



**Park Board
Agenda
Monday, April 19, 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. Therefore, members of the Park Board have elected to participate in this meeting electronically 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 henkek@kirkwoodmo.org. Comments received through email by 4:00 p.m. on Monday, April 19, 2021 will be distributed to Park Board President and Park Board members.

*When: Apr 19, 2021 07:00 PM Central Time Closed Session Begins (US and Canada)
Topic: Park Board*

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81689512916>

Or One tap mobile :

US: +13126266799,,81689512916# or +19292056099,,81689512916#

Or 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: 816 8951 2916

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



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Virtual Meeting**



The first portion of the April 19, 2021 Park Board agenda is a closed session which is not open to the public. The second portion of the Park Board agenda is an open session. Zoom information for the public session is listed above.

I. MOTION TO CLOSE THE MEETING PURSUANT TO RSMO CHAPTER 610.021 (1 - LEGAL) (Approximate time frame 7:00 p.m. to 7:20 p.m.)

II. MOTION TO OPEN THE MEETING

The meeting is now open to the public. Please see Zoom information above.

III. 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).*

IV. APPROVAL OF MARCH 3, 2021 MEETING MINUTES

V. COMMITTEE ASSIGNMENTS/REPORTS

- a. Partnership Committee

VI. UNFINISHED BUSINESS

- a. Strategic Plan Update
- b. Emmenegger Bank Stabilization Update
- c. Jogging in Parks

VII. NEW BUSINESS

- a. Approval of New Backhoe Lease Contract
- b. Park Board – Election of Officers
- c. Other Matters

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

IX. DIRECTOR'S REPORT



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X. BOARD MEMBER COMMENTS

XI. ADJOURNMENT

Next Meeting – May 17, 2021

Staff Liaison: Kyle Henke. Phone: 314.822.5856 Email: henkek@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.



**Park Board
Meeting Minutes
Monday, March 15, 2021, 7:00 p.m.
Virtual Meeting**



IN ATTENDANCE: The meeting was called order at 7:03 p.m. with President Dave Hufford, Alan Hopefl, Alvin Reid, Scott Stream, Jordan Wienke, Matt Helbig, Kathy Paulsen, Steve Ostrowski, Lara Goeke and Staff Liaison Kyle Henke in attendance.

I. CITIZEN COMMENTS

None

II. APPROVAL OF FEBRUARY 22, 2021 MEETING MINUTES

A motion made by Kathy Paulsen to approve the February 22, 2021 meeting minutes, seconded by Alan Hopefl. Motion approved unanimously.

III. COMMITTEE REPORTS

- a. Partnership Committee – Alvin Reid gave a report on the progress on the Alphonse Smith Memorial
- b. Finance Committee –none

IV. UNFINISHED BUSINESS

- a. Strategic Plan- None
- b. Emmenegger Park Bank Stabilization – Kyle discussed current information related to the bank stabilization project.
- c. Jogging in Parks – The Board continued the discussion about jogging in parks. They would like to see more research about sign options.

V. NEW BUSINESS

- a. Approval of FY 21-22 Budget –
A motion by Scott Stream to approve the FY 21-22 Park Fund Budget with total operating and capital costs of \$1,849,563 and revenues of \$1,783,930, seconded by Alvin Reid. Motion approved unanimously.
- b. Approval of Capital Reappropriations-
Motion by Scott Stream to reappropriate \$28,523.00 from FY 20-21 to FY 21-22 account number 201-5101-452-7509 PF2105, seconded by Kathy Paulsen. Motion approved unanimously.
- c. Mowing Contract –
Motion by Alan Hopefl to approve the contract with MK Landscaping in the amount of \$28785.12, seconded by Jordan Wienke. Motion approved unanimously.
- d. Election Nominations– Dave Hufford discussed the nominations for Park Board Officer positions. The official election will take place in April.

VI. SUPERINTENDENT OF PARKS REPORT

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

VII. DIRECTORS REPORT



- a. Recreation and Performing Arts Center Update – Kyle discussed the open Superintendent of Recreation position, he expects someone to be in place before the next Park Board meeting
- b. I44 Pedestrian Bridge Update – Kyle updated the board on the status of the project.

