



Park Board  
Agenda  
Monday, October 21, 2019, 7:00 p.m.  
Kirkwood Community Center  
111 S. Geyer Road  
Kirkwood, MO 63122



- I. **CITIZEN COMMENTS** *(3 minute time limit. The public comment portion of the meeting is an opportunity to listen to 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 23, 2019 MEETING MINUTES**
- III. **COMMITTEE REPORTS**
  - a. Partnership Committee
- IV. **UNFINISHED BUSINESS**
  - a. Interstate 44 Meramec Bridge Update
- V. **NEW BUSINESS**
  - a. Kirkwood Park Trail
  - b. Consideration of Revised Memorial Guidelines
  - c. Status of Lions Club Storage Building
  - d. Other Matters
- VI. **SUPERINTENDENT OF PARKS REPORT**
- VII. **DIRECTOR'S REPORT**
- VIII. **ADJOURNMENT**

**Staff Liaison:** Murray Pounds. Phone: 314.822.5857 Email: [poundsm@kirkwoodmo.org](mailto:poundsm@kirkwoodmo.org)

**Chair:** Steve Coates

**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:  
Murray Pounds, Director of Parks and Recreation  
111 S. Geyer Road, Kirkwood, MO 63122  
Phone: 314-822-5857 Fax: 314-984-5931  
E-mail: poundsm@kirkwoodmo.org



## Memo

To: Kirkwood Park Board  
From: Murray Pounds  
Date: September 19, 2019  
Re: September 23, 2019 Agenda Memo

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The following topics are up for discussion at the September meeting:

### **Committee Reports**

Partnership Committee – The packet includes the meeting report from the recent meeting of the Partnership Committee. The focus of the Committee was to review the current process for reviewing memorial and donation requests. Further action will be taken under new business.

### **Unfinished Business**

I-44 Meramec River Pedestrian Bridge – The packet includes several of the displays that were utilized at the second public input session on October 15. The online feedback opportunity will be open through October 25. Once that feedback is received the TAC committee will be reviewing the results and updating the conceptual plan as appropriate. The updated conceptual plan will be presented to the Park Board at the November meeting.

### **New Business**

Kirkwood Park Trail – One of the residents, Lara Goeke, who lives off of Couch has been inquiring about the possibility of improving and adding some connections for the existing trail in the woods that parallels Adams Ave. to the north of Diamond #6 and the maintenance area. Lara will be on hand to discuss her ideas. I've included a map of the project area in the packet.

Memorial Guidelines – the packet includes the current memorial application as well as some guidelines that have been utilized in the past in considering memorial or

honoree requests. The Partnership Committee updated the guidelines, with their changes being shown in red. There are also some excerpts from minutes of relevant discussions on similar topics in the past. . The Board could consider the following actions:

- Approving the statement in Partnership Committee report regarding recognition of donations.
- Approving the revised guidelines. If approved there may need to be some minor changes to the actual application to bring it in line with the guidelines.
- Authorize the Partnership Committee to review any memorial or honoree requests and make a recommendation to the Board on such requests.

Status of the Lions Club Building – As the result of conversations with their insurance agent, the Kirkwood Lions' Club has raised the question of whether or not they would be allowed to rebuild their building in the event of some sort of catastrophic event. In light of some of the past decisions regarding use of storage areas by outside groups the Board may wish to discuss this situation. I have included some excerpts from minutes of meetings where similar topics were discussed.

Maintenance Report – Curt's report is included, as are reports from Ron Hall and Kylie Christanell.

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

- Update on the Performing Arts Center project
- Update on the Department of Conservation Agreement
- Update on the Kirkwood Park Gazebo and Pavilion projects
- Information on a couple of upcoming events including the Community Days in the Park event at Meacham Memorial Park.





**Park Board  
Meeting Minutes  
Monday, September 23, 2019, 7:00 p.m.  
Kirkwood Community Center, Room 202  
111 S. Geyer Road  
Kirkwood, MO 63122**



**IN ATTENDANCE:** The meeting was called order at 7:00 p.m. with Chair Steve Coates, Alan Hopefl, Kathy Paulsen, Jordan Wienke, Peggy Grever, Alvin Reid, Scott Stream, Matt Helbig and Staff Liaison Murray Pounds and Curt Carron in attendance.

**I. CITIZEN COMMENTS**

Gwyn Wahlmann, 1002 West Adams, discussed her concern about the wildlife impact of the possible I-44 pedestrian bridge trailhead plans.

**II. APPROVAL OF AUGUST 19, 2019 MEETING MINUTES**

A motion made by Scott Stream, seconded by Peggy Grever. Motion approved unanimously.

**III. COMMITTEE REPORTS**

None

**IV. UNFINISHED BUSINESS**

- a. Strategic Planning Update – An update meeting will be held October 21, 2019 at 5:00 p.m.
- b. I-44 Meramec River Pedestrian Bridge update – The Board discussed the plans presented at the August public meeting. Another public input session is scheduled for October 15 in Fenton.

**V. NEW BUSINESS**

- a. Missouri Department of Conservation Cooperative Agreement – Murray reviewed the agreement with the Park Board. The Board made some suggestions and Murray will bring it to MDC to finalize language.  
A Motion made by Alan Hopeful to approve the draft agreement, seconded by Kathy Paulsen. Motion approved unanimously.
- b. Memorial and Dedication Requests – Murray would like to convene a committee to review and update the dedication policy of the Park Board. Alan Hopefl would like to chair the committee, Alvin Reid also volunteered.

**VI. SUPERINTENDENT OF PARKS REPORT**

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

**VII. DIRECTORS REPORT**

- a. Performing Arts Center – Construction is moving along as scheduled.
- b. Greentree Festival – Was a successful event.
- c. Kirkwood Park Gazebo and Pavilion Projects – Murray expects construction to begin the first week of October.



- d. Upcoming events – Board and Commission reception is Thursday. Community Days in the Park is at Meacham Park Memorial Park on October 19 at 10:00 a.m.

**VIII. BOARD COMMENTS**

- a. Allan Hopefl discussed a venomous snake symposium that Powder Valley held and that they have documented a timber rattler at Emmenegger Park. The next Park Board meeting is at 5:00 p.m. on October 21, 2019 to review the strategic plan. The regular Board meeting will be held at 7:00 p.m.

**IX. ADJOURNMENT** – The meeting was adjourned by Chair Steve Coates at 8:00 p.m.

DRAFT



**Park Board Partnership Committee  
Meeting Report  
Tuesday, October 8, 2019, 8:00 a.m.  
Kirkwood Community Center, Room 202  
111 S. Geyer Road  
Kirkwood, MO 63122**



**Committee Report**

*In Attendance:* Alan Hopefl, Alvin Reid, Kathy Paulsen, *Staff:* Murray Pounds

It was determined that the role of the Committee would be to review current guidelines and application forms and update them based on recent experiences.

