



Park Board Agenda
Monday, August 15, 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).*
- II. **APPROVAL OF JULY 18, 2022 MEETING MINUTES**
- III. **COMMITTEE ASSIGNMENTS/REPORTS**
 - a. Committee Assignment Update
- IV. **UNFINISHED BUSINESS**
 - a. Kirkwood Park Trail Maintenance – Trail Management Objectives
 - b. Strategic Goals Update
- V. **NEW BUSINESS**
 - a. Park Funding - Reversal of Voluntary Reduction
 - b. Other Matters
- VI. **SUPERINTENDENT OF PARKS, HEAD RANGER AND VOLUNTEER COORDINATOR REPORTS**
- VII. **DIRECTOR'S REPORT**
- VIII. **BOARD MEMBER COMMENTS**
- IX. **ADJOURNMENT**

Next Meeting – August 15, 2022

Staff Liaison: Kyle Henke. Phone: 314.822.5856 Email: henkek@kirkwoodmo.org

Chair: Ellen Edman

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.



**Park Board
Meeting Minutes
Monday, July 18, 2022, 7:00 p.m.
Kirkwood Community Center Room 202**



IN ATTENDANCE: The meeting was called order at 7:00 p.m. with President Ellen Edman, Jordan Wienke, Steve Ostrowski, Alvin Reid, Nate Wurtz, Kathy Paulsen, Matt Cook and Barbara Feiner and Staff Liaison Kyle Henke and Curt Carron in attendance.

I. CITIZEN COMMENTS

John McKinley, 443 N. Van Buren, Spoke of his previous requests to build multi use trails in Kirkwood Park and the continued interest in trails for kids to bike.

Dave Schultz, GORC, Spoke about their experience with trail erosion mitigation. He agrees that mountain biking trails do not belong in Kirkwood Park forest but would still like to help with future trail improvements.

II. APPROVAL OF JUNE 20, 2022 MEETING MINUTES

A motion made by Kathy Paulsen to approve the June 20, 2022 meeting minutes, seconded by Barbara Feiner. Motion approved unanimously.

III. COMMITTEE REPORTS

- a. Committee Assignment Update – Ellen Edman handed out a list with current committee assignments. She discussed rules and procedures for committee meetings.

IV. UNFINISHED BUSINESS

- a. Kirkwood Park Trail Maintenance
Presentation to the Board from Steve Coates about building trails and how to use trail features and paths to prevent erosion and excessive maintenance. He also discussed typical trail construction methods for natural surface trails. The Board discussed their thoughts on the presentation and asked Kyle to provide an example of trail management objectives.
- b. Strategic Plan Update – Ellen reviewed the strategic plan objectives and discussed ideas with the board.

V. NEW BUSINESS

- a. Project Proposal Documents
A motion make by Kathy Paulsen to approve the partnership project proposal form. Seconded by Alvin Reid. Aye: Alvin Reid, Barbara Feiner, Kathy Paulsen, Steve Ostrowski, Nate Wurtz. Nay: Matt Cook, Jordan Weinke. Motion Passed

VI. SUPERINTENDENT OF PARKS REPORT

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

VII. DIRECTORS REPORT

- a. Aquatic Center Update – Aquatic Center is having a good season, very little rain.



- b. PARC/Shupe Scholarship Trivia Night – Raised money for the scholarship fund and was a success.
- c. July 4th – Thank you to Curt and crew for all the great work!

VIII. BOARD COMMENTS

Kathy Paulsen said the recent Quinette Cemetery clean up crew was great.

Ellen Edman congratulated Kathy Paulsen on her recent award for her work with 50 trees.

Next meeting will be August 15, 2022

IX. ADJOURNMENT – The meeting was adjourned at 9:17 p.m.

DRAFT

From the desk of:
Kyle Henke, Director of Parks and Recreation
111 S. Geyer Road, Kirkwood, MO 63122
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E-mail: henkekk@kirkwoodmo.org



Memo

To: Kirkwood Park Board
From: Kyle Henke
Date: August 10, 2022
Re: August 15, 2022 Agenda Memo

Committee Assignments/Reports

Committees – No committees have met between the July and August Park Board meetings.

Unfinished Business

Kirkwood Park Trail Maintenance – Trail Management Objectives - The Park Board watched a presentation about trail maintenance methods during the July Park Board meeting. Staff was asked to provide an example of trail management objectives. A draft of these objectives are included in the packet. The draft document is specifically written for Kirkwood Park Trail Management and can be adapted for all trails in the Kirkwood Park system. The board can direct the Trail Committee to meet to provide further input regarding the objectives.

