



Park Board  
Agenda  
Monday, January 27, 2020, 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 DECEMBER 16, 2019 MEETING MINUTES**
- III. **COMMITTEE REPORTS**
  - a. Partnership Committee
  - b. Trail Committee
  - c. Finance Committee
- IV. **UNFINISHED BUSINESS**
  - a. Interstate 44 Meramec Bridge Update
- V. **NEW BUSINESS**
  - a. Eagle Scout Project Presentation
  - b. Complete Streets Consortium Report
  - c. Approval of Contract for Meacham Memorial Park Sprayground Replacement
  - d. 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  
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## **Memo**

To: Kirkwood Park Board  
From: Murray Pounds  
Date: January 22, 2020  
Re: January 27, 2020 Agenda Memo

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We will welcome our newest Park Board member, Lara Goeke to the Board at this meeting:

### **Committee Reports**

Partnership Committee – The Partnership Committee has not met since the last Park Board meeting but I would like to see about setting up the next meeting.

Trail Committee – No further meetings have been held, but this would be a good opportunity to consider next steps for the committee.

Finance Committee – Minutes from the Finance Committee meeting held in December are included in the packet. I plan on distributing budget documents to those Board members who are not on the Finance Committee at the meeting. The current plan is to hold a public hearing on the proposed budget at the February meeting and pass the budget at the March meeting. The new budget would become effective April 1, 2020.

### **Unfinished Business**

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

I-44 Meramec River Pedestrian Bridge – At this point I do not have anything new to report other than the design development process has been delayed somewhat. I have left this on as an agenda item to make sure we do not lose sight of this important topic.

## **New Business**

Eagle Scout Project Presentation – At its last meeting the Board approved the concept of adding a Gaga Ball court in near the playground in Kirkwood Park. There was a sentiment expressed by the Board that the Eagle Scout candidate present his plan for installation at a Board meeting. The candidate plans to be on hand with a short presentation on the installation process.

Complete Streets Consortium Report – Superintendent of Recreation Kyle Henke attended the Complete Streets Consortium meeting earlier in January and will have a brief presentation outlining what he learned.

Meacham Memorial Sprayground Replacement – We have received a proposal from Westport Pools to replace the current sprayground at Meacham Memorial Park. The proposed replacement is a single vertical spray fountain, similar to the setup here in Kirkwood Park. The existing ground level sprayground is problematic and should be replaced. Westport is under contract to the City for pool repairs and this project falls within the scope of work of that contract. Westport's proposed price is \$43,104, well within the project budget of \$50,000. I would ask that the Board approve the proposed costs plus a contingency of \$6,896, bringing the total authorization to the full project budget of \$50,000. The contingency is appropriate as there is potential to discover some hidden, underground plumbing issues that might impact the project. Costs should be charged to account 201-5101-452-7504 (Park Improvements) Project PF2003 (Meacham Sprayground).

Maintenance Report – Curt's report is included as is the report from Ron Hall. A spring calendar of volunteer events has been provided by Kylie.

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



**Park Board  
Meeting Minutes  
Wednesday, December 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 7:00 p.m. with Chair Steve Coates, Alan Hopefl, Kathy Paulsen, Dave Hufford, Peggy Grever, Alvin Reid, Scott Stream, Jordan Wienke and Staff Liaison Murray Pounds, Curt Carron and Kyle Henke in attendance.

**I. CITIZEN COMMENTS**

Gwyn Wahlmann, 1002 West Adams, spoke about her concerns with design and parking at the I44 pedestrian bridge.

**II. APPROVAL OF NOVEMBER 18, 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 final draft of the memorial application. The Board will vote on it during the unfinished business of this meeting and Murray will reach out to interested parties with the updated application process.
- b. Trail Committee – Steve Coates spoke about the potential trails along the north side of Kirkwood Park, connecting Couch and Geyer roads. The Board discussed their concerns about environmental impacts, costs and feasibility. The Trail Committee will meet again and present and updated plan at the next meeting.
- c. Finance Committee – Murray would like to schedule a meeting the first week in January.

