



AGENDA

PARKS & RECREATION COMMISSION

APRIL 21, 2021 | 7:00 PM

[https://us02web.zoom.us/j/83485401153?](https://us02web.zoom.us/j/83485401153?pwd=eDMxdHBQUm1haDZVd3oyOTVtTEpDUT09)

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1. Call To Order
Roll call to establish quorum.
2. Hearing From Citizens
Public comment on items not on the agenda. Three (3) minutes per person
3. Written Communications
Written communications to the Parks and Recreation Commission received since the last regular meeting.
4. Minutes
 - a. Recommendation to approve the March 17,2021 regular meeting minutes.
 - b. Recommendation to approve the April 1,2021 special meeting minutes.

Documents:

[03.27.2021 PARC MINUTES.PDF](#)

[04.01.2021 PARC SPECIAL MTG MINUTES.PDF](#)

5. Director's Report
Report on general Parks & Recreation programs and activities:
 1. Summer Camp Update
 2. Playground Operations
 3. Rental & Program Update
 4. Eagle Scout Bird House Project Update
 5. Weed Warriors Update
 6. Annual Mowing Contract
 7. Personnel Update
 8. Veterans Update

6. City Council Report

Update from City Council Liaison Maxine Weil

7. Park Master Plan Implementation

1. Park Concept Plans
2. Playground RFP Process
3. Timeline Update
4. Budget Update
5. Current work focus

8. PARC Annual Work Plan

Working group updates from Commissioners

9. Future Agenda Items

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

10. Upcoming Dates Of Importance

April 10	Olivette in Bloom Ask a Master Gardener	May 1 Stacy Park
April 24	MICDS Volunteer Project at Stacy Park	
May 19	Parks & Recreation Commission	

11. Adjournment

Creating Community Through People, Parks & Programs



City of Olivette Parks & Recreation Commission

MINUTES | MARCH 27, 2021

MEETING HELD VIA ZOOM

1. Roll Call

Quorum established via Zoom meeting at 7:04 pm

Commissioners Present: Kastner, Lee, Patterson Person: Arriving at 7:07 pm: Rich and Sandhu

Commissioner Absent: Heuermann

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

2. Hearing from Citizens – None

3. Communications– None

4. Minutes

On a MOTION by Lee, SECOND by KASTNER, Minutes of February 17, 2021, APPROVED (4-0)

5. Parks & Recreation Director Report

Director Tucker Knight reported on:

a. Summer Camp

Registration is underway for summer camps. Camp O will be offered for eight weeks, from June 7 through July 30. Currently, 113 campers are registered across the eight Camp O sessions. The first week is 60% filled with the following weeks averaging 30% enrollment. This is a similar pattern for early registration. However, this year registration opened 1.5 months later than a typical year. Mad Science Camps have eight enrolled across four sessions. Six contract sports camps will be offered in June and July at Stacy and Warson Parks. Soccer camp contractors are Challenger Soccer for preschool and Kindergarten, and Sporting STL for campers aged 5-12 years. Balls & Strikes will offer baseball camps for 5-12 years olds. A new camp co-hosted with the Olivette Police Department is in development. If details are finalized in time for this summer, it would be held the first week of August.

b. Baseball Program 2021

The City has contracted with 314 Training Academy for this year's youth baseball program. The Academy will conduct baseball skills clinics for 3-14 year olds June 7 through July 14. The clinics will alternate weekly between the outdoor Stacy Park baseball fields, and the Academy's indoor training facility in Brentwood. Thirty-one players are registered as of March 17.

c. Playground Operations

The City is submitting a revised playground cleaning process to St Louis County Health. The new process proposes a monthly sanitizing of all playground equipment beginning in April 2021. This coincides with all park restrooms and drinking fountains re-opening for the season by April 15. If approved, new signs informing park users of the cleaning schedule will be posted.

d. Building Rental Operations

Hourly rentals of the Community Center have resumed M-F between 8:00 am – 5:00 pm. Staff is working on part-time staff and sanitizing protocols to resume weekend and evening hours in mid to late April. Rooms 1, 4, 5 and 7 will not available for hourly rentals at this time. Rentals will be further restricted during the eight weeks of summer camps. Afterschool drop-in basketball for elementary and middle school students has resumed, as have in person Subdivision Trustee meetings. These meetings are scheduled after 5:00 pm with full-time staff opening the building for the meetings.