Strategic Goal Update – This represents the monthly opportunity to provide updates on any actions taken regarding the strategic plan. After last's months Park Board meeting, it was clear that many items on the strategic plan have been accomplished or started and are near completion. A suggestion to consider a condensed list of goals for the next year will be made.

New Business

Park Funding – Reversal of the Voluntary Reduction – As identified in the Park Board Strategic Plan as a challenge, adequately staffing the park operation needs to be

addressed. Recent pandemic and job market changes have increased this need to a critical level. In September of 2021, the park Board Personnel committee met to examine a proposal made by staff that would add additional park maintenance staff. The committee asked to see an analysis that showed how the requested additional staff would impact the budget. The analysis pointed to the reality that if staffing levels were to increase, additional funding would be required. One approach has made its way to the top of the list over the last several months.

A voluntary reduction of the citizen approved property tax took place in 1998 from 20 cents to 13 cents for each 100 dollars of assessed valuation for the maintenance and operation of Kirkwood Public Parks. At that time it was anticipated that tax payers would save 35% or \$260,000 per year. Additional park land, facilities and areas of responsibility for the Parks staff have all increased over the last 24 years. An increase in operational expenditures are expected to exceed available revenues as the number of staff required to maintain these additions to the park system increases.

I am seeking Park Board support for a reversal of this voluntary reduction that will ultimately be decided by City Council through the use of a Public Hearing process. The proposed reversal is projected to increase revenue collected by an additional \$359,500 per year and would allow the Park Board to consider adding the required staff to properly maintain Kirkwood Public Parks. The amount collected would not go above or beyond the original amount approved by citizens.

Maintenance Report – Curt's report is include as well as the Ranger report. Kylie Christanell's, Volunteer Coordinator, report is also included in the packet.

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

- Greentree Festival
- I-44 Pedestrian Bridge Landings

Trail Management Objectives for Kirkwood Parks Department

1. Maintain a safe and functional trail for users based on the designed use for each type of trail and location.
 - a. Develop a plan to make sure the trails are maintained on a regular basis by staff or volunteer efforts.
2. Existing trails will be maintained, and any new trails will be designed with flora and fauna in mind to have minimal impact on surrounding areas and habitats.
 - a. Eliminate unwanted trails using natural or manmade deterrents that signal users to avoid restoration areas.
3. Ensure proper signage is present throughout trail system.
 - a. Rules/regulations at trail head
 - b. Wayfinding on trails
 - i. Directional markers
 - ii. Mileage markers
 - c. Interpretive signage intended to protect fragile ecosystems

Maintenance schedule

Maintenance level	Routine Maintenance tasks	Frequency of maintenance
Level 1	<ul style="list-style-type: none"> • Inspect for Trash • Blow off debris 	Daily/Weekly
Level 2	<ul style="list-style-type: none"> • Vegetation management <ul style="list-style-type: none"> ○ Mow ○ Trim branches off trail as needed • Inspect for hazards <ul style="list-style-type: none"> ○ Damaged tread ○ Washouts ○ Vandalism ○ Hazard trees 	Monthly
Level 3	<ul style="list-style-type: none"> • Fix tread and add additional materials as needed • Inspect and replace signage as needed 	Yearly

Trail types and location in the Kirkwood Parks system

- **Hard surface/Multi use (concrete/asphalt)**
 - Kirkwood Park
 - Walker Lake path
 - Central paths
 - Emmenegger
 - Asphalt loop
 - Greentree

- GRG trail
- Wetlands path
- Dee Koesting/Quarry Park
 - Asphalt path
- **Wood chipped**
 - Kirkwood Park
 - East woods main trails
 - Rifle range/Monroe creek trail
 - Emmenegger
 - Lower and top of bluff trail
 - Main valley trail
 - Entrance wooded trail
 - Quinette Cemetery
 - Wood chip loop
- **Natural surface (dirt/grass)**
 - Kirkwood Park
 - West woods
 - Girl Scout trail
 - Emmenegger
 - Valley trail spurs
 - Steep section of bluff trail
 - Greentree
 - Wetlands loop
 - Wooded loop
 - Dee Koesting/Quarry Park
 - Quarry loop trail

**PROJECTED REVENUE BASED ON REVERSAL OF VOLUNTARY REDUCTION
IN VOTER APPROVED PROPERTY RATES**

Current
Year Valuation
2022

Assessed Valuation
City of Kirkwood

Residential				824,561,640	
Commercial				141,123,760	
Personal Property				121,583,508	
Total				1,087,268,908	
		Reverse	Reverse		Reverse
		Voluntary Reduction	Voluntary Reduction		Voluntary Reduction
		Rate	Rate		Property Tax
		Residential	Commercial	Personal	Revenue
Parks & Recreation		0.025	0.039	0.081	359,500

MAINTENANCE REPORT FOR JULY 2022

For period July 19 through Aug 14

AMPHITHEATER VANDALISM REPAIRED:

The maiming of the amphitheater door has been repaired. Our facilities technician and one other have about 8 hrs/each in the work. The materials/labor totaled about \$807 and the costs have been forwarded to the Police dept. to complete their report on the incident. I have no word from them that the perps have been identified and charged.

