



**Park Board Partnership Committee Agenda
Monday, October 18, 2021, 8:15 p.m.
Zoom Virtual Format
111 S. Geyer Road
Kirkwood, MO 63122**



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 henkek@kirkwoodmo.org, or mail them to 111 South Geyer Road, Kirkwood, MO 63122, by no later than 4 p.m. on October 18, 2021. A staff person will then read your comment(s) or you will be called on to make comments. Please indicate on your correspondence that the comments are for the Public Comment portion of the meeting.

Hi there,

You are invited to a Zoom webinar.

When: Oct 18, 2021 06:15 PM Central Time (US and Canada)

Topic: Park Board Strategic Plan 6:15 PM, Park Board 7:00 PM, Partnership Committee at Conclusion of Park Board Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89003394689>

Or One tap mobile :

US: +13126266799,,89003394689# or +19292056099,,89003394689#

Or Telephone:

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

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Webinar ID: 890 0339 4689

International numbers available: <https://us02web.zoom.us/u/kcnPBmcTJx>

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

- 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 JUNE 11, AUGUST 6, & SEPTEMBER 9 MEETING MINUTES

III. UNFINISHED BUSINESS

- a. Alphonse Smith Memorial Update
- b. Continue Legacy Program Discussion

IV. NEW BUSINESS

- a. Other Matters

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

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.

Kirkwood Park Board Partnership Sub-Committee Meeting Minutes June 11, 2021

Committee convened at 1:30 p.m. in person at the Scout Shelter in Kirkwood Park. Attendees: Kathy Paulsen (Chair), & Park Board members: Jordan Weinke, Alvin Reid, & staff Laura Thal Horton and Kirkwood Parks & Recreation Director Kyle Henke.

I. Citizen Comments: none

II. Unfinished Business

- a. Alphonse Smith Memorial Update: Alvin Reid gave an update and has been in continued communication with the family of Alphonse Smith.

III. New Business

- a. Greentree Legacy Program Memorial Benches: Staff member Laura explained that the Parks Department gets several inquiries monthly about donating a **Greentree Legacy Program** Memorial Bench at Walker Lake. She has had to explain that there are no available benches at the Lake. No wait list or official record is kept of requests. Kyle Henke said that the Parks Department can't continuously install benches. Staff wants an interpretation of the 15 year clause in the **Greentree Legacy Program** Brochure, which states, "Due to wear and tear, park renovation and updates, benches are only guaranteed for 15 years." Laura suggested releasing some benches by starting with the oldest benches around Walker Lake, Laura also said that the current \$1500 price barely covers the cost of a bench & installation. She recommends that the price be increased to \$1600 - \$2000.

Board member discussion: Jordan Weinke discussed the limited opportunities for residents who love the parks to have a bench around the lake and she believes the bench holders should be limited in time. Kathy Paulsen discussed knowing the circumstances related to individuals participating in the program who have commemorated the death of a loved one and is concerned about the emotional impact of restricting time to a specific number of years.

Jordan suggested limiting benches to 15 years for a purchase of \$2000 or a bench adoption of \$500 for 5 years. She suggested sending current bench holders a letter informing them of the new policy and she offered to write up the recommendations. Alvin objected to sending a letter, as it would be too "IRS-like." Kathy suggested considering a 20 year time frame, and trying to understand circumstances which would lead to a bench being "extinct".

Increasing the cost of a bench to \$2,000 is comparable to other communities and the board agreed that it sounded reasonable. The committee will meet again to discuss possible changes to the Greentree Legacy Program. Date TBD.

b. Other Matters - none

Attached: Park Memorial Bench Comparison spreadsheet 6-11-2021 (Kathy Paulsen)
Greentree Legacy Program (brochure)
Agenda

Committee adjourned at 2:30 p.m.

Submitted by Kathy Paulsen

Kirkwood Park Board Partnership Sub-Committee Meeting Minutes August 6, 2021

Committee convened at 5 p.m. in person in Room 202 of the Kirkwood Community Center.

Attendees: Kathy Paulsen (Chair) and Park Board members Jordan Weinke & Alvin Reid, and staff members Laura Thal Horton and Kirkwood Parks & Recreation Director Kyle Henke.

I. Citizen Comments: A citizen comment from resident Bob Sears was forwarded to the sub-committee via email. (Attached) Bob was on the Park Board when the 15 year rule was devised and explained that it was not intended to be a limitation of time. He also included a personal account of a bench that his sister requested to be purchased, upon her death & how their family has adopted the surrounding area. Bob suggested expanding the Greentree Legacy program by adding items for donors to choose from.

II. Unfinished Business

a. Greentree Legacy Program Memorial Benches:

Laura shared that the latest cost of a Memorial Bench is \$1,247 for the bench, \$22 for the plaque, plus the cost of concrete. The bench warranty is 5 years from the manufacturer. She said that we are barely breaking even with the current Memorial Bench cost of \$1500. Laura said that 3-4 donors contacted her in July about a Memorial Bench at Kirkwood Park. She suggests changing the program to "adopt a park bench"; set the price between \$1000 - \$2000; and specify a length of 10-15 years for the plaque/ adoption. After that time, the bench would become available for a new adopter.

