



**Park Board
Agenda
Monday, January 25, 2021, 7:00 p.m.
Virtual Meeting**



SPECIAL ANNOUNCEMENT REGARDING PARK BOARD MEETINGS

Under Section 610.015 of the Mo. Sunshine Law provides that members of the Park Board who are not physically at the meeting site can participate and vote on all matters when an emergency exists and the nature of the emergency is stated in the minutes.

The U.S., and the world, is in a state of emergency due to the Coronavirus—Covid-19. The Missouri Governor and the County Executive directed all citizens to limit meetings and gatherings to a few people to avoid the spread of the Coronavirus. Therefore, members of the Park Board have elected to participate in this meeting electronically so that we are in compliance with such Orders and for the public health and safety of each other and the general public.

To follow along with the Park Board meeting please see instructions below. To make a comment during the public comment portion of the meeting please submit written comments to Director of Parks and Recreation Kyle Henke at henkekk@kirkwoodmo.org. Comments received by 4:00 p.m. on Monday, December 14, 2020 will be read during the citizen comment portion of the meeting.

You are invited to a Zoom webinar.

When: Jan 25, 2021 07:00 PM Central Time (US and Canada) Topic: Park Board

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87246133256>

Telephone: Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592 or +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782

Webinar ID: 872 4613 3256

International numbers available: <https://us02web.zoom.us/j/87246133256>

****SEE THE FOLLOWING PAGES FOR THE AGENDA**



Park Board
Agenda
Monday, January 25, 2021, 7:00 p.m.
Virtual Meeting



I. CITIZEN COMMENTS *(See instructions on the previous page for offering a comment. The public comment portion of the meeting is an opportunity to hear 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 14, 2020 MEETING MINUTES

III. COMMITTEE ASSIGNMENTS/REPORTS

- a. Partnership Committee
- b. Finance Committee

IV. UNFINISHED BUSINESS

- a. Strategic Plan Update
- b. Emmenegger Park Bank Stabilization
- c. Interstate 44 Meramec Bridge Update

V. NEW BUSINESS

- a. Manpower Discussion
- b. Discussion about Frisbee Golf in Kirkwood Park
- c. Other Matters

VI. SUPERINTENDENT OF PARKS, HEAD RANGER AND VOLUNTEER COORDINATOR REPORTS

VII. DIRECTOR'S REPORT

VIII. BOARD MEMBER COMMENTS

IX. ADJOURNMENT

Next Meeting – February 22, 2021

Staff Liaison: Kyle Henke. Phone: 314.822.5856 Email: henkekk@kirkwoodmo.org

Chair: Dave Hufford

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:
Kyle Henke, Director of Parks and Recreation
111 S. Geyer Road, Kirkwood, MO 63122
Phone: 314-822-5856 Fax: 314-984-5931
E-mail: henkekk@kirkwoodmo.org



Memo

To: Kirkwood Park Board
From: Kyle Henke
Date: January 20, 2021
Re: January 25, 2021 Agenda Memo

Committee Reports

Partnership Committee – Topic of discussion Alphonse Smith Memorial Application. Update will be given by committee chair.

Finance Committee – Minutes from the Finance Committee meeting held in January are included in the packet. Draft budget documents are included in the packet and are provided for review. The current plan is to hold a public hearing and discussion on the proposed budget at the February meeting and pass the budget at the March meeting. The new budget would become effective April 1, 2021. The finance Committee Chair will give the update.

Unfinished Business

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

Emmenegger Park Bank Stabilization – Staff has worked with the purchasing department to put out an RFQ and a subsequent RFP for an engineering firm. Further information is expected later this week.

I-44 Meramec River Pedestrian Bridge – Final design is at 90%. As a reminder, the St. Louis County Parks and Recreation Grant Commission along with Great Rivers Greenway are funding the project. There is further information that indicates estimated costs will increase. Sunset Hills, Fenton and Kirkwood representatives have reviewed the cost estimates and suggested items to reduce cost. A formal

request to the commission has been made for the additional overage. The Commission plans to meet Tuesday January 26th to review.

New Business

Manpower Discussion – During previous meetings the topic of manpower for the increased demand to maintain additional land and facilities has been brought up. A discussion about the increased demand will take place.

Disc Golf – I received an email that asked if the park board would consider disc golf in Kirkwood Park. Will the Park Board want staff to spend time researching this topic?

Maintenance Report – Curt's report is included as is the report from Ron Hall. Kylie's Report will not be included this month.

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

- Recreation and Performing Arts Center Update
- 3rd quarter financial report



**Park Board
Meeting Minutes
Monday, December 14, 2020, 7:00 p.m.
Virtual Meeting**



IN ATTENDANCE: The meeting was called order at 7:00 p.m. with President Dave Hufford, Alan Hopefl, Alvin Reid, Lara Goeke Scott Stream, Jordan Wienke, Kathy Paulsen, Steve Ostrowski and Staff Liaison Kyle Henke in attendance.

I. CITIZEN COMMENTS

None

II. APPROVAL OF NOVEMBER 16, 2020 MEETING MINUTES

A motion made by Scott Stream to approve the November 16, 2020 meeting minutes, seconded by Jordan Wienke. Motion approved unanimously.

III. COMMITTEE REPORTS

- a. Partnership Committee – Kyle would like to have the partnership committee meet about the Alfonse Smith memorial request.
- b. Finance Committee – Kyle requested the finance committee to meet and review the draft budget.

IV. UNFINISHED BUSINESS

- a. Strategic Plan- None
- b. Review Strategic Plan – Dave Hufford reviewed current Master and Strategic plans, detailed items that have been completed, and discussed incomplete items.
- c. Emmenegger Park Bank Stabilization – Kyle discussed current information related to the bank stabilization project.

