



**Park Board Agenda**  
**Monday, April 18, 2022, 7:00 p.m.**  
**Kirkwood Community Center**  
**111 South Geyer Rd.**



- I. CITIZEN COMMENTS** *(See instructions on the previous page for offering a comment. The public comment portion of the meeting is an opportunity to hear comments from citizens. It is not a question and answer session and the Park Board will not respond to comments or answer questions during the comment period. The Chairperson may refer any matter to staff or hold discussion during the "Other Matters" section of the meeting).*

**I. APPROVAL OF MARCH 28, 2022 MEETING MINUTES**

**II. COMMITTEE ASSIGNMENTS/REPORTS**

- a. Trail Committee

**III. UNFINISHED BUSINESS**

- a. Strategic Plan Update  
b. Park Board Officer Nominations

**IV. NEW BUSINESS**

- a. Approval RC Car track Agreement  
b. Approval of MDC Cooperative Agreement  
c. Park Board Process/Practice Documents  
d. Election of Officers  
e. Other Matters

**V. SUPERINTENDENT OF PARKS, HEAD RANGER AND VOLUNTEER COORDINATOR REPORTS**

**VI. DIRECTOR'S REPORT**

**VII. BOARD MEMBER COMMENTS**

**VIII. ADJOURNMENT**

**Next Meeting – May 16, 2022**

**Staff Liaison:** Kyle Henke. Phone: 314.822.5856 Email: [henkekk@kirkwoodmo.org](mailto:henkekk@kirkwoodmo.org)

**Chair:** Jordan Wienke

**Accommodation:** The City of Kirkwood is interested in effective communication for all persons. Persons requiring an accommodation to attend and participate in the meeting should contact the City Clerk at 314-822-5802 at least 48 hours before the meeting. With advance notice of seven calendar days, the City of Kirkwood will provide interpreter services at public meetings for languages other than English and for the hearing impaired. Upon request, the minutes from this meeting can be made available in an alternate format, such as a CD, by calling 314-822-5802.

From the desk of:  
Kyle Henke, Director of Parks and Recreation  
111 S. Geyer Road, Kirkwood, MO 63122  
Phone: 314-822-5856 Fax: 314-984-5931  
E-mail: henkekk@kirkwoodmo.org



## Memo

To: Kirkwood Park Board  
From: Kyle Henke  
Date: April 14, 2022  
Re: April 18, 2022 Agenda Memo

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### Committee Reports

Trail Committee – The Trail Committee met on April 5. Draft Minutes are included in the packet. Alan will provide an update.

### Unfinished Business

Strategic Planning Update – This represents the monthly opportunity to provide updates on any actions taken regarding the strategic plan. With three Park Board members leaving the board, no update will be made until newly appointed members are assigned action items after the June meeting.

Park Board Officer Nominations – This represents any final changes to the slate of officers running for election or re-election. Once the final slate is established, election of officers will take place during the new business portion of the meeting.

### New Business

Approval of RC Car Track Agreement – The RC car track in Emmenegger Park is historically operated by The Dirtburners, and the agreement between the operator and the Park Board expired in 2018. Included in the packet is an updated agreement that has been reviewed by the City Attorney as well as The Dirtburners. Staff will be looking for motion to approve the contract.

Approval of MDC Cooperative Agreement - Missouri Department of Conservation Cooperative Agreement related to Powder Valley, Emmenegger Park and Possum Woods is Included in the packet. The initial one year term expired in September of 2021. MDC was unable to provide us with the renewal until Late January 2022. Staff will be looking for a motion to renew the contract through September 30, 2022.

Park Board Process/Best Practice Document Review – A review of current and previous Park Board proposal process documents is being requested. Included in the packet are several documents. The first is titled, “Kirkwood Parks and Recreation Partnership Project Proposal” and was, at one point, used for an external group or individual to layout their idea to the Park Board. Next you will see one titled, “Kirkwood Parks and Recreation Project Proposal Evaluation, Internal Use” and appears to be used by the Park Board to evaluate the submitted proposal. Also included is a document titled, “Memorial Dedication Proposal Application” and may have been adapted using the original form listed here. Perhaps a Park Board member who was part of the process to develop the Memorial Dedication form can shed some light on the development of the newest form.

Election of officers – A final slate of officers will be determined during the Unfinished Business portion of the this meeting. Elections will take place using a ballot listing the slate of nominated candidates for each office.

Maintenance Report – Curt’s report is included. The Ranger report for April will be included in May’s Park Board Packet. Kylie Christanell’s, Volunteer Coordinator, report is included in the packet.

Director’s Report – My report will include information on the following:

- Introduction of New Recreation Specialist and Park Program Outreach
- Aquatic Center
- Pickleball Court Project
- Greentree



**Park Board  
Meeting Minutes  
Monday, March 28, 2022, 7:00 p.m.  
Kirkwood Community Center Room 202**



**IN ATTENDANCE:** The meeting was called order at 7:01 p.m. with President Jordan Wienke, Alan Hopefl, Scott Stream, Kathy Paulsen, Matt Cook, Ellen Edman, Steve Ostrowski, Matt Helbig and Staff Liaison Kyle Henke and Curt Carron in attendance.

**I. CITIZEN COMMENTS**

Gwyn Wahlmann, 1002 W. Adams, feels her comments in the draft minutes from the last meeting were incorrect and asked the board to change them, she believes nature education and programming would be beneficial on the trails.

**II. APPROVAL OF FEBRUARY 28, 2022 MEETING MINUTES**

A motion made by Alan Hopefl to approve the February 28, 2022 meeting minutes, seconded by Matt Helbig.

