



WHERE COMMUNITY AND SPIRIT MEET™

**City of Kirkwood
City Council Work Session
Thursday, June 13, 2024**

4:30 p.m.

**City Hall, Main Level Conference Room
139 S. Kirkwood Rd.
Kirkwood, MO 63122
(Posted June 11, 2024)**

(Please note that work sessions are for council discussion only and there will be no public comment portion of the meeting. When a topic is completed the council will immediately move on to the next item on the agenda.)

- I. Approval of the March 7, 2024 Work Session Minutes
(Continued from June 6, 2024)**
- II. Approval of the March 21, 2024 Work Session Minutes
(Continued from June 6, 2024)**
- III. Approval of the May 16, 2024 Work Session Minutes
(Continued from June 6, 2024)**
- IV. Approval of the June 6, 2024 Work Session Minutes**
- V. Parks and Recreation Budget Planning Discussion**
- VI. Meeting Adjournment**

Kirkwood City Council: Mayor Liz Gibbons, Council Members Gina Jaksetic, Nancy Luetzow, Mark McLean, Al Rheinnecker, Paul Schaefer, and Mark Zimmer

Contact Information: For full City Council contact information visit www.kirkwoodmo.org/council. To contact the City Clerk call 314-822-5802. To contact the Chief Administrative Officer call 314-822-5803.

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 CD by calling 314-822-5802.



DRAFT

WORK SESSION MINUTES

A work session of the Kirkwood City Council was held on March 7, 2024 at 4:30 p.m. at Kirkwood City Hall, 139 S. Kirkwood Road, Kirkwood, Missouri. Present Mayor Griffin, Council Members Duwe, Gibbons, Luetzow, Wurtz and Zimmer. Also in attendance were Chief Administrative Officer Russell Hawes, Assistant Chief Administrative Officer David Weidler, City Clerk Laurie Asche, Deputy City Clerk Bridget Waters, City Attorney John Hessel, and Park Director Kyle Henke. Council Member Sears was absent and excused.

APPRVAL OF THE FEBRUARY 15, 2024 and February 29, 2024 WORK SESSION MINUTES

Motion was made by Council Member Zimmer and seconded by Council Member Duwe to approve the February 15, 2024 and February 29, 2024 Work Session minutes. The motion was unanimously approved.

RECREATION FEES – POST CONSTRUCTION

Parks Director Kyle Henke discussed the proposal for new recreation fees. The renovations at the Community Center will begin March 5th and extend into August 2025. To ensure the continued success of the Community Center, revising the current ongoing maintenance and administration of the newly renovated spaces. Staff anticipate an increase in revenues of approximate \$40,000 per year with the new rates.

A discussion took place. It was the consensus of the City Council to move forward with staff's recommendations.

MOTION TO CLOSE THEM MEETING

Motion was made by Council Member Wurtz and seconded by Council Member Duwe to close the meeting pursuant to RSMo Chapter 610.021 (3 – Performance Review of City Clerk).

Roll Call:

Mayor Griffin	"Yes"
Council Member Sears	Absent
Council Member Wurtz	"Yes"
Council Member Zimmer	"Yes"
Council Member Duwe	"Yes"
Council Member Gibbons	"Yes"
Council Member Luetzow	"Yes"

The meeting was closed.

MOTION TO OPEN THE MEETING

Motion was made by Council Member Duwe and seconded by Council Member Gibbons to open the meeting.

Roll Call:

Mayor Griffin	"Yes"
Council Member Sears	Absent



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Council Member Wurtz
Council Member Zimmer
Council Member Duwe
Council Member Gibbons
Council Member Luetzow

DRAFT
"Yes"
"Yes"
"Yes"
"Yes"
"Yes"

The meeting was opened.

There being no further matters to come before the council, the meeting was adjourned.

Laurie Asche
City Clerk



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DRAFT

WORK SESSION MINUTES

A work session of the Kirkwood City Council was held on March 21, 2024 at 5:30 p.m. at Kirkwood City Hall, 139 S. Kirkwood Road, Kirkwood, Missouri. Present Mayor Griffin, Council Members Duwe, Gibbons, Luetzow, Sears, Wurtz and Zimmer. Also in attendance were Chief Administrative Officer Russell Hawes, Assistant Chief Administrative Officer David Weidler, City Clerk Laurie Asche, City Attorney John Hessel and Assistant City Attorney Sarah White.