A motion made by Scott Stream to secure the services of an engineering firm for exam and review of Emmenegger Park bank stabilization not to exceed \$35,000.00 charged to account 201-5101-451- 7509 and a transfer of funds in the amount of \$35,000.00 from account 201-5101-452-7503 to 201-5101-451-7509. Seconded by Jordan Wienke. Motion approved unanimously.

V. NEW BUSINESS

- a. John Deere Tractor Purchase – A motion made by Alvin Reid to approve purchase a Jon Deere model 1550 mower and 72 inch. Mower deck from Erb Equipment in the amount of \$22,022.77 and charged to account 201-5101-452-7505. Seconded by Kathy Paulsen. Motion approved unanimously.
- b. Field Rental Fees – The Board discussed proposed changes to field rental fees. A motion by Kathy Paulsen to adopt the proposed changes to field rental fees. Seconded by Jordan Wienke. Motion approved unanimously.

VI. SUPERINTENDENT OF PARKS REPORT

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

VII. DIRECTORS REPORT



- a. 2nd Quarter review of Park Fund – Kyle discussed the Park Fund review.
- b. I44 bridge update – the design is at 90% and in the process of receiving bids.
- c. Recreation Update – Kyle updated The Board on Recreation facilities opening and upcoming programs
- d. 2021 meeting dates – Kyle gave the Board the meeting dates for 2021

VIII. BOARD COMMENTS

Alan Hopefl discussed the possibility of a plaque recognizing the Park Board at the Performing Arts Center.

Scott Stream wished everyone a happy holidays and new year.

The next meeting will be December 14, 2020.

IX. ADJOURNMENT – Chair Dave Hufford adjourned the meeting at 8:18 p.m.

DRAFT



**Park Board Finance Committee
Minutes
Tuesday, January 12, 2021, 6:00 p.m.
Held Via Zoom, Virtual Format
111 S. Geyer Road
Kirkwood, MO 63122**



I. IN ATTENDANCE: Matt Helbig, Kathy Paulsen, Scott Stream, Steve Ostrowski. Staff members Kyle Henke, Curt Carron.

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 25, 2021 monthly meeting. The public hearing on the budget will be held February 22 and passage of the budget will be scheduled for March 15.
- b. Review of Draft Park Fund Budget for Fiscal Year 2021-22 – The draft of the 2021-22 Park Fund budget was reviewed. A decrease in revenue is forecast. Increases for salary, health insurance and worker's compensation premiums have driven up expenses to the point where limited capital projects can occur to maintain a proper fund balance.
- c. Review of Draft Park Fund Five Year Capital Plan – Projects, totaling \$166,900 in value are being considered.

ACCOUNT #	19-20 Actual	20-21 Budget	20-21 Projected	21-22 Request	VARIANCE 21-22REQ-20-21 ACT	VARIANCE 21-22REQ-20-21 BUD	VARIANCE 21-22REQ-20-21PRO	Comments
Draft								
201-0000-311-1000 Property Tax	1,122,014	998,000	998,000	1,045,000	-77,014	47,000	47,000	Staying conservative on estimate with unknown affects of COVID
201-0000-301-2070 Grants	0	0	0	0	0	0	0	
201-0000-347-1000 Ball Field Rentals	43,522	41,000	24,571	35,000	-8,522	-6,000	10,429	Lowered based on history from last summer
201-0000-347-1300 Picnic Rentals	17,650	20,000	10,242	20,000	2,350	0	9,758	Same level knowing demand for outdoor space could be strong
201-0000-347-2000 Concessions	3,170	5,000	608	3,000	-170	-2,000	2,392	
201-0000-361-1000 Investments	40,749	15,000	10,249	10,000	-30,749	-5,000	-249	
201-0000-365-2000 Donations	9,461	6,500	8,700	6,750	-2,711	250	-1,950	
201-0000-374-6000 Recreation Prgms	0	100	0	100	100	0	100	
201-0000-380-1000 Miscellaneous	0	0	0	0	0	0	0	
201-0000-391-1005 Transfer From Other Funds	77,947	81,830	59,300	81,830	3,883	0	22,530	
201-0000-391-1015 Transfer Park Sales Tax	550,000	575,000	575,004	575,000	25,000	0	-4	
201-0000-392-1000 Sale Fixed Assets	12,500	15,000	5,046	10,250	-2,250	-4,750	5,204	
201-0000-392-2000 Insurance Proceed	23,204	0	0	0	-23,204	0	0	
Totals	1,900,216	1,757,430	1,691,720	1,786,930	-113,286	29,500	95,210	
01-1101 SALARY FULL TIME	754,003	775,233	775,233	806,616	52,613	31,383	31,383	Includes 3.25% merit/COL increase
01-1102 SALARY PART TIME	57,538	65,993	49,500	62,270	4,732	-3,723	12,770	
01-1104 SALARY TEMPORARY	28,410	40,800	0	42,240	13,830	1,440	42,240	FY 22 Includes consideration of statewide increase in minimum wage. FY21 use was non-existent due to Covid.
01-1105 SALARY OVERTIME	23,066	29,500	5,650	31,300	8,234	1,800	25,650	
Subtotal	863,016	911,526	830,383	942,426	79,410	30,900	112,043	
01-2101 HEALTH	129,798	146,000	141,505	147,112	17,314	1,112	5,607	

