development.

**6. City Council Report**

Councilmember Weil provided updates on the Olive Crossing mixed use project and requested changes to the TIFF to add residential units to the project. Work is progressing on time for The Oliver, the residential/retail project under construction on the old City Hall site. The former George's gas station adjacent to Veterans Fountain will close with Firestone soon. There are two candidates for one seat. The is a developer proposal to build an apartment complex in the Hilltop neighborhood behind Public Works.

## **7. Park Master Plan Implementation**

- a. The public meetings providing progress reports on the five park renovations and new community center funded by Prop C were well attended, with 55 attendees and 10 panelists on Jan 27, and 49 attendees and 9 panelists on Feb 10.
- b. The updated timeline was shared, projects are all on time. The Warson Park project will break ground on August 1, 2021.
- c. The Micro Website is live, with a page dedicated for each park and the community center. All public meeting recordings and council updates are posted here, along with concept and schematic plans. Construction progress photos will be added after the ground breaking. Staff is investigating options for a live webcam on the Community Center work site.
- d. Current work focus is finalizing concept park plans, the Community Center is in Design Development Phase. The GRG Greenway that will be constructed in coordination with Warson Park is at 70% design completion.
- e. Commissioner Kastner requested removing the proposed vision item of a parking lot off of Warson Rd at Stacy Park. Staff will report back at next meeting regarding options.

## **8. 2021 Draft Parks & Recreation Commission Work Plan**

Chair, Jim Person, presented the updated draft annual work plan. Commissioners are signing up for goals by interest area. Final assignments will be reported at the March meeting. Commissioners will provide progress updates on working groups at the Commission's regular monthly meeting.

## **9. Meeting Date Change**

On a MOTION by RICH, SECOND by HEUERMANN, the September meeting date was rescheduled to September 22. (6-0); removing a conflict with Yom Kippur.

## **10. Future Agenda Items**

- Annual Work Plan
- Memorial Policy
- Park Tree Update/General Park Update- Brian Azcona
- Annual Capitol Project review

## **c. Upcoming Dates of Importance**

- February 27, 2021 Weed Warriors (date changed due to extreme cold weather)
- March 13, 2021 Weed Warriors
- March 17, 2021 PARC Meeting

d. **Adjournment** – On a MOTION by LEE, SECOND by RICH, meeting was ADJOURNED (6-0) at 8:13 pm

**2021 Work Plan- DRAFT**

Goal	Action/Task	Commissioners	Timeline
1. Provide Input for ongoing development of sports and recreation programs.	1.1 Inventory and Review of current Programs 1.2 Monitor current participation and resident/nonresident participation 1.3 Work with staff to identify sports and classes for expanded offerings (in person and online)	Carla Patterson Rob Heuermann	
Goal	Action/Task	Commissioners	Timeline
2. Assist staff in Implementation of comprehensive Parks Master Plan	2.1. Provide input on Prop C community center and park renovation projects 2.2. Provide input on short term removals/repairs 2.3. Review RFQs & RFPs for Park Projects 2.4. Attend and/or host Public Meetings for individual park plans 2.5. Provide input on annual Capital Improvement Projects (CIP)	All Commissioners	
Goal	Action/Task	Commissioners	Timeline
3. Increase Community Engagement in Olivette Parks and Recreation activities	3.1. Provide input and participate in public meetings 3.2. Provide input and participate in Park Events 3.3. Assist staff in developing metrics for measuring community engagement	Jim Person Kisha Lee	

	<p>3.4. Provide input for successful volunteer programs.</p> <p>3.4.1. Development of volunteer opportunity menu</p> <p>3.4.2. Enhancement/expansion of current programs (weed warriors, Boy/Girl Scouts, School Groups, etc.)</p> <p>3.4.3. Continue coordination with Olivette In Bloom (joint develop speaker series on outdoor conservation topics, support annual plant sale)</p> <p>3.4.4. Review tracking process for volunteer hours</p>		
<b>Goal</b>	<b>Action/Task</b>	<b>Commissioners</b>	<b>Timeline</b>
<p>4. Participate in Parks Long Range Financial Planning</p>	<p>4.1. Assist staff in support of City Council goal for multi-year financial forecasting</p> <p>4.2. Provide input on current and future park fees</p> <p>4.3. Explore Grants and Sponsorships</p> <p>4.4. Review and recommend changes in Park memorial policies</p> <p>    4.4.1. Inventory current memorials</p> <p>    4.4.2. Review best practices for municipal park memorial programs</p> <p>    4.4.3. Develop and recommend overall memorial policy for City Council review and action</p> <p>    4.4.4. Create catalog of parks needs for possible memorials.</p>	<p>Mary KaySandhu (4.3)</p> <p>Rob Heuermann</p> <p>Kisha Lee</p>	

Goal	Action/Task	Commissioners	Timeline
<p>5. Support staff in development of multi-year park management plans</p>	<p>5.1 Review current practices and goals            5.2 Support staff in updating parks infrastructure inventory            5.3 Evaluate and develop a priority list of infrastructure to be upgraded and/or replaced            5.4 Assist staff in maintaining parks that meet or exceed public desire for safety, cleanliness and usefulness through observation and advocacy            5.5 Assist staff in development of native plant policy            5.6 Assist staff in development of and integrated pest management plan            5.7 Assist staff in continued development of plan to protect and preserve park forestry</p>	<p><b>Ed Kastner</b>   <b>Jim Person</b></p>	
Goal	Action/Task	Commissioners	Timeline
<p>6. Commissioner Development</p>	<p>6.1 Annually Enroll all Commissioners as members of MPRA            6.2 Attend at least one training session or conference related to parks and recreation each year. (online, podcast, in-person, etc.)            6.3 Develop organizational relationships, as possible, to foster potential parks and recreation partnerships</p>	<p>All Commissioners</p>	