



**Park Board
Agenda
Monday, June 21, 2021, 7:30 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 Zoom instructions below. If you wish to make a public comment, please submit your comment(s) to Director of Parks and Recreation, Kyle Henke at henkekk@kirkwoodmo.org, or mail them to 111 South Geyer Road, Kirkwood, MO 63122, by no later than 4 p.m. on June 21, 2021. A staff person will then read your comment(s) into the record. Please indicate on your correspondence that the comments are for the Public Comment portion of the meeting.

You are invited to a Zoom webinar.

When: Jun 21, 2021 08:15 PM Central Time (US and Canada)

Topic: Park Board

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81710990090>

Or One tap mobile :

US: +13126266799,,81710990090# or +19292056099,,81710990090#

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: 817 1099 0090

International numbers available: <https://us02web.zoom.us/j/81710990090>

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



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The first portion of the June 21, 2021 Park Board meeting is a closed session which is not open to the public. The second portion of the Park Board meeting 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 7:30 p.m. to 8:15 p.m.)

II. MOTION TO OPEN THE MEETING

III. INTRODUCTION OF NEW PARK BOARD MEMBERS

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

IV. 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).*

V. APPROVAL OF MAY 17, 2021 MEETING MINUTES

VI. COMMITTEE ASSIGNMENTS/REPORTS

- a. Partnership Committee Report
 - i. Alphonse Smith Update
 - ii. Legacy Program Discussion

VII. UNFINISHED BUSINESS

- a. Strategic Plan Update
- b. Emmenegger Bank Stabilization Update

VIII. NEW BUSINESS

- a. Other Matters

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

X. DIRECTOR'S REPORT

XI. BOARD MEMBER COMMENTS

XII. ADJOURNMENT

Next Meeting – July 19, 2021



Park Board
Agenda
Monday, June 21, 2021, 7:30 p.m.
Virtual Meeting



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

Chair: Jordan Wienke

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: June 16, 2021
Re: June 21, 2021 Agenda Memo

Committee Reports

Partnership Committee – The Partnership Committee met on Friday June 11. An Alphonse Smith update was given and will be shared with the Park Board. The committee discussed the Legacy Program. They would like to bring a specific question related to memorial benches and timeframes to the Park Board for a discussion before the next committee meeting so they can formulate a final proposal to the Park Board for approval at a future meeting. .

Unfinished Business

Strategic Planning Update – This represents the monthly update for the strategic plan. There will be no report as the Park Board will have just discussed the entire plan in the 6:00 p.m. session.

Emmenegger Bank Stabilization – No new information is available as of this dated memo. If new information is brought to my attention the coming days I will make sure to share with the Park Board.

New Business

No New Business

Maintenance Report – Curt's report is included as is the report from Ron Hall, Head Park Ranger and Kylie Christanell, Volunteer Coordinator.

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

- I-44 Pedestrian Bridge Update
- 4th of July
- Greentree Festival
- Concerts in the Park



**Park Board
Meeting Minutes
Monday, May 17, 2021, 7:00 p.m.
Virtual Meeting**



IN ATTENDANCE: The meeting was called order at 7:25 p.m. with President Jordan Wienke, Alan Hopefl, Alvin Reid, Scott Stream, Kathy Paulsen, Dave Hufford, Lara Goeke, Matt Helbig and Staff Liaison Kyle Henke, Curt Carron in attendance.

I. CITIZEN COMMENTS

None

II. APPROVAL OF APRIL 19, 2021 MEETING MINUTES

A motion made by Lara Goeke to approve the April 19, 2021 meeting minutes, seconded by Alvin Reid. Motion approved unanimously.

III. COMMITTEE REPORTS

- a. Partnership Committee – Alvin Reid gave a report on the progress on the Alphonse Smith Memorial

IV. UNFINISHED BUSINESS

- a. Strategic Plan- Kyle discussed a strategic planning session scheduled at 6pm on June 21, 2021
- b. Emmenegger Park Bank Stabilization – Kyle discussed current information related to the bank stabilization project.

V. NEW BUSINESS

- a. Quinette Cemetery -
A motion made by Jordan Wienke to approve repairing the area of the Martin gravestone. Seconded by Lara Goeke. Motion approved unanimously.
- b. Partnership Committee – Kyle requested that the partnership committee meet to review the Greentree Legacy Program rules.

VI. SUPERINTENDENT OF PARKS REPORT

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

VII. DIRECTORS REPORT

- a. I44 Overpass- Kyle gave an update on the status of the pedestrian bridge project.
- b. Picnic Sites and Pavilions – Kyle updated the board about the influx of Pavilion, Picnic Site, and Amphitheater reservations.
- c. Sculptures in the Park – There are new sculptures in Kirkwood Park, they are in the locations approved by the Park Board in the past.
- d. July 4th/ Outdoor Events – The Parks and Recreation department is planning outdoor events as usual for the summer.



