



MEMORANDUM

TO: Parks Commission
FROM: Darren Dunkle, Director of Parks, Recreation & Forestry
DATE: May 14, 2020
SUBJECT: Directors Report

Administration

- Due to the outbreak of the COVID-19 virus, a lot of time has been spent on the cancellation of programs; continuing maintenance operations; dealing with safety concerns; and working with staffing levels and concerns.

As of today, the following facilities and/or park areas remain closed: Heman Park Community Center; Centennial Commons Recreation Center; Dog Park; Basketball Courts; and Playgrounds. Furthermore, I am currently working on the development of a post COVID-19 operations plan. The intent of this plan is to identify possible and needed changes that will be necessary to move forward with operations (There may be several phases depending on the duration of closures, staffing availability of supplies, and County directives and CDC guidelines etc.). Items included in this plan are Program Operations, Centennial Commons Operations, Aquatic Facility Operations, Golf Course Operations, Maintenance Operations, and Staffing.

- Continued working on the development of departmental policies and procedures.
- Continued working on the development of a Maintenance Investment/Improvement Plan.
- Continued working on the development of a Capital Investment/Improvement Plan.
- Continued working on the development of a Refurbishment/Replacement Plan.
- Continued working on the development of an overall Parks Work Plan.
- Continued working on the development of Individual Job Scope and Goals & Objectives.

Projects

- Fogerty Park – The project is substantially complete, and the contractor is completing punch list items. It is the intent to complete the project by the end of May and turn in paperwork for reimbursement to the St. Louis County Parks Grant Commission.
- Lewis Park – Continue to explore other options to slow down and collect water coming off Delmar.
- Pool Bathhouse – The project is substantially complete, and the contractor is completing punch list items. Project is anticipated to be completed by the end of May.
- Dog Park Surfacing – Staff has completed to placement of wood chips at the park.

Recreation Operations

- Fees and Charges – Based on the procedures outlined in the Revenue and Pricing Policy, staff is reviewing the existing pricing and will make recommendations on new fees and charges.
- Contract Instructors – Developed “draft” contracts for contract instructors and continue waiting for legal review and approval.
- Volunteer Guidelines – Currently working on guidelines and job descriptions for volunteers used in programs.

Park Operations

- Park Closures – Maintenance staff has placed caution tape and signage on each playground; Have placed signage on/at all basketball, pavilions and athletic fields; and have placed chains and locks on the dog park. Staff are checking these areas on a daily basis and making necessary repairs.
- Maintenance Operations Tasks/Schedule - Worked on the development of an overall plan.
- Management Plans – Began the process of developing management plans for each individual park.
- Equipment Service – Continue to provide seasonal service to parks equipment in order to get prepared for the Spring and Summer activities.
- Playgrounds – As time and weather allow, staff will begin with topping off wood chip playground surfacing.
- Fertilizing/Preemergence – Staff put down fertilizer and preemergence on athletic fields and selected sites such as City Hall, Community Center, and Centennial Commons.

Forestry Operations

- Tree Removals and Limb Pickup – Continue to address problem trees.
- Ordinances – Staff is currently reviewing the current ordinances.
- Emerald Ash Borer Bid – Omni Tree Care has completed the removal of selected Ash trees and have planted the replacement trees.
- Tree Trimming Bid – Gamma Tree Experts has completed the trimming of select Trees within the City. They will continue working on the Change Orders for additional tree trimming and removal.
- Community Canopy Program – Looking into program sponsored by the Arbor Day Foundation to provide free trees to residents.

Golf Operations

- Course Opening - Reopened the Golf Course on May 4th to walking use only. All tee time reservations must be done by phone. Working on a plan to allow the rental of golf carts.
- Fertilizing/Preemergence – Staff has put down fertilizer and preemergence.
- Landscaping – Staff has built landscape beds and have planted flowers.

- Mowing and Trimming – Continue mowing and trimming of the course.
- Trees – Continue to plant trees throughout the course.
- Fees and Charges - Based on the procedures outlined in the Revenue and Pricing Policy, staff is reviewing the existing pricing and will make recommendations on new fees and charges.
- Policies and Procedures – Continue to review and upgrade policies and procedures.