The board asked to change the summary of Gwyn Wahlmann's comments to state that she is in favor of nature and biology education and programs that enhance the woods, but is not in favor of mountain bike trails.

The Board asked why the full statement by Kathy Paulsen about citizen emails was summarized in the minutes.

Motion approved unanimously.

**III. COMMITTEE REPORTS**

- a. Foundation Committee – Scott Stream gave an update on the Foundation Committee's progress.

**IV. UNFINISHED BUSINESS**

- a. Strategic Plan – Kathy Paulsen asked questions about how people assigned to strategic plan items should coordinate.
- b. Park Board Officer Nominations – Jordan Wienke has been nominated for President, Matt Cook and Kathy Paulsen for Vice President and Steve Ostrowski for Treasurer. Elections will be held during the April Park Board meeting.

**V. NEW BUSINESS**

- a. 2022 – 23 Park Fund Budget – Kyle discussed fuel and wetland vegetation contract adjustments to the budget.  
A motion made by Matt Helbig to approve the revised 22-23 Park Fund Budget with a total operating capital cost of \$1,792,759 and revenues of 1,783,930 Seconded by Kathy Paulsen. Motion Passed Unanimously.
- b. Goose Control Contract FY22-23  
A motion by Alan Hopefl to renew the contract with Gateway Goose Control in the amount of \$4,400. Seconded by Matt Cook. Motion approved unanimously.
- c. Outer Parks Mowing Contract



A motion by Scott Stream to approve the contract with B's Lawn service for \$29,980, with \$2,680 of the total funded by the City's General fund for mowing at KPAC. Seconded by Jordan Wienke. Motion approved unanimously.

## **VI. SUPERINTENDENT OF PARKS REPORT**

- a. Curt Carron discussed Superintendent of Parks' report.

## **VII. DIRECTORS REPORT**

- a. None

## **VIII. BOARD COMMENTS**

Matt Helbig asked if Kyle or Curt had any insight on what is going on with Kirkwood Athletic Association. Kyle and Curt let the board know that KAA decided not to hold their 2022 season, they have not approached staff about anything and that at this point it should not have any impact on our operation.

Ellen Edman would like the Board to consider process improvement by using a project proposal form for ideas from citizens. She discussed the erosion behind the Scout Shelter and suggested a rain garden at the top of the hill.

Matt Cook asked Ellen questions about her project proposal idea.

Kathy Paulsen contacted MDC about erosion problems at Kirkwood Park and they do use rain gardens to help erosion.

Curt discussed his thoughts and feels that this is part of the ongoing research that the trail committee is working on.

Kathy Paulsen discussed some upcoming volunteer projects where the Board can volunteer

Next meeting will be April 18, 2022

**IX. ADJOURNMENT** – The meeting was adjourned at 8:10 p.m.



Park Board Trail Committee Meeting Minutes  
Tuesday April 5, 2022 4:00 PM  
Room 202 Kirkwood Community Center



In attendance: Alan Hopefl (chair), Matt Cook, Matt Helbig, Alvin Reid

Park Staff: Curt Carron, Kyle Henke

## **I. CITIZEN COMMENTS**

Dan Herring 1388 Lark Ave, He is opposed to bike trails in Kirkwood Park, wants bikes on paved paths only and not in woods. Bikers are too competitive and a safety concern.

John McKinley 433 N. Van Buren Asks Board to consider community input on biking and to consider all options.

Gwyn Wahlmann 1002 W. Adams Is against bike trails in Kirkwood Park based on the biologist's report.

## **II. APPROVAL of February 11, 2022 TRAIL COMMITTEE MEETING**

Minutes approved unanimously

## **III. UNFINISHED BUSINESS**

- a. Kirkwood Park Walking/Nature Trail Maintenance/Improvements
  - i. Update Regarding Trail Use Data Collection
  - ii. Trail Committee Interest Regarding Walking/Path Improvements
  - iii. Staff Process and Recommendations for Proceeding.

Carron gave an update on the game cameras currently in place on the site. There are 6 to 8 weeks of data recorded. There appear to be more volunteer trails that have been constructed along with ramps, and digging that has disturbed the soil. No one sees the offenders or reports them. It is probably done after hours and weekends. Rangers are again short staffed as 3 rangers have left recently. Pictures were shown of ramps and jumps that have been illegally put in. The problems with trail building have gotten worse. In addition to tearing up the ground this could be a safety issue. The game cameras could be moved to gather more data on trail use and to identify perpetrators.

Henke asks what the staff should do as far as direction to take. We could use way finding signage, amelioration of current trail erosion, signage regarding proper use of the area. Currently trails are heavily used by walkers.

Reid suggested the need for signage regarding no bicycles in the area. Signs should make it clear that bikes are not allowed. Helbig agrees with signs since right now no one knows that



**Park Board Trail Committee Meeting Minutes**  
**Tuesday April 5, 2022 4:00 PM**  
**Room 202 Kirkwood Community Center**



bikes are not allowed in the area. Also suggests that pedestrians should be encourage to stay on the trails.

Hopefl suggests that we need to designate which trails we want to keep and mark them with signage. Also said that most of the trails are not in bad shape compared to hiking trails at State Parks or MDC conservation areas.

More discussion ensued. There was agreement that signage be placed regarding bike use that could include City Ordinance number and phone number for police/rangers for people to report violators.

Currn asks which trails should be marked so that unneeded trails can be physically cut off.

