



**Park Board  
Agenda  
Monday, December 16, 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 NOVEMBER 18, 2019 MEETING MINUTES**
- III. **COMMITTEE REPORTS**
  - a. Partnership Committee
  - b. Trail Committee
  - c. Finance Committee
- IV. **UNFINISHED BUSINESS**
  - a. Interstate 44 Meramec Bridge Update
  - b. Consideration of Revised Memorial and Dedication Guidelines
- V. **NEW BUSINESS**
  - a. Consideration of Updated Ranger Vehicle Purchase
  - b. Consideration of Eagle Scout Project
  - c. Other Matters
- VI. **SUPERINTENDENT OF PARKS REPORT**
- VII. **DIRECTOR'S REPORT**
- VIII. **BOARD MEMBER COMMENTS**
- IX. **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: December 12, 2019  
Re: December 16, 2019 Agenda Memo

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A reminder that following the meeting we will be gathering for a social event to celebrate the season. The invitation for that event will be sent separately. The following topics are up for discussion at the December meeting:

### **Committee Reports**

Partnership Committee – The packet includes final drafts versions of the guidelines and the application. Further action will be taken under new business to approve these items. If approved we will have a couple of requests to consider down the line so we may want the Partnership Committee to do the initial screening on these requests.

Trail Committee – A report from a meeting of the Trail Committee, which was held December 4, is included in the packet.

Finance Committee – Curt and I have started work on the budget but still need to schedule the initial meeting of the Finance Committee. I would be looking to schedule an initial meeting the week of January 6.

### **Unfinished Business**

I-44 Meramec River Pedestrian Bridge – I'll have an update on the current status of the planning for the project, including discussions on increasing parking on the east side as requested by the Board.

Revised Memorial Guidelines – As indicated previously, the packet includes draft, revised guidelines for considering memorial and dedication requests along with the associated application. The Board can consider approving these documents if

desired, and also assigning the Partnership Committee responsibility for initial review of possible memorial/dedication requests.

## **New Business**

Updated Ranger Vehicle Purchase – We were informed last week that the cost for the new Ranger patrol vehicle was misstated when we were preparing information on the purchase for the Park Board. Evidently there was an additional page that we were unaware of that had a charge for utilizing the state contract for the purchase. The additional cost we need to cover is \$1,095. I would ask that the Board authorize an increase in the contract with Lou Fusz Ford for the purchase of a Ford Explorer from \$33,382.00 to \$34,477.00. Adequate funding is available in Account 201-5101-452-7505, Project PF2001.

Eagle Scout Project –The packet includes a proposal for an Eagle Scout project to build a Gaga Ball Pit. Gaga Ball is a more modern version of dodgeball and has fast become a favorite among young people. We see our day camper playing the game a lot, and the recreation staff has been anxious to have court for children to utilize. The plan calls for materials to be purchased out of the Recreation Division budget. The court would be located in the vicinity of the playground. The Recreation Division staff is also interested in seeing if the Board would approve memorializing the Gaga Ball court in memory of a former day camp participant and counselor.

Maintenance Report – Curt's report is now included as are the 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 Kirkwood Park Gazebo and Pavilion projects
- Status of changes in the recreation staff
- Review of Park Fund Financial Statement (included in packet)



Park Board  
Meeting Minutes  
Monday, November 18, 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 7:03 p.m. with Chair Steve Coates, Alan Hopefl, Kathy Paulsen, Dave Hufford, Peggy Grever, Alvin Reid, Scott Stream, Matt Helbig, Jordan Wienke and Staff Liaison Murray Pounds and Pete Laufersweiler in attendance.

**I. CITIZEN COMMENTS**

Michael Carmody, 352 Wingrove Ln., Spoke about pedestrian and bicycle safety in Kirkwood.

Mark Peters, 5435 Lions Den Spur, Imperial, Missouri, Spoke about his love of nature and his concerns about people accessing Emmenegger Park from the I44 pedestrian bridge.

