

Park Board Agenda
Monday, May 16, 2022, 7:00 p.m.
Kirkwood Community Center
111 South Geyer Rd.

- 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).*

I. APPROVAL OF APRIL 18, 2022 MEETING MINUTES

II. COMMITTEE ASSIGNMENTS/REPORTS

III. UNFINISHED BUSINESS

- a. Strategic Plan Update

IV. NEW BUSINESS

- a. Approval of Ford Bronco Purchase
- b. Approval of Rifle Range Road Milling and Overlay
- c. Other Matters

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

VI. DIRECTOR'S REPORT

VII. BOARD MEMBER COMMENTS

VIII. ADJOURNMENT

Next Meeting – June 20, 2022

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.



**Park Board
Meeting Minutes
Monday, April 18, 2022, 7:00 p.m.
Kirkwood Community Center Room 202**



IN ATTENDANCE: The meeting was called order at 7:01 p.m. with President Jordan Wienke, Alan Hopefl, Scott Stream, Kathy Paulsen, Matt Cook, Ellen Edman, Steve Ostrowski, Matt Helbig, Alvin Reid and Staff Liaison Kyle Henke and Curt Carron in attendance.

I. CITIZEN COMMENTS

Gwyn Wahlmann, 1002 W. Adams, was at the April 5 Trail Committee meeting and thought Kyle Henke said that mountain biking in Kirkwood Park would not be happening but doesn't see that in the draft minutes provided to the Park Board.

John Mickinley, 443 N. Van Buren, would like the Board to consider completing a community interest survey to see if there is interest in any mountain biking trails in Kirkwood.

II. APPROVAL OF MARCH 28, 2022 MEETING MINUTES

A motion made by Scott Stream to approve the March 28, 2022 meeting minutes, seconded by Steve Ostrowski. Motion approved unanimously.

III. COMMITTEE REPORTS

- a. Trail Committee – Alan discussed the recent trail committee meeting. The Board discussed surveying the community about mountain biking interest. The Board discussed putting no biking signs in Kirkwood park

IV. UNFINISHED BUSINESS

- a. Strategic Plan – none
- b. Park Board Officer Nominations – Matt Helbig discussed changes to the nominations. Jordan Wienke has withdrawn her nomination and Ellen Edman has put forward her nomination for President.

V. NEW BUSINESS

- a. RC Car Track Agreement –
A motion made by Alan Hopefl to approve the contract with Dirtburners for the operation of the RC Car Track. Seconded by Alvin Reid. Motion approved unanimously.
- b. MDC Cooperative Agreement -
A motion by Scott Stream to approve the renewal of the Missouri Department of Conservation Cooperative Agreement related to powder valley, Emmenegger Park and Possum Woods through September 30, 2022. Seconded by Ellen Edman. Motion approve unanimously.
- c. Park Board process/best practice document review – Kyle discussed the various form that the park board has used in recent years. Ellen Edman discussed her ideas on use of the project form. The Board discussed forming an Ad Hoc committee to further discuss. Jordan Wienke, Ellen Edman, Kathy Paulsen and Alan Hopefl volunteered for the committee.



- d. Election of officers – The Board voted by paper ballot, votes were counted by staff, and results were read to the Board by the nomination committee.
President – Ellen Edman
Vice President – Matt Cook
Treasurer – Steve Ostrowski

VI. SUPERINTENDENT OF PARKS REPORT

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

VII. DIRECTORS REPORT

- a. Scout Adams – Kyle introduced Scout Adams the new Recreation Specialist. She discussed upcoming programs the Recreation department will be offering in the parks.
- b. Aquatic Center Update – Aquatic center is being painted and readied for the summer.
- c. Pickleball court project – Project is moving forward.

VIII. BOARD COMMENTS

Kathy Paulsen said that a friend was in Kirkwood Park and saw a guy urinating on the Gaylord pavilion.

Next meeting will be May 16, 2022

IX. ADJOURNMENT – The meeting was adjourned at 8:38 p.m.

From the desk of:
Kyle Henke, Director of Parks and Recreation
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Memo

To: Kirkwood Park Board
From: Kyle Henke
Date: May 13, 2022
Re: May 16, 2022 Agenda Memo

Committee Reports

Committees – No Committees have met Between the April and May Park Board Meetings.

Unfinished Business

Strategic Planning Update – This represents the monthly opportunity to provide updates on any actions taken regarding the strategic plan. With three Park Board members leaving the board, no update will be made until newly appointed members are assigned action items after the June meeting.