Cook suggests that we should have an outside group come in as we need help. The committee would recommend that park staff approach outside organizations for expertise and advise, as needed.

Carron says that sometimes we need organized help, but this could be from organizations rather than firms like Intuition & Logic. We may have a need midrange for engineering and organizations that could help have been identified. We can then put out an RFQ if needed.

Summation: We need signs with minimal information in the west valley area explaining what is being done, what the rules are and how users can help by following directions and ordinances. Central points for signs could be at trail heads and we could supply educational information.

#### **IV. NEW BUSINESS**

a) Explore Community Interest in Youth Off-Pavement Biking Opportunities.

Henke: There seems to be a need in the community for off-pavement biking based on comments from residents. Should staff gather data on needs?

Helbig: Are there any places in parks for off-street cycling (Greentree or other)?

Carron: We have unsolicited input so far on a single subject. We need to know who are the riders, how often would they use something, transportation to the site, etc.

Henke: Staff could do a resident/user survey for some guidance if the Park Board agrees it should take place. The committee agreed that park staff gather information on the level of community interest in off-road cycling.

A draft RFQ will be presented to the Trail Committee at a future meeting.

Meeting Adjourned at 5:07 PM

## USE AGREEMENT AT GREENTREE PARK

THIS AGREEMENT is made and entered into and is effective the \_\_\_\_ day of \_\_\_\_\_, 2022, by and between the St. Louis Dirt Burners (the "Operator"), a Missouri not for profit corporation and the City of Kirkwood Park Board, by and through the City of Kirkwood, Missouri (the "Park Board").

WHEREAS, through the mutual efforts of the parties, as hereafter described, a facility to be used for the racing of radio controlled miniature cars (the "RC Track") has been established at Greentree Park in the City of Kirkwood on Marshall Road; and

WHEREAS, the parties hereto previously entered into an agreement for the use of a portion of Greentree Park for the RC Car Track; and

WHEREAS, the parties hereto agree to continue the use of a portion of Greentree Park for the RC Car Track as an appropriate recreational use subject to the following terms.

NOW, THEREFORE, it is mutually agreed by and between the Operator and the Park Board as follows:

1. In connection with the continued use of the RC Track, the Operator will fund all costs of making and maintaining improvements to the RC Track, including, but not limited, dirt track, track barriers, fences, bleachers, driver's stand and ramp, lighting, sound, electrical systems, and water service. All work shall be done in accordance with all applicable building codes, local ordinances, and state and federal laws. All work done on the RC Track shall be performed in a good and workmanlike manner and shall be approved by the Park Board or its designated representative(s) prior to the work commencing.
2. The Operator shall not create or allow a nuisance to exist on the RC Track, nor use or allow the RC Track to be used for any unlawful purpose or in a manner that disturbs others during those times reserved for their exclusive use.
3. Unless the Park Board elects otherwise, the RC Track, and all fixed improvements or repairs, alterations, or additions to the fixed improvements made by the Operator shall become and remain the property of the Park Board upon expiration of the terms stated herein.
4. Operator will have exclusive use of the RC Car Track for the period April 1st through September 30<sup>th</sup>, Tuesdays, from 4:00 p.m. - 11:00 p.m., and April 15th Through Sept 30th on Saturdays, 7:00 a.m. - 11:00 p.m. for five (5) one year terms so long as the Operator offers a series of races and competitions for radio controlled model cars and their drivers. The Operator may request additional dates and times for additional activities, such as special events and races, during the Term, provided that such requests are received at least 30 days prior to the event's date. Such additional requests shall not exceed ten (10) dates per year.
5. Both parties agree the RC Car Track will be subject to periodic maintenance due to damage created by weather conditions. The Operator shall have the right to complete track



maintenance after inclement weather and other unforeseen events without prior permission of the Park Board. In such situations, the Operator will make every effort to inform the designated representative(s) of the necessity to close the track as soon as possible.

6. The Operator will have the right to reconfigure or rebuild the track, and as a result of that action will be permitted to close the track to public use. The Operator will inform the designated representative(s) at the earliest possible time when such work on the track is required.

7. Park Board must notify the Operator 120 days in advance of the annual renewal date if the term is not to be renewed. Unless otherwise terminated by either party as provided for herein, this agreement will automatically renew for five (5) additional one year terms (the "Renewal Term") under the same terms and conditions. Failure to renew the Renewal Term will not result in any compensation due to the Operator by the Park Board.

8. During the Initial Term and the Renewal Term the Park Board may continue to allow public usage of the facility during those times the RC Track is not specifically reserved by the Operator. The Operator will be required to follow policies and procedures established by the Park Board and by City of Kirkwood ordinances to reserve any additional facilities required and to reserve any additional time for use of the RC Track not included in the exclusive use schedule set forth above.

9. The Operator, at its sole cost, will be responsible for maintaining the RC Track and associated facilities. In addition, the Operator will be required to pick up and place in containers provided by the Park Board any litter or trash resulting from their use of the RC Track. During the off-season, the Park Board, at its sole cost, shall be responsible for trash and litter removal.

10. The Operator shall pay an annual fee of \$1,350 for the initial 5 year term, which is based upon the last 3 year average of a \$50 monthly rent and 10% or \$40, whichever is higher, of race day fee revenues. For the Renewal Term, the annual fee will be adjusted based on the same race day revenue history and will be negotiated, between the parties. All payments due the Park Board shall be remitted on or before September 30<sup>th</sup> of each year.