Draft
1/8/21

ACCOUNT #	19-20 Actual	20-21 Budget	20-21 Projected	21-22 Request	VARIANCE 21-22REQ-20-21 ACT	VARIANCE 21-22REQ-20-21 BUD	VARIANCE 21-22REQ-20-21PRO	Comments
01-2103 DENTAL	5,925	6,200	4,655	5,980	55	-220	1,325	Draft 1-8-21 Suspended for majority of FY21
01-2104 VISION	1,180	600	1,056	1,200	20	600	144	
CREDIT	68				-68	0	0	
01-2201 SS TAXES	53,075	56,515	49,806	58,430	5,355	1,915	8,624	
01-2202 MEDICARE	12,413	13,220	11,800	15,550	3,137	2,330	3,750	
01-2302 PENSION	48,262	58,627	51,470	54,739	6,477	-3,888	3,269	
01-2304 DEFERRED COMPENSATION	15,066	23,165	13,405	16,768	1,702	-6,397	3,363	
01-2904 Unemployment	0	0	0	0	0	0	0	
Subtotal	265,787	304,327	273,697	299,779	33,992	-4,548	26,082	
01-3107 K-PAC ADMIN	0	3,000	1,600	2,700	2,700	-300	1,100	
01-3109 TRAINING	2,556	2,125	807	2,205	-351	80	1,398	
01-3110 PROFESSIONAL SERV	33,784	42,500	40,755	43,050	9,266	550	2,295	
01-3201 LEGAL	3,753	3,500	3,500	3,500	-253	0	0	
01-3202 AUDIT	1,400	1,400	1,400	1,400	0	0	0	
01-3210 PROFESSIONAL SERVICES	10,845	3,300	3,165	2,600	-8,245	-700	-565	FY19-20 includes \$9,000 for engineering inspection of Emmenegger bridge
01-4209 LANDFILL	4,706	5,200	5,200	5,300	594	100	100	
01-4301 OFFICE EQUIPMENT	275	350	350	350	75	0	0	
01-4302 RADIO EQUIP	608	1,200	600	1,200	592	0	600	
01-4306 EQUIPMENT REPAIR	4,820	3,000	2,400	3,000	-1,820	0	600	
01-4312 BUILDINGS/GROUNDS	5,868	5,800	5,450	5,800	-68	0	350	
01-4405 RENTALS	11,773	11,200	11,200	11,200	-573	0	0	
Subtotal	80,387	82,575	76,427	82,305	1,918	-270	5,878	
01-5202 GENERAL LIABILITY	12,514	13,650	13,650	14,218	1,704	568	568	
01-5211 WORKERS' COMP PREMIUM	61,581	81,810	81,810	84,920	23,339	3,110	3,110	Slight increase based on projections
01-5301 TELEPHONE	3,977	2,400	2,400	2,400	-1,577	0	0	
01-5302 CELL PHONE	3,782	3,600	3,600	3,600	-182	0	0	
01-5802 TRAVEL	786	1,450	200	1,050	264	-400	850	
Subtotal	82,638	102,910	101,660	106,188	23,550	3,278	4,528	
01-6101 OFFICE SUPPLIES	460	700	700	700	240	0	0	
01-6108 JANITORIAL	4,561	5,100	4,870	5,800	1,239	700	930	additional cleaning supplies required
01-6111 FOOD	486	650	200	600	114	-50	400	
01-6113 CLOTHING	3,975	3,700	2,150	3,700	-275	0	1,550	
01-6114 MACHINERY/EQUIPMENTS MATERIALS	3,593	3,000	1,700	2,800	-793	-200	1,100	

ACCOUNT #	19-20 Actual	20-21 Budget	20-21 Projected	21-22 Request	VARIANCE 21-22REQ-20-21 ACT	VARIANCE 21-22REQ-20-21 BUD	VARIANCE 21-22REQ-20-21PRO	Comments
01-6115 BUILDING/GROUNDS MATERIAL	5,825	8,500	6,600	8,500	2,675	0	1,900	
01-6116 LANDSCAPE MATERIAL	13,530	15,350	10,000	15,350	1,820	0	5,350	
01-6199 OTHER	3,764	3,500	1,875	3,500	-264	0	1,625	
01-6202 UTILITIES	38,878	44,000	29,000	47,000	8,122	3,000	18,000	Lower cost for water for Kirkwood Park spray fountain
01-6203 GAS	2,260	2,600	2,200	2,200	-60	-400	0	
01-6205 IRRIGATION	2,400	9,000	470	2,500	100	-6,500	2,030	New account not as high as originally projected
01-6401 DUES/SUBSCRIPTIONS	315	570	1,260	600	285	30	-660	
01-6607 SAFETY EQUIPMENT	2,963	3,125	3,125	3,125	162	0	0	
01-6608 TOOLS	1,575	2,200	2,200	2,200	625	0	0	
01-6621 LAW ENFORCEMENT SUPP	948	1,750	1,400	1,600	652	-150	200	
01-6625 VEHICLE EQUIPMENT	3,497	3,800	2,235	3,000	-497	-800	765	
01-6626 FUELLUBRICANTS	233	6,000	2,800	5,000	4,767	-1,000	2,200	
subtotal	89,264	113,545	72,785	108,175	18,911	-5,370	35,390	
01-6801 SMALL CAPITAL IMPROVEMENTS	4,945	6,000	7,250	6,900	1,955	900	-350	
01-7503 BUILDING IMPROVEMENTS	13,120	35,000	0	75,000	61,880	40,000	75,000	
01-7504 PARK IMPROVEMENTS	388,999	18,000	32,104	43,000	-345,999	25,000	10,896	
01-7505 MACHINERY & EQUIPMENT	35,095	34,000	22,022	43,000	7,905	9,000	20,978	
01-7509 ENGINEERING	0	0	35,000	0	0	0	-35,000	Appropriated for river bank stabilization engineering
subtotal	442,159	93,000	96,376	167,900	-274,259	74,900	71,524	
01-8005 FUELLUBRICANTS	19,481	26,225	26,225	20,690	1,209	-5,535	-5,535	
01-8010 FLEET SERVICES	61,298	67,354	67,354	69,725	8,427	2,371	2,371	
01-8060 CLERICAL SERVICES	10,100	10,100	10,100	10,100	0	0	0	
subtotal	90,879	103,679	103,679	100,515	9,636	-3,164	-3,164	
02-6115 BUILDING/GROUNDS	11,966	14,600	14,600	14,600	2,634	0	0	
subtotal, mini parks	11,966	14,600	14,600	14,600	2,634	0	0	
03-6115 BUILDING/GROUNDS	559	1,700	1,700	1,700	1,141	0	0	
03-6202 UTILITIES	5,366	4,400	4,270	4,300	-1,066	-100	30	
subtotal Greentree Park	5,925	6,100	5,970	6,000	75	-100	30	
04-6115 BUILDING/GROUNDS	1,377	1,600	1,600	2,100	723	500	500	