VIII. BOARD COMMENTS

Next meeting will be April 19, 2021.

IX. ADJOURNMENT – Chair Dave Hufford adjourned the meeting at 8:02 p.m.

DRAFT

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: April 14, 2021
Re: April 19, 2021 Agenda Memo

Committee Reports

Partnership Committee – No meeting took place. This represents an opportunity for any committee members to update the group on the Alphonse Smith Memorial.

Unfinished Business

Strategic Planning Update – No new information to report. This represents the monthly opportunity to provide updates on any actions taken relative to the strategic plan.

Emmenegger Bank Stabilization – Report to the Board any new information and take action on next steps if required.

Jogging in Parks – Continuation of a tabled discussion related to park jogging. The board asked for additional information from other departments in the area related to jogging.

New Business

Approval of Backhoe Lease – Park staff leases a backhoe that is used on daily basis for various maintenance tasks from minor excavation to moving and loading heavy material and objects. A 5-year lease is ending and a new 5-year lease requires approval. Competitive proposals were solicited then reviewed by a selection committee made up of city staff. Staff recommends and will seek a motion to approve a new 5-year Lease Contract of a Backhoe from Erb Equipment Inc. at an annual cost of \$8,627.28 and an aggregate amount for the 5 years of \$77,271.02.

Park Board Officer Elections – Current bylaws indicate elections for Park Board are to be held at the regular Board Meeting in April and we plan to hold the elections as such. A slate of future officers has been established and were nominated during the March 2021 meeting.

Maintenance Report – Curt's report is included as is the report from Ron Hall and Kylie Christanell

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

- Superintendent of Recreation position
- I-44 Pedestrian Bridge Update

MAINTENANCE REPORT FOR APRIL 2021

For period March 16 through April 17

QUINETTE CEMETERY:

The southern boundary corners have been located east and west. This gives us demarcation to work above while cleaning and clearing. Volunteers have been working to remove winter creeper from the ground and base of trees, edging the brick and rock path, and cleaning up around headstones. Kylie and Renee have been working on history and trying to establish credential towards listing the property on the national registry. We have removed some dead trees from the grounds, and will be replacing the roof on the shed probably in June.

PICNIC SEASON UNDERWAY:

The season is underway and the pavilions are as always, the main rental accent. All the pavilions have signs on them now so there is no question about which is which. We had to replace 82 seat and table boards prior to opening which was quite a hit at the end of the winter. They should have been divided prior to winter storage but were not, so we had to remove them and distribute them to see which tables need boards. In the end, all the sites are up and running. All restrooms throughout the park system are open daily. Irrigation has all been energized and timed. The only thing we have not attended to has been drinking fountains, due to COVID related issues and practices.

DIAMOND 5 DRAINAGE PROJECT:

The infield of Dia 5 next to the water tower has long had a problem with runoff water from the water tower. Attempts to re-direct the water has occurred over the years but it continues to be futile and field closures are too frequent. The work is about one day for 3-4 people and while our crew is capable of performing the work, we frankly just don't have the time to spare. I am considering outsourcing the work and I am in the process of getting proposals from 3 companies. I will find the money in a contingency account built in for these kind of issues that arise.

DIRTBURNERS DRIVERS STAND:

The burned-out driver's level of the RC car track stand has been stripped of burnt lumber, new rafters are going up and will culminate with installation of a new roof on the structure. The plans and drawings were required to be updated by the City Building Dept, and now the club is working to get it back in operating condition before their busy summer racing schedule. They usually host a regional race event in July and I would anticipate that the renovation will be completed long before that date.

TAKING SEASONAL APPLICATIONS:

We are in the process of taking applications for seasonal laborers for horticulture, maintenance and a ballfield technician. Unfortunately we are having quite a bit of trouble attracting anyone to apply even at \$12/hr. The alternate schedule Sun-Thurs for the ballfield tech I can understand, as it takes someone who can be more independent with their time to fill that position. But the other 6 positions are a straight 40/hrs/wk and

we are just not getting much response. We are on the City website, ZipRecruiter, liaised with R7 and Meramec, and all the other social media outlets that we normally use. I have no returning help this year and are experiencing the hiring drought that so many in the green and service industries are experiencing currently. Hopefully, college students returning home and finding that they have nothing secured for the summer will address this issue in the next couple of weeks.