11. The Operator shall have access to the parking area located adjacent to the RC Track. The Operator shall not close or otherwise control access to this parking lot without permission of the designated representative(s) of the Park Board. During the exclusive use period designated for the Operator, the Operator shall, at its sole cost and expense, be responsible for cleaning the parking lot and race track facility grounds and depositing trash and litter in the containers provided, after each day of racing has concluded.

12. The Operator, at its sole cost and expense, shall procure and maintain with a responsible insurance company or companies comprehensive general liability insurance providing for limitations of not less than \$1,000,000.00 per occurrence for bodily injury (including death) and property damage, and naming the City as an additional insured. The insurance coverage must be approved in advance by the Park Board in regard to the qualifications of the company providing such insurance and the proof utilized to show coverage. Such approval shall not be unreasonably withheld provided such proof of insurance is consistent

with standards used by the Park Board for contractual arrangements. The Operator shall provide a copy of the certificate of insurance to the Park Board prior to the start of each renewal period during the term of this Agreement.

13. In the event the Operator fails to comply with any of the aforementioned terms and/or conditions set forth above, the Park Board shall notify the Operator that the Park Board intends to terminate this Agreement unless the Operator satisfies its obligations hereunder within thirty (30) days after the written date of notification. If the Operator fails to cure the deficiency within such 30 days, the Park Board has the right to immediately rescind this Letter and the Operator shall have no recourse.

14. This Use Agreement shall be interpreted under the laws of the State of Missouri.

IN WITNESS WHEREOF, the parties hereto have duly executed the foregoing instrument or caused the same to be executed the day and year first above written.

PARK BOARD OF THE CITY OF KIRKWOOD

BY: \_\_\_\_\_  
President

DATE: \_\_\_\_\_

ST. LOUIS DIRT BURNERS

BY: \_\_\_\_\_  
President

DATE: \_\_\_\_\_

**COOPERATIVE AGREEMENT #2250**  
**BY AND BETWEEN**  
**MISSOURI DEPARTMENT OF CONSERVATION**  
**AND**  
**CITY OF KIRKWOOD, MISSOURI**

1. **PURPOSE OF GRANT OR AGREEMENT:** The Missouri Department of Conservation (Department) and the City of Kirkwood (City) have found their relationship to be mutually beneficial and by continuing their relationship it will allow both parties to further their mission.
  
2. **OUTCOMES:**  
To preserve and protect the area known as Emmenegger Nature Park owned by the City of Kirkwood (City), Missouri. The Area provides access to the Missouri Department of Conservation's Possum Woods Conservation Area.
  
3. **DEPARTMENT DELIVERABLES:**
  - When possible, the Department will implement applicable sections of the 2014 Emmenegger/Possum Woods Area Plan on Possum Woods CA and provide technical advice as requested by the City regarding Emmenegger Nature Park.
  - The Department will provide a logo for the park entrance sign.
  - The Department will coordinate programs and public events free of charge at Emmenegger with prior approval from the City and assist City with coordination of events in which both parties have an interest.
  - The Department will open the gate at 7 a.m. daily at Emmenegger Nature Park that allows access to Possum Woods CA, except for Sundays and state holidays.
  - The Department will provide a law enforcement presence to enforce the laws in the *Wildlife Code of Missouri*.
  
4. **CITY DELIVERABLES:**
  - The City will grant access and use of Emmenegger Nature Park to the Department free of charge.
  - When possible, the City will provide labor, equipment, and expense to carry out applicable sections of the 2014 Emmenegger/Possum Woods Area Plan.
  - The City is responsible for construction and maintenance of roads and infrastructure within Emmenegger Nature Park.
  - The City will assist law enforcement to Powder Valley Conservation Nature Center after hours and on holidays as needed.
  - The City will open and close the gate at Powder Valley Conservation Nature Center as requested by the Department including evenings, Sundays, and on state holidays.

5. **PARTIES AND CONTACTS:**

Tamie Yegge  
Nature Center Manager  
11715 Cragwold Rd.  
Kirkwood, Missouri 63122-7000  
314-301-1506 ext. 4201  
[Tamie.Yegge@mdc.mo.gov](mailto:Tamie.Yegge@mdc.mo.gov)

Kyle Henke  
Director of Parks and Recreation  
Kirkwood Community Center  
111 S. Geyer Road  
Kirkwood, Missouri 63122  
[Henkekk@kirkwoodmo.org](mailto:Henkekk@kirkwoodmo.org)  
314-822-5856

Curtis Carron  
Superintendent of Parks  
Kirkwood Community Center  
111 S. Geyer Road  
Kirkwood, Missouri 63122  
[Carroncr@kirkwoodmo.org](mailto:Carroncr@kirkwoodmo.org)  
314-822-5897

6. **AGREEMENT PERIOD:**

The initial Agreement period is October 1, 2020 through September 30, 2021. The Agreement may be renewed for three (3) one-year periods or portion thereof contingent upon mutual agreement and available funding.

7. **FUNDING AMOUNT AND SOURCES:**

There is no funding for this agreement.

8. **OWNERSHIP:**

The City shall retain ownership of the property known as Emmenegger Nature Park.

9. **MONITORING REQUIREMENTS:**

This agreement shall be monitored by both parties.

10. **TERMINATION:**

Each party retains the right to terminate this agreement at any time, without penalty or recourse, by giving written notice at least sixty (60) days prior to the effective date of the termination.