Gwyn Wahlmann, 1002 West Adams, discussed her concern about the I44 pedestrian bridge trail spur and river overlook proposals and its possible impacts.

**II. APPROVAL OF OCTOBER 21, 2019 MEETING MINUTES**

A motion made by Scott Stream, seconded by Kathy Paulsen. Motion approved unanimously.

**III. COMMITTEE REPORTS**

- a. Partnership Committee – The Committee introduced their draft version of the memorial application. The Board discussed the application and how it weighs the criteria for memorials. The Partnership Committee decided to meet one more time before voting on the proposal.
- b. Trail Committee – Steve Coates will arrange a time for the trail committee to meet.
- c. Finance Committee – Murray would like the finance committee to arrange a time to meet in December.

**IV. UNFINISHED BUSINESS**

- a. I-44 Meramec River Pedestrian Bridge update – Murray showed The Board the proposals from the pedestrian bridge design. The Board discussed their concerns about the trailhead design.

A motion made by Scott Stream to eliminate the overlook and expand the parking lot to 20 parking spaces, seconded by Alan Hopefl. Motion approved unanimously.

**V. NEW BUSINESS**

- a. Missouri Department of Conservation Agreement  
A Motion made by Alan Hopefl to approve the agreement, seconded by Jordan Wienke. Motion approved unanimously.
- b. Fireman's Park Maintenance Settlement  
A Motion by Scott Stream to accept the settlement with Native landscape solutions for 2 years, seconded by Alan Hopefl. Motion approved unanimously.



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

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

## **VII. DIRECTORS REPORT**

- a. Performing Arts Center – Construction is moving along as scheduled.
- b. Recreation Staff Changes – Don LaChance is leaving, the position is open and applications are coming in.
- c. Kirkwood Park Gazebo and Pavilion Projects – Construction is in progress.
- d. December Meeting – There will be a social event and white elephant gift exchange after the December meeting.

## **VIII. BOARD COMMENTS**

- a. Allan Hopefl discussed Powder Valley's recent managed deer hunt.

**IX. ADJOURNMENT** – The meeting was adjourned by Chair Steve Coates at 8:35 p.m.

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**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**



**COMMITTEE REPORT**

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

The revised guidelines for considering memorial and dedication guidelines were reviewed by the committee. It was recognized that even with guidelines in place each case will be somewhat different. Discussion was held about the need to vet information presented in proposals.

A motion was made by Kathy Paulsen, seconded by Alvin Reid, to recommend the full Park Board approve the revised guidelines and their use. Motion was approved unanimously.

## **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: \_\_\_\_\_





## MEMORIAL/DEDICATION PROPOSAL/APPLICATION (Draft 11/16/19)

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 in any capacity in service to the Kirkwood area, including Kirkwood City Council? 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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**Park Board Trail Committee  
Agenda  
Wednesday, December 4, 2019, 7:30 a.m.  
Kirkwood Park Maintenance Building  
314 W. Adams Road  
Kirkwood, MO 63122**



**COMMITTEE REPORT**

*In Attendance:* Steve Coates, Alan Hopefl, Matt Helbig, Kathy Paulsen, David Hufford, Lara Goeke  
*Staff:* Curt Carron, Pete Laufersweiler, Murray Pounds