WEATHER RELATED TREE ISSUES:

We have had a variety of weather related tree issues pop up in the last month. We have had some relatively minor wind damage, some spontaneous limb drop from heat conditions, some dead snags that we removed, and a couple downed dead snags that fell across trails. Nothing major, and nothing that can be particularly identified as other than weather related.

PAVING PROJECT COMPLETED:

The mill and fill of Rifle Range Road has been completed. Nothing is ever easy; after the milling process, we got a 4 inch deluge and the runoff peeled and mined the remaining pavement in areas along the curb line. The ruts had to be filled prior to paving. The milled paving had to be cleaned off, and finally the paving was installed and rolled. The plan worked out ok which included only paving of the 22ft wide driving lanes, no peripheral paving work. The milling was subbed to G&S, and the paving was performed by Gershonsen.

SPEAKING OF RAIN...:

During this last reporting month, we received just here in the park over 11 inches of rain. I have included a couple of benchmark photos of the record rainfall here. We had relatively minor damage due to the flooding overall, but some of the long term effects will need to be discussed and addressed in the next year or so. An example would be Sugar Creek banks as it runs through the Range section of the park. The community center had its share of obligatory flooding into the basement, causing our crew to mobilize and pump off the flood water as it poured in like a waterpark. Some rows of theater seating at the Reim experienced some flooding but seats were spared. The electrical room in the basement accumulated water but managed to stay below electrical panels. For once, the pool pump room did not flood due to new additional sump pump capabilities.

SOCCER FIELD PREP:

Yes already soccer season is fast approaching and teams are hot to start working out. We spent a couple of days at Greentree Park laying out and painting the practice fields. Of course, it had to be over 95F while we did it, but it is just August! We mark fields regularly and are reimbursed for the time/materials by the renter.

HORSESHOES AND HANDBALL:

We hosted facilities for two tournaments this month. The now annual Handball Invitational tied loosely to the Greentree Festival, was held over a Friday-Sunday period. I have no details about numbers of participants but judging by the lack of parking and the amount of overflow, it was successful. We also hosted the Shea Classic horseshoe tournament the first weekend of August. This may have been about their 28th annual event, sparking many newer participant interest in being part of the tradition. The Shea brothers have always been very good guests and throw a classic event. They had concern about paving completion and flooding concerns, but in the end were unaffected by either.

BUDGETED WATER TRAILERS:

The 2 budgeted replacement watering trailers used by Horticulture primarily are on-board. The scaled down 325g trailer is used downtown for watering pots, tree bags, and endcaps on Argonne and the City Hall property. The 200g trailer is used in Kirkwood Park for watering beds, pots and tree bags. The schedule for watering usually falls on the same days so sharing a trailer has not found to be convenient. In addition, the trailers and forced water gives us hose down ability throughout the park system and could definitely be part of a mobile fire suppression operation in less accessible locales.

FULLTIME MAINTENANCE POSITION:

Our quest for a full roster is still ongoing. However, as of the last reporting month, we have received 6-8 applications that either have interviewed or have yet to be, and the qualifications seem to be getting closer to our specifications. I hope to be able to announce a new team member in the August/September report.

Services	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	YTD
Park Enf. Contacts	29	20	61	55	63	71	75						374
Public Contacts	247	154	134	159	145	210	320						1369
PD Assist	3	4	3	4	3	5	4						26
PD Dispatched Calls	1	1	4	2	4	7	5						24
Interpretive	0	0	0	0	0	0	26						26
Reported Maint.	2	3	4	3	3	2	6						23
Injuries	2	2	1	4	2	3	2						16
Wildlife Related	0	0	1	0	3	2	2						8
Recovered Property	2	1	3	6	5	3	6						26
First Aid	0	1	0	0	0	2	1						3
Missing Persons	0	0	0	0	2	0	0						2

Summary of Activities

-In July, rangers assisted with the Freedom Festival by providing parking assistance and public safety. This year's event went very well despite operating with fewer rangers on duty.

-Ranger Hall assisted with the fishing derby that took place at Walker Lake on July 23rd. This event was set up and managed by Scout from the recreation department. This event drew about 20 young anglers.

Prepared by: Ron Hall, Senior Park Ranger