New Business

Approval of Ford Bronco Purchase – This vehicle is intended to replace the Park Directors current vehicle, a 2009 Chevy Malibu with approximately 48,000 miles. Replacement was scheduled for 2018, but was delayed due to budget constraints. Additionally, fleet services uses a "Target Meter" to determine the life cycle of a vehicle. The optimal Target Meter or score for replacement is no higher than a 15. The Malibu has now reached a score of 27 and is well beyond the Target Meter and life cycle set for city vehicles as maintenance costs begin to outweighing the benefits of continued use. The department selected a small SUV over a sedan due to its flexible use rather than a single passenger use. This vehicle is included in the approved budget for FY23 for an amount of \$26,000. A state contract is used by the city to obtain the best pricing on vehicles. A suggested motion is to approve the

purchase of a Ford Bronco Sport from Joe Machens Ford in the amount of \$25,390 utilizing funds from account 201-5101-452-75-05, PF2303.

Approval of Rifle Range Road Milling and Overlay – The driving lanes on Rifle Range Road in Kirkwood Park are in need of repair. Park staff and the Procurement Department solicited bids for this project. Eight responses were received and are displayed in the bid tabulation below. The approved budget for FY23 includes an amount of \$40,000 for this project.

Responding Supplier	City	State	Response Submitted	Lines Responded	Response Total
Gershenson Constructino Co.	Eureka	MO	5/12/2022 07:13:39 AM (CT)	3	\$ 55,598.00
Spencer Contracting	Arnold	MO	5/12/2022 01:37:26 PM (CT)	3	\$ 57,903.00
JOKERST PAVING	FESTUS	MO	5/12/2022 01:46:16 PM (CT)	3	\$ 60,782.33
Byrne & Jones Construction	Bridgeton	MO	5/12/2022 02:07:59 PM (CT)	3	\$ 61,890.49
Leritz Contracting	St Louis	MO	5/12/2022 03:48:57 PM (CT)	3	\$ 62,848.00
Available Asphalt & Contract	Pacific	MO	5/12/2022 01:44:49 PM (CT)	3	\$ 64,977.16
Hyatt Excavating and Paving	WATERLOO	IL	5/12/2022 11:04:29 AM (CT)	3	\$ 79,987.82
Hemmer Construction Inc.	N Belleville	IL	5/12/2022 11:16:54 AM (CT)	3	\$ 94,935.00

Staff recommends Gershenson Construction Co. as the qualified bidder to complete this project. The project timeframe begins with the anticipated start date of X and a completion date of no later than X. In order to accomplish the project the Board must take two steps. The first step and suggested motion, is to approve an appropriation of funds from the Park Fund, Fund Balance in the amount of \$16,000 into the Capital Improvement account 201-5101-452-7503, PF2301, with an of The second suggested step is to approve entering into a contract with Gershenson Construction Company Co. for the milling and overlay of the driving lanes on Rifle Range Road. In Kirkwood Park.

Maintenance Report – Curt’s report is include as well as the Ranger report. Kylie Christanell’s, Volunteer Coordinator, report is not included in the packet.

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

- Aquatic Center
- Mulch in Parks
- Mitchell Park Fence
- Pickleball Court Project

MAINTENANCE REPORT FOR MAY 2022

For period April 19 through May 15

WEED N FEED:

Despite the rain laden weather this period brought us, we managed to get some fertilizer out and did some clover/dandelion herbicidal distribution. The fertilizer was a light application so that we didn't create so much growth that we would have to mow every day. The Confront and Millennium herbicides were necessary to prevent the nutrient robbing weeds that seed and spread so early in the season. The rain was a bigger factor in the growth spurt than the fertilization. We hit ballfields, KPAC, and most of the neighborhood parks.

JFL PRESS BOX @ GREENTREE:

The perennial eyesore that the press box on the football field had become has been removed. In addition to the unsightly condition, it had become an attractive nuisance and was falling apart. We used the backhoe to demo everything but the steel structure, and then we used a cutting torch to remove the bolts from the steel. Once bolts were removed, the structure toppled with encouragement from the backhoe. The debris was hauled off in a roll-off dumpster, and the steel was collected by someone who had expressed interest in it. We graded, seeded and strawed the excavation and it kind of looks like something is missing now after all these years.

