



**Park Board Agenda**  
**Monday, October 17, 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 SEPTEMBER 26, 2022 MEETING MINUTES**
- III. **COMMITTEE ASSIGNMENTS/REPORTS**
  - a. Committee Updates
- IV. **UNFINISHED BUSINESS**
  - a. Strategic Goals Update
- V. **NEW BUSINESS**
  - a. Mitchel Park Master Plan
  - b. MDC Cooperative Agreement
  - c. Other Matters
- VI. **SUPERINTENDENT OF PARKS, HEAD RANGER AND VOLUNTEER COORDINATOR REPORTS**
- VII. **DIRECTOR'S REPORT**
- VIII. **BOARD MEMBER COMMENTS**
- IX. **ADJOURNMENT**

**Next Meeting – November 14, 2022**

**Staff Liaison:** Kyle Henke. Phone: 314.822.5856 Email: [henkek@kirkwoodmo.org](mailto: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, September 26, 2022, 7:00 p.m.  
Kirkwood Community Center Room 202**



**IN ATTENDANCE:** The meeting was called order at 7:03 p.m. with President Ellen Edman, Steve Ostrowski, Alvin Reid, Nate Wurtz, Jordan Wienke(absent), Matt Cook (absent), Joseph Yancey, Kathy Paulsen and Barbara Feiner and Staff Liaison Kyle Henke and Curt Carron in attendance.

**I. CITIZEN COMMENTS**

None

**II. APPROVAL OF AUGUST 15, 2022 MEETING MINUTES**

A motion made by Kathy Paulsen to approve the August 15, 2022 meeting minutes, seconded by Barbara Feiner. Motion approved unanimously.

**III. COMMITTEE REPORTS**

- a. Trail Committee – Met September 12. Discussed proposed trail management objectives. Talked about trails that we have and what trails should not exist. Discussed the lack of access to the park from the west. Next meeting is Oct. 3
- b. Partnership Committee –  
Alphonse Smith memorial has been ordered and will be installed in the spring.

The Committee reviewed the application for field 4 dedication and will be requesting more information from the applicants.

Ellen asked the partnership committee to look into making a list of projects that the staff would like Eagle Scouts to do when they are looking for projects. Staff and Board members discussed the history of this idea and why a previous Board decided to have Eagle Scouts present their ideas to the Board. Alvin voiced his concerns about how it looks to be asking groups to do free labor.

**IV. UNFINISHED BUSINESS**

- a. Strategic Goals Update - Alvin said that he will be planning a foundation committee meeting soon.
- b. Park Funding – City Council approved the reversal of the 1998 property tax reduction. Kyle would like the Finance committee to meet to discuss uses for the additional funding.

**V. NEW BUSINESS**

- a. ¾ Ton Truck –  
A motion by Alvin Reid to approve a transfer of \$8,000 from PF2308 Zero Turn Riding Mower and \$811 from PF2309 Sprayer Tank to PF2307 ¾ Ton Pickup Truck, in account number 201-5101-452-7505. Seconded by Nate Wurtz. Motion approved unanimously.

A Motion by Barbara Feiner to approve the purchase of a ¾ Ton Truck from Joe Machens Ford in the amount of \$45,443 (pursuant to State of Missouri Cooperative Contract) for a 2023 Ford Super Cab Truck and authorizing and directing the Director



of Procurement to issue a purchase order that will include a lift gate to be installed after the purchase for a total of \$49,811 from PF2307 ¾ Ton Pickup Truck, in account number 201-5101-452-7505. Seconded by Kathy Paulsen. Motion approved unanimously.

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

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

#### **VII. DIRECTORS REPORT**

- a. Greentree Festival – Greentree Festival went well and was really busy. Kyle recapped the attendance estimates.
- b. Master Plan Review – Kyle and The Board discussed the review of the master plan that was recently done by previous director Murray Pounds. The review gave a summary of each master plan item, and the history of each project.

#### **VIII. BOARD COMMENTS**

Kathy Paulsen let The Board know about several upcoming volunteer opportunities in the parks.

Next meeting will be October 17, 2022

**IX. ADJOURNMENT** – The meeting was adjourned at 7:58 p.m.

*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](mailto:henkekk@kirkwoodmo.org)



## **Memo**

To: Kirkwood Park Board  
From: Kyle Henke  
Date: October 12, 2022  
Re: October 17, 2022 Agenda Memo

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### **Committee Assignments/Reports**

Committees – No Committees met between the September 26 Park Board meeting and this the October 17 meeting.