Draft
1-8-21

ACCOUNT #	19-20 Actual	20-21 Budget	20-21 Projected	21-22 Request	VARIANCE 21-22REQ-20-21 ACT	VARIANCE 21-22REQ-20-21 BUD	VARIANCE 21-22REQ-20-21PRO	Comments
Draft								
04-6202 UTILITIES	223	750	300	600	377	-150	300	
<i>subtotal</i>								
Emmenegger Park	1,600	2,350	1,900	2,700	1,100	350	800	
05-6115 BUILDINGS/GROUNDS	441	1,200	600	1,000	559	-200	400	
05-6202 UTILITIES	2,259	3,000	2,500	2,700	441	-300	200	
<i>subtotal Meacham Memorial Park</i>	2,701	4,200	3,100	3,700	999	-500	600	
06-6115 BUILDINGS/GROUNDS	483	700	700	700	217	0	0	
06-6202 UTILITIES	128	150	130	150	22	0	20	
<i>subtotal Quarry</i>	611	850	830	850	239	0	20	
07-6115 BUILDINGS/GROUNDS	774	500	100	500	-274	0	400	
07-6202 UTILITIES	819	1,300	425	1,000	181	-300	575	
<i>subtotal Walker Park</i>	1,593	1,800	525	1,500	-93	-300	975	
08-6115 BUILDINGS/GROUNDS	0	700	150	600	600	-100	450	
08-6202 UTILITIES	86	850	965	875	789	25	-90	
<i>subtotal Monfort Park</i>	86	1,550	1,115	1,475	1,389	-75	360	
09-6115 BUILDINGS/GROUNDS	0	100	0	200	200	100	200	
09-6202 UTILITIES	806	200	0	200	-606	0	200	
<i>subtotal Quinette Cemetery</i>	806	300	0	400	-406	100	400	
10-6115 BUILDINGS/GROUNDS	304	600	225	600	296	0	375	
10-6202 UTILITIES	1,010	950	1,100	1,000	-10	50	-100	
<i>subtotal Avery Park</i>	1,314	1,550	1,325	1,600	286	50	275	
11-6114 MACHINERY & EQUIPMENT	0	400	200	400	400	0	200	
11-6115 BUILDINGS/GROUNDS	7,408	9,550	5,100	7,650	242	-1,900	2,550	
<i>subtotal Downtown</i>	7,408	9,950	5,300	8,050	642	-1,900	2,750	
12-6115 BUILDINGS/GROUNDS	0	400	400	400	400	0	0	
12-6202 ENERGY/WATER	1,025	900	2,500	1,000	-25	100	-1,500	
<i>subtotal Fillmore</i>	1,025	1,300	2,900	1,400	375	100	-1,500	
Total	1,949,165	1,756,112	1,592,572	1,849,563	-99,602	93,451	256,991	
Revenue	1,900,216	1,757,430	1,691,720	1,786,930	-113,286	29,500	95,210	Fund balance requirement for FY21-22
Net	-48,949	1,318	99,148	-62,633	-13,684	-63,951	-161,781	\$ 1,121,109
Fund Balance	1,673,171	1,674,489	1,773,637	1,711,004	33,731	100,466	99,148	\$ 1,261,247

Draft

1-8-21

Park Fund - Capital Budget 2020-2025	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
2020-2021						
Quarry Road Resurfacing (7503) <i>Deferred</i>						
Utility Vehicle (7505) <i>Deferred</i>		(Replaces 2010 Kawasaki Mule #7520)				
Meacham Park Entry Signs (7504) <i>Deferred</i>						
Riding Mower (7505) <i>Purchased</i>	\$22,000	(Replaces 2012 JD 1445 #7524)				
Walker Park Playground Surfacing (7504) <i>Deferred</i>						
Diamond #3 Irrigation (7503) <i>Deferred</i>						
2021-2022						
Monfort Playground (7504)			\$15,000			
Utility Vehicle (7505) <i>Deferred from 20-21</i>			\$13,000	(Replaces Mule #7520)		
Rifle Range Road Paving (7503)			\$40,000			
Walker Park Playground Surfacing (7504) <i>Deferred from 20-21</i>			\$18,000			
Diamond #3 Irrigation (7503) <i>Deferred from 20-21</i>			\$35,000			
4WD Standard Pickup Replace (7505)			\$30,000	(Replaces 2009 Ford Ranger #7544)		
Koestering Fence			\$10,000			
2022-2023						
Meacham Park Entry Signs (7504) <i>Deferred from 20-21</i>			\$20,000			
Quarry Road Resurfacing (7503) <i>Deferred from 20-21</i>			\$80,000			
4WD Standard Pickup Replace (7505)			\$30,000	(Replaces '11 F150 4WD #7502)		
3/4 Ton Pickup (7505)			\$30,000	(Replaces '10 Ford F150 #7521)		
Sprayer/Trailer (7505)			\$10,000	(Replaces #7508)		
Sprayer/Trailer (7505)			\$6,000	(Replaces '86 Marco Sprayer #7518)		
2023-2024						
Grant's Trail Restroom Rehabilitation (7503)				\$40,000		
One Ton 4WD Dump Truck (7505)				(Replaces 2012 F450 #7513)	\$50,000	
One Ton Dump Truck (7505)				(Replaces '11 Ford F450 #7519)	\$50,000	
Mitchell Park Sign (7504)				\$20,000		
Greentree Field Irrigation (7504)				\$35,000		
2024-2025						
Trash Truck (7505)					(Replaces 1999 GMC #7514)	\$50,000
4WD Crew Cab Pickup (7505)					(Replaces 2014 Ford F150 #7504)	\$35,000
4WD Crew Cab Pickup (7505)					(Replaces 2014 Ford F150 #7505)	\$35,000
Brush Chipper (7505)					(Replaces '04 Vermeer #7540)	\$30,000
2025-2026						
Avery Playground Surface (7504)						\$20,000
Replace Greentree Restroom (7503)						\$120,000
Annual Total	\$22,000	\$161,000	\$176,000	\$195,000	\$150,000	\$140,000