1. The meeting started in the maintenance building at 7:30 am.
2. Steve went over the general objectives and purpose of the meeting:
  - a. Investigate possible trail access from behind the maintenance shed behind Diamond 5 through the woods to Playground Drive; and
  - b. Investigate options for trail connectivity from Couch Ave. to the wood chip trail in the park without having to get out in the Adams/Rifle Range intersection.
3. A field walk through was conducted starting from behind the maintenance shed through the woods toward Playground Drive. The consensus of the group was that it would be very possible to cut a bench into the hillside and construct a natural surface trail through the woods and connect to Playground Drive. The natural surface trail could be covered in wood chips. A small wooden footbridge may be required to span a small drainage from the maintenance yard above. The group also discussed a trail extension that would lie between the maintenance shed and the outfield fence of Diamond 5. This extension would connect to the gravel drive just south of the maintenance building.  
See the attached Figure 1 for a map of this area.
4. There was also discussion about trail connection options from Playground Drive east to the tennis court parking lot where there is a sidewalk along Adams. A trail at the base of the slope along Adams would fall on St. Louis County right of way and would require coordination with the County. Curt said he would look into two alternatives that would avoid using County right of way:
  - a. A bench cut with a chat path about halfway up the slope between Adams and Diamond 3; and
  - b. A wood chip or chat path along the top of the slope just behind Diamond 3. The path at the top of the slope would be close to the field of play of Diamond 3.  
See the attached Figure 2 for a map of this area.
5. The field walk then shifted over to the Couch Ave. end of the park. The group investigated options for a trail connection between the sidewalk on Couch Avenue and the point where the wood chip trail crosses Rifle Range Road. Two options were discussed:
  - a. Curt pointed out an old bench in the woods between Couch Ave. and Sugar Creek that could be used as a trail. This bench follows a contour that runs from Couch Ave. down to the left bank of Sugar Creek. A trail could be developed on this bench and it could then extend across Sugar Creek via a prefabricated bridge to the existing wood chip trail on the other side of the creek.
  - b. The group also discussed the possibility of a trail connection to the existing sidewalk along Adams just east of Couch, where it would cross the tributary to Sugar Creek via a prefabricated bridge and then connect to the existing wood chip trail.
  - c. The group supported the idea of placing a marked crosswalk on Rifle Range at the wood chip trail crossing.



See the attached Figure 3 for a map of this area.

6. The discussions of this meeting will be presented at the next Park Board meeting on December 16.



Figure 1 –Trail Extension Alternatives to Playground Drive



Figure 2 –Trail Extension Alternatives Between Playground Dr. and Tennis Court Parking Lot



