



**Park Board Agenda**  
**Monday, November 14, 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 OCTOBER 17, 2022 MEETING MINUTES**
- III. **COMMITTEE ASSIGNMENTS/REPORTS**
  - a. Committee Updates
- IV. **UNFINISHED BUSINESS**
  - a. Strategic Goals Update
- V. **NEW BUSINESS**
  - a. Special Event Permit and Fees
  - 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 – December 12, 2022**

**Staff Liaison:** Kyle Henke. Phone: 314.822.5856 Email: [henkekk@kirkwoodmo.org](mailto:henkekk@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, October 17, 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 (absent), Nate Wurtz, Jordan Wienke, Matt Cook , Joseph Yancey (absent), Kathy Paulsen (absent) and Barbara Feiner and Staff Liaison Kyle Henke and Curt Carron in attendance.

**I. CITIZEN COMMENTS**

Alan Hopefl, 12 Orchard Way, discussed the agenda items on the upcoming meeting. Mitchell park is a small park and he believes that small community input sessions have been sufficient in the past. The MDC agreement is a no money issue and is beneficial for all.

**II. APPROVAL OF SEPTEMBER 26, 2022 MEETING MINUTES**

A motion made Barbara Feiner to approve the September 26, 2022 meeting minutes, seconded by Steve Ostrowski. Motion approved unanimously.

**III. COMMITTEE REPORTS**

No meetings have been held

**IV. UNFINISHED BUSINESS**

- a. Strategic Goals Update - None

**V. NEW BUSINESS**

- a. Mitchell Park – Kyle discussed a grant opportunity to have a master plan done for Mitchell Park.  
A Motion by Nate Wurtz to approve all steps necessary to apply for the St. Louis County Grant Commission planning Grant, including issuing RFQs and an RFP for a design firm to conduct a Master Plan for Mitchell Park. Seconded by Steve Ostrowski. Aye: Steve Ostrowski, Nate Wurtz, Barbara Feiner, Matt Cook No: Jordan Wienke. Motion approved.
- b. MDC Cooperative Agreement –  
A motion by Jordan Wienke to approve the cooperative agreement related to Powder Valley, Emmenegger Park and Possum Woods. Seconded by Barbara Feiner. Motion approved unanimously.

**VI. SUPERINTENDENT OF PARKS REPORT**

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

**VII. DIRECTORS REPORT**

- a. Community Center Update – The Community Center update is currently in the design phase.

**VIII. BOARD COMMENTS**

None



Next meeting will be November 14, 2022

IX. **ADJOURNMENT** – The meeting was adjourned at 7:28 p.m.

DRAFT

*From the desk of:*  
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## **Memo**

To: Kirkwood Park Board  
From: Kyle Henke  
Date: November 9, 2022  
Re: November 14, 2022 Agenda Memo

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### **Committee Assignments/Reports**

Committees – The Finance Committee met on October 27. Steve will provide an update regarding the meeting topics. The Trail Committee met on November 7 and Jordan will provide an update regarding the topics discussed during the 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**

Special Event Permit and Fees – Included in the packet is part of the Chapter 18 Ordinances regarding Parks and Recreation Permits along with the current permit application. The current special event permit is vague and staff would like to determine a more structured policy that provides applicants with more information.

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
- I-44 Bridget Overpass Update
- Mitchell Park Update

City of Kirkwood, MO  
Wednesday, November 9, 2022

## Chapter 18. Parks and Recreation

### Article II. Permits

#### § 18-46. When required.

[Gen. Ords. 1959, § 13.25(a); Ord. No. 7915, § 13, 10-5-1989]

A permit shall be obtained from the Director of Parks and Recreation before participating in tennis, softball, hardball, group picnics, special use of any portion of the park, or any other particular activity.

#### § 18-47. Application; contents.

[Gen. Ords. 1959, § 13.25(b); Ord. No. 7915, § 14, 10-5-1989]

A person seeking issuance of a permit required by this article shall file an application with the Director of Parks and Recreation. The application shall state:

- (a) The name and address of the applicant.
- (b) The name and address of the person sponsoring the activity, if any.
- (c) The day and hours for which the permit is desired.
- (d) The park or portion thereof for which the permit is desired.
- (e) An estimate of the anticipated attendance.
- (f) Any other information which the Director of Parks and Recreation finds reasonably necessary to a fair determination as to whether a permit should issue hereunder.

#### § 18-48. Findings required for issuance.

[Gen. Ords. 1959, § 13.25(c); Ord. No. 7915, § 15, 10-5-1989]

The Director of Parks and Recreation shall issue a permit required by this article hereunder when he shall find:

- (a) That the proposed activity or use of the park will not unreasonably interfere with or detract from the general public enjoyment of the park.
- (b) That the proposed activity and use will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation.
- (c) That the proposed activity or use is not reasonably anticipated to incite violence, crime or disorderly conduct.
- (d) That the proposed activity will not entail unusual, extraordinary or burdensome expense or police operation by the City.

- (e) That the facilities desired have not been reserved for other use at the day and hour required in the application.

## § 18-49. Appeal from action of Director of Parks and Recreation.

[Gen. Ords. 1959, § 13.25(c), (d); Ord. No. 7915, § 16, 10-5-1989]

- (a) Within 10 days after receipt of an application for a permit required by this article, the Director of Parks and Recreation shall apprise an applicant in writing of his reasons for refusing a permit, and any aggrieved person shall have the right to appeal in writing within 15 days to the Park Board, which shall consider the application under the standards set forth in this article, and sustain or overrule the Director of Parks and Recreation's decision within 20 days. The Park Board shall notify the appellant in writing of such decision.
- (b) The decision of the Park Board shall be final, except as provided under the Administrative Procedure and Review Act, as set forth in Sections 536.105, 536.110 and 536.140, RSMo., 1959 Cumulative Supplement.

## § 18-50. Applicability of rules, regulations and laws.

[Gen. Ords. 1959, § 13.25(e)]

A permittee under this article shall be bound by all park rules and regulations and all applicable provisions of this Code and other City ordinances fully as though they were inserted in the permit.

## § 18-51. Liability of permittee; financial responsibility.

[Gen. Ords. 1959, § 13.25(f)]

The person to whom a permit is issued pursuant to this article shall be liable for any loss, damage or injury sustained by any person whatever by reason of the negligence of the permittee. Organizations granted permits to hold functions within a park shall furnish to the Park Board, upon request, proof of their financial responsibility and liability for any and all injuries sustained by any person or persons as a result of that organization's activity within the park, including the preparation of and the dismantling of all facilities provided for the function covered by the permit; the financial responsibility shall be in such form as the Park Board and the Council shall require to hold the City, its officials, agents and employees harmless and to defend any claim for any loss whatsoever.

## § 18-52. Revocation.

[Gen. Ords. 1959, § 13.25(g); Ord. No. 7915, § 17, 10-5-1989]

The Director of Parks and Recreation shall have the authority to revoke a permit issued pursuant to this article upon a finding of violation of any rule or any provision of this Code or other City ordinance, or upon good cause shown.

## § 18-53. Discriminatory practices prohibited.

[Ord. No. 7277, § 1, 11-15-1984; Ord. No. 10108, § 5, 12-20-2012]

No person, group, organization, association, corporation or other entity who has obtained a permit from the City of Kirkwood, pursuant to this article, shall discriminate against any qualified participants in any activities to be undertaken pursuant to such permit on the basis of race, color, religion, national origin, ancestry, sex, handicap, familial status, sexual orientation or gender identity.

[1] *Cross Reference: Discrimination prohibited in places of public accommodation, § 12-70 et seq.*



## Special Picnic Application

Used for company picnics or any picnics that will have outside vendors providing ANY services/entertainment.  
(food trucks, bounce houses, etc.)

Special event fees are paid to the Kirkwood Parks & Recreation Department and start at \$50. Prices may increase depending on the amount of vendors/activities present. Applicants must have a pavilion/picnic site reserved to qualify for special events.

All bounce houses and/or inflatables must be supplied by commercial vendors capable of providing a Certificate of Liability Insurance naming the City of Kirkwood as an additional insured. A copy of the Certificate of Insurance must be given to the recreation staff before the event date.

All bounce houses/inflatables must be inspected by the St. Louis County Public Works Department. To schedule a safety inspection by the St. Louis County Public Works Department, please call (314) 615-5184.

Applicant Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Event Date \_\_\_\_\_ Site/Pavilion Reserved \_\_\_\_\_

Service/Entertainment Type to be Provided (food truck, bounce house, etc.) \_\_\_\_\_

Vendor Name/Company(s) \_\_\_\_\_

Additional Notes \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*FOR OFFICE USE ONLY*

Certificate of Insurance \_\_\_\_\_ Date \_\_\_\_\_

Fee \_\_\_\_\_ Method of Payment \_\_\_\_\_ Date of Payment \_\_\_\_\_



# **MAINTENANCE REPORT FOR OCT/NOV 2022**

## **For period October 18 through Nov 13**

### **VANDALISM EPISODES:**

We have had 2 episodes of vandalism during this period that caused a significant amount of work for the crew. The first involved graffiti of just about anything in their path from the tennis courts all the way to the tracks off Couch. That was all cleaned off over a 3 day period involving 28 hrs. of labor and about \$567 in materials and equipment. We recovered from that and then were hit the following weekend at a restroom facility. They broke 2- \$250 door latches and punched 3 holes through a steel bathroom door. The handles we replaced and have plans to use Bondo on the holes in the door. We did catch a single useable photo from the Scout Shelter graffiti incident and the police posted it on their Facebook page. Since then we have set up an additional 4 cameras in trouble spots and check them as necessary. The police donated use of 2 of these cams and are tending them.

### **LEAVES...**

We have been chasing them around for 2 weeks now and the fall is almost complete. We have been mulching the better portion of them where they fall and hope to keep our landfilling charges for leaves at a minimum. We have been to all the neighborhood parks once and will hit them again the weeks of 14<sup>th</sup>.

### **WINTERIZING:**

We were able to rent a compressor and have been closing restrooms in the outparks, and turning off irrigation and drinking fountains as we go. As of mid-week, we have completed every location except the aquatic center, which will be done before the end of the day 11<sup>th</sup>.

### **FALL TREE PLANTING:**

We have received and planted 13 trees in the parks, and 50 Trees organization have planted some 70+ trees throughout Kirkwood in tree lawns and City property. Pete, Renee, Ron and Ashton planted Northern Red Oak, Dogwoods, Pecans, Fringe tree, and upright English Oaks, Burr Oak, Cypress. They also planted 3000 spring bulbs throughout the SBD and the park system.

### **CPSI RECERTIFICATION:**

David Richardson went to Kansas City and recertified as a Certified Playground Safety Inspector. This is about his 6<sup>th</sup> – 3 year term or 18yrs total as inspector. I decided since I only have a little more than 1 year left before retirement that I would not recertify. I have been certified since the early 90s. I am recruiting someone from the crew to add this to their resume' for the future.