Riding Mower (\$22,000)
Replacement of a 2012 John Deere 1445 riding mower (#7524), which is used for mowing and blowing in Kirkwood Park.

Park Fund Capital Budget 2021-2022

Monfort Playground (\$15,000) - The colored PIP surfacing is separating from the base and must be pulled off and replaced with new PIP
Utility Vehicle (\$12,000) - Replaces 2010 Mule (#7520). We have had transmission issues and found the Mule to be less maneuverable than desired.
Recommended replacement is a Gator HPX on gov't contract which will eventually become the UTV used for ballfield preparation.

Rifle Range Road Paving (\$40,000) - This project calls for the repaving of traffic lanes only from Amphitheater Dr. to Adams Ave. It will consist of milling and overlay.
In conversation with Public Services Dir, it is established that even though it is a public thoroughfare, there is no funding available from the City.

The paving will consist of traffic lanes only, no curb replacement or paving of peripheral parking spaces.

Walker Park Playground (\$18,000) - The colored PIP surfacing has shrunk significantly and must be capped with 1-2inches of new PIP. The process has been necessary at Kirkwood Park and Meacham Memorial Park in the last 3 years as well.

Ballfield #3 Irrigation (\$35,000) - An additional irrigation system will be added to include this field. We have been irrigating fields to enhance playability, quality and for recovery following special event parking on the fields.

Pickup Truck 4WD (\$30,000) - Replaces 2009 Ford Ranger shortbed. Operations has outgrown this vehicle and high mile (77,500+) and body deterioration in addition to a few replacement deferrals puts this vehicle at the top of the replacement list.

Koestering Park Fence Replacement (\$10,000) - The wooden privacy fence separating residents rear yards from park property needs to be replaced. The 600ft of fencing is rotting, moss covered and very difficult to apply treatment to protect integrity. Boards are replaced annually as needed.

Park Fund Capital Budget 2022-2023

Meacham Park Entry Signs (\$20,000) - This project would add similar title signs to both the Meacham Ave and the New York St. entrances to park.
Quarry Road Resurfacing (\$80,000) - This project calls for the milling and resurfacing of the one lane road in Dee Koestering Park from public parking off Marshall to the accessible lot in the interior of the park by the trailheads. Pavement is deteriorating quickly and must be paved to prevent further.

Pickup Truck 4WD (\$30,000) - Replaces 2011 F150 (#7502) - Used as daily transport by Supt, crew tasks, hauling materials, running errands.

Pickup Truck 4WD (\$30,000) - Replaces 2010 F150 (#7521) - Used daily for transport and hauling requiring a lift gate installed after market.
Sprayer Trailer (\$10,000)
Replacement of a trailer (#7508) of unknown age that carries a 350 gallon tank used to water plants throughout the Special Business

Sprayer/Trank/Trailer (\$6,000)

This calls for the replacement of one of the oldest pieces of equipment in the fleet, a 1986 Marco trailer (#7518), mounted tank and sprayer
sprayer

Park Fund - Capital Budget 2023-24

Grants Trail Restroom Rehabilitation (\$25,000) - Partnering with GRG, perform major fixture and operational upgrade, creating sewer facility.

One Ton 4WD Dump Truck (\$50,000)

The replacement of a 2012 F450 (#7513) equipped with four wheel drive and a dump bed. Truck is used for general and salt distribution.

One Ton Dump Truck (\$45,000)

This would replace the second of two one ton dump (#7519) trucks used for a variety of hauling, towing and transporting purposes on a daily basis.

Greentree Field Irrigation (\$35,000)

Through this project the main athletic field at Greentree Park will have an irrigation system installed.

Mitchell Park Sign (\$20,000) -

The project would add a title sign at Mitchell Park similar to those used at Avery Park.

Park Fund Capital 2024-2025

Trash Replacement (\$50,000)

Replacement of a 1999 GMC truck (#7514) with 8 cubic yard refuse bed. Bed was replaced in 2009. Truck to collect trash throughout the park system at least two

4WD Crew Cab pickup (\$35,000)

Draft 1/7/20

Replacement of one of two 2014 light duty crew cab pickup trucks (#7504) used for general transport of maintenance staff, and materials and supplies.

4WD Drive Crew Cab Pickup (\$35,000)

Replacement of one of two 2014 light duty crew cab pickup trucks (#7505) used for general transport of maintenance staff, and materials and supplies.

Brush Chipper (\$25,000)

Replacement of a 2004 Vermeer chipper (#7504) used throughout the system to reduce branches and tree trunks up to 12" into chips for easier handling and disposal.