**11. APPLICABLE LAWS AND REGULATIONS, HOLD HARMLESS AND INDEMNITY:**

Each Party shall comply with all local, state, and federal laws and regulations related to the performance of this agreement to the extent that the same may be applicable to the entity. Each Party agrees to assume all risks associated with the activities performed under this Agreement and agrees to hold harmless, defend, and indemnify each other, and their agents and employees, from any claim or suit arising from, or in connection with, this Agreement and the activities performed under this Agreement.

**APPROVAL:**

**MISSOURI DEPARTMENT OF CONSERVATION:**

Jeff Gudmundson  
(Name)

Education Branch Chief  
(Title)

10/21/2020  
Date

**APPROVED AS TO FORM:**

Jennifer Frasier  
General Counsel

**CITY OF KIRKWOOD, MISSOURI**

David Hufford  
(Name)

President - Kirkwood Park Board  
(Title)

10/20/20  
Date

RENEWAL NO. <1> TO  
COOPERATIVE AGREEMENT NO. 2250  
BY AND BETWEEN  
THE MISSOURI DEPARTMENT OF CONSERVATION  
(DEPARTMENT)  
AND  
CITY OF KIRKWOOD, MISSOURI  
( PARTNER)

NAME OF PROJECT: To preserve and protect the area known as Emmenegger Nature Park owned by the City of Kirkwood (City), Missouri. The Area also provides access to the Missouri Department of Conservation's Possum Woods Conservation Area.

PURPOSE: Department and Partner hereby renew Cooperative Agreement No. 2250, originally entered on October 1, 2020. The Department retains the option to renew this Agreement for 2 subsequent renewals. All other terms and conditions of this Agreement shall remain in effect.

AGREEMENT PERIOD: October 1, 2021 through September 30, 2022.

FUNDING AMOUNT FOR RENEWAL: There is no funding for this agreement.

**APPROVAL:**

**MISSOURI DEPARTMENT OF CONSERVATION**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

**CITY OF KIRKWOOD, MISSOURI**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

**Kirkwood Parks & Recreation  
Partnership Project Proposal**

Proposal from: \_\_\_\_\_ Date \_\_\_\_\_  
Contact Name & Phone Number: \_\_\_\_\_  
Brief Description of the organization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project overview: (attach detail, maps, engineering, etc)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of Project: \_\_\_\_\_

Project Start & Completion Dates: \_\_\_\_\_

Anticipated Use by Partner: (Season & Hours of Operation)  
\_\_\_\_\_

Will project be available for public use & when? \_\_\_\_\_

Describe benefits to partner organization, the public, and Kirkwood Parks:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Annual User Demographic Estimates:**

Total of users to benefit: \_\_\_\_\_  
By Age Groups: 0- 5 \_\_\_\_\_ 6-10 \_\_\_\_\_ 11-14 \_\_\_\_\_  
15-19 \_\_\_\_\_ 20-29 \_\_\_\_\_ 30-39 \_\_\_\_\_  
40-49 \_\_\_\_\_ 50-59 \_\_\_\_\_ 60+ \_\_\_\_\_

Number of Kirkwood Residents to benefit \_\_\_\_\_

**Partner Needs or Requirements:**

- 1) Parking \_\_\_\_\_
- 2) Electrical \_\_\_\_\_
- 3) Lighting \_\_\_\_\_
- 4) Sound/Amplification: \_\_\_\_\_
- 5) Other \_\_\_\_\_

**Contract Overview:**

Duration/Dates: \_\_\_\_\_  
Renewal Option: \_\_\_\_\_  
Does partner have existing contract? \_\_\_\_\_  
Special Agreements: \_\_\_\_\_

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1) Estimated initial and annual contributions from the partner organization:

Initial: Cash outlay \_\_\_\_\_  
Man hours \_\_\_\_\_

Annual: Cash outlay \_\_\_\_\_  
Man hours \_\_\_\_\_

Describe: \_\_\_\_\_

2) Annual estimated revenue to Kirkwood Parks: \_\_\_\_\_

3) Annual estimated revenue to applicant: \_\_\_\_\_

4) Will this proposal be developed to support uses that are lacking as defined by the parks master plan? \_\_\_\_\_  
\_\_\_\_\_

5) Are there any hazard or nuisance features that would negatively impact public use of this proposal? \_\_\_\_\_  
\_\_\_\_\_

6) What research has your organization done to assure compliance with city, state and federal ordinances? \_\_\_\_\_  
\_\_\_\_\_

7) What steps will your organization take to make sure this project to compliant with the American with Disabilities Act? \_\_\_\_\_  
\_\_\_\_\_

8) What conflicts do you foresee with your groups proposal with regards to existing use?  
\_\_\_\_\_

Return completed information to:

Murray Pounds  
Director of Parks & Recreation  
City of Kirkwood  
111 S. Geyer Road  
Kirkwood, Mo. 63122

2

Version 5/16/05



**Kirkwood Parks & Recreation  
Partnership Project Evaluation  
For Internal Use**

Project Name:

Date Evaluated

Environmental impact:

Additional # of parking slots anticipated:

Additional pavement needed:

Sound/Noise Created: \_\_\_\_\_

Lighting: \_\_\_\_\_

Proximity to Residential, Natural Area, Commercial: \_\_\_\_\_

Potential for creating: soil erosion, water run off, water or soil contamination, flooding problems, etc. \_\_\_\_\_

Other: \_\_\_\_\_

Consistent with other partner agreements?

\_\_\_\_\_

Restrictions on Public Access & Use \_\_\_\_\_

1) Estimated initial and annual costs to Kirkwood Parks & Recreation?