**IV. UNFINISHED BUSINESS**

- a. I-44 Meramec River Pedestrian Bridge update - Murray discussed the last meeting of the Technical Advisory Committee (TAC). They are recommending a design that includes 20 parking space and the scenic overlook for design development. The scenic overlook is the lowest priority item the TAC discussed and will be cut if cost for the more desired elements exceed the budget.
- b. Revised Memorial and Dedication Guidelines – The Partnership Committee presented the revised Memorial and Dedication Guidelines.  
A Motion made by Kathy Paulsen to approve the guidelines as written, seconded by Jordan Wienke. Motion approved unanimously.

**V. NEW BUSINESS**

- a. Updated Ranger Vehicle Purchase –  
Motion by Dave Hufford to increase the contract with Lou Fusz Ford for the Purchase of a Ford Explorer from \$33,382.00 to \$34,477.00, seconded by Scott Stream. Motion approved unanimously.
- b. Eagle Scout Project – Murray discussed a proposal for adding a Gaga Ball pit in Kirkwood Park. The Board Discussed the location and construction proposed for the Gaga Ball pit.



- c. Pedestrian Safety – The Board discussed Kirkwood’s involvement in the Complete Streets Consortium and The Boards interest in ensuring safe access for pedestrians to Kirkwood’s Parks. Kyle Henke will be attending the consortium series visit to Lee Summit Missouri and will update the board as the process develops.

#### **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. Recreation Staff Changes – New Athletics Manager is in place, the Performing Arts Center General Manager will start in January.
- c. Kirkwood Park Gazebo and Pavilion Projects – Construction a little delayed with manufacturing issues, but on track to be ready for reservations in April.
- d. Park Fund Financial Statement – Presented to the Park Board.

#### **VIII. BOARD COMMENTS**

- a. The Board requested a list of the 2020 meeting dates.

**IX. ADJOURNMENT** – The meeting was adjourned by Chair Steve Coates at 8:30 p.m.



**Park Board Finance Committee  
Minutes  
Friday, January 10, 2019, 8:30 a.m.  
Kirkwood Community Center, Room 202  
111 S. Geyer Road  
Kirkwood, MO 63122**



**I. IN ATTENDANCE:** Matt Helbig, Kathy Paulsen, Scott Stream. Staff members Murray Pounds, Curt Carron, Pete Laufersweiler, Kyle Henke.

**II. UNFINISHED BUSINESS**

a. None

**III. NEW BUSINESS**

- a. Establish Budget Calendar – The budget packet will be distributed to the remainder of the Park Board at the January 27, 2020 monthly meeting. The public hearing on the budget will be held February 24 and passage of the budget will be scheduled for March 16.
- b. Review of Park Property Tax Revenue History – Murray Pounds reviewed information on the recent history of property tax revenue. Over the last ten years it does not appear that property tax revenue has kept pace with the increase in property values. At the same time salary costs have nearly doubled making it difficult to maintain the fund balance. Murray is currently working with the City's Finance Director to make sure the Park Fund is receiving its proper share of property tax received from the state. Other revenue enhancement ideas are being researched.
- c. Review of Draft Park Fund Budget for Fiscal Year 2020-21 – The draft of the 2020-21 Park Fund budget was reviewed. Only a very small increase in revenue is forecast. Significant increases for salary, health insurance and worker's compensation premiums have driven up expenses significantly to the point where some capital projects need to be delayed to maintain a proper fund balance.
- d. Review of Draft Park Fund Five Year Capital Plan – Two projects, totaling \$110,000 in value were placed on hold in the plan. They are resurfacing the road leading to the inner parking lot at Quarry Park and title signs at Meacham Memorial Park. The remaining projects, including vehicle replacement, safety surfacing at Walker Park and field irrigation were determined to be of higher priority.
- e. Other Matters – Discussion was held regarding the possible replacement of the restroom at the Grant's Trail trailhead. Staff will be seeking assistance from Great Rivers Greenway District for this project.