Alan Hopefl offered the following statement regarding situations where donations were made to assist with the development of facilities:

Upon approval of the Park Board it will be the policy of the Parks Department to:

The Parks Department will accept donations to fund the construction or maintenance of major park facilities or structures (bridges, fields, gardens, etc.) from individuals, foundations, corporations etc.). In return the donator will receive recognition via a plaque attached to or near the funded facility. The plaque will state: "This facility was funded by a generous donation from (name of donor). Date of dedication or construction will also be included.

The above policy does not rescind any previously named facility within the Kirkwood Park system.

The existing Legacy Program allowing anyone to purchase a brick, tree or park bench as a memorial or dedication to someone will remain intact. The price for these memorials will be determined by the Parks and Recreation Department, subject to approval by the Park Board.

The current guidelines for evaluating memorial or dedication requests were reviewed. Some minor wording changes were made and proposed values for guidelines 4 -11 were added. Sections 8 & 9 were combined.



**1) Has the individual, group or organization lived or operated in Kirkwood for a minimum of 10 years? 0 – 2 points**

<10 years = 0 points

Meets or slightly exceeds 10 year minimum = 1 point

Resided in Kirkwood for majority of lifetime, or organization operating in Kirkwood for 25 + years = 2 points

**2) If a memorial request is being made is the person in whose name the request being made been deceased for at least twelve months? 0 – 1 point**

Nominee deceased less than 12 months = 0 points

Nominee deceased more than 12 months = 1 point

**3) Is there written support from at least five groups or persons who are not relatives of the individuals proposed or members of the group or organization proposed? Written support should include information on why the nominee should be considered, the nominee's significance to Kirkwood, the nominee's outstanding contributions, accomplishments, achievements or honors, the nominee's outstanding community involvement. 0 – 5 points**

Are there at least five letters of support? Are there more than five?

Do the letters of support demonstrate a wide desire over a large spectrum of Kirkwood residents?

Do the letters demonstrate knowledge of significant contributions to Kirkwood?

**4) Will the nominator(s) pay for the cost of memorial or dedication development for an existing facility, equipment or program? 0 – 3 points**

Is it appropriate to memorialize **or dedicate** the proposed object or program?

Has it already been memorialized **or dedicated**?

Will memorialization **or dedication** interfere with use?

**5) Will the nominator(s) pay for ~~long-term~~ **future** maintenance of the memorial? 0-3 points**

How strong is the commitment? Is there a ~~time limit to the~~ commitment **to maintenance of the memorial or dedication**?

Is adequate to maintain the memorial object appropriately?

Does the backer have adequate resources to support the commitment?

**6) Will a donation equal to 50% or more of the cost of development of a memorial, facility or structure be donated by the nominee, or; individuals, organization or groups nominating that individual? 0 – 6 points**

Does the proposed memorial object meet a need either identified in the master plan or by the Board or staff?

Does the donation proposed appear to be adequate to support the development proposed?

Will there be any restrictions on the use of the memorial or dedicated object?

**7) Has the nominee provided service to the Kirkwood Parks and Recreation Department? 0 – 2 points**

Has the service benefitted a large and diverse population?

Is it unique in its application?

Is the service historical or ground breaking in nature?

How long did the service last?

**8) Has the nominee served on a board, commission or committee associated with the City of Kirkwood? 0 – 3 points**

How long was the service?

Was service spread over multiple boards and/or commissions?

Did participation on the boards/commissions require a great deal of time or effort.

Did the participation contribute significantly to Kirkwood and its residents?

**9) Has the nominee served as an elected official on the Kirkwood City Council?**

How many terms were served and in what office (Council Member or Mayor)?

While serving did the individual play any significant role in any Council actions?

**10) Has the nominee served as an elected official representing the Kirkwood area, including Kirkwood City Council? 0 – 2 points**

What offices were held and for how long?



While holding office did the individual take any action that benefitted specifically Kirkwood and its residents?

**10) Has the nominee made significant or substantial contributions to other Kirkwood organizations, associations or groups outside of city government related functions? 0 – 3 points**

How many different contributions were made?

~~Were they selfless in nature?~~

Did they reach a wide/diverse spectrum of people in Kirkwood? Outside of Kirkwood?

Did the contribution(s) require considerable time, effort or financial donation?



## MEMORIAL/DEDICATION PROPOSAL/APPLICATION (Form Approved 11/16/09)

This form is used to capture information regarding proposals to memorialize or dedicate facilities, parks, equipment or programs in the name of individual(s), organizations or groups. The form should be filled out as completely as possible and returned to the Kirkwood Parks and Recreation Department, 111 S. Geyer Road, Kirkwood, MO 63122. For assistance in completing the form, please call the Parks and Recreation Department office at 314-822-5855.

Kirkwood Park facilities are generally named for a geographic area or a natural historic feature, but, as appropriate facilities may be named to reflect significant historic, material or financial contributions to the City or persons of historic or outstanding civic service. When request for such honors are considered, the following criteria are considered in the review of memorial and dedication requests. Meeting any or all of these criteria does not guarantee the request will be approved, and additional information beyond this application may be necessary.

### *Honoree Criteria*

- Has the individual, group or organization lived, worked or functioned in Kirkwood for a minimum of 10 years at some time?
- If a memorial request is being made for an individual(s), is the person(s) in whose name the request being made been deceased for at least twelve months?
- Has the nominee provided service to the Kirkwood Parks and Recreation Department?
- Has the nominee served on a Board, Commission or Committee associated with the City of Kirkwood?
- Has the nominee served as an elected official on the Kirkwood City Council?
- Has the nominee served as an elected official representing the Kirkwood area?
- Has the nominee made significant or substantial contributions to other Kirkwood organizations, associations or groups outside of city government related functions?
- Is there written support from at least five groups or persons who are not relatives of the individuals proposed or members of the group or organization proposed? Written support should include information on why the nominee should be considered, the nominee's significance to Kirkwood, the nominee's outstanding contributions, accomplishments, achievements or honors, the nominee's outstanding community involvement

### *Development Criteria*

- Will a donation equal to 50% or more of the cost of development of a new memorial, facility or structure, piece of equipment or program be donated by the nominee, or; individuals, organization or groups nominating that individual?
- Will the nominator(s) pay for the cost of memorial or dedication development for an existing facility, equipment or program?
- Will the nominator(s) contribute to long term maintenance of the memorial?