MOTION TO CLOSE THEM MEETING

Motion was made by Council Member Zimmer and seconded by Council Member Duwe to close the meeting pursuant to RSMo Chapter 610.021 (1 – Legal & 3 – Performance Review of City Clerk).

Roll Call:

Mayor Griffin	“Yes”
Council Member Wurtz	“Yes”
Council Member Zimmer	“Yes”
Council Member Duwe	“Yes”
Council Member Gibbons	“Yes”
Council Member Luetzow	“Yes”
Council Member Sears	“Yes”

The meeting was closed.

MOTION TO OPEN THE MEETING

Motion was made by Council Member Zimmer and seconded by Council Member Duwe to open the meeting.

Roll Call:

Mayor Griffin	“Yes”
Council Member Wurtz	“Yes”
Council Member Zimmer	“Yes”
Council Member Duwe	“Yes”
Council Member Gibbons	“Yes”
Council Member Luetzow	“Yes”
Council Member Sears	“Yes”

The meeting was opened.

There being no further matters to come before the council, the meeting was adjourned.

Laurie Asche
City Clerk



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WORK SESSION MINUTES

A work session of the Kirkwood City Council was held on May 16, 2024, at 5:00 p.m. at Kirkwood City Hall, 139 S. Kirkwood Road, Kirkwood, Missouri. Present Mayor Gibbons, Council Members Luetzow, McLean, Rheinnecker, Schaefer, and Zimmer. Also in attendance were Chief Administrative Officer Russell Hawes, Assistant Chief Administrative Officer David Weidler, City Clerk Laurie Asche, Director of Public Services Chris Krueger, and City Attorney John Hessel. Council Member Jaksetic was absent and excused.

APPROVAL OF THE MAY 9, 2024 WORK SESSION MINUTES

A motion was made by Council Member Zimmer and seconded by Council Member Schaefer to approve the May 9, 2024 Work Session minutes.

TRANSPORTATION DEVELOPMENT DISTRICT (TDD) DISCUSSION

Mayor Gibbons provided background on the TDD topic. City Attorney John Hessel discussed with Council some of that discussion as follows:

- The City has met all the State statutes requirements in filing the TDD
- The next step is to ask the Court to request a public hearing
- The City is scheduled before Judge Stewart in Court Division 2 on May 29th
- The sole issue that will go before the judge is determining if the purpose TDD's creation and funding meets the State statute requirements.
- Then the City will file a Declaratory Judgement Motion and ask the court to have a hearing on the Declaratory Judgement Motion.
- The City of Kirkwood has partnered with the Special Business Districts
- The City has \$1.5 to \$1.8 million in budgeted funds and the \$3 million would be added
- 147 miles of street need to be maintained regularly
- Asphalt streets can last between 10-15 years
- Concrete streets can last up to 30 years

Director of Public Services Chris Krueger discussed the TDD funding:

- Projected to add revenues of approximately \$3 million to the typical \$1.8 million street restoration budget for the of \$4.8 million each year
- TDD would generate a total Kirkwood Street Budget of \$72 million over 15 years

Under State statute, a 4-person board is created. The City controls the TDD funds, and the City Council determines how much money is spent on streets and the Board will act upon that. SBD will ask for certain projects to receive TDD funding and the Board will determine that also. The SBD will receive 5% of the TDD funding which is \$160,000. Funds can only be used for transportation projects. The .5 cents keeps the sales tax rate below 10%.

A discussion took place. Council would like to point out to citizens that St. Louis County is exempt from Transportation sales tax. Concern was raised regarding the .5 cents for 15 years would not be enough.



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DISCUSSION OF SOUTH KIRKWOOD ROAD AND BIG BEND PROJECTS

Director of Public Services Chris Krueger discussed this project with the Council. Some discussions are as follows:

- There's no storm sewer from Woodbine and Grand Avenue.
- This project will address pavement renovations from Woodbine to Rose Hill
- Preliminary plans have been provided but the project has not been designed yet
- Reducing lanes on the roadway could cause traffic issues
- Approx. 20,000 cars utilize this road every day
- The speed limit on the road now is 30 miles per hour
- No Speed Zone could be implemented in front of Nipher Middle School
- 80% of this project is Federally funded and the City funds 20%
- The sidewalk width for the North Kirkwood Road project is 6-feet
- Public meeting will be held and construction to start in Summer 2026

A discussion took place. Concern was raised regarding constructing the stormwater under the Train Tracks. Concerns regarding if a Speed study has been performed. Council suggests standard sidewalk width throughout Kirkwood. Council would like a list of FHWA guidelines provided.

