



**Park Board Agenda**  
**Monday, June 26, 2023, 7:00 p.m.**  
**Kirkwood Community Center**  
**111 South Geyer Rd.**



**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 MAY 15, 2023 MEETING MINUTES**

**II. COMMITTEE ASSIGNMENTS/REPORTS**

- a. Committee Assignments
- b. Partnership Committee Update

**III. UNFINISHED BUSINESS**

- a. Strategic Plan Update

**IV. NEW BUSINESS**

- a. Park Vehicle Purchases
- b. Walker Park Poured In Place (PIP) Playground Surface
- c. Other Matters

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

**VI. DIRECTOR'S REPORT**

**VII. BOARD MEMBER COMMENTS**

**VIII. ADJOURNMENT**

**Next Meeting – July 17, 2023**

**Staff Liaison:** Kyle Henke. Phone: 314.822.5856 Email: 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.

*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: June 21, 2023  
Re: June 26, 2023 Agenda Memo

---

### **Committee Reports**

Committee Assignments – Ellen will be assigning Park Board members to standing and ad hoc committees.

Partnership Committee Update – The Partnership Committee met to discuss two proposals. The draft minutes are included in the packet.

### **Unfinished Business**

Strategic Planning Update – This represents the monthly opportunity to provide updates on any actions taken regarding the strategic plan.

### **New Business**

Park Vehicle Purchases - The Park Board previously approved to re-appropriate the purchase of a ¾ ton pickup with an aftermarket lift gate to fiscal year FY24 from FY23, due to missing the small ordering window from Ford. In addition, the purchase of a ½ ton pickup was approved for this fiscal year. Using state contract purchasing through the Fleet Department, staff was able to locate two GM trucks on the lot at Don Brown Chevrolet. The purchase of the two trucks and the aftermarket lift gate total \$84,388. The re-appropriated amount for the ¾ ton and the budgeted ½ ton is a total of \$82,000. This results in the need to ask the Board to appropriate an additional \$2,388 from the fund balance to cover the purchase. The first recommended motion is to approve a transfer of \$2,388 from the fund balance to account 201-09-100-101-

000-620040 for the purchase of park maintenance vehicles and equipment. The second suggested motion is to approve the purchase of a ¾ Ton and ½ ton truck from Don Brown Chevrolet with an aftermarket lift gate from Knapheide Truck Equipment for a total cost of \$84,388.

Walker Park Poured In Place (PIP) Playground Surface – The Park Board approved a capital expense in the FY24 budget in the amount of \$13,000 for a new PIP playground surface at Walker Park that was based on budget numbers provided to us over a year ago. Staff received an updated amount for this work and as with most products and services, the cost of maintenance items continues to rise. The recommended process for this project is similar to the purchase of the trucks where the Board should consider a motion to appropriate an additional \$4,149 from the Fund Balance into account 201-09-100-101-000-620030. The purchasing department and staff have indicated that this purchase is a sole source through a government purchasing cooperative and the suggested second motion is to enter into a contract with Gametime c/o Cunningham Recreation for the not to exceed amount of \$17,149 to replace the poured in place surface at Walker Park.

Maintenance Report – This represents the portion of the meeting that includes staff reports from the Superintendent of Parks, Park Ranger and the Volunteer Coordinator and are included in the packet.

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

- Mitchell Park Master Plan



**Park Board  
Meeting Minutes  
Monday, May 15, 2023, 7:00 p.m.  
Kirkwood Community Center Room 202**



**IN ATTENDANCE:** The meeting was called order at 7:01 p.m. with President Ellen Edman, Steve Ostrowski, Alvin Reid (absent), Nate Wurtz, Jordan Wienke (absent), Kathy Paulsen, Barbara Feiner, Christopher Molitor and Staff Liaison Kyle Henke and Curt Carron in attendance.

**I. CITIZEN COMMENTS**

Alan Hopefl, 12 Orchard Way, attended the latest trail committee meeting and saw a biker on the trails in Kirkwood Park, he is concerned about how we plan on keeping people off the trails as they are redesigned.

Richard Thoma, 320 Frieda, Representing Webster Groves Nature Society, spoke about a memorial request that was submitted to the Partnership Committee.