Name of Person Completing This Form \_\_\_\_\_

Organization (if Applicable) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Date Submitted \_\_\_\_\_

Name of Individual(s), Organization or Group to be Honored:

\_\_\_\_\_

Describe briefly why the person(s) organization or group is deserving of this nomination:

\_\_\_\_\_

\_\_\_\_\_

Please describe in detail how you propose to memorialize the individual(s), organization or group. Include details on what facility, park, equipment or program will be affected. If dedicating an existing facility piece of equipment or program, include proposed language, if appropriate, that would be presented to recognize the memorial effort. Attach additional sheets if necessary:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will the nominator(s) be making a financial contribution to the development of a new facility, piece of equipment or program? If so, state the level of contribution to be made.

\_\_\_\_\_

\_\_\_\_\_



Will the nominator(s) be willing to assist with the long term maintenance of the facility, equipment or program to be memorialized? If so, state the level of commitment to be achieved.

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Did the individual(s), group or organization to be honored live, work or function in the City of Kirkwood? If so, please state approximate length of time, dates, etc.

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If the memorial or dedication is for an individual or individuals are they deceased? If so, state date of death. Approximations are acceptable if date of death is more than one year in the past.

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Has the individual(s), group or organization contributed to the function of the Kirkwood Parks and Recreation Department? If so, describe that contribution and include approximate dates of service. Attach additional sheets if necessary.

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Has the individual(s) served on a Board, Commission or Committee appointed by the Kirkwood City Council? If so, describe that service. Include detail on length of service if known. Attach additional sheets if necessary.

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Has the nominee served as an elected official to the Kirkwood City Council? If so, state dates of service.

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Has the nominee served as an elected official in any capacity in service to the Kirkwood area. If so. State office held and dates of service. Attach additional sheets if necessary.

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Has the nominee made any substantial or significant contributions for betterment of Kirkwood through involvement with other Kirkwood area organizations? If so, describe that involvement, including organizations served, how service was accomplished, and dates or length of service if known. Attach additional sheets if required.

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Support from others in the community is important. Letters of support from non-relatives, persons not directly associated from groups or organizations being proposed are important. Attach all letters of support to this application.

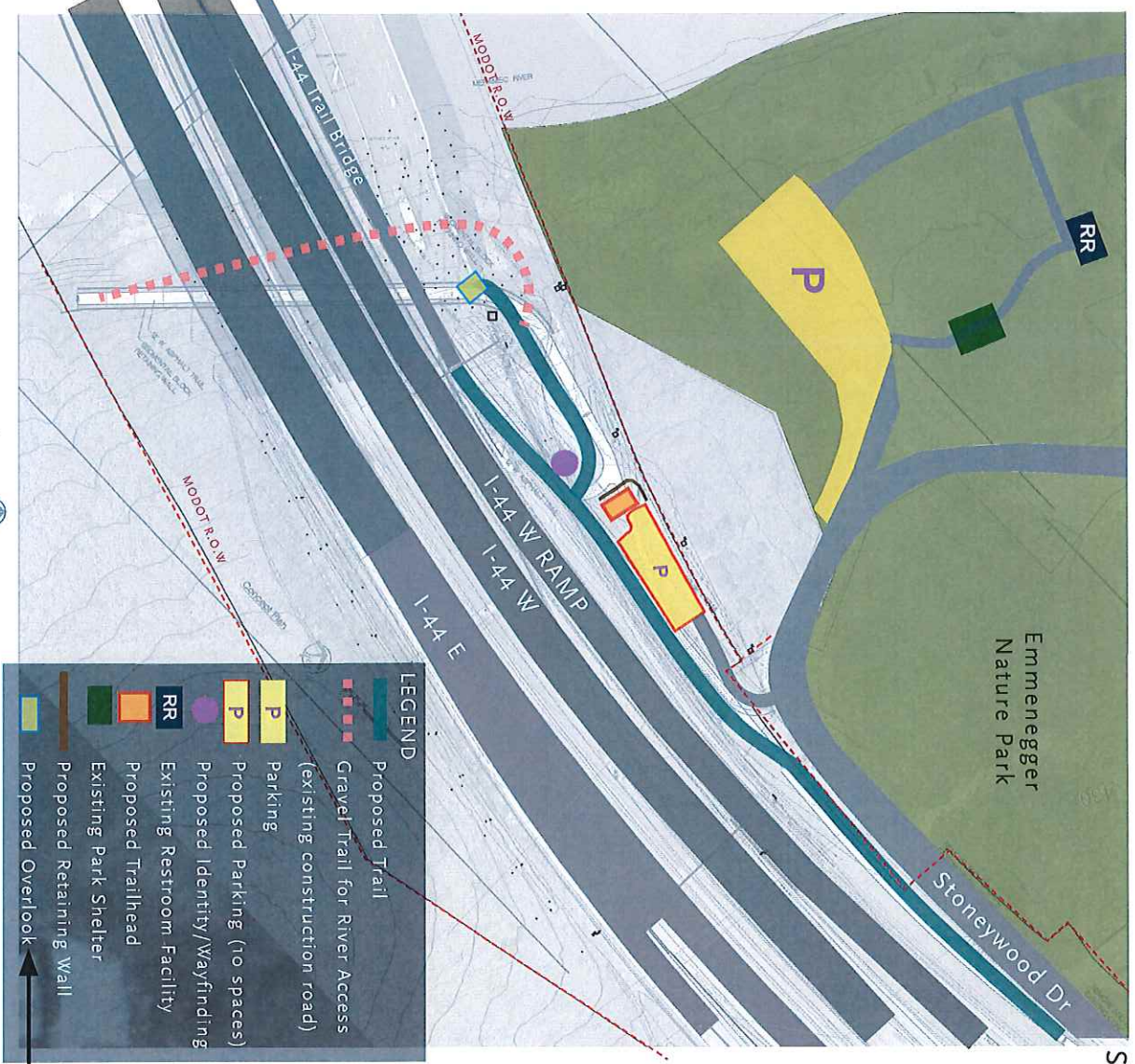
List any other information you would like to have considered in support of this nomination:

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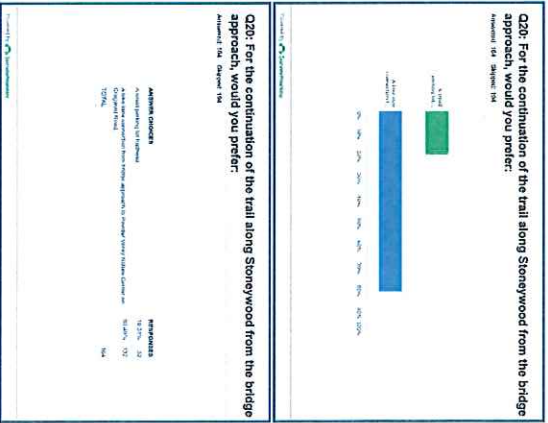
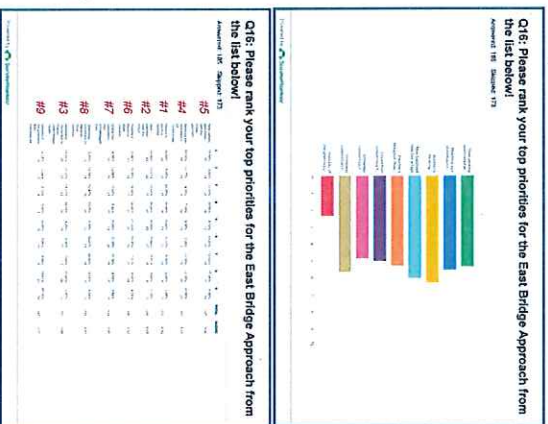
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**I-44 PROPOSED TRAIL CONNECTION - EAST TRAILHEAD**  
 I-44 MERAMEC RIVER CROSSING SURVEY RESULTS MAP

**Survey Feedback**



**Q13 – Q15: East Bridge Approach Feedback**

- Respondents identified the following as preferred amenities to include:
  - Water Station
  - Restrooms
  - Betterment to lighting, benches, trash cans
  - Wayfinding (trail maps, signage, etc.)

- Respondents also expressed interest in:
  - Maintaining the native vegetation and enhancement of Meramec River wildlife corridor
  - Not including an overlook.



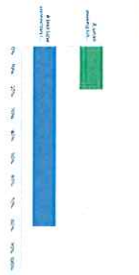
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### Survey Feedback

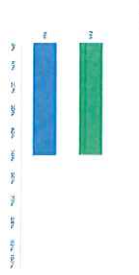
Q20: For the continuation of the trail along Stonywood from the bridge approach, would you prefer?



Q21: For the continuation of the trail along Stonywood from the bridge approach, would you prefer?



Q22: If you prefer an extended trail connection to Powder Valley Nature Center would you be comfortable with an on-street share the road connection (no striping)?

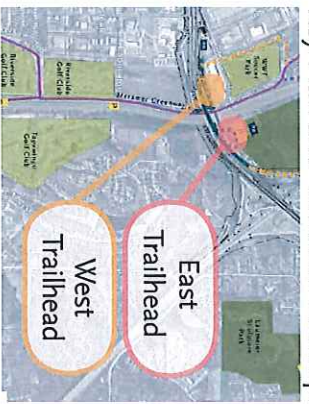


Q23: If you prefer an extended trail connection to Powder Valley Nature Center would you be comfortable with an on-street share the road connection (no striping)?

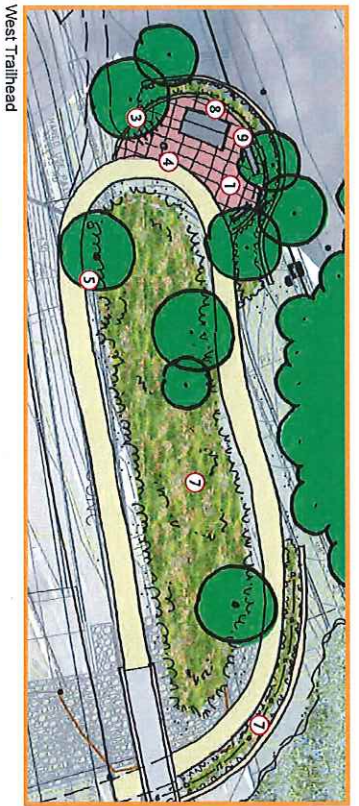




# Key Plan and Trailhead Concepts



## Survey Feedback



**Q25: Which seating and shade structure do you prefer?**  
Answered: 193, Skipped: 102

Seating and Shade Structure	Percentage
Seating with shade	71%
Seating without shade	29%

**Q26: Which trailheads and node characters do you prefer?**  
Answered: 179, Skipped: 104

Trailhead and Node Character	Percentage
Trailhead with node	62%
Trailhead without node	38%

**Q27: Which trailhead parking amenities do you prefer?**  
Answered: 179, Skipped: 104

Parking Amenity	Percentage
Shaded parking	71%
Unshaded parking	29%

**Q28: Which trailheads and node characters do you prefer?**  
Answered: 179, Skipped: 104

Trailhead and Node Character	Percentage
Trailhead with node	62%
Trailhead without node	38%

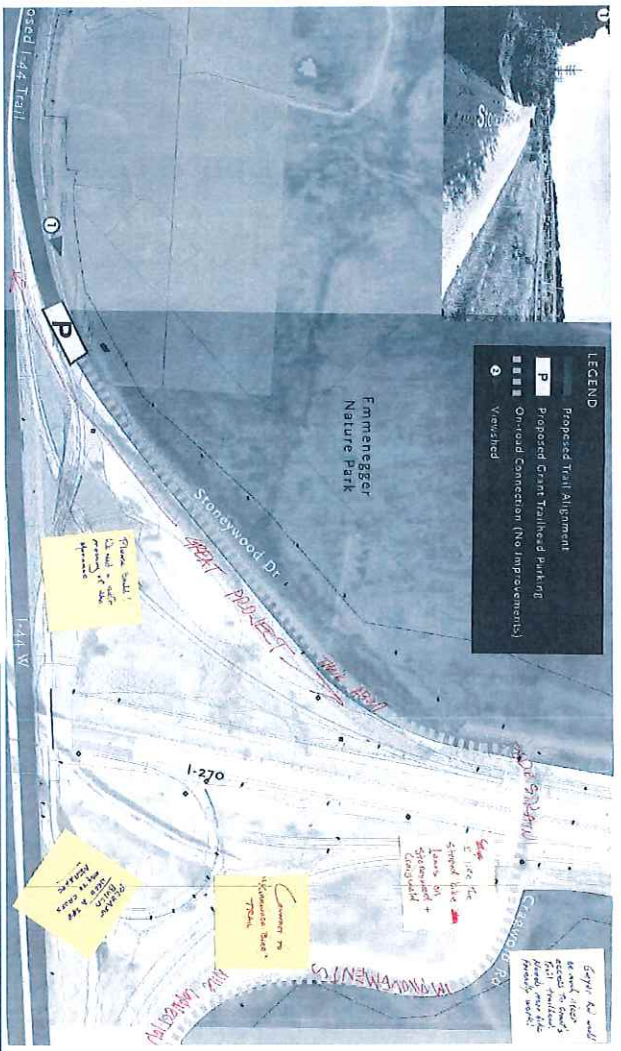
**Q29: Which trail identify elements do you prefer?**  
Answered: 179, Skipped: 104

