



Park Board Partnership Committee Agenda
Friday, October 29, 2021, 9:00 a.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 henkekk@kirkwoodmo.org, or mail them to 111 South Geyer Road, Kirkwood, MO 63122, by no later than 4 p.m. on October 28, 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 29, 2021 09:00 AM Central Time (US and Canada)

Topic: Park Board - Partnership Committee Meeting

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/81973556848?pwd=NGRHVUh0VkZlUVNmL1M0OGM3Y3g4Zz09>

Passcode: 166862

Or One tap mobile :

*US: +16468769923,,81973556848#,,,,*166862# or +13017158592,,81973556848#,,,,*166862#*

Or Telephone:

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

US: +1 646 876 9923 or +1 301 715 8592 or +1 312 626 6799 or +1 253 215 8782 or +1 346 248 7799 or +1 408 638 0968 or +1 669 900 6833

Webinar ID: 819 7355 6848

Passcode: 166862

****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

Strategies for expanding options for the Greentree Legacy Program 10-21-21

Strategic plan directive: Broaden input in accordance with the adopted (6-21-21) Strategic Plan – by soliciting input for items desired for improvement of parks via outreach.

Possible partnerships:

City Council
Citizens
Donors
Kirkwood Arts Commission
Kirkwood School District
Kirkwood businesses
Scout groups
Kirkwood Youth theatre
Kirkwood Theatre Guild
Maintenance staff

Possible Input methods (not limited to these)

Park Board members
Eye on Kirkwood
Flash survey
Greentree Booth
City Website

Possible ideas to vet to add to Greentree Legacy Program:

Metal picnic tables for the shelters
New seats for the amphitheater
A covering for the amphitheater
Water fountain which has a refill spicket for water bottles
Mural on Handball courts
Fountain
Fire pit with seating
Sponsored events – concerts, nature walks, etc.
Trash cans with recycle & trash compartments
Drinking fountains with a spicket for filling dog bowl.
A grove of trees
Tranquil areas
A piece of playground equipment
And, many more!

Purpose of a Legacy Program

Oct. 18. 2021

Purpose of Legacy Program – refer to Park & Recreation Master Plan (Page 5-6) “Over the years, individuals and groups have expressed interest in donating funds for facilities, equipment, trees, plants, and other elements in the park system. In response to this generosity, the Greentree Legacy Program was developed to provide a means of noting a special event, a memorial to a friend or family member, or just a way to contribute to the future of the recreational environment.”

Recommendation: proposed 8-7-21 “Retain purpose of Greentree Legacy program – note special event, memorialize, or contribute to future of recreation as stated in Kirkwood Park and Recreation Master Plan.

Recommendation: proposed 9-22-21 “The purpose of the Greentree Legacy Memorial Bench program is to enable interested members of the community to make a monetary donation for the improvement of the Kirkwood park system.”

Statements describing other Memorial Programs: 3 Examples

“Memorial Benches allow your loved one’s memory to live on in an act of service to our city Parks”.

“The memorial program is a unique way to remember a loved one or special occasion with a lasting tribute.”

“Benches provide a peaceful place of rest and reflection to park visitors and a plaque on the back rest will commemorate the honoree/ event of your choice.” Explanation in brochure, “What is the Legacy Tree, Bench or Brick Donation Program? ***Each program provides opportunities to honor people, cherish the memory of a loved one, celebrate a birth, commemorate special events such as a wedding or anniversary, or simply help beautify our parks. Trees, benches or bricks are unique gifts that last for several lifetimes.*** A permanent record of all donations is kept at the Parks and Recreation office. You will receive a location map and a frameable certificate, information shown on the certificate includes the honoree name, donor name, occasion, date, and location of the tree, bench, or brick.”