Initial: Cash outlay \_\_\_\_\_  
Man hours \_\_\_\_\_

Annual: Cash outlay \_\_\_\_\_  
Man hours \_\_\_\_\_

2) Are revenue estimates to Kirkwood Parks realistic? \_\_\_\_\_

3) Are revenue estimates to the applicant realistic? \_\_\_\_\_

**Kirkwood Parks & Recreation  
Partnership Project Evaluation  
For Internal Use (continued)**

4) Will this proposal be developed to support uses that are lacking as defined by the park master plan? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5) Are there any hazard or nuisance features that would negatively impact public use of this proposal? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6) In what ways would this proposal NOT be compliant with city, state and federal ordinances? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7) Will proposal be ADA compliant? If not, what steps are needed to reach compliance and whose responsibility would it be? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8) Do you foresee any conflicts with existing users? \_\_\_\_\_  
\_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action to be taken:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## MEMORIAL/DEDICATION PROPOSAL/APPLICATION (Approved 12/18/19)

This form is used to capture information regarding proposals to memorialize or dedicate facilities, parks, equipment or programs in the name of individual(s), organizations or groups. The form should be filled out as completely as possible and returned to the Kirkwood Parks and Recreation Department, 111 S. Geyer Road, Kirkwood, MO 63122. For assistance in completing the form, please call the Parks and Recreation Department office at 314-822-5855.

Kirkwood Park facilities are generally named for a geographic area or a natural historic feature, but, as appropriate facilities may be named to reflect significant historic, material or financial contributions to the City or persons of historic or outstanding civic service. When request for such honors are considered, the following criteria are considered in the review of memorial and dedication requests. Meeting any or all of these criteria does not guarantee the request will be approved, and additional information beyond this application may be necessary.

### *Honoree Criteria*

- Has the individual, group or organization lived, worked or functioned in Kirkwood for a minimum of 10 years at some time?
- If a memorial request is being made for an individual(s), is the person(s) in whose name the request being made been deceased for at least twelve months?
- Has the nominee provided service to the Kirkwood Parks and Recreation Department?
- Has the nominee served on a Board, Commission or Committee associated with the City of Kirkwood?
- Has the nominee served as an elected official on the Kirkwood City Council?
- Has the nominee served as an elected official representing the Kirkwood area?
- Has the nominee made significant or substantial contributions to other Kirkwood organizations, associations or groups outside of city government related functions?
- Is there written support from at least five groups or persons who are not relatives of the individuals proposed or members of the group or organization proposed? Written support should include information on why the nominee should be considered, the nominee's significance to Kirkwood, the nominee's outstanding contributions, accomplishments, achievements or honors, the nominee's outstanding community involvement

### *Development Criteria*

- Will a donation equal to 50% or more of the cost of development of a new memorial, facility or structure, piece of equipment or program be donated by the nominee, or; individuals, organization or groups nominating that individual?
- Will the nominator(s) pay for the cost of memorial or dedication development for an existing facility, equipment or program?
- Will the nominator(s) contribute to long term maintenance of the memorial?

Name of Person Completing This Form \_\_\_\_\_

Organization (if Applicable) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Date Submitted \_\_\_\_\_

Name of Individual(s), Organization or Group to be Honored:

\_\_\_\_\_

Describe briefly why the person(s) organization or group is deserving of this nomination:

\_\_\_\_\_

\_\_\_\_\_

Please describe in detail how you propose to memorialize the individual(s), organization or group. Include details on what facility, park, equipment or program will be affected. If dedicating an existing facility piece of equipment or program, include proposed language, if appropriate, that would be presented to recognize the memorial effort. Attach additional sheets if necessary:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will the nominator(s) be making a financial contribution to the development of a new facility, piece of equipment or program? If so, state the level of contribution to be made.

\_\_\_\_\_

\_\_\_\_\_

Will the nominator(s) be willing to assist with the long term maintenance of the facility, equipment or program to be memorialized? If so, state the level of commitment to be achieved.

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Did the individual(s), group or organization to be honored live, work or function in the City of Kirkwood? If so, please state approximate length of time, dates, etc.

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If the memorial or dedication is for an individual or individuals are they deceased? If so, state date of death. Approximations are acceptable if date of death is more than one year in the past.

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Has the individual(s), group or organization contributed to the function of the Kirkwood Parks and Recreation Department? If so, describe that contribution and include approximate dates of service. Attach additional sheets if necessary.

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Has the individual(s) served on a Board, Commission or Committee appointed by the Kirkwood City Council? If so, describe that service. Include detail on length of service if known. Attach additional sheets if necessary.

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Has the nominee served as an elected official in any capacity in service to the Kirkwood area, including Kirkwood City Council? If so, state office held and dates of service. Attach additional sheets if necessary.

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Has the nominee made any substantial or significant contributions for betterment of Kirkwood through involvement with other Kirkwood area organizations? If so, describe that involvement, including organizations served, how service was accomplished, and dates or length of service if known. Attach additional sheets if required.

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Support from others in the community is important. Letters of support from non-relatives, persons not directly associated from groups or organizations being proposed are important. Attach all letters of support to this application.

List any other information you would like to have considered in support of this nomination:

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## Criteria for Naming Memorials in the Kirkwood Parks System

- 1) Has the individual, group or organization lived or operated in Kirkwood for a minimum of 10 years? (0 – 5 pts)

< 5 Yrs. = 0, > 10 yrs. = 5 pts.

- 2) If a memorial request is being made, is the person in whose name the request is being made been deceased for at least twelve months? (0 – 5 pts.)