FLOOD #1:

The first flood of the season over stage occurred in the very first week of May. While the forecast for crest fell short of prediction, you have to go by something so we closed the Greentree bathrooms, removed all tables and barrels from the park, and shut off electric facility. As it turns out we could have probably left everything in place because instead of a 22' crest it topped out at 20.5' which didn't get to the pavilion or the bathrooms. So we'll reload and replace and be ready for the weekend.

IRRIGATION AND FOUNTAINS:

The final de-winterizing tasks have been completed. Irrigation is energized at all locations although it isn't needed yet. As usual, repairs at the pool were the biggest time killer, due to the amount of construction that occurs during the off-season. Drinking fountains have been turned on without any substantial issues. The spray grounds at Kirkwood, Meacham, and Avery will all be energized by the Memorial Day weekend which is the norm that mirrors pool season.

BENCHES BY DONORS:

The 2 benches that we've waited so long to receive and now get installed have finally reached their goal. The bench installed on the curvy lake path in the SE corner of the lake was set and poured on the 11th. The other bench which is surface mounted, will be installed at Mitchell Park during the week of May 16.

PLANTING HAS BEGUN!

Pete, Renee, and smilin' Ron King have been furiously prepping and planting pots, and annuals for the pool complex. The pots in the business district were plugged in the early days of May and are already on the watering schedule. At the pool, Kim Hedgepeth, Rec Supt. Asked us to remove the over-grown and outdated Crabapple trees from the front of the complex and the Hort crew plugged in lower, younger plant stock. Inside the complex, the beds are being plugged and some zoysia sod will replace some areas that groundcover had outgrown. Hopefully zoysia sod can be cut soon as the fields dry out. Renee single handedly filled the pots outside the Rec center doors and quickly moved on to maintenance of beds already that had already flushed out. We were fortunate to add a Hort seasonal laborer as of May 2 and he has been experiencing it all with Ron as his lead.

MITCHELL FENCE REPLACEMENT:

The neighbor whose tree falling on the fence dividing our properties has teamed up with our department to replace the fence in total. We are getting bids which should come in under \$6000, and she has agreed to split the cost with us. As soon as we can get it installed, the temporary fixes that are in place will come down.

MULCHING:

We are also taking informal bids to have all the small neighborhood parks mulched. The current labor shortage phenomena has forced me to look to outsourcing. To date, because of the rain and labor shortage, nothing anywhere has been mulched other than what the Hort crew has had time for. I am expecting the quotes to come in between \$3000-\$4000.

LABOR POSITIONS POSTED:

We have yet to receive a single application for a park crew seasonal, although I had a call from a woman today inquiring for their grandson. We have filled one Hort seasonal position, and have posted the FT Maintenance position recently vacated. We have had some hits from the usual suspects for that job, but nothing promising any results to date.

Services	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	YTD
Park Enf. Contacts	29	20	61	55									165
Public Contacts	247	154	134	159									694
PD Assist	3	4	3	4									14
PD Dispatched Calls	1	1	4	2									8
Interpretive	0	0	0	0									0
Reported Maint.	2	3	4	3									12
Injuries	2	2	1	4									9
Wildlife Related	0	0	1	0									1
Recovered Property	2	1	3	6									12
First Aid	0	1	0	0									0
Missing Persons	0	0	0	0									0

Summary of Activities

March summary:

Ron Hall was able to attend some virtual training opportunities in early March:

- The annual Park Law Enforcement Association conference. Topics covered were:
 - Interdiction for the protection of children
 - Trends in park law enforcement across the country
 - Creating great culture through intentional leadership
- The California chapter of the Park Law Enforcement Association also offered free virtual training to any PLEA members. Topics covered were:
 - Overview of the National Association of Interpreters
 - Transient populations in open spaces
 - Reintroducing fire in parks and protected areas

- Rangers (assisted by Kirkwood Police) made contact with six juveniles with bicycles at the Quarry Park in mid-March. They were advised of the ordinance and damage being done building bike trails. So far there has been no further sign of trail building to date.

April summary:

- In early April, three part time rangers vacated their positions due to conflicts with their full time jobs. To date, we have hired Eric Horstmann and Tim Lipham. Lipham is a returning employee to the ranger pool and can start filling in very soon. Horstmann is retired and will be able to fill several shifts per month.
- An update was provided by our fleet director for parts for the ranger patrol vehicle. Two parts have been on back order and are expected to ship May 23rd. We hope to have the vehicle back in service by June. The vehicle has been down since mid-March since striking a deer.