Trail Identify Element	Percentage
Trailhead sign	71%
Trailhead marker	29%

## Trailhead Amenity Inspiration Images

- 1 Site Furnishings / Education Signage**
- 2 Parking with Permeable Paving**
- 3 Bike Parking**
- 4 Bike Repair Station**
- 5 Wayfinding Signage**
- 6 Table with Shade**
- 7 Environmental Impact**
- 8 Small Shelter**
- 9 On-Trail Fountain**





## Community Meeting #01 Feedback - Summary

### Input Meeting #1 - Tuesday August 20, 2019

- Held at Sunset Hills Community Center
- 169 attendees signed-in on attendance sheet
- Input received maps, sticker preference, notes and discussion
- Web link provided on online input form on welcome letter

### Online Feedback Form

- Open for input August 20 - September 6, 2019
- Received 258 responses
- 188 individuals completed the full form

**PUBLIC MEETING #1 AND SURVEY FEEDBACK**  
 I-44 MEMPHIS RIVER CROSSING Sunset Hills, MO

**I-44/Memphis River Crossing Feedback Form**

Great Rivers Greenway

**Thanks in advance for your input!**  
 This is an opportunity to give your input about the proposed path for people walking and biking along the I-44/Memphis River Crossing. Please take the time to provide your input and share your ideas and suggestions. Your input will be used to help us make the best possible decisions about the project.

1. What is your name? (First, Last)
2. Would you like to get project updates by phone? Leave your number here!
3. Would you like to get project updates by email? Leave your email here!

**Q7: To help us ensure we're hearing from all residents, please consider this optional question: What is your gender?**

Answered: 201 Skipped: 11

**AMENITY CHARACTER AND MATERIAL PREFERENCES**

PLEASE CHECK THE BOXES THAT APPLY TO YOUR PREFERENCE FOR EACH CATEGORY.

Category	Option 1	Option 2	Option 3	Option 4	Option 5	Option 6	Option 7	Option 8	Option 9	Option 10
Seating - Shade Structures										
Trailhead - Nodes										
Trailhead Parking - Amenities										
Trailhead Elements										
Trailhead Character										

**Q8: Age Range?**  
 Answered: 245 Skipped: 13

**Q9: What motivated you to attend today's input session?**  
 239/258 respondents answered and identified the following as their motivation for attending the first input session. Of all the 239 respondents:

- Interest in Greenway Connectivity - 25%
- Environmental/Wildlife Concerns - 13%
- To Receive Information - 13%
- Online Platform - 7%
- Word of Mouth - 3%
- In Opposition - 3%
- Live/Work in Close Proximity - 2%



OCTOBER 15, 2019  
 INTUITION LOGIC  
 SWT DESIGN



## Survey Feedback

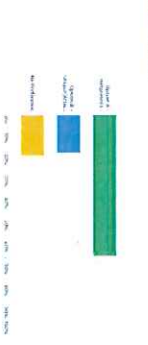
### Q9. What and where would you like the greenway to connect to?

- 233 of 358 respondents answered and commented on the following as their preference for greenway connectivity. Of all the 358 respondents:
- 13% expressed support for the current proposed connections in the project
  - 6% mentioned other trails
  - 6% mentioned Grant's Greenway, Grant's Trail
  - 3% mentioned not wanting any connections
  - 3% mentioned not wanting any connections to Park
  - 4% mentioned destinations in the City of Lakewood
  - 3% mentioned not wanting the start of future trails
  - 3% mentioned other parks are natural areas
  - 3% mentioned other parks are natural areas connecting to House 141, connecting to Erbeke and House 66 State Park or destinations in the City of St. Louis

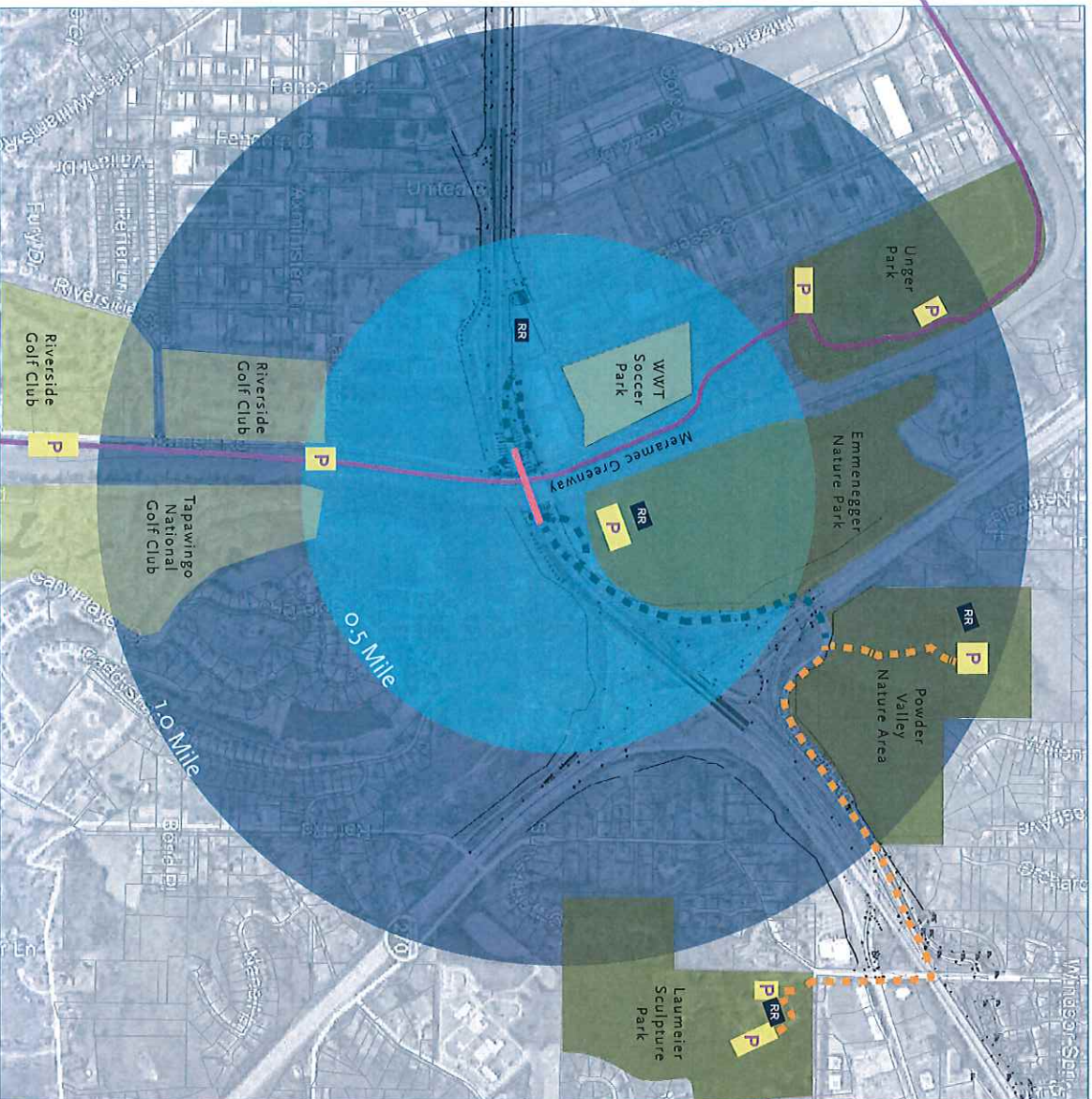
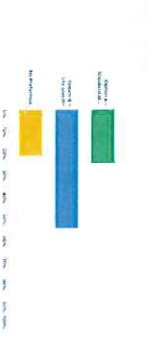
### Q10. Any other general comments?

- 165/358 respondents answered. Of all the 358 respondents:
- 11% expressed questions or concerns about the environmental impact of a project that may extend trails or greenways further on the east/north side of the Meramec River
  - 9% offered general support or future desired connections
  - 2% asked informational questions about flooding, cost, bike lanes, etc.

### Q28. Which trail identify elements do you prefer?



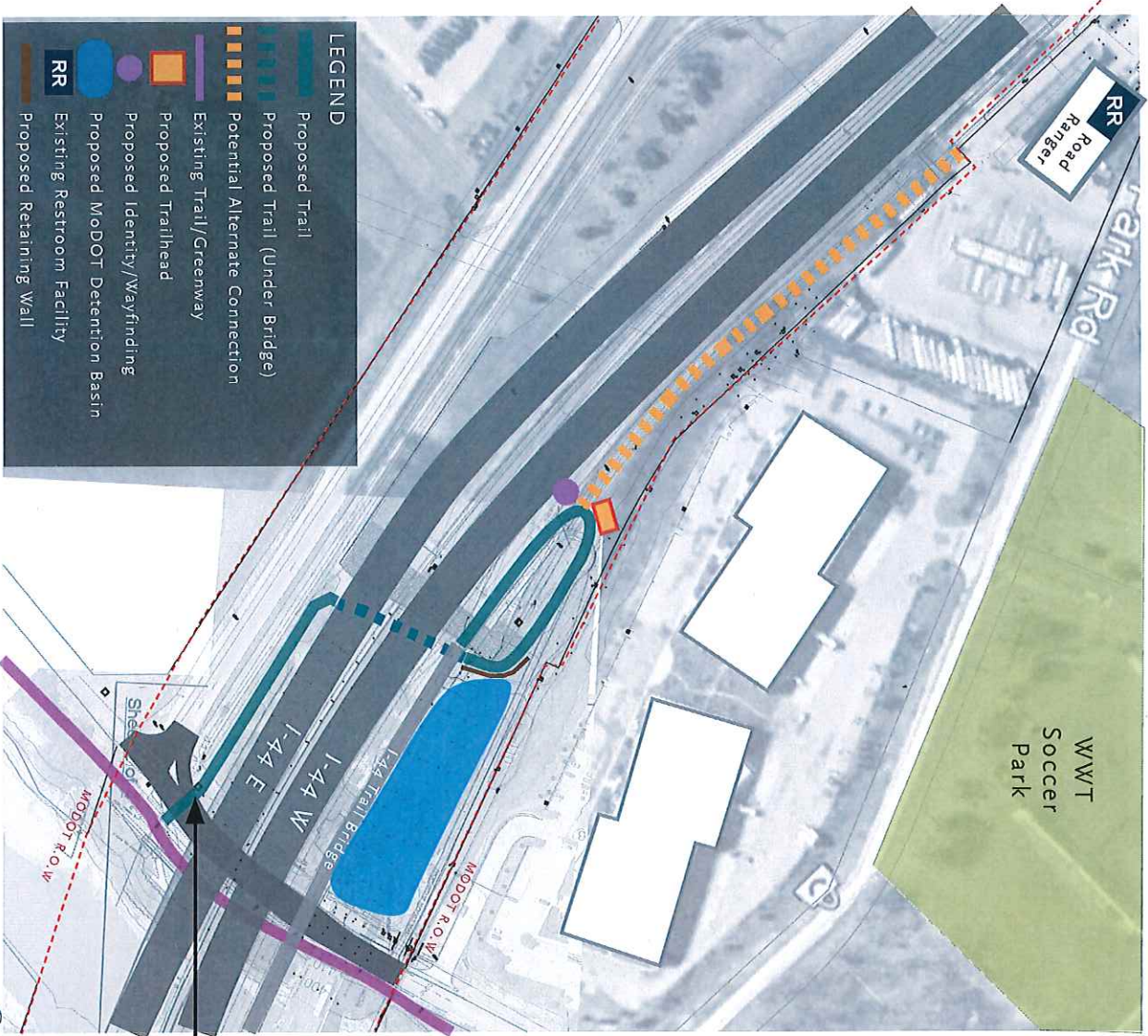
### Q29. Which trail character elements do you prefer?



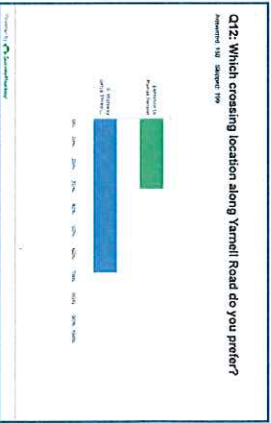
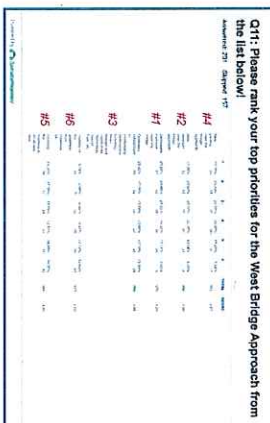
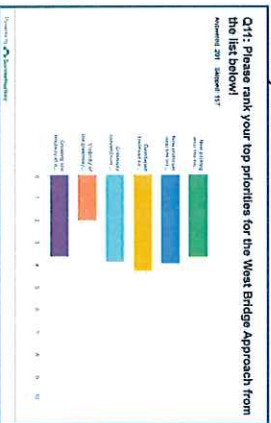
### LEGEND

- Existing Trail/Greenway
- Bike / Pedestrian Bridge
- Proposed Trail/Connection to Bridge
- On-road Option for Cyclists
- Existing Parking
- Existing Restroom Facility
- 0.5 mile Radius from Bridge:
  - 2 minute bike ride
  - 5 minute run
  - 8 minute walk
- 1.0 mile Radius from Bridge:
  - 5 minute bike ride
  - 10 minute run
  - 15 minute walk



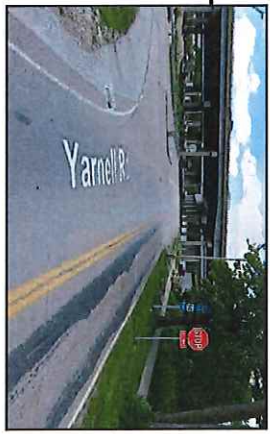


### Survey Feedback



### Q13 – Q15: West Bridge Approach Feedback

- Respondents identified the following as preferred amenities to include:
  - Water Station
  - Restrooms
  - Betterment to lighting, benches, trash cans
  - Wayfinding (trail maps, signage, etc.)
  - Parking
- Respondents also expressed an interest in:
  - Prioritizing amenities usability over aesthetics.
  - Keeping native vegetation.
  - To consider increasing patrolling if there is added parking.
  - Street congestion and potential speeding.





## B. REQUEST TO ASSIST CITY FORCES WITH SNOW PLOWING

A draft of the proposal was included in the Park Board packet for review.

Bob Sears said under Compensation the last sentence reads: Individual workers, regardless of pay classification or exempt/non-exempt status will be compensated at the appropriate overtime rate. This should read: Individual workers, regardless of pay classification or exempt/non-exempt status will be compensated at the appropriate and/or overtime rate.

Under Assignment of Work the last sentence needs to have the work (the) taken out. The sentence reads: Once the these areas have been initially cleared, and the end of the weather event or 36 hour time limit is reached, responsibility for maintaining these areas would revert to the Public Works Department. The sentence needs to be changed to: Once these areas have been initially cleared, and the end of the weather event or 36 hour time limit is reached, responsibility for maintaining these areas would revert to the Public Works Department.

A motion was made by Bob Sears to accept the amended Conditional Agreement for Snow Plowing Assistance between the City of Kirkwood's Parks and Public Works Departments and seconded by Alan Hopefl.

All approved. Motion passed.

6/2009

### 4. Pavilion Naming Committee

Lisa Balbes gave the report for the Pavilion Naming Committee. There were 11 names proposed for the pavilion.

The three names the committee presented to the Park Board for consideration were:

1. Sugar Creek Ridge Pavilion
2. 1853 Shelter or Pavilion
3. Hackberry Pavilion

The preferred name of the committee is "Sugar Creek Ridge Pavilion."

Lisa Balbes said that after much discussion they decided not to name the pavilion after a person and felt the three names presented to the Park Board for consideration were more park appropriate.

### B. NAMING OF NEWBROOK PARK PAVILION

7/2009



Kirk Hutchison wanted it noted in the July Park Board Minutes the Special Meeting Park Board meeting, June 25, 2009, which was held by phone, the motion made by Lisa Balbes, seconded by Alan Hopefl; "The plaques for the Lions' Pavilion and the Sugar Creek Ridge Pavilion be cast without any language memorializing any one individual and that a committee be established to develop criteria to guide the Park Board in the future in considering memorials and dedications" reflected Kirk Hutchison abstained from the vote when due to technical difficulties he was unable to vote and he would have voted no.

### **B. KIRKWOOD THEATER GUILD PROPOSAL FOR STORAGE BUILDING**

A motion was made by Amy Wagenknecht not to accept the proposal from the Kirkwood Theater Guild for construction of a storage building on the west side of the park. Since the subcommittee made this recommendation a second is not necessary.

All approved. Motion carried.

Murray Pounds will draft the letter to Kirkwood Theater Guild informing them of the Park Board's recommendation.

11/2009

### **C. CONSIDERATION OF MEMORIAL AND DEDICATION ACCEPTANCE PROCESS**

Copies of the proposed evaluation sheets and applications were included in the Park Board packets. Both forms are valuable in obtaining and evaluation information for proposals for dedications and memorials.

Motion made by Amy Wagenknecht to approve the forms for accepting and evaluating proposals for memorial dedications for park facilities and programs, seconded by Kirk Hutchison.

All approved. Motion carried.

12/2009

**D. PARK SECURITY DEPOSITS**

Murray Pounds reported that the city's auditors had expressed concerns about the current policy to take and hold check and credit cards deposits, held against damage to facilities, without processing such payments. Mr. Pounds reported that it was very rare to need to actually process such deposits, and asked that the policy be changed to eliminate them. A motion was made by Linda Fenton, seconded by Jerry Grunzinger, that security deposits for picnic sites be eliminated, and that staff will be authorized to use discretion to require security deposits for special events and amphitheater rentals. All in favor. Motion passed.

8/2006

There will be a work session on September 21 at City Hall, lower level to discuss how the Park Board goes about planning its budget. This will be an open meeting between the board and city council members. The meeting will start at 6:00 pm and last no more than one hour.

9/2006

**A. GIRL SCOUT STORAGE**

There was a discussion on the Girl Scout storage area. Gerry Biedenstein stated the Board needs to identify specific questions regarding the Girls Scouts' current use to make a discussion of the issue more productive. Linda Fenton asked if anyone knew what funding source was used to build the storage area. This will be researched. Jerry Grunzinger said the Board will need to review the partnership about usage of our facility. Nick Ohlman stated the issue of the storage area should have been addressed through the Park Board, not City Council. It was reported that there is no known written agreement between the Girl Scouts and the Parks Department for usage of the storage area. Murray Pounds stated the Board should reiterate there was never a vote to get rid of the Girl Scout storage area, but that the decision to remove private group's storage was reached by consensus as part of the master plan process.

10/2006



A motion was made by Bob Sears not to allow any storage facilities in the park for outside parties.

Murray Pounds did remind the board that the Kirkwood Lions Club and the Kirkwood Theater Guild both have storage buildings in the park and the board might want to have a subcommittee do some research on this issue before taking any final action.

The motion made by Bob Sears was withdrawn.

Motion made by Linda Fenton to allow the Girl Scouts to have a portable storage unit parked at a place approved by staff.

Linda Fenton withdrew the motion.

A motion was made by Linda Fenton to allow the Girl Scouts to put a portable storage unit at a place approved by staff until January 4, 2007 to store their equipment in the park, seconded by Boyd Wietecter. All approved. Motion passed

11/2006

### **C. QUINETTE CEMETERY**

Murray Pounds had included in the Park Board packet a recommendation by the Quinette Cemetery committee that the Park Board accept Quinette Cemetery as a park. The conditions to be included in the authorizing city ordinance transferring the property to Park Board control were read.

Discussion followed on the Quinette Cemetery by the Park Board.

A motion to approve Quinette Cemetery to be accepted as a park, subject to the conditions as listed to be included in the authorizing city ordinance transferring the property to Park Board control made by Bob Sears, seconded by Boyd Wietecter. 4 approved, 3 opposed, 1 abstention. Motion did not pass, due to requirement of Park Board Bylaws requiring majority of the full board to approve acquisition of property.

Nick Ohlman said he would like to see this to go back to the committee and get more information. Rick Etzkorn said he would like the information on Quinette Cemetery to be more specific.



# **MAINTENANCE REPORT FOR OCTOBER 2019**

## **For Period Sept 23 thru Oct 20**

### **IRRIGATION PROJECT CLOSEOUT:**

The contractor has received and completed everything on the punch list except delivery of the As Builts and the remote controller. We expect delivery of those items the week of 10/21. This will complete the Dia. 4,5,6 portion of the plan. The Dia 3 portion will be bid out this coming FY.

### **PAVILION/GAZEBO PROJECTS:**

Both structures were delivered the week of 10/14, footings were dug, tree protection was set and utilities confirmed. A subcontractor will come in to pour footings and do the flatwork at the pavilion next week. Once footings and floor is poured erection of the structures will begin. Electrical sub will run feeds to stubs and complete the lighting portion later. Once the sidewalks are poured for the pavilion, Parks will install a drinking fountain adjacent to the walk and pour the surrounding pad. The sub providing the deck work at the gazebo will hopefully jump in and start the surround. The masonry sub will install the rock surrounds on the pavilion columns once the building is erected. Both sidewalk access routes to the pavilion will be accessible routes. Completion of both structures is expected before Thanksgiving, at this point.

### **HONEYSUCKLE HACKATHON 2019:**

The removal of the invasive bush honeysuckle will occur this year at Koestering Park off Marshall Road. The entire property has been sprayed on contract and practically all that remains are dead bush stalks. The quarry property opens up significantly following removal in the smallest of areas so vistas throughout the park will be improvement significantly. No treatment or removal to this extent has occurred at this property since it opened in January of 2003. Kylie Christanell is again spearheading the volunteer effort scheduled for Oct. 21-26.

### **VOLUNTEER FALL EFFORTS:**

Kylie had a class of teens work for 5 hours removing honeysuckle in Kirkwood Park and plant new material in the freno cells along the community center parking lot. She had another group small scheduled and complete painting on the lower railing at the quarry interpretive overlook, and yet another date with a small group who stained the footbridge at the prairie/wetland walk. We did not get the advertising or inclusion we had hoped for with the Hands On Kirkwood event, but Kylie managed to roundup a small group of her own doing for honeysuckle removal in Kirkwood Park.

### **LAKE BOLLARD LIGHTING:**

All 20 of the replacement lighting bollards around the lake were installed. The new fixtures included a more substantial mounting plate, manufacturer undercoating on the interior, and we change to LED lamps. The fixtures went on line just before the Greentree BBQ and look very nice as planned replacements.

### **WALKER LAKE VEGETATION MANAGEMENT:**

The spread of the prolific Water Canna around the lake edge had grown to unmanageable proportions and had to be mechanically removed. Access around the lake for anglers had dwindled to the point of forcing fishing off the dock only. Using our backhoe we removed all the canna from the bank of the dam, as well as selected pockets elsewhere around the lake. One section forced us to contract removal due to our mechanical limitations. That section is scheduled for removal before the end of October by Ideal Landscape Group. The primrose which floats along sunny edges was sprayed and with temperatures falling nightly will eventually drop out. The duckweed which normally had been so prevalent in the hot summer months was controlled to non-existence by the installation of bales of barley straw submerged in the lake. Who knew....The winter trout stocking will occur sometime during the first 10 days of November as scheduled by MDC Fisheries.

### **MITCHELL PARK:**

The playground at Mitchell looks great and the periphery has grown back nicely. The final portion of the work there is to replace the tie riser for the swings. The use zone of the swings is fairly large and has PIP surfacing under them, but the ties that box it in are in need of total replacement. The new ties are going in now and should be completed by the end of next week. This completes all work for the playground project at Mitchell.



# Monthly Volunteer Report

## Monthly Service Summary:

YTD Service Hours: 2430

Number of Unique Episodic Volunteers: 42

Number of Unique Weekday Volunteers: 13

Number of Volunteer Events: 3

Adopt-a-Park Volunteer Events: 5

Adopt-a-Park Volunteer Hours: 1.5

Monthly Volunteer Hour Total: 787.17

September | 2019

## Upcoming Events:

October 5: Hands on Kirkwood

October 13: Wetland Bridge Staining Project

October 21-26: Honeysuckle Hackathon at Quarry Park

## Recruitment:

-Recruitment is underway for the Honeysuckle Hackathon.

## Event Recap:

-Kirkwood Greentree Festival: The volunteer/community service slots were 100% filled. Attendees, staff, and vendors commented on the efficiency, kindness, and helpfulness of volunteers and community service workers.

-Railing Painting (Quarry Park): Six volunteers painted the lower railings under the observation deck.

-Eleven Whitfield junior high school students participated in a service learning event removing invasive bush honeysuckle. Students cleared approximately 1/2 acres from the low water crossing area in Kirkwood Park.

## Other Notes:

-Providence Christian Academy selected their "day of service" on Friday, November 2.

-The end of the 2019 volunteer season is Thursday, November 21. We will celebrate another great year at the Kirkwood Historic Train Station. Invitations are forthcoming.



Services	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	YTD
Park Enf. Contacts	27	20	25	63	64	28	61	82	55				425
Public Contacts	160	137	143	202	225	238	173	265	203				1746
PD/FD Assist	3	3	6	3	7	6	5	6	4				43
PD Dispatched Calls	0	4	3	1	8	8	4	2	2				32
Interpretive	0	0	0	0	0	0	0	0	20				20
Reported Maint.	0	4	1	2	3	8	4	3	7				32
Injuries	0	0	0	1	1	0	2	1	0				5
Wildlife Related	0	0	2	0	1	0	1	1	0				5
Recovered Property	2	2	1	1	3	5	5	2	1				22
First Aid	0	0	0	0	1	1	1	1	2				6
Missing Persons	0	0	1	1	0	1	0	0	0				3

## Summary of Activities

Special mention:

Greentree Festival ran very smoothly, park rangers worked a total of 165 hours from Thursday-Sunday.