VIII. BOARD COMMENTS

None

IX. ADJOURNMENT – Chair Dave Hufford adjourned the meeting at 8:35 p.m.

DRAFT

A MESSAGE FROM YOUR PARK BOARD

An effective park system can only be successful through the efforts and involvement of those who use the facilities. We on the Park Board try to make decisions that reflect the wishes of residents. We are proud of the park system and hope you agree it is an important factor in the high quality of life that exists in our City.

Over the years, individuals and groups have expressed an interest in donating funds for facilities, equipment, plants, trees, and other items in the park system. Thanks to your generosity, we have been able to respond to the needs of the community identified in our long-range planning efforts.

Donations made through the Greentree Legacy program provide a means of noting a special event, a memorial for a loved one, or simply contributing to the future of the City's leisure environment.



To recognize those who have donated to the Kirkwood Parks' Commemorative Fund, we have memorial plazas in Kirkwood Park and Meacham Memorial Park, paved with commemorative bricks. If you would like to become a donor, please fill out the enclosed donation form.

If you have any questions, please call 314-822-5862.

Thank you for your support of Kirkwood's parks.

Note: Donations to the City of Kirkwood through the Greentree Legacy Program are tax deductible to the fullest extent allowable by law under IRS regulations.

FREQUENTLY ASKED QUESTIONS

- 1. When are trees planted?**
Trees are planted each Fall. Trees already planted are available for adoption as well. Call Laura at 314-822-5862 for a list of available trees.
 - 2. When will bricks be engraved?**
Bricks are engraved each June (weather permitting). The bricks need two weeks of dry weather before they can be engraved.
 - 3. When will plaques be placed on benches?**
It takes about a month to order and install a new bench, and a few weeks to place a plaque on an existing bench.
 - 4. How do I know when my donation is complete?**
A letter with map of location will be mailed to the donor as well as the person/family who is being acknowledged once the process is complete.
 - 5. Can I choose the type of tree planted?**
We will be happy to work with you and our horticulture staff to select a tree that meets your needs and will grow successfully in our climate zone.
 - 6. Will something be placed on my tree?**
Unfortunately, placing plaques on trees inhibits growth and can be harmful to the tree as well as lawn equipment in the park. A brick will be engraved in the memorial plaza at either Kirkwood or Meacham Park.
- Your gift to the Kirkwood park system is one that will have a lasting impact on future generations. You can help ensure that a variety of experiences will be available for anyone to enjoy—today, tomorrow, and for years to come.

CONTACT US

314-822-5862

THALLK@kirkwoodmo.org

111 S. Geyer Rd., Kirkwood, MO 63122

Printed: August 2017



GREENTREE LEGACY PROGRAM

"Today I have grown taller from walking with the trees."

—Karle Wilson Baker

DONATION LEVELS

Please select your donation type.

Brick By Brick _____

Your \$100 donation will be honored by a brick in one of the memorial plazas (choose location below). Proceeds will be used to develop and maintain the Kirkwood park system.

Kirkwood Park Memorial Plaza _____

Meacham Park Memorial Plaza _____

Taller Than The Trees* _____

Your \$250 donation will be used to plant a tree or adopt a recently planted tree in the park system. A memorial brick is included. Please choose the location for your brick below.

Kirkwood Park Memorial Plaza _____

Meacham Park's Memorial Plaza _____

Park Bench Tributes* _____

Your donation of \$1,500 will enable the purchase and installation of a park bench with engraved plaque. Benches recently installed may be available for adoption for \$500.

Preferred Park? _____

*Tree and park benches are limited in availability and location in the park. The City of Kirkwood will ensure the life of the tree for up to 5 years following the installation date. Due to wear and tear, park renovation and updates, benches are only guaranteed for 15 years.

Other donation and memorial projects can be arranged by contacting Kirkwood Parks & Recreation at 314-822-5862.

**GREENTREE LEGACY PROGRAM
DONATION FORM**

Your Name (Donor) _____ Date _____
(Please Print)

Address _____ City _____ State _____ Zip _____

Primary Phone _____ Email Address _____

Additional Donors _____

Would you like us to send a letter to the person or family member listed on the brick/plaque? Y N

If yes, acknowledgement letter to be sent to: _____

_____ (Address) _____ (City) _____ (State) (Zip)

YOUR MESSAGE

Please verify the information on this form is correct and the text below is exactly how you want it to appear on the brick or bench plaque. Please limit your text to 3 lines of 13 characters each (including spaces and punctuation). Additional space available for bench plaques. PLEASE PRINT.