### **Unfinished Business**

Strategic Goal Update – This represents the monthly opportunity to provide updates on any actions taken or opportunities to further the strategic goals. The four goals are to support staff, assist with foundation formation, focus on a new Master Plan process and environmental and sustainable initiatives within the parks.

### **New Business**

Mitchell Park Master Plan – The benefactor with suggested improvements at Mitchell Park is still interested in moving forward. Staff is seeking approval to apply for a grant that would be used for a Master Plan for Mitchell Park. Mitchell Park does not currently have the suggested improvements in a Master Plan and therefore requires public input as an important step. While the Park Board previously approved the Director to seek input, more information has been gathered to help to define an appropriate plan for moving forward. A planning grant would allow a design firm to provide the Park Board with public input sessions, a site master plan design, and summary description and cost estimates. The grant could cover up to \$10,000 while The Park Fund would be required to fund 20% of the Master Plan cost. Based on other projects of similar size completed by another municipality, a rough estimate for

the cost of the panning is around \$12,000. In the future, when the entire Park system Master Plan is considered, Mitchell Parks Master Plan would not be included in the overall cost but will be incorporated into the overall Kirkwood Parks Master Plan.

A suggested motion would be to approve all steps necessary to apply for the St Louis County Grant Commission planning Grant, including issuing RFQ's and an RFP for a design firm to conduct a Master Plan for Mitchell Park.

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 and was later approved by the Board through September 30, 2022. This is a request to renew the cooperative agreement through September 30, 2023.

Maintenance Report – Curt's report is included 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:

- Community Center Update

RENEWAL NO. <2> 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 1 subsequent renewals. All other terms and conditions of this Agreement shall remain in effect.

AGREEMENT PERIOD: October 1, 2022 through September 30, 2023.

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)

# MONTHLY REPORT FOR OCTOBER 2022

## For period Sept 27 through Oct 16

### **FESTIVAL RECOVERY:**

The recuperation of grounds began just a couple days after the festival ended, with grooming and aeration. Unfortunately aeration was limited to heavily trodden areas and made little headway with the compaction of vehicle and foot traffic. It still has not rained since the light shower we had on the 18<sup>th</sup> of Sept which in classic terms, didn't even settle the dust. More aeration is planned after we have a measurable rain or two. Soccer fields are in full season and opened 2 days after the festival. Top dressing and seeding will have to wait to follow another round of aeration to get seed into the ground. Irrigation to ballfields did return and made some difference in those specific areas. 2 events followed immediately after the festival and reinforced the compaction and barren conditions.

### **KOESTERING PARK FENCE:**

The crew applied a clear treatment to the newly installed fence at Koesterling (Quarry) Park. A water seal type treatment was sprayed on with pump sprayers in about an 8hr day, including both sides of the fence. It took about 21-22 gallons of material. The result brought back the natural wood color and left it waxy to the touch.

### **HAYRIDE SEASON UPON US!:**

The annual hayride program has begun, with all Sunday night slots for the month sold out (as usual). The drivers are slated and the first evening Sunday Oct 9 was beautiful with a full moon. The previous night, Recreation programming held a night walk at Emmenegger Nature Park followed by S'mores. The hike was family based and led by our Sr. Ranger Ron Hall. Scout Adams was the program's instigator. I'm still waiting for a wildlife sighting report!

### **PICKLEBALL COURT EXPANSION:**

The project to expand and enhance the western courts surrounding the handball courts has begun. Utilities location is really all we had responsibility for, which is never cut and dried! But we did learn and revive some information not visited for quite some time, like where certain proprietary lines are fed from. That's always useful! Director's report will cover the actual project.

### **TREE REMOVALS:**

Trees at Greentree Park marked for removal have begun to come down. The dead trees within the active/intermediate use areas were tagged by our arborist Pete, and the crew began taking them down this week while the ground is hard and dry. The less gnarly logs are sent to the parking lot for the public, and the brush chipped. The wood that will not split easily was loaded and hauled to the composting company for N/C disposal. Many of the trees are old Sugar Maple which hollow out badly but continue to sprout out until they fall over.

**NEW SURVEILLANCE EQUIPMENT INSTALLED:**

The video recording and camera system at Meacham Memorial Park was installed by contractor. The new, upgraded equipment was funded through the Electric Dept. The existing recording equipment had failed earlier in the season and when data onboard was found to be irretrievable, the equipment was ordered. The 4 cameras on the pavilion provide under shelter and area surveillance for the park.