~~Park Fund Capital 2025-2026~~

Avery Playground Surface (\$20,000)

Replace Green Tree Park Restroom (\$120,000)

MAINTENANCE REPORT FOR JANUARY 2021

From Dec 22 to Jan 22

TRAILWORK AT EMMENEGGER:

The crew spent a week hauling and spreading wood chips on trail tread. They are about 70% completed with just the far NW hill section to complete. We do get some help in the NW corner along the bluffs from a resident/volunteer who hauls chips from a pile and spreads them on the trail during his morning walks. He notifies us when the pile is depleted and he continues with his methods. It has been 2 years since we last had time and weather cooperating long enough for us to complete this task.

LAKE AERATION WOES:

The compressor for the blow stones and the floating lake aerator have both ceased to operate. The compressor, which was funded in part by MDC Fisheries has burned up. A new compressor is ordered and should be in place by late January. The floating aerator is probably a waterproof seal and may not be able to be repaired. But that will have to wait until the new fiscal year to be purchased. Open water is necessary for the trout fishing program as well as for waterfowl during the winter. The continued oxygenation of the water during the winter makes for a healthier fishery as well as stratification of salts expected during the winter months.

TREES REMOVED:

A number of trees were removed due to mortality or hazard proximity. The crew spent a couple of weeks working on trees, with a couple more on the slate. We postponed removals until after the holidays because of vacation schedules.

PLAYGROUND CLIMBER REPLACED:

A "rock climber" access was replaced due to wear. During an inspection of the Kirkwood Park 6-12 equipment, the hand/foot holds were found to have cracks around the bolt-on fasteners. The cracks were found on all the hand/foot hold elements so all were removed, the climber closed until the new parts were installed. Fortunately, the inspection process works. Elsewhere, we have a similar rock climbing access at Monfort Park that had numerous cracks in the actual molded rock backboard. That feature is no longer available from the manufacturer, so a different means of access climber was ordered to fit into the same space. That piece is due to arrive in late January. And a third issue was discovered at Meacham Memorial Park that was fixed on site. A swing seat fastener had apparently become loose enough that someone was able to continue unscrewing the bolt, took it out and dropped on the ground, leaving a belt seat hanging by the other bolt. This scenario would have been the preferred result as opposed to the seat hanging on by a thread or 2. We put the bolt back in and torqued all bolts on all seats to cover our bases. Fortunately no one reported and incidents at any of the 3 sites.

PAC RELATED ISSUES:

We had a rubber blade installed on our snow plow so that we could plow the PAC lot without damaging the pervious pavement there. This allows us to salt the driving lanes

and not the parking spaces but plow them off with the rubber plow blade. Our Facilities Tech has been spending time at the building putting up signage, hangers for artwork and other odds/ends. At this point, PAC is still unable to staff the facility fully, and we are picking up tasks to fill in the gaps. We also learned that the stained concrete fronting the building can't be cleared off snow and ice using any kind of chemical. Traction sand will be used if necessary and clearing the sidewalks will either be done with our snow blower or shovels as dictated by the amount of precipitation received.

PARK RANGER STAFF DOWN 2:

The Ranger staff has had 2 retirements this past month. Dan Novak R15 who served here PT for 20 years retired at the end of November. Dan has served our department in reflection of community service and he will be greatly missed. John Saxton R47, retired in early January from our department. John has also served St Charles County as a ranger for a number of years. He plans to start spending his time at his home in Arizona, but knowing John he will end up leading interpretive walks or bike rides once he gets there. Good Luck to both our rangers and Congratulations, you made it!!

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	26	38	56	32	150	144	143	131	93	80	99	66	1058
Public Contacts	198	166	197	142	392	413	398	365	357	246	178	239	3291
PD/FD Assist	2	2	4	1	3	11	4	2	10	2	5	4	50
PD Dispatched Calls	1	3	1	1	4	5	5	3	4	4	2	2	35
Interpretive	1	0	0	17	2	1	4	0	9	26	0	0	60
Reported Maint.	4	2	2	6	4	4	10	4	5	3	4	4	52
Injuries	0	0	0	0	0	1	3	0	1	1	0	0	6
Wildlife Related	0	0	0	1	1	1	0	0	1	1	0	0	5
Recovered Property	0	0	0	2	3	4	3	2	4	2	5	0	25
First Aid	0	0	0	0	0	0	1	1	0	0	0	0	2
Missing Persons	0	0	0	1	1	0	1	0	0	0	0	0	3

Summary of Activities

Nothing special to report for December.

Prepared by: Senior Ranger Ronald Hall

Memorandum

To: **Members of the Park Board**
Cc: **Kyle Henke**
From: **Sandy Stephens**
Date: January 14, 2021
Subject: **FY2021 Quarter 3 Park Board Financial Report**

Attached are the financial statements for the period ending December 31, 2020, which is the third quarter of the fiscal year or 75%. These financial statements are on the modified accrual basis and do not reflect all fiscal year-end adjustments or accruals.

Subsequent to the adoption of the 2020/2021 fiscal year budget, the World Health Organization declared the outbreak of COVID-19 coronavirus a global pandemic. As a result, economic uncertainties have arisen which could adversely affect financial stability. The Park Board over the years have maintained strong fund balance which provides long-term financial stability during times of uncertainty.

During FY2021 Q4, the Park Fund will continue receiving the 2020 property tax payments estimated to be at least an additional \$325,000. Park and recreation have been hardest hit areas from the beginning of the pandemic. COVID-19 numbers are increasing and St. Louis County will be implementing new restrictions.

Page 1 **Balance Sheet – Park Fund**

The most liquid asset is cash. The Park Fund unrestricted cash balance equals 91% of the budgeted park fund annual expenditures. This continues to provide the Park Fund with adequate cash flow and emergency funds, if needed. As of December 31, 2020, the Park Fund has a fiscally healthy balance sheet with a fund balance of \$1,730,059 or 96% of budgeted annual expenditures.