Kathy presented information, which included an inventory of Park Benches throughout the Kirkwood Park System with a "Proposed Interpretation of the '15 year guarantee'". (Attached.) She suggested that due to some benches being metal and older ones being wooden, that a bench replacement program is needed with a set standard material of metal for most new benches. Kathy spoke with the founder of St. Louis County Park system's Memorial Bench program about that their standard protocol, which is to leave a Memorial Bench in place until it deteriorates. Kathy suggested contacting donors of the deteriorating wooden benches at Kirkwood Park to offer the donors a chance to replace the bench. If they do not wish to replace the bench, then the bench can be made available to a new donor. Kyle stated that it is important to be sensitive about the process of contacting bench holders and there may be difficulty reaching the donors after 30 years have passed.

Kathy showed a photo of a damaged / dangerous (non-memorial) bench at Little Mitchell Park which has been in this condition since spring. There are 2 hazardous wooden benches draped in yellow hazard flagging tape at Little Mitchell Park. (Attached photo.) Kathy asked if those 2 benches could be replaced this year. Kyle said that replacements are not in the budget, repair has been delayed by staff shortage. Jordan suggested that the park budget should include funds to replace 2 benches annually.

The committee discussed the possibility of bench adoptions reaching 60 years. Jordan & Alvin object to a "forever" situation. Jordan proposed a 20 year term for benches, beginning on

January 1, 2022. The current benches would be evaluated as to their life expectancy. Current bench holders would be allowed one renewal, new bench donors would be allowed one 20 year term. Jordan offered to write this proposal.

Kathy suggested that the Legacy program should be expanded to provide additional options for donors. One option would be metal picnic tables, like the 2 at the tennis center; another would seat replacements in the amphitheater. Kathy asked if there was a deadline for the committee and Kyle said there was no rush since there is not an action matter pending.

- b. Alphonse Smith Memorial Update: Alvin Reid gave an update. The plaque may be done in October, He would like to have a "grand opening" celebration when covid subsides. The total for the plaque & pedestal is \$1400. Half of the money has already been raised. The plaque will be shaped like a "home plate", with some verbiage.

III. New Business

- a. Other matters – none

The Committee will meet again, due TBD.

Attached: Citizen Comment attached (Bob Sears)

Damaged wooden bench photo attached (Kathy Paulsen)

Memorial Bench proposal dated 6-11-21 (Jordan Weinke)

Legacy Program: Memorial Bench Policies 8-4-21 (Kathy Paulsen)

Kirkwood Parks Memorial Benches – spot inventory done by Kathy Paulsen 8-1-21
(Kathy Paulsen)

Committee adjourned at 6:00 p.m.

Submitted by Kathy Paulsen

Kirkwood Park Board Partnership Sub-Committee Meeting Minutes September 9, 2021

Committee convened at 7:15 p.m., via zoom.

Attendees: Kathy Paulsen (Chair) and Park Board members Jordan Weinke, Matt Cook, and Kirkwood Parks & Recreation Director Kyle Henke. Alvin Reid was absent.

I. Citizen Comments: No update was given.

II. Unfinished Business

- a. Alphonse Smith Memorial Update: no update was given
- b. Continue Legacy Program Discussion

Kathy presented information to the committee in email prior to the meeting - "Creating Opportunities for Legacy Donors" (Attached) and "What are the "norms" for Memorial Benches in our Area". (Attached) Reviewing the norms, Kathy found that most communities have a guarantee stated in their brochure; the guarantee is not considered a "term" or a limit; and no communities have been identified which would prohibit a current donor from purchasing a new bench.

Kyle Henke proposed that the bench guarantee correspond to the manufacturer's warranty. Kirkwood Parks & Recreation would maintain or replace the original item if it is faulty or damaged, during the manufacturer's warranty. Since there are many different manufacturers of benches, this would be a policy that would endure changes in vendors. If the bench fails or becomes unsafe, it would be removed. The original applicant would be asked if they want to replace the bench, for an additional donation. This would not be a forever situation because the applicant would need to be reachable and to qualify as the "original applicant".

Matt asked to clarify the need for replacement. Kyle suggested that a quantitative scale of 1-3 could be used with 1 = bad condition, ranging to 3 = good condition. The benches would be inspected in a manner consistent with playground inspections.

Matt suggested a ten year right of renewal option, with a cost of \$2000 for each 10 year period. Kathy objected to the proposed cost and multiple payments for the same bench; she also objected to removing benches before they are deteriorated. Matt also suggested creating a plaque wall in the community center to recognize the discontinued memorials. Kyle said this could be cumbersome and would instead suggest that a memorial brick could be installed in an existing brick memorial plaza

Jordan considers the current program to be exclusionary and should not suggest ownership. Regarding memorial benches dedicated to a deceased person, Jordan

objects to renewal of the bench when it fails. Jordan wants the benches to not be permanent memorials and suggested that the Memorial Bench program is a monetary donation to parks.

The sub-committee recommendation moving forward is that the benches remain as Memorial Benches until the bench is deteriorated. Jordan & Matt indicated support. Alvin was absent. Kathy agreed, with reservations. Kyle stated a preference for offering renewal by contacting the "original applicant".

Kathy proposes that the Legacy program be expanded so other options become available to citizens. This will be discussed at an upcoming meeting.

Jordan offered to revise the proposed Greentree legacy Program Recommendations

III. New Business

- a. Other matters - none

Attached: Greentree Legacy Program Recommendations 8-7-21. (Jordan Weinke)
Creating Opportunities For Legacy Donors (Kathy Paulsen)
What are the 'norms' for Memorial Benches in our Area (Kathy Paulsen)

Committee adjourned at 8:15 p.m.

Submitted by Kathy Paulsen