**VOLUNTEER EPISODE OCT 10<sup>TH</sup>:**

Kylie orchestrated a volunteer day with John Burroughs School that put 97 teens in the woods removing honeysuckle and piling it up to breakdown along the train track border along the Girl Scout trail. They spent 3-4 hours working after a primer provided by our Arborist/Horticulturist Pete Laufersweiler, which told them how to identify honeysuckle and why we are so adamant about its elimination in Kirkwood Park. Another school returns again this year to work all over Kirkwood Park October 28<sup>th</sup>. Some 120+ students, parents and teachers from Providence Christian Academy will work on tasks such as mulching trails, cleaning up the garden, sanitizing play equipment and removing honeysuckle to name a few.



Services	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	YTD
Park Enf. Contacts	29	20	61	55	63	71	75	63	59				496
Public Contacts	247	154	134	159	145	210	320	345	289				2003
PD Assist	3	4	3	4	3	5	4	7	6				39
PD Dispatched Calls	1	1	4	2	4	7	5	5	6				35
Interpretive	0	0	0	0	0	0	26	31	0				57
Reported Maint.	2	3	4	3	3	2	6	8	5				36
Injuries	2	2	1	4	2	3	2	1	2				19
Wildlife Related	0	0	1	0	3	2	2	0	2				10
Recovered Property	2	1	3	6	5	3	6	4	4				34
First Aid	0	1	0	0	0	2	1	2	0				6
Missing Persons	0	0	0	0	2	0	0	1	1				4

# Summary of Activities

-Rangers provided logistical support and public safety during the Greentree Festival. Rangers logged a total of 167 hours from Thursday afternoon to Sunday evening for the event.

-Rangers also provided public safety and logistics for the St. Louis Recovery Fun event which was held in Kirkwood Park on the last Sunday of September. The event was organized by a Kirkwood resident and featured live music, food trucks and several substance abuse support vendors. The organizer was very pleased with the turn out.

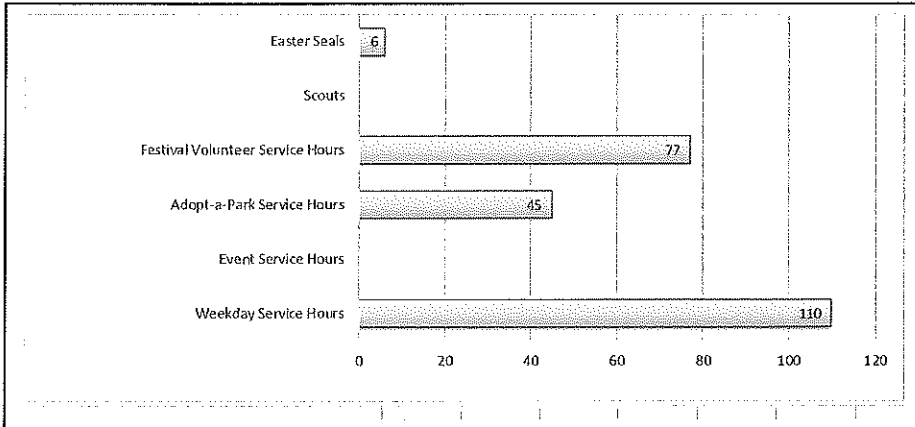
Prepared by: Ron Hall, Senior Park Ranger

# Monthly Volunteer Activity Report



September | 2022

## Volunteer Hours



## Upcoming Events

October 1-Hands on Kirkwood honeysuckle removal in Kirkwood Park

October 15-Honeysuckle removal in Kirkwood Park

November 5-Quinette Cemetery Clean Up

November 17-Weekday volunteer program ends

November 19-Honeysuckle removal in Kirkwood Park

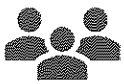
March 2023-Volunteer activities resume!



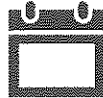
**1,676**  
YTD Service Hours



**95**  
YTD Episodic Volunteers



**10**  
Weekday Volunteers



**1**  
Events

## Highlights

The Greentree Festival Volunteer Booth was a success this year. We added a "spin to win" game promoting conservation activities and Kirkwood's parks. We also gave away draw strings bags which were popular.

Research on the Historic Quinette Cemetery continues. Over 130 names have been identified.