Deceased < 12 months = 0 Deceased > 12 months = 5

- 3) Is there written support from at least five groups or individuals who are not relatives of the individual(s) proposed or members of the group or organization making the proposal? Written support should include information on why the nominee should be considered. Include the nominee's significance to Kirkwood, the nominee's outstanding contributions or accomplishments to the community, churches, schools, organizations, etc., or other achievements or honors. (0 – 20 pts)

less than five letters of support = 0 pts. Five or more letters of support = 5 pts.

Do the letters of support demonstrate a large contribution to the majority of Kirkwood residents? (1 - 15 pts)

- 4) Will the nominator(s) pay for the cost of the memorial or dedication development for an existing facility, equipment or program? (0 – 10 pts)

Consider the appropriateness to memorialize or dedicate the proposed object or program. Has the object or program or similar already been memorialized or dedicated? Will the memorialization or dedication interfere with use?

Appropriate (0 - 10 pts.) Already a memorial (0 – 5 pts.) interferes with use (0 pts.)

- 5) Will the nominator(s) pay for long-term future maintenance of the memorial or program? (0 – 10 pts)

Consider how strong is the commitment. Is there a commitment to maintenance of the memorial, dedication or program? Is the commitment adequate to maintain the memorial or program appropriately? Does the nominator (s) have adequate resources to support the commitment?

Strong commitment ( 1 – 10 pts)

no commitment ( 0 pts.)

**6) Will a donation equal to 50% or more of the cost of development of a memorial, facility, structure or program be donated by the nominee, individual(s), organization or group(s) nominating that individual? (0 – 10 pts.)**

Consider whether the proposed memorial object or program meets a need either identified in the Master Plan or by the Board or staff. Does the donation proposed appear to be adequate to support the development proposed? Will there be any restrictions on the use of the memorial or dedicated object?

**7) Has the nominee provided service to the Kirkwood Parks and Recreation Department? (0 – 5 pts.)**

Consider whether or not the nominee's service benefited a large and diverse population of the community. Is the service unique in its application? Is the service historical or ground-breaking in nature? How long did the service last?

**8) Has the nominee served on a board, commission or committee associated with the City of Kirkwood? (0 – 10 pts.)**

Consider the length of service, was the service over multiple boards, commissions or committees. Did participation on the board, commission or committee require a great deal of time or effort? Was the nominee an officer of a board/commission? Did the participation of the nominee contribute significantly to Kirkwood and its residents?

**9) Has the nominee served as an elected official representing the Kirkwood area, including Kirkwood City Council? (0 – 10 pts)**

Consider what office, length of service, and how the service benefited Kirkwood or its residents.

**10) Has the nominee made significant or substantial contributions to other Kirkwood organizations, churches, schools, associations or groups outside of city government related functions? (0 - 15 pts.)**

Consider what specific contributions were made. Did the contribution affect a wide/diverse spectrum of Kirkwood residents or those living outside Kirkwood? Did the nominee's contribution require considerable time, effort or finances and was it sustained?

Nominee's Total Point Score: \_\_\_\_\_



# **MAINTENANCE REPORT FOR APRIL 2022**

## **For period March 29-April 17**

### **BUDGET ITEMS:**

We have begun the task of laying out and lining up capital projects and acquisitions for 22-23. I have sent scope of work to Procurement for bidding out the milling/paving of Rifle Range Road from Amphitheater Dr. to Adams. It will be a simple 2" mill and overlay of the driving lanes only. We will not be addressing any pavement outside the width of the driving lanes. That bid should go out on May 19<sup>th</sup>. The mowing contractor has begun and while thwarted by rain events, has managed to complete one cycle and begin another. We are still waiting for receipt of a Ford Ranger ordered in November. Gateway Goose Control is on the job and is highlighted by attachment in this report. We have quotes for a surfacing recap for Walker and Monfort, and I will be working with the vendor to hone in on the pricing and select an installation window. I am accepting written quotes for the purchase of a riding mower, and should price and availability come together, should have for approval very soon. If we can stay under the \$15000 threshold for purchase, the only approval necessary will be from Kyle.

### **JFL PRESSBOX:**

The seldom used and often maligned press box at Greentree Park's JFL field has been demolished and removed. The steel structure remains until weather allows us to get in there and disassemble the I-beams.

### **AQUATIC CENTER PREP:**

Much attention is being paid to prep for paint and caulk by the pool contractor. Deck work has wrapped up and paint is scheduled as early as next week. Otherwise, beds have been primed for spring planting, mulch will be distributed soon, and irrigation and water has been energized. On the Fools Day, Park and Rec staff worked together and assembled 9 tables and a number of new benches for the concession deck. We created an assembly line type process and put in a combined 65 man-hours to complete the project in a morning.

### **RAIN DOMINATES THE LANDSCAPE:**

We have had our share of spring showers in the last 3 weeks. The Meramec River rose to flood stage 10 days ago and is forecast to rise close to stage by this Saturday 16<sup>th</sup>. This has diverted our efforts from many things outdoors and forced us to perform trash runs and table arrangement in the rain. In addition we have had mulch waiting to go out to all parks for over a week but we've been unable to begin that hands-on process. We have had over 5.5 inches of rain in the gauge during this 3 week period.

### **FULLTIME EMPLOYEE TRANSFERS TO WATER DEPT:**

Mike Pitchford has taken a position with Kirkwood Water as crew member. Mike has been here since 2016-17 and decided that was a step forward in his employment career. Mike will be missed and begins across town on May 2.