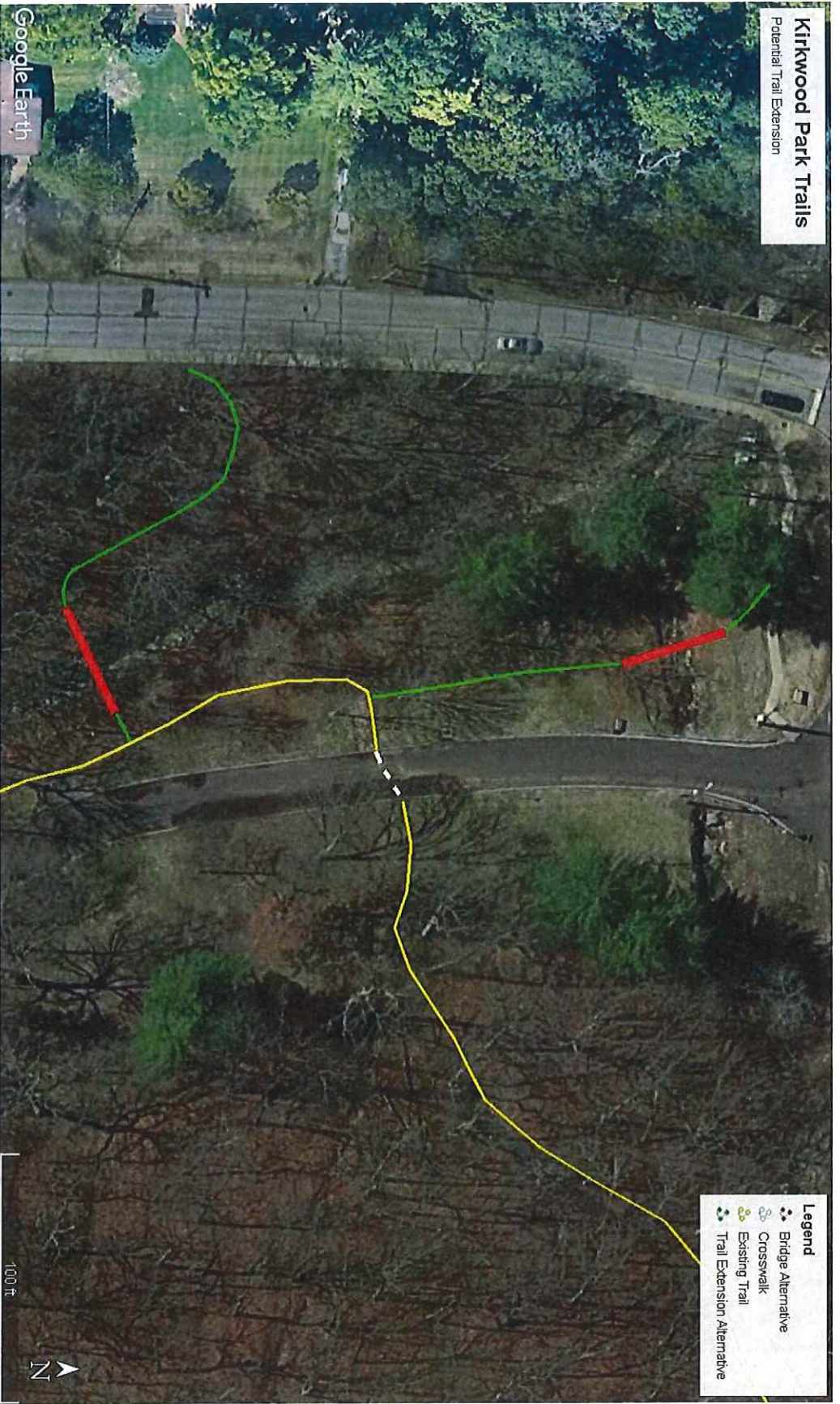


Figure 3 – Trail Extension Alternatives between Couch and Existing Park Trail



# Eagle Scout Project Proposal

Gaga Ball Pit in Kirkwood Park-Clayton McCune-March 2020

**Purpose:** To provide an additional play space for youth visitors to play the popular game “GaGa Ball”.

**Description:** GaGa is a fast paced, high-energy sport played in an octagonal pit. The game is a kinder gentler version of dodge ball. The game is played with a soft foam ball that combines the skills of dodging, striking, running, and jumping, while trying to hit opponents with a ball below the knees and inside the pit.

This frequently requested game is currently played in Kirkwood Park’s summer camps by leaning 8-foot tables in an octagon shape in the gyms.

The GaGa Ball Pit will meet ADA requirements and ASTM regulations.

Boy Scout Clayton McCune, will build the GaGa Ball Pit to achieve the rank of Eagle Scout. Kirkwood Parks and Recreation will provide the materials from the Recreation budget.

**Location:** Kirkwood Park, between the splash pad and exercise station 2. An ADA compliant door will face the splash pad. A concrete sidewalk will connect the GaGa Ball Pit entrance to the splash pad sidewalk. See Attachment A for the location and Attachment B for the design.

## Specifications:

### Materials:

**Lumber:** Untreated western cedar boards will be used for the 30’ high walls.

**Bracket Kit (Coach Cliff’s GaGa Ball Pits <https://www.gagaballpits.com/>):** GaGa Ball Pit - OCT 30H package. Bracket systems come with 8 corner brackets (color hunter green), hole drill template, fasteners assembly instructions.

**Size:** 20 feet diameter/400 square feet

**Surface:** TBD

**Safety Features:** Wall top covers provide a softer top edge to the pit walls and protect user from any rough spots on the lumber surface.

**ADA Compliant:** The ADA Doorway Kit provides easy wheelchair access in and out of the pit. Door opening is 36 feet wide with a “U” shaped door handle.

**Assembly:** Eagle Scout, Clayton McCune, will lead the assembly with his Boy Scout Troop 981, along with staff, parental, and scout leadership support/supervision.