BIG BEND – ST. LOUIS COUNTY PROJECT

Director of Public Services Chris Krueger discussed this project with the Council. Some discussions are as follows:

- Resurfacing of Big Bend from Kirkwood Road to Couch
- Reconfiguration of South Geyer intersection to add crosswalks to the South & East of the intersection
- Pedestrians will have refuge places along the road and will be ADA compliance
- New medians will be installed at Fast Track Gas Station
- This will prevent left turns going out of the gas station
- The speed limit right now is 35 miles per hour

A discussion took place. Concern was raised requesting St. Louis County to lower the speed limit to 30 miles per hour. Council suggests placing mid-block crosswalks on Big Bend Road.

Legislation will be drafted to ask St. Louis County to lower the speed limit from 35 miles per hour on Big Bend Road.

MOTION TO CLOSE THE MEETING

Motion was made by Council Member Luetzow and seconded by Council Member Schaefer to close the meeting pursuant to RSMo Chapter 610.021 (1 – Legal).

Roll Call:

Mayor Gibbons	“Yes”
Council Member Luetzow	“Yes”
Council Member McLean	“Yes”
Council Member Rheinnecker	“Yes”
Council Member Schaefer	“Yes”
Council Member Zimmer	“Yes”



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Council Member Jaksetic Absent

The meeting was closed.

MOTION TO OPEN THE MEETING

Motion was made by Council Member Zimmer and seconded by Council Member Schaefer to open the meeting.

Roll Call:

Mayor Gibbons	“Yes”
Council Member Luetzow	“Yes”
Council Member McLean	“Yes”
Council Member Rheinnecker	“Yes”
Council Member Schaefer	“Yes”
Council Member Zimmer	“Yes”
Council Member Jaksetic	Absent

The meeting was opened.

There being no further matters to come before the council, the meeting was adjourned.

Laurie Asche
City Clerk



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WORK SESSION MINUTES

A work session of the Kirkwood City Council was held on June 6, 2024, at 5:00 p.m. at Kirkwood City Hall, 139 S. Kirkwood Road, Kirkwood, Missouri. Present Mayor Gibbons, Council Members Jaksetic, Luetzow, McLean, Rheinnecker, Schaefer, and Zimmer. Also in attendance were Chief Administrative Officer Russell Hawes, Assistant Chief Administrative Officer David Weidler, City Clerk Laurie Asche, Planning and Development Services Director Jonathan Raiche, Director of Public Works Chris Krueger, Communications Manager Jessica Winter, and Assistant City Attorney Jackie Graves.

APPROVAL OF THE MARCH 7, 2024; MARCH 21, 2024; AND MAY 16, 2024 WORK SESSION MINUTES

Motion was made by Council Member Zimmer and seconded by Council Member Schaefer to continue approval of minutes to the June 13th Work Session. A discussion took place. The motion to continue approval was unanimously approved.

KIRKWOOD ATHLETIC ASSOCIATION (KAA) DISCUSSION

Mayor Gibbons provided information on the KAA topic. Some of that discussion was as follows:

- The City was deeded the property in Feb. 2023.
- The costs for the lights on the property was written off.
- Demolition of the property was approved by the Mayor and Council via Resolution at the May 16th Council meeting.
- There is a total of 10 fields and 5 buildings on the property.
- If the City were to take on running the ballfields there would need to be at least 4 staffed employees. The cost for staffing would be approximately \$100,000.
- Floodproofing the structure would cost approximately between \$500,000 to \$1 million.
- Since demolition was approved by Council on May 16th, there have been break-ins and damage to the property and buildings.
- Ben Caffey with KAA reached out to the Council and staff to discuss a cooperative effort in regards to the future of the property.
- It was recommended that a committee consisting of a couple of Council Members, City Staff, representatives of KAA, and the public be put together to explore options for the property going forward.
- The Council suggests allowing 30 days for the committee to come up with a plan and funding options for the property.
- It was the consensus of the Council to get a new proposal for the demolition of the buildings only.

MOTION TO CLOSE THE MEETING

Motion was made by Council Member Zimmer and seconded by Council Member Luetzow to close the meeting pursuant to RSMo Chapter 610.021 (1 – Legal).

