

MINUTES OF THE REGULAR MEETING
OF THE PARKS AND RECREATION COMMISSION
OF THE CITY OF SUNSET HILLS, MISSOURI
HELD ON WEDNESDAY, MARCH 16, 2021

BE IT REMEMBERED that the Parks and Recreation Commission of the City of Sunset Hills, Missouri met through Zoom. The meeting convened at 6:35pm.

Park Board

Present:	Doug McGuire	-Park Board Chairman
	Steve Bershe	-Member
	Kelly Finney	-Member
	Claudia Svoboda	-Member
	Blake Harris	- Member
	Shelia Sanders	-Member
	Jill Yarasheski	-Member
	Gerald Brown	-Director of Parks and Recreation
Absent:	Erin Kelly	-Member
	Esther Gier	-Member
	Pam Livingston	-Member
Guest:	Mike Svoboda	

APPROVAL OF THE MINUTES

Copies of the Minutes of the February, 2021 Parks & Recreation Commission meeting were emailed to the members for their review. Ms. Sanders made a motion to accept the minutes as submitted. Alderman Bershe seconded the motion, and it was unanimously approved.

Old Business

- A. Update on the I44 pedestrian Bridge
Mr. Brown reported that the Board of Alderman approved the Municipal Parks Grant agreement. Once we have all of the other cities signed agreements, we will send off.

Reports

- A. Board of Alderman, Alderman Bersche stated that there were a few resolutions for purchases (Pool Painting, shelter for Stieren area, surplus equipment).
- B. Pool Advisory, Mr. Brown stated that they met last night and made a recommendation for 2021 aquatic facility operations based on Covid guidelines.
- C. Gempp Commission, nothing to report
- D. Swim & Dive Committee – nothing to report
- E. Fitness Committee – nothing to report
- F. Art Committee – nothing to report
- G. Director’s Report – nothing to report

New Business

- A. **Eagle Scout Project**
- B. **Urban Forestry Discussion**
- C. Recommendation for Watson Trail Playground

Mr. Brown reported that the Parks & Recreation Department has been working with the Rainbow for Kids organization for approximately 2 years to construct an accessible playground site at Watson Trail Park. The new components are proposed to include a merry go around/spinner, fully functional wheel chair swing, music area, rock climber, swings, mister pole, small component area and a large playground component. The proposed components would be located adjacent to the existing tennis courts, where old playground used to be. We have been fortunate to collect the following funds for this project:

\$24,000	Rainbow for Kids
\$8,000	Whitey Herzog Foundation
\$6,593	Renewel by Anderson
\$3,000	Sunset Hills/Crestwood Rotary Club
\$2,500	Foundation for Sunset Hills
\$25,000	Stieren Family (Feb, 2021)
\$370,000	Municipal Parks Grant (Dec, 2020)
\$3,900	Brick memorial project income
\$442,993	Total or the project

We hired a consultant to assist with the bid documents and received (4) bids back on March 12, after reviewing the bids over the weekend, we believe the following to be the best approach to acquire the most equipment and recommend the following for approval:

Gateway Design	\$38,000.00 – engineering services/allocated Dec/2020
Focal Pointe –	\$186,525.80 Services include, general contractor, installing concrete, equipment, surfacing, rain garden, etc.
Landscape Structures -	\$121,206.00 - playground equipment (large component, music area, rock climber, small child’s area and swings)
Landscape Structures -	\$87,794.40 – playground Poured in place and turf surfacing
Little Tikes -	\$11,272.00 Wheel chair accessible Merry go around/turnaround spinner
InCord -	\$14,100.00 – Wheel chair accessible swing

Total – (\$458,898.20)

We completely understand the project is slightly overbudget by almost \$16,000, however we believe this will be a unique playground area for our residents to enjoy for years to come. The Park Board has reviewed the proposal and would like to recommend for approval.

Ms. Yarasheski made a motion to recommend Playground as proposed, with Plan B, removing the Mister pole if Board needs additional cuts. Ms. Sanders seconded the motion, and it was unanimously approved.

D. Recommendation for the aquatic facility operation for 2021

Mr. Brown reported that the Sunset Hills Aquatic Facility was not open for business in 2020 due to Covid-19; since then, St. Louis County is currently updating the guidelines and we expect a few changes since last year. We understand that the goal of everyone is that we could open back up as normal, however with the current guidelines, the Pool Advisory and Park Board both recommend that we open as follows:

Competition Pool

- Hours of Operation – 12 -3 and 4 -7 daily; you will be expected to reserve a time slot each day of entry.
- Membership – we recommend that all admittance be based on if you have an Gold or Aquatic membership; we will have no daily visits.
- Current Capacity load based on guidelines is (40) per deck space guideline.
- We will provide chairs/tables, they will be cleaned before opening, between 3 – 4pm daily and at closing.
- Day Camp Swim time, Fridays 10:15 – 11:30am

Lazy River/Leisure Pool

- Hours of Operation – 12 -3 and 4-7 (Weekends only); you will be expected to reserve a time slot each day of entry
- Membership – we recommend that all admittance be based on if you have an Gold or Aquatic membership; we will have no daily visits.
- Current Capacity load based on guidelines is (20) per deck space guideline.
- We will provide chairs/tables, they will be cleaned before opening, between 3 – 4pm on weekend days and at closing.
- Each additional day added on – Staff direct cost of \$850.00

Programming

- Swim Lessons – we will offer Monday/Wednesday – 10:30 -11:30, 7:15 – 8:15pm
- Water Aerobics – we will offer Tuesday/Thursday – 10:30 -11:30
- Lap Swim – We will offer Monday/Wednesday 7:15pm – 8:15pm and Saturday (10:30 -11:30am)
- Swim/Dive Team – we can handle (150) kids, offer practice Monday – Friday 7am -10am, broken into (4) practices. The Swim Team will only be available if the Municipal League offers a league this year.
- River walk offered Saturdays (10:30 -11:30), to add River walk Monday -Friday (10:30 -11:30) additional \$1,500 on expenses.

Concessions

-Hours of operation 12 -5pm daily

-We will follow St. louis County Guidelines on restaurant specifications and only sell prepackaged good.

Dates of Operation

-June 12th – September 6th

Draft Budget

Capital items

Replace ADA Lifts	\$12,331	Purchased
Lap Lanes, Reels, Cover	\$6,325.41	Purchased
Robotic Pool Cleaner	\$5,008.53	Purchased
Competition Pool Painting	\$23,000.00	Approved at 3/9/2021
Upgrade Computer system/WiFi	\$5,600.00	Purchased
Tables, Chairs, Umbrellas	\$13,000	Budgeted
Floor Scrubber	\$2,500	Budgeted
Total	\$67,764.94	

A. On-going Expenses

Competition Pool	\$131,300	
Utilities	\$13,000	
Guards	\$63,000/12 weeks	
Building Maintenance Supplies	\$10,000	
Marketing	\$2,000	
Facility Maintenance	\$15,000	
Equipment Maintenance	\$1,800	
Office Supplies	\$1,500	
Rec Supplies	\$1,000	
Misc.	\$5,000	
Swim & Dive Team coaches/expenses	\$19,000	
Lazy River/Leisure Pool	\$48,500	
Utilities	\$8,000	
Guards	\$25,000	
Building Maintenance supplies	\$6,000	
Facility Maintenance	\$5,000	
Equipment Maintenance	\$500	
Rec Supplies	\$1,000	
Misc.	\$3,000	
Concessions (pre-packaged items)	\$19,700	
Staff	\$4,700	
Supplies	\$15,000	

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Scenario 1 (described above)

Proposed Revenue	\$165,500	
Pool Memberships	\$108,000	2019 Historical Data
Swim Lessons	\$6,000	
Water Aerobics	\$6,000	
Swim Team	\$22,500	
Concessions	\$23,000	
Total Revenue	\$165,500	
Total Expenses	\$267,265	
	(-101,765)	

Scenario 2 (Competition Pool Only)

Proposed Revenue	\$117,500	
Pool Memberships	\$64,800	60% of 2019 data
Swim Lessons	\$6,000	
Water Aerobics	\$6,000	
Swim Team	\$22,500	
Concessions	\$23,000	
Total Revenue	\$122,300	
Total Expenses	\$218,765	
	(-96,4655)	

Scenario 3 (Regular Pool Operations (Competition Pool, Lazy River and Leisure pool open under current guidelines))

Proposed Revenue	\$165,500	
Pool Memberships	\$108,000	2019 Historical Data
Swim Lessons	\$6,000	
Water Aerobics	\$6,000	
Swim Team	\$22,500	
Concessions	\$23,000	
Total Revenue	\$165,500	
Total Expenses	\$338,665	Includes (Leisure pool/Lazy River open every day 12 -7)
	(-173,165)	

Projected 2021 Budget

Proposed Revenue	\$316,000	
Pool Memberships	\$185,000	2019 Historical Data
Swim Lessons	\$14,000	
Water Aerobics	\$9,000	
Swim Team	\$60,000	
Concessions	\$50,000	
Total Revenue	\$316,000	
Total Expenses	\$453,600	
	(-137,600)	

Ms. Sanders made a motion to recommend Scenario 1 as submitted, with opportunity to change operating procedure as guidelines loosen. Ms. Yarasheski seconded the motion, and it was unanimously approved.

NEXT MEETING DATE

- April 28, 2021 @6:30 by ZOOM

ADJOURNMENT

Ms. Sanders made a motion to adjourn the meeting at 7:36 pm. Ms. Svoboda seconded the motion, and it was unanimously approved.

As submitted by,

Gerald Brown, Director of Parks & Recreation