Signature _____

Your signature indicates final agreement of inscription above

Please make checks payable to: City of Kirkwood

MAINTENANCE REPORT FOR MAY/JUNE 2021

For period May 18 through June 20

RETAINING WALL-COMMUNITY CENTER:

The retaining wall in front of the center was made of decaying ties and becoming a hazard as well as loss of function. Dan Lindquist removed and replaced the ties with modular concrete blocks and tripled the life of the wall. He and Mike replaced the wall, backfilled and renovated following construction. The project took about 1 week.

SPRAY FOUNTAINS:

The spray fountains at Kirkwood Park, Meacham Memorial and the mister at Avery are all up and running daily. We started them up a few days before Memorial Day due to the heat and expected demand by users.

ANNUAL PLANTING OF ANNUALS:

The Horticulture division which was in personnel deficit this spring worked diligently and got all the spring/summer annuals in pots and beds planted before June 1. The 80+ pots in the SBD, City Hall, Kirkwood Park and some entry points at neighborhood parks received a much appreciated splash of color. Pete, Ron and even Renee who was still on light duty from shoulder surgery, installed a truckload of flats just in time for the holiday weekend.

SURGERY UPDATES:

Renee Kennedy has passed her post-op work test and returned to full active duty the first full week of June. Her shoulder has healed well and gets stronger every week. David Lavelly is still recovering from knee surgery and should be back presumably by July 4. He too will have to pass the post-op Work Steps test protocol to make sure he is fit to return unrestricted. Dave's knee surgery was not WC like Renee's so he is not subject to return on light duty but must instead be full cleared before return.

TREE WORK IN PARKS:

The crew has been performing some removals and some deadwooding in advance of the July 4 celebration. We had 2 hazard trees removed at Greentree Park which were mammoth in size and required contract drops. We provided the cleanup and hauling. We also removed an oak in Kirkwood Park, deadwooded the picnic hillside, water tower lot borders, and deadwooded the east end of the park.

LAKE MANAGEMENT:

We have sprayed the edges and killed off the duckweed, which was followed almost immediately summer algae bloom. That will be treated with a dose of Cutrine Plus and the recent install of bales of barley straw. Barley straw provides a natural long term preventative measure to water quality and reduction of algae blooms in the lake.

ANNUAL BACKFLOW INSPECTION:

The City's annual backflow inspection contract was executed last week. All BFPs were inspected, tested, and in some cases repaired by the contractor. Parks and Recreation is the largest holder of BFPs in the City, therefore the bill is much higher than other departments. We budget approx. \$3000 annually for our County mandated inspections.

KPAC PARKING LOT:

We have undertaken the numbering of all spaces at the KPAC lot. The City has sold all the spaces to members and annual ticketholders to raise funds. The almost 100 spaces all have a bright white number painted on them. We were able to use our gas powered athletic field paint machine to spray the stencils in 2 days.

BE GONE CLOVER!:

We have had a serious intrusion of clover practically in all turf areas throughout the parks. The most affected areas are typically the ballfields because of their wide open spaces and sun factor. This week we applied a granular herbicide to ballfields in Kirkwood Park. We will also apply on the soccer fields at Greentree Park. As the herbicide takes effect, the clover slowly and quietly drops out and natural turf grass can fill in unabated.

JULY 4 PREPARATIONS:

We have begun the process of preparing grounds and letting contracts for materials and services necessary for the fireworks production. The materials, permits, and equipment are all ordered. The janitorial load would have been a serious impediment to other tasks so we have contracted a local janitorial service to tend the bathrooms in the park and portable toilets for 4.5 hours on the night of the 4th. This allows our crew to perform the other numerous duties necessary to pull this night of celebration off without spending an inordinate amount of time cleaning toilets. The janitorial contract will cost \$1100. We normally tend the facilities ourselves but that is dependent on a full staff of seasonal employees on board, which unfortunately we do not have even yet.



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	68	91	0	0	0	0	0	0	0	328
Public Contacts	132	59	247	205	298	0	0	0	0	0	0	0	941
PD/FD Assist	1	2	1	11	6	0	0	0	0	0	0	0	21
PD Dispatched Calls	1	4	3	5	8	0	0	0	0	0	0	0	21
Interpretive	0	0	0	0	1	0	0	0	0	0	0	0	1
Reported Maint.	2	1	10	4	2	0	0	0	0	0	0	0	19
Injuries	0	1	0	2	0	0	0	0	0	0	0	0	3
Wildlife Related	0	0	0	1	0	0	0	0	0	0	0	0	1
Recovered Property	0	4	6	5	3	0	0	0	0	0	0	0	18
First Aid	0	1	0	0	1	0	0	0	0	0	0	0	2
Missing Persons	0	0	0	0	0	0	0	0	0	0	0	0	0

Summary of Activities

Nothing special to report for May.

Prepared by: Senior Ranger Ronald Hall