Roll Call:

Mayor Gibbons	“Yes”
Council Member McLean	“Yes”
Council Member Rheinnecker	“Yes”
Council Member Schaefer	“Yes”



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Council Member Zimmer	“Yes”
Council Member Jaksetic	“Yes”
Council Member Luetzow	“Yes”

The meeting was closed.

MOTION TO OPEN THE MEETING

Motion was made by Council Member Zimmer and seconded by Council Member McLean to open the meeting.

Roll Call:

Mayor Gibbons	“Yes”
Council Member McLean	“Yes”
Council Member Rheinnecker	“Yes”
Council Member Schaefer	“Yes”
Council Member Zimmer	“Yes”
Council Member Jaksetic	“Yes”
Council Member Luetzow	“Yes”

The meeting was opened.

There being no further matters to come before the council, the meeting was adjourned.

Laurie Asche
City Clerk

From the desk of
Kyle Henke, Director of Parks Recreation
111 S. Geyer Road, Kirkwood, Missouri 63122
Phone: 314.822.5856 Fax: 314.984.5931



Memo

To: City Council, Russ Hawes
From: Kyle Henke
CC:
Date: 4/6/22
Re: Parks and Recreation Synopsis and Budget Considerations

Kirkwood Parks and Recreation Synopsis

Kirkwood Parks and Recreation enjoys a long history of tradition, entertainment, open space and active recreation. Kirkwood Parks and Recreation Department significantly enhances the quality of life for Kirkwood residents through its diverse and impactful programs and services.

Kirkwood Park is 92 acres and yearly attendance is approximately 450,000 visits per year. Other large parks include Emmenegger Park (131 acres) and Greentree Park (82 acres). Collectively these other two large parks experience an additional 100,000 visits per year. Kirkwood Parks also oversees an additional 22 acres of small parks, open space, Special Business District, City Hall, Grants Trail, and I-44 pedestrian bridge and East landing.

There are three funds that work in concert to provide varied facilities and services to Kirkwood Citizens. The 101, Recreation Operations Fund, that collects fees and charges for active Recreation. The 201, or Park Fund, with a dedicated property tax, the 302 or Parks and Recreation Fund, with a ½ cent sales tax revenue.

Fiscal Year 2025 Operating Budget

Parks	\$2,335,355
Recreation	\$3,613,801
Combined	\$5,948,355

201 - Park Operations

- Approximately 333 acres of Park land across 16 sites open 365 days/year
- Maintain Walker Lake water quality for beauty and fishing habitat in partnership with MDC's fish stocking program
- Approximately 9.25 miles of trails and walkways
- 17 picnic sites, 13 pavilions and gazebos, 7 restroom facilities across parks system
- Operates from and maintains a 10,000sqft building with a 7 bay garage and office space in Kirkwood Park
- Maintain 4 ballfields and 3 soccer fields for regular play
- Maintain 9 playgrounds
- Maintenance of planting beds and containers in the SBD, Memorial Walkway, and City Hall.
- Snow removal in the SBD and City Hall parking lots in addition to all park lots, roads, and walkways.
- Mow approximately 35 acres of turf in Kirkwood Park
- Maintain 150,875ft of landscaped bed space throughout Parks system - Landscape beds require 2-3" of mulch annually, weeding/spraying, tree and shrub pruning, perennial and annual maintenance, fertilization, and watering during the growing season.
Which happens to include
- 13 Full-time maintenance staff, 5 Part-time seasonal maintenance staff
 - Superintendent
 - Foreman
 - 8 Full-time staff members
 - 3 seasonal summer help
 - Horticulturist
 - 2 Full-time staff members
 - 2 extended seasonal help
 - 1 Full-time Park Ranger, 5 Part-time Park Rangers
 - Special event prep and staffing for 4th of July (12,000+ in attendance) and the Greentree Festival (38,000+ in attendance)
 - Staff puts in 70+hrs of work per member during the week of the Greentree Festival
 - 1 Part-time Volunteer Coordinator
 - Volunteer hours from 2015-2023 totals:
 - 20,900 hours
 - 3,180 volunteers
 - \$292,600 dollar amount of volunteer contribution
 - **Residents served** (Kirkwood Resident Rental Headcount)
 - Lions Amphitheater 2,830
 - All other Pavilions and Picnic Sites 26,341
 - **Non-residents served** (Non-Resident Rental Headcount)
 - Lions Amphitheater 2,700
 - All other Pavilions and Picnic Sites 13,198

Since 2013 the Parks system has added Avery Park, Walker Lake phase 4, Fillmore Park improvements, the Greentree wetlands and prairies, City Hall Landscape improvements, Jefferson bed additions and improvements, The Edgar Dennison garden in the Farmers Market Greenway, Kirkwood Performing Arts

Center, I-44 Trail Overpass and Landing (shared maintenance with Fenton and Sunset Hills) and increased the amount of annual bulbs planted to nearly 6,000. In addition, approximately 210 small trees, 896 shrubs, and 7,232 perennials planted. General scope of work for each park in the Kirkwood Parks System - All maintenance, upkeep, repairs of facility equipment and assets. Including snow removal and in-house or contracted mowing. Other maintenance items include irrigation system maintenance, restroom cleaning, trash removal, tree removal, mulch beds and trails, certified playground inspections, invasive plant mitigation and more.

101 Fund – Recreation Operations

- Community Center Annual Visits – 290,000 people
20,000 sq ft of programmable space (excluding rink and theater.) 130,000 sq ft parking lot.
Residents served (Kirkwood Resident Rental Headcount)
Community Center 41,503
Robert G. Reim Theater 28,591

Non-residents served (Non-Resident Rental Headcount)
Community Center 30,114
Robert G. Reim Theater 4,730
- Ice Rink Annual Visits - 63,000
Cooperatively work with Kirkwood Youth Hockey Association, our #1 one largest renter
Ice Rental – 2,600+ hours rented annually
Public Skate, Stick & Puck, Freestyle – 9,800 participants annually
Skate Lessons – 1,000 participants annually
- KPAC Annual Visits – 70,000
Cooperatively work with Stages St. Louis, our #2 largest renter
- Aquatic Center Annual Visits – 48,000
- Athletics – 7,536 participants annually through 20 adult and youth sport activities and leagues
- Recreation Programs – 10,700 participants annually through camps, Community Center classes, Youth Theater, Fitness, Senior Programs, outdoor programs, special events, kids programs, family programs.
- Turkey Day Run – 5,000+
- 10 Full Time Staff, 115 part-time, 175 contractual
- Full-time Superintendent Of Recreation
 - Full-time Office Manager
 - 3 part-time employees
 - Full-time Program Manager – Aquatics
 - 50 part-time and contractual employees, 90 contracted life guards
 - Full-time Program Manager – Sports
 - 50 contractual employees, and 10 part-time
 - Full-time Program and Special Events Manager
 - 50 part-time camp counselors, 10 contractual employees
 - Full-time Ice Rink Manager

- Full-time Assistant Ice Rink Manager
- Full-time Ice Rink Maintenance
- 15 part-time employees and 55 contractual employees.
- Full-time Recreation Maintenance
- 2x Full-time Custodian

The preceding numbers involve staff answering questions, maintaining registration rosters and software, solving customer concerns, site logistics, maintenance and custodial services and reconciliation of daily payments via check, credit cards, cash and invoices. In addition, Recreation staff plans, budgets, hires, trains, supervises, schedules all part-time and contractual staff that include camp staff, swim lesson instructors, tennis center attendants, recreation aids, Ice Rink Managers, Building Managers, Guest Relations, Bar Tenders, Cashiers, Water Fitness Instructors, Aerobics Instructors, and special event program staff. Recreation staff also manages contracts with concessionaires, mowing companies, aquatic center management, musical artists, umpires and referees, fireworks, mechanical systems maintenance, run support and more.

Future Capital Considerations

Aquatic Center, Parking Lots, Park Playgrounds, Reim Theater, Equipment Lifecycles.

The Aquatic Center is entering its 25th season and is a facility that is showing its age. Capital expenditures are beginning to increase and will certainly increase even further with a minimum of \$1.5 million expected over the next several years.

The parking lot and entrance drives for the community center are beginning to fail in multiple locations with cracking and subsurface deterioration. After the construction activity is complete, we should consider funding required for replacing portions of the entrance drives and lots.

Several playgrounds in Kirkwood Parks are approaching end of useful life and are slated for replacement in the Parks five year capital plan.

No new enhancements are being made to the Reim Theater during the current renovation projects. The Reim is still reserved for over 300 days a year. Considerations could include updating theater lighting, sound, interior updates.

A third party evaluation for an Equipment Lifecycle Capital Replacement Plan for all parks and recreation assets is a suggested priority.