



Park Board Agenda  
Monday, December 18, 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. SPECIAL RECOGNITION**

**II. APPROVAL OF NOVEMBER 11, 2023 MEETING MINUTES**

**III. COMMITTEE ASSIGNMENTS/REPORTS**

- a. No Reports

**IV. UNFINISHED BUSINESS**

- a. Strategic Plan Update

**V. NEW BUSINESS**

- a. Capital Purchase – Dump Truck
- 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 – January 22, 2023**

**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.

From the desk of:  
Kyle Henke, Director of Parks and Recreation  
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Phone: 314-822-5856 Fax: 314-984-5931  
E-mail: henkekk@kirkwoodmo.org



## Memo

To: Kirkwood Park Board  
From: Kyle Henke  
Date: December 13, 2023  
Re: December 18, 2023 Agenda Memo

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### Committee Reports

No Committees reporting.

### Unfinished Business

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

### New Business

Capital Purchase - Dump Truck – The Park Board previously approved the Capital Budget for this FY23-24 back in March of 2023. The Capital Budget included an amount of \$60,000 for the purchase of a new dump truck. Purchasing, Fleet and the superintendent of Parks explored multiple options to acquire a new dump truck at the best price. It has been determined that a price of \$90,150 through a government contract pricing structure is the most feasible option. A 2024 F450 chassis with an installation of a nine foot dump bed, a municipal lighting package, trailer hitch, manual load tarp and mud flaps is proposed to replace a 2011 F450 dump truck with similar features. After the purchase of the other trucks earlier this year and a re-appropriation from the previous year, a balance of \$49,811 is available in the Rolling Stock account. There are two suggested motions that need to take place in order to move forward with this purchase. Delivery is expected between July and September of 2024 and therefore will require a re-appropriation of funds at a Future Park Board meeting prior to the end of this FY.

The second suggested motion is to approve the purchase of an appropriately outfitted 2024 F450 Dump Truck through Viking-Cives utilizing Sourcewell Contract #062222-VCM, in a not to exceed amount of \$90,150 to be paid from the Rolling Stock account 201-09-100-101-000-620050.

Maintenance Report – This represents the portion of the meeting that includes staff reports from the Superintendent of Parks, Park Ranger and the Volunteer Coordinator as provided to the Director.

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

- Master Plan RFQ Update
- Community Center Update
- Aquatic Center Update



**Park Board  
Meeting Minutes  
Monday, November 20, 2023, 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 (absent), Nate Wurtz (absent), Jordan Wienke, Kathy Paulsen, Christopher Molitor (absent), Kevin Miller, Lauren Nieman, Becky Jones and Staff Liaison Kyle Henke and Pete Laufersweiler in attendance.

**I. CITIZEN COMMENTS**

None

**II. APPROVAL OF OCTOBER 16, 2023 MEETING MINUTES**

A motion made by Jordan Wienke to approve the October 16, 2023 meeting minutes, seconded by Becky Jones. Motion approved unanimously.

**III. COMMITTEE REPORTS**

- a. Partnership Committee – Met and discussed a park naming policy. They are looking into if City Council or Park Board makes this decision.  
Earl Comfort Kiosk proposal – Discussed different types of signs and will bring more information to the next meeting.

**IV. UNFINISHED BUSINESS**

- a. Strategic Goals Update – None

**V. NEW BUSINESS**

None

**VI. SUPERINTENDENT OF PARKS REPORT**

- a. Pete Laufersweiler discussed the Superintendent of Parks' report.

**VII. DIRECTORS REPORT**

- a. Master Plan Selection committee has met and has made a choice, Kyle will be letting procurement know.

**VIII. BOARD COMMENTS**

Jordan Wienke - Asked about 2024 meeting dates and discussed a social gathering on December 13<sup>th</sup> meeting.

**IX. ADJOURNMENT** – The meeting was adjourned at 7:38 p.m.

# **MAINTENANCE REPORT FOR NOVEMBER 2023**

## **For period 11/20-12/12**

### **LEAF COLLECTION:**

The bulk of the leaf fall has occurred except for Pin oaks. Collection is mid-stream with crew members focusing on collection 3-4 days per week. We are mulching the thin layers, blowing out the corners and beds, rowing them up and grooming them to the bins in the yard. From there they are loaded in dump trucks and hauled off-site to a yard waste dump. And since the mowing contractor is done for the season as of Nov 1, we must also clean and remove leaves from all the other parks ourselves regularly. At this point, most is done by mulching in place since the heaviest fall is over.

### **TREE TRANSPLANT PROJECT:**

Through the effort of Councilmember Gibbons, Pete Laufersweiler, the new property owner of what was the Mo. Extension service, and Big Tree 2, 8 species quality trees were spaded from the site to be demolished and moved onto park grounds at the contractors expense. Seven trees were spaded in at Greentree Park and one in Kirkwood Park. They were all native oak of species quality. Big Tree 2 is a tree company that we have used for other projects here and is really about the only game in town for large tree relocation. The benefit to the parks is about \$8000 worth of tree and relocation costs.