### Staff Support:

**Tree Removal:** Due to age, staff will remove the tree blocking the location and grind down the stump.

**Concrete Setting:** Staff will also pour the concrete post footings.

**Completion Date:** Before Kirkwood School District's Spring Break, March 2020.

**Dedication:** Following applicable Legacy Program guidelines, an 8"x8" plaque will be mounted on the structure to observe the memory of Jack Fearn, former Camp Counselor. The material recommended is [durablack](#), a durable weatherproof aluminum.

Social media messages will announce the dedication, with the Fearn family's consent.

See Attachment C for the plaque design.

**Cost Estimate:** See Attachment D for itemized cost estimate.

# Attachment A-Location

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# Attachment B-Design

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ADA Kit on a Hex30

Attachment C-Dedication Plaque

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Dedicated to the memory of

Jack Fearn

*"It is not the length of your life,  
but rather the depth of your life."*

-Ralph Waldo Emerson

## Attachment D-Cost Estimate

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<b>Item</b>	<b>Cost</b>
Bracket Kit-Hunter Green	520.00
ADA Doorway Kit-Hunter Green	350.00
Wall Top Cover-Hunter Green	176.00
Lumber	124.00
Concrete (footings/sidewalk)	300.00
Shipping and Handling	81.00
Flooring-Grip Lock Rubber Drainage Tiles	900.00
Durablack Plaque 8x8	98.00
Plaque Set Up Charge	25.00
<b>Total</b>	<b>\$2,574.00</b>

# **MAINTENANCE REPORT FOR NOVEMBER/DECEMBER 2019 For Period Nov 19 through Dec 15**

## **GAZEBO/PAVILION PROJECTS:**

Fuller Const has had a delay in receiving some material but it should be delivered the 12<sup>th</sup>, and they may finish up work by end of the 13<sup>th</sup>. Playgrounds Unlimited has the paper on the roof and will be working towards install of the steel roofing panels. They too have had a delay or two as they move towards completion but are steadily nearing closure. The stone mason will be delivering materials next week and may get a couple of days in at the pavilion as well. The electrical work is wired and all that remains is for the mason to set the receptacles and electrician to install light fixtures when they are delivered. Parks is getting ready to install a drinking fountain off the sidewalk but it won't be energized until the spring. Landscape by our guys will be the last item on the completion list.

## **LEAF COLLECTION:**

Leaves have been either mulched or collected throughout the park system and all that will remain after this week will be an occasional touchup as the wind blows. The collected leaves are trucked off as yard waste but mostly they are mulched in place.

## **WINTER EFFORTS FOLLOWING THE HOLIDAYS:**

We will be short-handed for most of the latter 2 weeks of December but will begin our winter tree work and post construction efforts soon. Snow and ice removal is the unknown quantity and will dictate what else we can do and when.

## **CPSI TESTING:**

Three took the test in Kansas City for Playground Safety inspector, 2 for recertification and one first timer. Two of us passed and the third missed the curve by 2 points, and will re-test at a local facility to attain his certification.

## **RANGER CONFERENCE/TRAINING:**

Ron Hall, Sr. Ranger will be heading to No. Carolina in January to attend the ranger institute. This will be the 4<sup>th</sup> or fifth time he has made the trek and spends a week in training and networking with his peers.

## **SPRAYGROUNDS:**

The actuator for the Kirkwood Park sprayground will be sent out for adjustment or replacement, as it randomly decides when to pop on and then can't decide when its time is up. The Meacham Memorial Park sprayground will be inspected by Westport Pools who is currently under contract for the aquatic center, and we will possibly work with them to install and similar unit at that location yet this winter.