# MAINTENANCE REPORT FOR JANUARY 2020

## For Period Dec 17 through Jan 26

### PAVILION/GAZEBO PROJECTS:

The Gazebo project is completed except for installation of a donor plaque. The surrounding grounds have been restored and seeded with a straw mat covering. Following settling this spring we will either re-seed heavily or sod the perimeter. The final touch will be installation of the plaque and the light fixture which is outstanding from Schaeffer Electric.

The Campbell Pavilion is nearly completed as well. The contractor is here this past week installing the standing seam metal roofing and ice bars. The stone mason finished the columns the previous week. The final work to install the lighting fixtures and receptacles will take place before the end of January. The plaque denoting the donor will be installed upon delivery. The perimeter will be graded and landscaped this spring. Currently our crews are installing a drinking fountain along the sidewalk, and I have a group sized grill and trash receptacles on order. The entire project should be dressed and completed in February.

### WINTER STORM RESPONSES:

The couple of mild winter storms have been responded to with relative ease. Typically we have a supervisor and a maintenance staffer on duty and we have not had both onboard at the same time to date. Responses have been mostly chemical and not plowing due to the sleet and ice which has fallen. To date this season we have used about 63 tons of salt for the SBD and Park removal duties.

### TREE REMOVALS:

We have removed the 6 Pin oak trees in the concession plaza. The trees have been dying a slow prolonged death over the last 5 years or more. The shallow root environment and surrounding and underlying pavement made for less than desirable growing conditions. The trees were chlorotic and dieback was annual. The trees were removed before any root damage or upheaval of the donor brick plaza had occurred. They will be replaced with 6 Ginkgo trees. We will remove the stumps and bedding soil as deep as necessary, and install root channelers before planting. The root channelers will be vented allowing feathery feeder roots maneuverability within the planting site, but are designed to direct the anchoring roots downward instead of outward, where the sidewalk and plaza would be disturbed. The trees have been located and will be tagged and held until late this winter when we will pick them up and install them.

We have also removed a big Black oak which stood near the spraypad in the playground. The tree has had some spontaneous shedding of large limbs recently and has shown dieback over the last couple of years. The tree was becoming a hazard and had to be removed. Since removal, we are planning the site to hold the Gagaball court proposed by staff and an Eagle Scout candidate. That will be installed in February.

### **TRAINING OPPS:**

Senior Ranger Ron Hall ventured to N. Carolina for the Park Ranger Institute early in January. The weeklong educational institute is designed specifically for Park Rangers of all grades and rank. It is held on the campus grounds and attendees are fed and boarded on campus. This is the 4<sup>th</sup> such trip Ron has made for this training. He is also scheduled to attend the annual PLEA conference held this year in Arkansas. The Park Law Enforcement Assn. holds an annual conference similar to MPRA's conference with educational session and broad opportunity for networking. The Park crew is scheduled to attend an MPRA Safety Day workshop at the Lodge of DesPeres on the 22<sup>nd</sup>. The entire crew will attend an all-day educational training session held annually by MPRA.

### **BALLFIELD MAINTENANCE:**

All chain link fences in field of play have been outfitted with new protective ABS covering. The bright yellow ABS corrugated piping is slit and made to install over the top edge and rail of chain link fences. This provides a measure of safety as well as visibility to the fields. We replaced approx. 1100 ft. of covering on 4 fields. In addition, we have received Council approval to install automated lighting controls for fields 5 & 6. The controls will be the same as we've equipped fields 3 & 4 with over the past few years. Musco lighting which lights almost everyone's athletic complexes will provide the equipment and contract it out to be installed by their sub who has installed our other devices. The \$43,000 contract was an appropriated Capital item within the Recreation budget, started before Don LaChance left for Olivette.