Liabilities are typical for the park fund.

Page 2 **Real Property Tax**

Property tax revenues increased \$20,457 or 3% compared to the same period last year. The fluctuation from one year to the next can be attributed to delinquent tax payments, protested taxes, and the timing of when protested taxes are released to the taxing authorities. During the next two quarters, I estimate that at least \$990,000 in property tax revenue will be received.

Page 2 **Charges for Services**

Charges for services include ball field rental, picnic fees, concessions and security revenue. Due to the pandemic charges for services decreased \$28,025 or 46% compared to same time last year. This trend is expected to continue through the fiscal year end.

Page 2 Total revenues for the Park Fund decreased by 2.5% or \$18,920.

Page 2 **Expenditures-Personnel**

Personnel expenditures decreased less than 1% or \$5,586 compared to the same period last year. The decrease will increase by the end of the 4th quarter. The largest decreases are attributed Part-time salaries, temporary salaries, and overtime. This trend is expected to continue as St. Louis County announces new restrictions.

Page 2 & 3 **Expenditures-Contractual**

Contractual expenditures increased 4% or \$5,244 compared to the same period last year. The largest increase is attributed worker's compensation premiums.

Page 3 & 4 **Expenditures-General Supplies and Materials**

General supplies and material expenditures decreased 21% or \$35,999 compared to the same period last year. All categories of "General Supplies" had decreased.

Page 4 **Expenditures-Capital Outlay**

Capital outlay is at 24.57% of budget and decreased 86% compared to the same period last year.

Page 5

The net change in fund balance through the third quarter is an increase of \$56,888. The Park Fund began receiving 2020 property tax payments in December 2020 and will continuing receiving payments through the end of March 2021. Estimated revenue of at least \$990,000.

**BALANCE SHEET
PARK FUND
FOR THE QUARTER ENDED
December 31, 2020**

ASSETS:

Cash and investments (including cash equivalents):	
Restricted.....	25,000
Unrestricted.....	1,641,396
Receivables, net of allowances where applicable:	
Taxes.....	112,861
Interest.....	<u>2,783</u>
TOTAL ASSETS	<u><u>1,782,040</u></u>

LIABILITIES AND FUND BALANCES

LIABILITIES:

Accounts payable.....	2,683
Accrued wages and vacation payable.....	23,406
Deferred revenue.....	24,137
Unearned revenue.....	<u>1,755</u>
Total Liabilities.....	<u>51,981</u>

Restricted for:

Park operations.....	<u>1,730,059</u>
Total Fund Balance.....	<u>1,730,059</u>

TOTAL LIABILITIES AND FUND BALANCES.....	<u><u>1,782,040</u></u>
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**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
PARK FUND**

**FOR THE QUARTER ENDED
December 31, 2020**

	Budget 2020/2021	Actual to Date 2020/2021	Actual vs. Budget Difference	Percent	Actual to Date Prior Fiscal Year	Change from Prior Fiscal Year
REVENUES:						
Real Property Taxes.....	998,000	667,665	(330,335)	66.90%	647,208	20,457
<u>Charges for Services</u>						
Ball Field Rental.....	41,000	22,572	(18,428)	55.05%	43,522	(20,950)
Picnic/Amph, Theater Fees.....	20,000	9,415	(10,585)	47.08%	13,960	(4,545)
Concession Sales & Rents.....	5,000	608	(4,392)	12.16%	3,138	(2,530)
Security Revenue.....	100	-	(100)	0.00%	-	-
Total Charges for Services.....	66,100	32,595	(33,505)	49.31%	60,620	(28,025)
Investment Interest.....	15,000	8,849	(6,151)	58.99%	19,939	(11,090)
<u>Other Revenue</u>						
Greentree Legacy Donations.....	6,500	8,700	2,200	133.85%	8,962	(262)
Total Other Revenue.....	6,500	8,700	2,200	133.85%	8,962	(262)
Total Revenues.....	1,085,600	717,809	(367,791)	66.12%	736,729	(18,920)
EXPENDITURES:						
<u>Personnel</u>						
Salary and Wages - Full Time.....	775,233	587,455	(187,778)	75.78%	544,453	43,002
Salary and Wages - Part-Time.....	65,993	35,545	(30,448)	53.86%	45,499	(9,954)
Salary and Wages - Temporary.....	40,800	-	(40,800)	0.00%	28,410	(28,410)
Salary and Wages - Overtime.....	29,500	2,139	(27,361)	7.25%	20,715	(18,576)
Health Insurance.....	146,000	106,144	(39,856)	72.70%	96,706	9,438
Dental Insurance.....	6,200	3,385	(2,815)	54.60%	4,457	(1,072)
Vision Insurance.....	600	792	192	132.00%	391	401
Social Security Taxes.....	56,515	38,256	(18,259)	67.69%	39,290	(1,034)
Medicare Contributions.....	13,220	8,948	(4,272)	67.69%	9,189	(241)
Civilian Pension.....	58,627	39,471	(19,156)	67.33%	36,437	3,034
Deferred Comp.....	23,165	8,606	(14,559)	37.15%	10,780	(2,174)
Unemployment Comp.....	-	-	-	-	-	-
Total Personnel.....	1,215,853	830,741	(385,112)	68.33%	836,327	(5,586)

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
PARK FUND
FOR THE QUARTER ENDED
December 31, 2020