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	63	60		548
Public Contacts	160	137	143	202	225	238	173	265	203	163	182		2091
PD/FD Assist	3	3	6	3	7	6	5	6	4	4	2		49
PD Dispatched Calls	0	4	3	1	8	8	4	2	2	3	1		36
Interpretive	0	0	0	0	0	0	0	0	20	26	1		47
Reported Maint.	0	4	1	2	3	8	4	3	7	4	6		42
Injuries	0	0	0	1	1	0	2	1	0	0	0		5
Wildlife Related	0	0	2	0	1	0	1	1	0	1	2		8
Recovered Property	2	2	1	1	3	5	5	2	1	5	2		29
First Aid	0	0	0	0	1	1	1	1	2	1	0		7
Missing Persons	0	0	1	1	0	1	0	0	0	0	0		3

## Summary of Activities

\*In early November Ron Hall attended the Great Rivers Greenway symposium. This is a free conference that covers topics related to parks and trails. Some of the topics covered this year was, designing for park safety, interpretive and way finding signage and community engagement.

\*On Thanksgiving morning park rangers assisted with the Turkey Day Run which had just over 5,000 registered runners. Rangers provide support for the event by placing out no parking signs along a portion of the route before the event and provide traffic control during the event. The total number of hour's rangers provided this year was 35.

**BALANCE SHEET  
PARK FUND  
FOR THE QUARTER ENDED  
September 30, 2019**

ASSETS:

Cash and investments (including cash equivalents):	
Restricted.....	25,000
Unrestricted.....	1,281,008
Receivables, net of allowances where applicable:	
Taxes.....	107,163
Interest.....	3,548

TOTAL ASSETS	<u>1,416,719</u>
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LIABILITIES AND FUND BALANCES

LIABILITIES:

Accounts payable.....	5,113
Accrued wages and vacation payable.....	17,299
Deferred revenue.....	94,866
Unearned revenue.....	-
Total Liabilities.....	<u>117,278</u>

Restricted for:

Park operations.....	<u>1,299,441</u>
Total Fund Balance.....	<u>1,299,441</u>

TOTAL LIABILITIES AND FUND BALANCES.....	<u>1,416,719</u>
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STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
PARK FUND  
FOR THE QUARTER ENDED  
September 30, 2019

	Budget 2019/2020	Actual to Date 2019/2020	Actual vs. Budget Difference	Percent	Actual to Date Prior Fiscal Year	Change from Prior Fiscal Year
<b>REVENUES:</b>						
Real Property Taxes.....	1,007,000	90,110	(916,890)	8.95%	105,762	(15,652)
<u>Charges for Services</u>						
Ball Field Rental.....	41,000	26,096	(14,904)	63.65%	29,338	2,758
Picnic/Amph, Theater Fees.....	20,000	9,810	(10,190)	49.05%	10,195	(385)
Concession Sales & Rents.....	5,000	2,997	(2,003)	59.94%	3,227	(230)
Security Revenue.....	100	-	(100)	0.00%	-	-
Total Charges for Services.....	66,100	38,903	(27,197)	58.85%	36,760	2,143
Investment Interest.....	5,000	13,178	8,178	263.56%	8,471	4,707
<u>Other Revenue</u>						
Greentree Legacy Donations.....	6,500	8,612	2,112	132.49%	4,410	4,202
Total Other Revenue.....	6,500	8,612	2,112	132.49%	4,410	4,202
Total Revenues.....	1,084,600	150,803	(933,797)	13.90%	155,403	(4,600)
<b>EXPENDITURES:</b>						
<u>Personnel</u>						
Salary and Wages - Full Time.....	753,707	371,097	(382,610)	49.24%	353,849	17,248
Salary and Wages - Part-Time.....	63,800	32,073	(31,727)	50.27%	30,803	1,270
Salary and Wages - Temporary.....	39,000	26,448	(12,552)	67.82%	32,479	(6,031)
Salary and Wages - Overtime.....	23,000	18,684	(4,316)	81.24%	17,965	719
Health Insurance.....	128,500	61,475	(67,025)	47.84%	62,735	(1,260)
Dental Insurance.....	6,435	2,813	(3,622)	43.71%	2,916	(103)
Vision Insurance.....	1,200	195	(1,005)	16.25%	518	(323)
Social Security Taxes.....	55,480	27,616	(27,864)	49.78%	26,715	901
Medicare Contributions.....	12,785	6,459	(6,326)	50.52%	6,248	211
Civilian Pension.....	55,120	25,221	(29,899)	45.76%	19,474	5,747
Deferred Comp.....	15,075	7,367	(7,708)	48.87%	7,068	299
Unemployment Comp.....	2,500	-	(2,500)	0.00%	2,880	(2,880)
Total Personnel.....	1,156,602	579,448	(577,154)	50.10%	563,650	15,798