### **FLOOD SEASON BEGINS:**

The annual flood season along the Meramec has begun with a moderate overage at 24ft, which is 8ft above flood stage at Greentree Park. We were prepared for the flood, having removed bleachers, picnic tables, trash receptacles, goals and restroom supplies prior to the over-topping of the banks. Cleanup was immediately delayed by the sub-freezing temperatures which froze the mud to the pavements throughout the valley. The surge was very quick rising some 23ft over a 5 day period following heavy rains in early January.



City of Kirkwood Parks Recreation Department  
 Monthly Park Ranger Activity Report



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	48	596
Public Contacts	160	137	143	202	225	238	173	265	203	163	182	203	2294
PD/FD Assist	3	3	6	3	7	6	5	6	4	4	2	3	52
PD Dispatched Calls	0	4	3	1	8	8	4	2	2	3	1	1	37
Interpretive	0	0	0	0	0	0	0	0	20	26	1	0	47
Reported Maint.	0	4	1	2	3	8	4	3	7	4	6	6	48
Injuries	0	0	0	1	1	0	2	1	0	0	0	1	6
Wildlife Related	0	0	2	0	1	0	1	1	0	1	2	1	9
Recovered Property	2	2	1	1	3	5	5	2	1	5	2	3	32
First Aid	0	0	0	0	1	1	1	1	2	1	0	0	7
Missing Persons	0	0	1	1	0	1	0	0	0	0	0	0	3

## Summary of Activities

Rangers recorded a total of 119 hours of training in 2019. These hours included annual renewal classes at the St Louis County Police Academy, training with other regional ranger agencies, and various other park-related topics offered at annual conferences.

Prepared by: Senior Ranger Ronald Hall

# Kirkwood Parks Volunteer Calendar

Make Kirkwood's parks an even better place to play!

There are many ways to volunteer in Kirkwood's parks. Call (314) 984-5993, email [kparkv@kirkwoodmo.org](mailto:kparkv@kirkwoodmo.org), or view the full schedule at [www.kirkwoodparksandrec.org/volunteer](http://www.kirkwoodparksandrec.org/volunteer).

## January

- 14 Kirkwood Community Garden Kick-Off Meeting | 9:00 am-10:00 am

## February

- 22 Volunteer Open House | 10:00 am-Noon | 614 West Adams Avenue

## March

- 9 Weekday Volunteers Begin | 8:00 am-11:00 am | Kirkwood Park & Special Business District  
14 Honeysuckle Removal | 8:30 am-11:30 am | Greentree Park | 2202 Marshall Road  
28 Leaf Haul | 8:00 am-11:00 am | Kirkwood Aquatic Center | 111 S. Geyer Road

## April

- 11 Honeysuckle Removal | 8:30 am-11:30 am | Greentree Park | 2202 Marshall Road  
21 Twilight Weeding | 5:00 pm-7:00 pm | Kirkwood Park | 111 S. Geyer Road  
25 Tulip Removal and Weeding | 8:00 am-11:00 am | Kirkwood Park | 111 S. Geyer Road Trail

## May

- 9 Mulching Project | 8:00 am-11:00 am | Kirkwood Park | 111 S. Geyer Road  
19 Pool TLC | 5:00 pm-7:00 pm | Kirkwood Aquatic Center | 111 S. Geyer Road  
30 Honeysuckle Removal | 8:00 am-11:00 am | Greentree Park | 2202 Marshall Road

## June

- 8 Last Day to Join the Kirkwood Community Garden  
13 Park TLC | 8:00 am-11:00 am | Meacham Memorial Park | 340 New York Avenue  
16 Twilight Weeding | 5:00 pm-7:00 pm | McEntee Memorial Park | 131 West Madison Avenue  
27 Honeysuckle Removal | 8:00 am-11:00 am | Greentree Park | 2202 Marshall Road

## July

- 11 Park TLC | 8:30 am-11:30 am | Avery Park | 225 Avery Drive  
21 Twilight Weeding | 5:00 pm-7:00 pm | Kirkwood Aquatic Center | 111 S. Geyer Road  
25 Honeysuckle Removal | 8:00 am-11:00 am | Greentree Park | 2202 Marshall Road