e. Special Event Forecast

St Louis County updated the special event guidelines on March 8. The new guidelines include a 23 plan that must be submitted prior to holding an event. Staff are reviewing the guidelines in preparation for resuming limited events in the summer, and wider

events in the fall. Staff is interested in feedback from the Parks & Recreation Commission on merits of hosting events within the guidelines.

f. **Personnel Update**

Recruitment for the vacant Recreation Coordinator position will begin this spring. The vacant position has a youth and adult sports focus.

6. City Council Report

- a. Councilmember Weil provided updates on the Urban Agriculture ordinance moving through the public input process prior to City Council approval. The ordinance will provide guidelines for residential agriculture activities such as keeping bees and chicken; and address landscaping with plants that can encroach on other properties such as bamboo.
- b. The annual City Council retreat is coming up which will focus on goal setting and the annual budget. March 29 is the TIFF Commission meeting on proposed revisions to the Olive Crossing mixed use project.
- c. There is no update yet on the developer Opus' proposal to build an apartment complex in the Hilltop neighborhood behind Public Works.
- d. The upcoming municipal election on April 6 has two candidates for one open seat on the City Council. There are two candidates for one seat.

7. City Horticulturist Report

- a. City Horticulturist Brian Azcona provided a report on his first year with the City: building standard operating procedures; invasive species removal plan and implementation, volunteer contributions, replanting strategy, managed tree care program (inventory, annual preventative care, prescribed removals, staff training), participation in landscape master planning design process, seasonal focus, annual plantings, and future goals.

8. Park Master Plan Implementation

- a. Park Concept Plans: the final park concept design deliverable was received February 26. The Parks are now in schematic design phase.
- b. Playground RFP Process: the Project Team is creating one RFP for the three park playgrounds renovations included in the Prop C funded projects: Indian Meadows, Villa, and Irv Zeid. This would include design/build meeting the focus outlined in the concept plans.
- c. Timeline Update: timeline remains unchanged for GRG Greenway, parks and community center.
- d. Budget Update: all projects remain on budget.
- e. Current work focus is park plans schematic design phase; the Community Center interior finishes, fitness area, restroom components; preparing the Playground RFP; GRG Centennial Greenway is approaching plan 95% completion.

9. 2021 Draft Parks & Recreation Commission Work Plan

Chair, Jim Person, reviewed the annual work plan. Commissioners committed to meeting in working groups ahead of April meeting: Patterson and Heuermann will meet on Goal 1; Lee and Person will meet on Goal 3.4; Lee, Heuermann and Sandhu will meet on Goal 4.4.

10. Future Agenda Items

- Annual Work Plan
- Memorial Policy
- Park Master Plan Implementation - ongoing

c. 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

- d. **Adjournment** – On a MOTION by SANDHU, SECOND by PATTERSON meeting was ADJOURNED (6-0) at 9:12 pm

City of Olivette Parks & Recreation Commission
SPECIAL MEETING MINUTES | APRIL 1, 2021
MEETING HELD VIA ZOOM

1. Roll Call

Quorum established via Zoom meeting at 7:02 pm

Commissioners Present: Heuermann, Kastner, Lee, Patterson Person: Arriving at 7:07 pm: Rich and Sandhu

Commissioner Absent: None

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

2. Playground RFP Review

- a. Commissioners discussed the draft Playground Request for Proposal Indian Meadows, Irv Zeid, and Villa Parks in comparison to Park Concept Plans. Commissioners also discussed the RFP process, the documents provided to potential bidders, and how final selection would be made. Commissioner Heuermann asked for clarification on how the City managed risk in association with park renovation projects. Staff will send Commissioners the final RFP document when it is completed.
- b. The Commission discussed the vision playground concepts for Stacy and Warson Parks future renovations, not included in the current funding of Prop C. Commissioners unanimously supported adding play components for teens at Stacy Park; and creating a fully ADA accessible, “parallel play” playground at Warson Park.

3. Adjournment – Meeting was adjourned at 8:06 pm