Purpose of a Foundation

Statement describing a foundation purpose: Example - St. Louis County Parks Foundation

St. Louis County Parks Foundation – “The St. Louis County Parks Foundation is a non-profit volunteer organization created to support and promote the facilities, programs, capital improvements, and resources of St. Louis County Parks. We apply for and receive grants, endowments, and contributions to enhance our county parks facilities, programs, materials, and equipment. St. Louis County Parks Foundation will... 1. Work with the Park Board of St. Louis County to identify and prioritize the needs of the St. Louis County parks. 2. Raise funds through contributions and grants to preserve and renovate these parks. 3. Purchase or otherwise obtain through donation the items needed for park preservation and renovation. “

10/26/21

Greentree Legacy Program Staff Suggestions

NEW PROGRAM

- The purpose of the **Greentree Legacy** program is to enable interested members of the community to make donations for the improvement of the Kirkwood park system. Individuals or groups often express interest in donating funds for small equipment, trees, plants and even tranquil areas. A donation can be used to replace outdated equipment, improve vegetation or enhance a particular area of a Kirkwood Park. Equipment can be memorialized with a plaque typically denoting a special event or a loved one's name. Parks department Director will approve final language on plaque.
- Taking into consideration input from a donor the Parks department will help determine an appropriate location for equipment or tree placement.
- Equipment installed as a memorial to a loved one is not guaranteed in perpetuity but rather the life of the equipment.
- Equipment can vary in cost but will include the production and installation. Consult with Park staff to determine the most appropriate options for each situation.
- Kirkwood parks and recreation will maintain equipment and plaques or replace them if faulty or damaged within the manufacturer's warranty.
- Cost may vary based on equipment, tree or location chosen. Typical costs associated with the equipment to be placed covers the production and installation of the equipment and plaque.
- Once equipment exceeds its useful life (damaged, disrepair), the equipment will become available for other patrons to memorialize.
- Application would be changed to reflect the most desired equipment

EQUIPMENT OPTIONS (may generally be under \$4,000)

- Metal Park Bench
- Tree
- Brick
- Wooden or metal picnic tables
- Water bottle refill/drinking fountains
- Recycling and refuse receptacles in one
- A piece of playground equipment
- Phone charging stations
- Small playground equipment

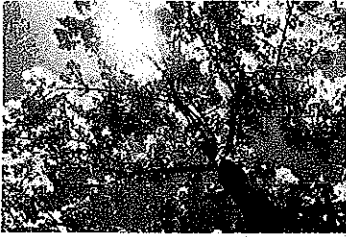
CURRENT EQUIPMENT HOLDERS

- Will continue to enjoy their equipment until the end of the life of the equipment, at that time the original applicant only will be contacted with the option to renew. Should the original applicant not be reachable via information on the application only, the bench will become available to the next donor.

ADDITIONAL RECOMMENDATIONS

- Eliminate the \$500 plaque option.
- All locations will be promoted.

TRIBUTE Trees & Benches



Honor a special person or event by sponsoring a new tree or bench in a Town & Country Park. Sponsoring a tree or bench is a rewarding gift and will provide

added beauty and value to our parks for generations to come.

Sponsored trees will be planted in designated areas in one of our three parks or our square. Sponsored benches will be placed in strategic locations in Drace and Preservation Park. Both trees and benches will include a plaque with the sponsor's inscription.

Location:

- Longview Farm Park
- Drace Park
- Preservation Park

Tree Preference:

- Flowering
- Shade
- Evergreen

Price:

- \$700 Premium Tree with Plaque
- \$1,400 6' Octagon Recycled Picnic Table with Plaque
- \$100 Annual Dog Station Sponsorship with Sign

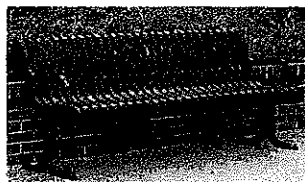
ADOPT a Tree or Bench

Available at Town Square

Established trees and benches are available for adoption at Town Square. Each tree and bench adopted will be recognized on plaques inside the pavilion.

Price:

- \$800 Established Tree
- \$1,500 Bench



Anyone interested in being a sponsor or adopting a tree or bench should complete this form and return with payment to:

Anne Nixon, Director of Parks and Recreation
 City of Town and Country
 1011 Municipal Center Drive
 Town and Country, MO 63131

Contact Information

Sponsor Name _____

Address _____

Phone _____

Email _____

Plaque Inscription:

Please print up to 3 lines and 16 characters per line

Payment by cash, check or money order only. Please make checks payable to City of Town and Country.

The City will do its best to accommodate your preferences. However, final locations of trees and benches will be based on site conditions and locations of other improvements and the needs of the parks. The City will provide for the general care and maintenance of the trees and benches for one year.

I agree with the terms and conditions of this document:

Signature _____ **Date** _____

For Office Use Only

Tree Species _____
 Tree Location _____
 Expected Installation Date _____
 Actual Installation Date _____
 Planted by _____

updated 07/20/2021

Table