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
PARK FUND  
FOR THE QUARTER ENDED  
September 30, 2019

	Budget 2019/2020	Actual to Date 2019/2020	Actual vs. Budget Difference	Percent	Actual to Date Prior Fiscal Year	Change from Prior Fiscal Year
<u>Contractual</u>						
K-PAC.....	3,200	1,902	(1,298)	59.44%	850	1,052
Training.....	2,650	411	(2,239)	15.51%	140	271
Other Professional Services.....	45,750	20,321	(25,429)	44.42%	29,981	(9,660)
Legal.....	3,200	1,065	(2,135)	33.28%	1,139	(74)
Audit.....	1,400	1,400	-	100.00%	-	1,400
Other Professional Services.....	12,300	3,122	(9,178)	25.38%	1,793	1,329
Landfill Fees.....	5,200	1,828	(3,372)	35.15%	2,384	(556)
Office Equipment Maintenance.....	350	206	(144)		69	137
Radio Equipment Maintenance.....	1,175	608	(567)	51.75%	773	(165)
Equipment.....	3,000	2,585	(415)	86.17%	230	2,355
Building & Grounds.....	6,200	4,655	(1,545)	75.08%	3,397	1,258
Rental - Other.....	11,200	10,545	(655)		9,961	584
General Liability Insurance.....	14,218	11,870	(2,348)	83.49%	9,966	1,904
Workers Comp Premium.....	61,581	30,792	(30,789)	50.00%	24,270	6,522
Telephone.....	2,400	2,136	(264)	89.00%	956	1,180
Cellular Telephone.....	3,600	1,399	(2,201)	38.86%	1,419	(20)
Travel Other.....	2,250	-	(2,250)		-	-
Interdept Charges - Admin, Clrk, & Acct.....	10,100	5,052	(5,048)	50.02%	5,052	-
Total Contractual.....	189,774	99,897	(89,877)	52.64%	92,380	7,517
<u>General Supplies and Materials</u>						
Office Supplies.....	700	297	(403)		140	157
Janitorial Supplies.....	5,100	2,661	(2,439)	52.18%	3,252	(591)
General Supplies - Food.....	650	64	(586)	9.85%	40	24
General Supplies - Clothing.....	4,100	2,301	(1,799)	56.12%	1,810	491
General Supplies - Machinery & Equipment.....	3,800	1,193	(2,607)	31.40%	1,047	146
General Supplies - Buildings & Grounds.....	44,400	17,699	(26,701)	39.86%	24,526	(6,827)
General Supplies - Landscape Supplies.....	16,800	7,011	(9,789)	41.73%	4,669	2,342
General Supplies - Other.....	3,500	3,140	(360)	89.71%	3,079	61
Water.....	62,575	29,081	(33,494)	46.47%	34,233	(5,152)
Gas.....	3,000	235	(2,765)	7.83%	457	(222)

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
PARK FUND  
FOR THE QUARTER ENDED  
September 30, 2019