**GROUNDS TASKS:**

We replaced boards on approx.. 40 picnic tables under roof. We went out to all parks and collected wind thrown limbs and sticks for the mowing contractor. Doug has been working on floor repairs again at the Grants Trailhead restroom. This restroom has yet to open this spring due to the overpass construction occurring on the trail and the staging of that project in both the Kirkwood and Oakland trail parking areas. Tennis court windscreens and shade structures have been hung despite the weather. Hort crew has been out prepping beds throughout the SBD and park system, with spring flowers on the way in a couple of weeks. The early bloom has been very pretty and the dept. gets calls frequently praising their efforts.

**GATEWAY GOOSE CONTROL:**

We have been using Denise Schaiper for over 15 years and have had a great relationship with her. Gateway Goose has been very responsive over the years, making unscheduled trips to the park when I call with a report of goose on the premises. Her technique and rapport with the public has made her a great representative of the department. And her collies are a crowd pleaser. Please browse the write-up by Denise that I requested for the board.

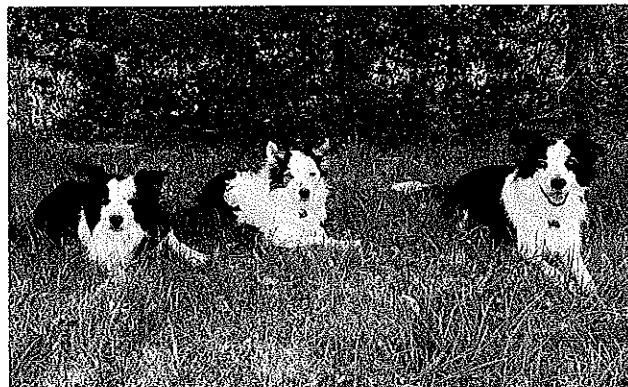
# Denise Shaiper

## Gateway Goose Control

The Greater St. Louis area Canada Geese populations are continually on the rise. These migratory birds are ever in search of food, water and safety. The geese become complacent and stay in an area and become a nuisance when food, water and safety are abundant. Our mild temperatures, ample grass and the reduction of natural predators have made our area an ideal place to live year round if you are a goose. The biggest complaint about the Canada Geese from the public is the mess they leave on sidewalks, damage to landscaping and their droppings pollute the lakes they live on.

Gateway Goose Control uses Border Collies to reduce nuisance Canada Geese populations. They have been found to be the most effective form of goose control available. The concept and method are popular on golf courses, parks, corporate and residential facilities and is the preferred means of nuisance bird eradication. The Border Collies harass the geese by stalking them and flushing the geese to the safety of the water, the dogs will then enter the water in pursuit of the geese. It is these levels of harassment that the geese fear. The dog is viewed as a predator and this will force the geese to relocate to a place where they feel less threatened. Even after repeated encounters the geese will not get used to the Border Collies.

Gateway Goose Control uses three Border Collies that I have owned since they were puppies and have trained myself. They are quiet workers and will not disturb employees, visitors or other wildlife. Their names are Stein age 10, Charlee age 13(semi-retired) and Dani age 5.

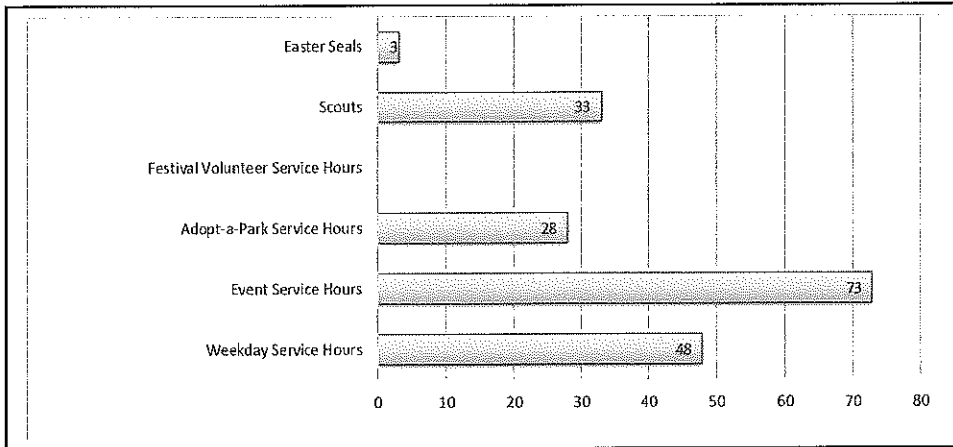


# Monthly Volunteer Activity Report



March | 2022

## Volunteer Hours



## Upcoming Events

**April 9-**Leaf Haul in the Aquatic Center

**April 12-**Twilight Weeding in Avery Park

**April 23-**Honeysuckle removal in Kirkwood Park

**May 3-**Twilight Weeding in Walker Park

**May 7-**Aquatic Center clean up

**May 21-**Honeysuckle Removal in Kirkwood Park

**May 31-**Twilight Weeding in Monfort Park.



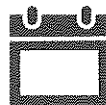
**212**  
YTD Service Hours



**32**  
YTD Episodic Volunteers



**12**  
Weekday Volunteers



**4**  
Events

## Highlights

The wet weather has slowed volunteer efforts in March. However, volunteers were still able to weed the Aquatic Center, the Downtown Special Business District and several pocket parks.

North Kirkwood Middle School and Kirkwood High School students organized a ground litter clean up in Kirkwood Park and along Adams Ave.

Boy Scout Troop 981 removed honeysuckle from the Historic Quinette Cemetery. The only honeysuckle that remains is located at the back end of the property.