### **CREW TRAINING:**

The 3 most recent hires Ande, Kyle and Jim had the opportunity to operate the loader at the salt dome, and were driven through the SBD and Park snow obligations. The SBD snow removal includes City owned parking lots and buildings from Jefferson to Taylor, to Monroe to Clay, to Jefferson. This includes parking on Jefferson east and west of Kirkwood Road, parking from Clay to Taylor on Argonne, Clay to Kirkwood Road on Madison, Firehouse 1, Amtrak lots, City Hall, Police, Purchasing, 2 alleys, KPAC and the recycling center. Our responsibility includes snow removal and applying melt chemicals to roads and parking lots in the SBD, as well as Firehouse 2&3. They will be working their individual shifts with a supervisor at least the first time out.

Ande Clemens has completed the coursework and testing successfully to become a Certified Playground Safety Inspector for the department. This is Dave Richardson's last Certification and I did not renew because of retirement. So it was the right opportunity for the torch to be passed to Ande for the future.

### **WALKER FENCE INSTALL:**

The chain link fencing installed as a barrier to a retaining wall drop off at Walker has been completed. Approximately 65ft of fencing was installed to prevent access to the retaining wall dividing the park and the adjacent condos, from the neighbor's garage corner to the tree line. As additional protection we left the existing wire fence in place to double the effort. Also at Walker, we had a sidewalk fall from an exposed segmental seam. We repaired the seam and one other to prevent additional trip hazards. One seam had a 3/4" rise and the other a 1/2" rise that could potentially be a trip hazard.

Services	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	YTD
Park/Enf. Contacts	25	17	31	45	61	52	65	52	46	51	37		482
Public Contacts	165	102	153	164	155	142	145	115	96	108	96		1441
PD Assist	6	2	2	3	5	1	4	2	3	5	3		36
PD Dispatched Calls	1	2	1	4	4	2	3	1	2	3	2		25
Interpretive	0	0	0	16	55	0	0	0	0	55	0		126
Reported Maint.	5	3	2	4	3	2	4	3	2	6	2		36
Injuries	1	0	0	0	1	1	0	0	4	0	0		7
Wildlife Related	2	0	1	1	0	0	1	2	1	0	1		9
Recovered Property	3	2	4	5	6	5	6	4	7	5	3		50
First Aid	0	0	1	2	1	2	0	2	3	1	1		13
Missing Persons	0	0	0	0	0	0	0	0	2	0	0		2
Training Hours	10	16	16	48	6	0	0	2	24	16	50		188

# Summary of Activities

-Dan Bailey completed the 40 hour Crisis Intervention Team (CIT) certification class. This class is offered free to anyone working in public safety via a partnership from the Missouri Collation of Mental Health Centers. The need for more in depth training on recognizing and assisting those suffering from mental health illness as well as de-escalation tactics has been a need for a while. This training puts another tool in the ranger's toolbox for when police are not immediately available. More rangers are scheduled to complete this certification this winter.

-Rangers provided set up, logistics and race day traffic control for the Annual Turkey Day Trot. Despite a new record high crowd, the event flowed very smoothly.

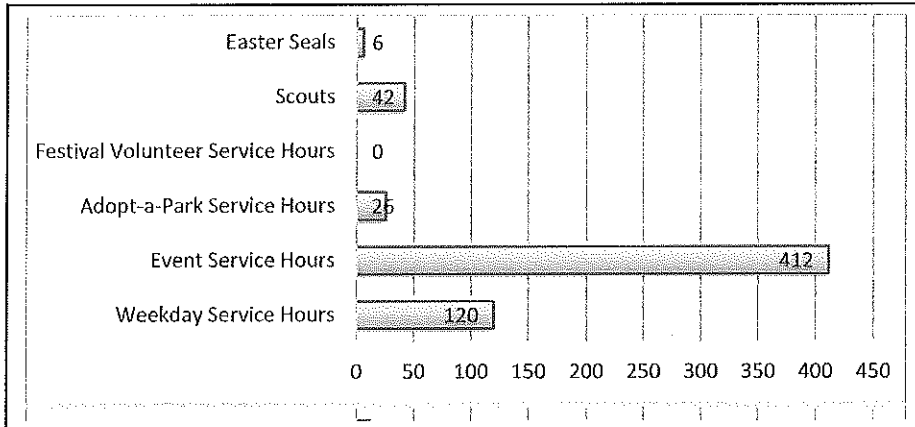
Prepared by: Senior Ranger Ron Hall

# Monthly Volunteer Activity Report



November | 2023

## Volunteer Hours



## Upcoming Events

December-Candy Cane Hunt and Hot Cocoa Run

December-Aquatic Center Clean up

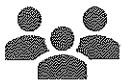
March 2024-Volunteer Program resumes



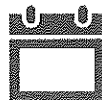
**3,447**  
YTD Service Hours



**578**  
YTD Volunteers



**13**  
Weekday Volunteers



**4**  
Events

## Highlights

Providence Classical Christian School spent their annual service day at Kirkwood Park. Students worked alongside staff to remove invasive bush honeysuckle and provide general clean up throughout the park.

Boy Scouts spent a morning clearing vines in Greentree Park near the wetlands. Another group of Boy Scouts are clearing the remaining invasive bush honeysuckle by the Lion's Club shed. They will continue this project through the winter months.

The Equity group from Kirkwood elementary schools hosted an event in the Historic Quinette Cemetery to clean up leaves, participate in guided tours and more. Nearly 30 students showed up for this event.