ONE IN...ONE OUT:

Renee Kennedy has returned from her shoulder surgery at the start of the year and will be in the office on Light Duty until such time as she can pass physical testing for her position. David Lavelly, Foreman will be having knee surgery on April 28 and could be out for a couple months. He too will be returning upon such time as he is fully released and tested. Pete and I will be handling his responsibilities during his time out.

HORNER SHIFRIN

THE POWER HOUSE AT UNION STATION • 401 S. 18th ST., STE. 400 • SAINT LOUIS, MISSOURI 63103-2296
314-531-4321 • FAX 314-531-6966 • www.HornersShifrin.com

April 09, 2021
Invoice No: 62491

Kyle Henke
Kirkwood Parks & Recreation Department
111 S. Geyer
Kirkwood, MO 63122

INVOICE

Project Manager Timothy Straszacker
Project 2102100 Emmenegger Park Bank Stabilization

Services performed prior to April 03, 2021

Professional Personnel

	Hours	Rate	Amount	
EP02 AVP ENVIRONMENTAL ENGR	1.25	207.00	258.75	
EP04 SR PM ENVIRONMENTAL ENGR	1.00	186.00	186.00	
EP08 SR PE ENVIRONMENTAL ENGR	7.75	131.00	1,015.25	
EP11 DESIGN ENGR ENVIRONMENTAL ENGR	27.00	107.00	2,889.00	
TP02 AVP TRANS CIV ENGR	.25	205.00	51.25	
TP04 SR PM TRANS CIV ENGR	.50	168.00	84.00	
Totals	37.75		4,484.25	
Total Labor				4,484.25

Contract Summary	Current	Prior	To-Date	
Total Billings	4,484.25	6,477.57	10,961.82	
Contract Maximum			29,500.00	
Balance After This Invoice			18,538.18	
		Total This Invoice		\$4,484.25

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	51	31	87	0	0	0	0	0	0	0	0	0	169
Public Contacts	132	59	247	0	0	0	0	0	0	0	0	0	438
PD/FD Assist	1	2	1	0	0	0	0	0	0	0	0	0	4
PD Dispatched Calls	1	4	3	0	0	0	0	0	0	0	0	0	8
Interpretive	0	0	0	0	0	0	0	0	0	0	0	0	0
Reported Maint.	2	1	10	0	0	0	0	0	0	0	0	0	13
Injuries	0	1	0	0	0	0	0	0	0	0	0	0	1
Wildlife Related	0	0	0	0	0	0	0	0	0	0	0	0	0
Recovered Property	0	4	6	0	0	0	0	0	0	0	0	0	10
First Aid	0	1	0	0	0	0	0	0	0	0	0	0	1
Missing Persons	0	0	0	0	0	0	0	0	0	0	0	0	0

Summary of Activities

Both part time ranger positions have been filled. Earl Matthews started his field training during the first week of April. Earl brings nine years of public safety experience with him, formally with the Missouri Botanical Gardens and St Louis City Courts.

Rangers were able to hold an outdoor training / refresher with our recreation program manager and park maintenance related to our duties with handling the ball fields and updating the rainout line.

Ron Hall was able to attend the Park Law Enforcement Association annual conference. This year the conference was provided free of charge and done virtually. The following topics were covered:

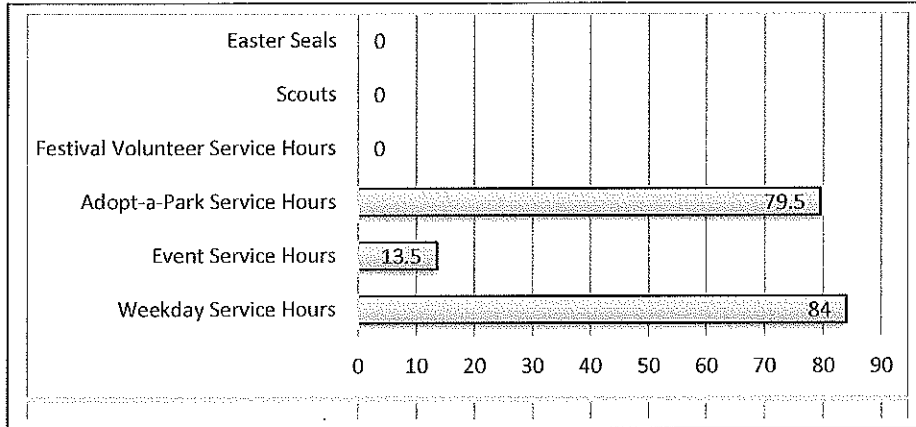
- Emotional Intelligence for Natural Resource Officers, Presented by Sgt. for Texas State Parks & Wildlife
- Archaeological Resource Crime Recognition, Investigation, Documentation, and Prosecution, Presented by Agent from U.S. Fish & Wildlife Service
- Developing Patrol Strategies in a Post COVID World, Presented by Sgt. for Three Rivers Park Police Dept. MN
- Leadership Dynamics, Presented by Lt. for Larimer County Dept. of Natural Resources, CO

Monthly Volunteer Activity Report



March Volunteer Hours

March | 2021



Upcoming Events

April 6-Walker Park |
Twilight Weeding

April 10-Aquatic Center |
General Clean Up

April 17-Aquatic Center |
General Clean Up

April 20-McEntee Park |
Twilight Weeding

May 8- Free the Trees |
Wintercreeper Removal

May 11-Twilight Weeding |
Fillmore Park

May 22-Free the Trees |
Wintercreeper Removal



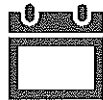
244
YTD Service
Hours



16
YTD Episodic
Volunteers



11
Weekday
Volunteers



2
Events

Highlights

Save the Trees, the Volunteer Program's conservation effort, has reached the wetlands in Greentree Park to continue removing wintercreeper and invasive bush honeysuckle from the area. Our goal this year is to remove wintercreeper from 100 trees and to begin clearing out the overgrowth of invasive bush honeysuckle impeding the nature path.

Other Notes

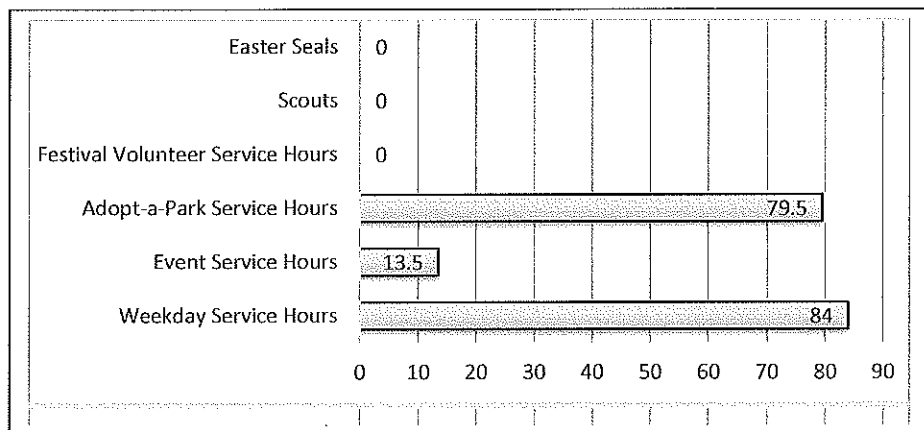
Creating the Historic Quinette Cemetery's plot plan is in the beginning stages. MIS is creating the database to house the necessary information to label each grave location, description, and picture of each plot in coordination with the Adopt-a-group. The detailed account may be used future research and to record current conditions/locations of remaining grave markers. Additionally, this information will be included in the registry application.

Monthly Volunteer Activity Report




March Volunteer Hours


March | 2021




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- April 6-Walker Park | Twilight Weeding
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 - April 17-Aquatic Center | General Clean Up
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244
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11
Weekday Volunteers



16
YTD Episodic Volunteers



2
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