**II. APPROVAL OF MARCH 13, 2023 MEETING MINUTES**

A motion made by Kathy Paulsen to approve the March 13, 2023 meeting minutes, seconded by Barbara Feiner. Motion approved unanimously.

**III. COMMITTEE REPORTS**

- a. Trail Committee – Recent meeting was held on site to investigate an entrance from the western side of Kirkwood Park. Staff met with Dave Tylka to identify sensitive areas of Kirkwood Park.
- b. Implementation Committee – will need to meet soon to discuss Mitchell Park.
- c. Foundation Committee – 3 Founding members for the Park foundation have been found and they will be taking over creating the foundation soon.
- d. Partnership Committee – Alphonse Smith memorial date to be rescheduled because of a conflict with Meacham Park Homecoming. Kathy discussed the Earl Comfort memorial application, the location and look of the proposed kiosk.

A Motion by Christopher Molitor to recess the meeting to allow Richard Thoma to speak on the Earl Comfort application. Seconded by Nate Wurtz. Motion approved unanimously

A Motion by Barbara Feiner to move out of recess. Seconded by Kathy Paulsen. Motion approved unanimously.

The partnership committee will set a date to discuss the application soon.

**IV. UNFINISHED BUSINESS**

- a. Strategic Goals Update – None
- b. Park Board Officer Nominations – President – Ellen Edman  
Vice President – Kathy Paulsen  
Treasurer – Steve Ostrowski  
No new nominations

**V. NEW BUSINESS**



- a. Emmenegger Park Pavilion  
A motion made by Christopher Molitor to appropriate funds from the Park Fund balance to account number 201-09-100-101-000-620030 in the amount of \$6,000. Seconded by Barbara Feiner. Motion approved unanimously.
- b. Meacham Park – The doors and door jams on the restrooms need to be replaced, Curt is working on quotes.
- c. Park Board Officer Elections  
A motion made by Barbara Feiner to approve the slate of officers as nominated. Seconded by Nate Wurtz. Motion approved unanimously.

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

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

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

- a. Mitchell Park – Survey results were in Park Board packet.
- b. I44 bridge overpass event is scheduled June 24 10am – 11:30am
- c. Recreation Updates – Staff is getting the Aquatic Center ready to open, New Pickleball Courts are open and some of the Amphitheater lighting has been repaired.

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

Ellen Edman would like to encourage everyone to go to Mitchell Park and take a look at it.

**IX. ADJOURNMENT** – The meeting was adjourned at 8:11p.m.

Partnership sub-committee Minutes - June 7, 2023

Attendance: Kathy Paulsen (chair), Ellen Edman, Chris Molitor

Staff: Kylie Christanell, Kyle Henke

The meeting convened at 3:03 p.m. at the Kirkwood Community Center, Rm. 202

I. Citizen Comments:

Edward Johnson, 336 Lilthia, Rock Hill, MO. Spoke in favor of the Youth in Action project, representing Keith Rawlings & Masonic Lodge No. 92

II. Approval of minutes – Oct. 29, 2021 Minutes were amended to add the date for the Oct. 29, 2021 minutes, then approved unanimously. Sept. 20, 2022 Minutes were approved unanimously.

III. Unfinished business – there was none

IV. New business

a. Webster Groves Nature Study Society – James Earl Comfort – Kiosk. Committee requests that the application move forward and that the applicants provide the specifications for the sign, materials, etc. as well as the text of the sign. Committee requests that the last sentence of # 8 be deleted from the application. The organization of the WGNS (email address/ web site) may be included, however, the committee wants to avoid direct member solicitation. The project has educational value and as such has potential to attract new members. Ellen Edman suggests that a QR code be incorporated for each bird identified in the kiosk. Kyle Henke stated that installation by maintenance staff should not be a problem; Kyle stated it is important that the applicants understand that the Park Department cannot be responsible for damage to the kiosk due to vandalism.

b. Youth in Action – Napoleon B. Morris – Headstone Replacement  
Kylie Christanell gave a report on her efforts to get more information about the application process to submit Quinette Cemetery to the National Historic Registrar. Kylie has had trouble getting calls returned at

the state level, and has recently found out that it is very difficult to get a cemetery approved for the National Historic Registry. It may take several applications, and there is no guarantee that it will be approved.

Approval is not based on the importance of the people buried there, but more likely on the importance of the place or the broad patterns of history associated with the site. One local cemetery, Father Dickson, is on the National Historic Registry and succeeded after several applications, and with professional assistance in writing the application. Kylie is willing to continue the effort, with the help of Amy Lowry, but unsure about how much time she should commit. Additionally, the proposal to replace Napoleon Morris' headstone with granite, rather than the original material of marble, may cause some difficulty in gaining the National Historic Status. If the status can not be achieved, the importance of the cemetery and the stories of the African Americans buried there still has value to the local community. Ellen Edman wants to share the stories through community arts involvement and will discuss with the Arts Commission.

A discussion was held with Edward Johnson, representative of the applicant. Edward believes it is more important for the headstone to have longevity than for it to be of the original marble materials. The partnership committee would like input from YAC on the issue concerning the importance of the historic status and the headstone material.

Kyle Henke shared Kirkwood Ordinance # 9643 regarding Quinette Cemetery to identify any compliance issues. Kyle will talk with Amy Lowry regarding the application to Missouri for the Historic Status.

The committee discussed the applicant's mention of Parks insuring the headstone after 5 years, and agreed that the Parks district wouldn't take on that responsibility. The City of Kirkwood's insurance would not likely cover damage from vandalism either, since the policy has a \$25,000 deductible. Kyle Henke did say that a game camera could be installed, which does add some security through images which it records.

c. Other matters

The committee voted to unanimously to suspend consideration of the Edward Spiller Sr. Memorial Application, due to lack of information requested by the committee.

Meeting was adjourned at 4:30 p.m.

Kathy Paulsen (chair)

DRAFT



# **MAINTENANCE REPORT FOR JUNE 2023**

## **For the period May 16 through June 25**

The crew as a whole performs a myriad of tasks that never get mentioned, applauded or even noticed. The weekly performance of maintenance throughout the park system calls on the crew to do countless “included but not limited to” tasks, such as remove a deer carcass that was almost unapproachable, paint over graffiti numerous times in the same places, prepare restrooms every single day of the week including weekends at 7 different sites. I would just like to take this opportunity to thank and mention who our crew is and what they are tasked with daily:

Pete Laufersweiler- Horticulturist, David Lavelly- Park Foreman

Doug Eilermann- Facilities Tech, Gary Schwegel- PM2, David Richardson- PM2

Scott Voertman- PM2, Grayer Mallory- PM2, Ande Clemens- PM1, Kyle Walls- PM1

Renee Kennedy- Hort Asst, Ron King- Hort Asst, Ron Hall- Sr. Ranger, and as of June 21, James Ritson- PM1.

### **MEACHAM PARK HOMECOMING:**

The crew in total spent time over a 2 week period repairing, adding, and grooming the grounds in preparation for the event. The prep included cleaning, painting, weeding, mulching, pressure washing, and delivery of equipment. The evening of the event, Ande and Dave Lavelly came in at 6pm and worked until 830 pm to remove the days trash. And equipment was removed from the site on the Monday following.

### **McENTEE GAZEBO:**

The Kirkwood Optimist Club who have sponsored the park for many years, and donated money and sweat equity towards rehab of the gazebo there. In addition to the \$3000 donated for roofing, they followed up after the roof was replaced with a work day. They power washed the gazebo, repaired some minor lumber issues, and painted the entire building. The park is to be re-dedicated soon to the Optimist Club for their years of dedication and service to McEntee Park and the City of Kirkwood.

### **SOME RANDOM TREE WORK:**

Crew removed a dead and dangerous Oak, removed a Maple blocking area lighting in the pool, removed a small Maple that had died, removed 2 Oaks that had severe dieback, and cut back the roadway shoulder at the Greentree GRG shelter parking lot. Some of this and dead wooding was meant to prep the grounds for July 4<sup>th</sup> crowds.

### **WALKER PARK:**

We were finally able to replace a section of crawl tube tunnel which had been held captive by “supply chain issues” for not quite a year. We are also replacing part of a ground level play element that was damaged, and yet this summer we will be “capping” the PIP surfacing under the playground in total.

**ROUTE 66 EVENT SUPPORT:**

While we have supported the event in the shadows before, we are now providing trash service during and after the event. Kyle, Ron and Scott all worked well over 10 hours collecting and shuttling trash from the SBD to a collection point. This assistance has become just another of the events that require services we are well versed in.

**GRANTS TRAILHEAD TAGGED:**

The restrooms at the trailhead on Leffingwell and Holmes has been hit with graffiti twice in the last 2 months. Both times, mindless messaging of some kind was spray painted inside and outside, requiring both rooms and the exterior to be completely painted over. The only upside is that we respond immediately and the graffiti is only visible for maybe a day before it is a blank slate again. How satisfying it must be for the artist...

**NEW CREATED POSITION FILLED:**

I am elated to report that the position that the board sanctioned for this year as an additional maintenance person has been filled. James Ritson has been hire as a PM1 and started his role on June 21. James has a great background in commercial lawn care and also time with Columbia, IL Public Works. He brings good experience and an attitude of service to complement our crew.

Services	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	YTD
Park Enf. Contacts	25	17	31	45	61								179
Public Contacts	165	102	153	164	155								739
PD Assist	6	2	2	3	5								18
PD Dispatched Calls	1	2	1	4	4								12
Interpretive	0	0	0	16	55								71
Reported Maint.	5	3	2	4	3								17
Injuries	1	0	0	0	1								2
Wildlife Related	2	0	1	1	0								4
Recovered Property	3	2	4	5	6								20
First Aid	0	0	1	2	1								0
Missing Persons	0	0	0	0	0								0
Training Hours	10	16	16	48	6								96

# Summary of Activities

-On May 10th, Rangers Ron Hall and Lauren Walls assisted the Special School District, which held a year end picnic in Kirkwood Park. The school district invited the rangers to do a fishing class for the students that wanted to participate. About 35 students took part in the fishing program.

-In mid-May, Ron Hall was able to take the following training classes via the city's employee assistance program. These classes were held virtually.

- Current topics in childhood & adolescent mental health.

- Suicide awareness discussion.

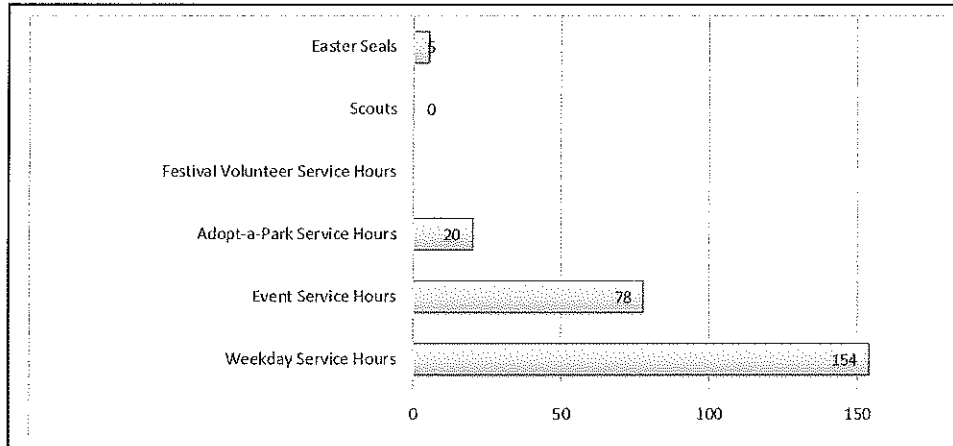
Prepared by: Senior Ranger Ron Hall

# Monthly Volunteer Activity Report



May | 2023

## Volunteer Hours



## Upcoming Events

June 6-Twilight Weeding in the Aquatic Center

June 17-Aquatic Center Clean Up

June 20-22-FUGE Camp Volunteers

June 21-Historic Quinette Cemetery Tour

June 27-29-FUGE Camp Volunteers



**1013**  
YTD Service Hours



**197**  
YTD Volunteers



**12**  
Weekday Volunteers



**4**  
Events

## Highlights

The Keysor Girls on the Run team volunteered in Kirkwood Park for their service project. Volunteers cleaned up and sanitized the playground equipment, picked up ground trash, and raked gumballs.

Volunteers spent much of their time in the Aquatic Center to prepare for opening day. Volunteers raked leaves, picked up sticks, weeded every landscape bed and more.