	Budget 2019/2020	Actual to Date 2019/2020	Actual vs. Budget Difference	Percent	Actual to Date Prior Fiscal Year	Change from Prior Fiscal Year
Membership Dues.....	650	155	(495)		-	155
Safety Equipment.....	3,125	2,323	(802)	74.34%	2,472	(149)
Small Tools.....	2,200	757	(1,443)	34.41%	788	(31)
Law Enforcement.....	1,750	693	(1,057)	39.60%	309	384
Vehicle Repair.....	3,800	1,431	(2,369)	37.66%	412	1,019
Motor Fuel & Lubricants.....	6,300	1,260	(5,040)	20.00%	2,136	(876)
Office Furniture & Equipment.....	6,000	3,250	(2,750)	54.17%	3,070	180
Interdept Charges - Fuel/Lubricants.....	28,270	9,413	(18,857)	33.30%	11,140	(1,727)
Interdept Charges - Vehicle Maintenance.....	67,918	33,960	(33,958)	50.00%	38,886	(4,926)
Total General Supplies and Materials.....	264,638	116,924	(147,714)	44.18%	132,466	(15,542)
<b>Total Park Operations and Maintenance.....</b>	<b>1,611,014</b>	<b>796,269</b>	<b>(814,745)</b>	<b>49.43%</b>	<b>788,496</b>	<b>7,773</b>
<u>Capital Outlay</u>						
Capital Outlay - Bldg & Site Improvement.....	18,000	-	(18,000)	0.00%	17,636	(17,636)
Capital Outlay - Park Improvements.....	435,576	99,453	(336,123)	22.83%	174,519	(75,066)
Capital Outlay - Machinery & Equipment.....	34,001	-	(34,001)	0.00%	17,323	(17,323)
Capital Outlay - Engineering Fees.....	-	-	-		-	-
Total Capital Outlay.....	487,577	99,453	(388,124)	20.40%	209,478	(110,025)
Total Expenditures.....	2,098,591	895,722	(1,202,869)	42.68%	997,974	(102,252)
<b>REVENUES OVER/(UNDER) EXPENDITURES.....</b>	<b>(1,013,991)</b>	<b>(744,919)</b>	<b>269,072</b>		<b>(842,571)</b>	<b>97,652</b>

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
PARK FUND  
FOR THE QUARTER ENDED  
September 30, 2019

	Budget 2019/2020	Actual to Date 2019/2020	Actual vs. Budget Difference	Percent	Actual to Date Prior Fiscal Year	Change from Prior Fiscal Year
<u>Other Financing Sources</u>						
Transfer from Other Funds-In(out).....	75,130	28,296	(46,834)	37.66%	27,693	603
Transfer Park Sales Tax.....	550,000	274,998	(275,002)	50.00%	274,998	-
Proceeds from Sale of Capital Assets.....	12,500	251	(12,249)	2.01%	-	251
Proceeds from insurance.....	-	909	909		-	909
Total Other Financing Sources.....	637,630	304,454	(333,176)	47.75%	302,691	1,763
NET CHANGE IN FUND BALANCE.....	(376,361)	(440,465)	(64,104)		(539,880)	99,415
FUND BALANCE, BEGINNING OF YEAR.....	1,739,906	1,739,906			1,559,621	
FUND BALANCE, END OF QUARTER.....	1,363,545	1,299,441			1,019,741	

# Monthly Volunteer Report

## Monthly Service Summary:

YTD Service Hours: 3,247

Number of Unique Episodic Volunteers: 188

Number of Unique Weekday Volunteers: 13

Number of Volunteer Events: 3

Adopt-a-Park Volunteer Events: 4

Adopt-a-Park Volunteer Hours: 1

Monthly Volunteer Hour Total: 486.5

November | 2019

## Upcoming Events:

March 9: 2020 Volunteer Season Begins

## Recruitment:

Volunteer tasks and recruitment messaging is currently being drafted for the 2020 volunteer season.

## Event Recap:

**Invasive Bush Honeysuckle Removal:** 36 volunteers, including the KHS Hockey team, spent the day cutting down and stacking invasive bush honeysuckle from the hillside and along the path in Quarry Park.

**Kirkwood Park:** Volunteers spent two days winterizing the flowerbeds around Kirkwood Park. 20 volunteers finished mulching the community garden, picked up leaves from lazy river, and winterized six garden beds.

**Providence Christian School:** Students, parents, and teachers from Providence Christian School participated in a service day, November, 1. Students mulched the community garden, picked up sticks, sanitized playground equipment and removed invasive bush honeysuckle.

## Other Notes: