



**Park Board Partnership Committee  
Agenda  
Tuesday, December 10, 2019, 9:00 a.m.  
Kirkwood Community Center, Room 202  
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. UNFINISHED BUSINESS**

a. None

**III. NEW BUSINESS**

a. Review of Revised Memorial and Dedication Guidelines

b. Other Matters

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

**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.

## **Guideline** for Naming Memorials in the Kirkwood Parks System

- 1) Has the individual, group or organization lived or operated in Kirkwood for a minimum of 10 years? (0 – 5 pts)

< 5 Yrs. = 0, > 10 yrs. = 5 pts.

- 2) If a memorial request is being made, is the person in whose name the request is being made been deceased for at least twelve months? (0 – 5 pts.)

Decreased < 12 months **or living** = 0 Deceased > 12 months = 5

- 3) Is there written support from at least five groups or individuals who are not relatives of the individual(s) proposed or members of the group or organization making the proposal? Written support should include information on why the nominee should be considered. Include the nominee's significance to Kirkwood, the nominee's outstanding contributions or accomplishments to the community, churches, schools, organizations, etc., or other achievements or honors. (0 – 20 pts)

less than five letters of support = 0 pts. Five or more letters of support = 5 pts.

Do the letters of support demonstrate a large contribution to the majority of Kirkwood residents? (1 - 15 pts)

- 4) Will the nominator(s) pay for the cost of the memorial or dedication development for an existing facility, equipment or program? (0 – 10 pts)

Consider the appropriateness to memorialize or dedicate the proposed object or program. Has the object or program or similar already been memorialized or dedicated? Will the memorialization or dedication interfere with use?

Appropriate (0 - 10 pts.) Already a memorial (0 – 5 pts.) interferes with use (0 pts.)

- 5) Will the nominator(s) pay for long-term future maintenance of the memorial or program? (0 – 10 pts)

Consider how strong is the commitment. Is there a commitment to maintenance of the memorial, dedication or program? Is the commitment adequate to maintain the memorial or program appropriately? Does the nominator(s) have adequate resources to support the commitment?

Strong commitment ( 1 – 10 pts)

no commitment ( 0 pts.)

**6) Will a donation equal to 50% or more of the cost of development of a memorial, facility, structure or program be donated by the nominee, individual(s), organization or group(s) nominating that individual? (0 – 10 pts.)**

Consider whether the proposed memorial object or program meets 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 – 5 pts.)**

Consider whether or not the nominee's service benefited a large and diverse population of the community. Is the service unique in its application? Is the service historical, ground-breaking in nature or **as a dedicated volunteer**? How long did the service last?

**8) Has the nominee served on a board, commission or committee associated with the City of Kirkwood or as a City or Parks employee? (0 – 10 pts.)**

Consider the length of service, was the service over multiple boards, commissions or committees. Did participation on the board, commission or committee require a great deal of time or effort? Was the nominee an officer of a board/commission? Did the participation of the nominee contribute significantly to Kirkwood and its residents?

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

Consider what office, length of service, and how the service benefited Kirkwood or its residents.

**10) Has the nominee made significant or substantial contributions to other Kirkwood organizations, churches, schools, associations or groups outside of city government related functions? (0 - 15 pts.)**

Consider what specific contributions were made. Did the contribution affect a wide/diverse spectrum of Kirkwood residents or those living outside Kirkwood? Did the nominee's contribution require considerable time, effort or finances and was it sustained?

Nominee's Total Point Score: \_\_\_\_\_

12/10/19 ah