	Budget 2020/2021	Actual to Date 2020/2021	Actual vs. Budget Difference	Percent	Actual to Date Prior Fiscal Year	Change from Prior Fiscal Year
<u>Contractual</u>						
K-PAC.....	3,000	942	(2,058)	31.40%	3,145	(2,203)
Training.....	2,125	307	(1,818)	14.45%	1,836	(1,529)
Other Professional Services.....	42,500	33,993	(8,507)	79.98%	31,969	2,024
Legal.....	3,500	2,110	(1,390)	60.29%	1,942	168
Audit.....	1,400	1,400	-	100.00%	1,400	-
Other Professional Services.....	3,300	2,062	(1,238)	62.49%	3,243	(1,181)
Landfill Fees.....	5,200	2,318	(2,882)	44.58%	2,986	(668)
Office Equipment Maintenance.....	350	206	(144)	58.86%	275	(69)
Radio Equipment Maintenance.....	1,200	-	(1,200)	0.00%	608	(608)
Equipment.....	3,000	1,277	(1,723)	42.57%	2,865	(1,588)
Building & Grounds.....	6,200	4,504	(1,696)	72.65%	5,080	(576)
Rental - Other.....	11,200	10,320	(880)	92.14%	11,487	(1,167)
General Liability Insurance.....	13,650	12,231	(1,419)	89.60%	11,870	361
Workers Comp Premium.....	81,810	61,362	(20,448)	75.01%	46,188	15,174
Telephone.....	2,400	1,396	(1,004)	58.17%	2,928	(1,532)
Cellular Telephone.....	3,600	1,487	(2,113)	41.31%	2,241	(754)
Travel Other.....	1,450	-	(1,450)	0.00%	608	(608)
Interdept Charges - Admin., Clrk. & Acct.....	10,100	7,578	(2,522)	75.03%	7,578	-
Total Contractual.....	195,985	143,493	(52,492)	73.22%	138,249	5,244
<u>General Supplies and Materials</u>						
Office Supplies.....	700	566	(134)	80.86%	309	257
Janitorial Supplies.....	5,100	4,114	(986)	80.67%	3,777	337
General Supplies - Food.....	650	-	(650)	0.00%	376	(376)
General Supplies - Clothing.....	3,700	1,489	(2,211)	40.24%	3,452	(1,963)
General Supplies - Machinery & Equipment.....	3,400	1,081	(2,319)	31.79%	1,815	(734)
General Supplies - Buildings & Grounds.....	39,750	16,111	(23,639)	40.53%	23,115	(7,004)
General Supplies - Landscape Supplies.....	15,350	6,111	(9,239)	39.81%	10,032	(3,921)
General Supplies - Other.....	3,500	1,475	(2,025)	42.14%	3,550	(2,075)

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
PARK FUND
FOR THE QUARTER ENDED
December 31, 2020

	Budget 2020/2021	Actual to Date 2020/2021	Actual vs. Budget Difference	Percent	Actual to Date Prior Fiscal Year	Change from Prior Fiscal Year
Water.....	65,500	31,928	(33,572)	48.75%	42,640	(10,712)
Gas.....	2,600	387	(2,213)	14.89%	553	(166)
Membership Dues.....	570	710	140	124.56%	155	555
Safety Equipment.....	3,125	2,690	(435)	86.08%	2,640	50
Small Tools.....	2,200	1,351	(849)	61.41%	1,154	197
Law Enforcement.....	1,750	273	(1,477)	15.60%	769	(496)
Vehicle Repair.....	3,800	1,486	(2,314)	39.11%	3,142	(1,656)
Motor Fuel & Lubricants.....	6,000	1,370	(4,630)	22.83%	1,828	(458)
Office Furniture & Equipment.....	10,045	4,045	(6,000)	40.27%	4,945	(900)
Interdept Charges - Fuel/Lubricants.....	26,225	7,623	(18,602)	29.07%	14,134	(6,511)
Interdept Charges - Vehicle Maintenance.....	67,354	50,517	(16,837)	75.00%	50,940	(423)
Total General Supplies and Materials.....	261,319	133,327	(127,992)	51.02%	169,326	(35,999)
Total Park Operations and Maintenance.....	1,673,157	1,107,561	(565,596)	66.20%	1,143,902	(36,341)
Capital Outlay						
Capital Outlay - Bldg & Site Improvement.....	-	-	-		13,120	(13,120)
Capital Outlay - Park Improvements.....	61,676	32,104	(29,572)	52.05%	188,106	(156,002)
Capital Outlay - Machinery & Equipment.....	34,000	-	(34,000)	0.00%	35,095	(35,095)
Total Capital Outlay.....	130,676	32,104	(98,572)	24.57%	236,321	(204,217)
Total Expenditures.....	1,803,833	1,139,665	(664,168)	63.18%	1,380,223	(240,558)
REVENUES OVER/(UNDER) EXPENDITURES.....	(718,233)	(421,856)	296,377		(643,494)	221,638
Other Financing Sources						
Transfer from Other Funds-In(out).....	81,830	42,444	(39,386)	51.87%	60,904	(18,460)
Transfer Park Sales Tax.....	575,000	431,253	(143,747)	75.00%	412,497	18,756

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
 PARK FUND
 FOR THE QUARTER ENDED
 December 31, 2020

	Budget 2020/2021	Actual to Date 2020/2021	Actual vs. Budget Difference	Percent	Actual to Date Prior Fiscal Year	Change from Prior Fiscal Year
Proceeds from Sale of Capital Assets.....	15,000	5,047	(9,953)	33.65%	234	4,813
Proceeds from insurance.....	-	-	-		23,204	(23,204)
Total Other Financing Sources.....	671,830	478,744	(193,086)	71.26%	496,839	(18,095)
NET CHANGE IN FUND BALANCE.....	(46,403)	56,888	103,291		(146,655)	203,543
FUND BALANCE, BEGINNING OF YEAR.....	1,673,171	1,673,171			1,559,621	
FUND BALANCE, END OF QUARTER.....	1,626,768	1,730,059			1,412,966	