



Park Board Agenda
Monday, June 20, 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).*
- II. **NEW PARK BOARD MEMBER INTRODUCTIONS**
- III. **APPROVAL OF MAY 16, 2022 MEETING MINUTES**
- IV. **COMMITTEE ASSIGNMENTS/REPORTS**
 - a. Committee Assignment Update
 - b. Partnership Committee
 - i. Alphonse Smith Memorial Update
- V. **UNFINISHED BUSINESS**
 - a. Strategic Plan Update
 - i. Action Item assignments
- VI. **NEW BUSINESS**
 - a. Project Proposal Documents
 - b. Mitchell Park Enhancements
 - c. Monfort Park Playground Surface
 - d. Park Board Greentree Booth
 - e. Other Matters
- VII. **SUPERINTENDENT OF PARKS, HEAD RANGER AND VOLUNTEER COORDINATOR REPORTS**
- VIII. **DIRECTOR'S REPORT**
- IX. **BOARD MEMBER COMMENTS**
- X. **ADJOURNMENT**

Next Meeting – July 18, 2022

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

Chair: Ellen Edman

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



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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, May 16, 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, Matt Cook, Ellen Edman, Steve Ostrowski, Alvin Reid and Staff Liaison Kyle Henke in attendance.

I. CITIZEN COMMENTS

None

II. APPROVAL OF APRIL 18, 2022 MEETING MINUTES

A motion made by Alan Hopefl to approve the April 18, 2022 meeting minutes, seconded by Ellen Edman. Motion approved unanimously.

III. COMMITTEE REPORTS

None

IV. UNFINISHED BUSINESS

None

V. NEW BUSINESS

- a. Ford Bronco Purchase –
A motion made by Scott Stream to approve the purchase of a Ford Bronco Sport from Joe Machens Ford in the amount of \$25,390 from account 201-5101-452-7505 PF2303. Seconded by Alan Hopefl. Motion approved unanimously.
- b. Rifle Range Road Milling and Overlay -
A motion by Jordan Wienke to appropriate funds from the Park Fund, Fund Balance in the amount of \$16,000 into the Capital improvement account 201-5101-452-7503, PF2301. Seconded by Scott Stream. Motion approved unanimously.
A motion by Jordan Wienke to approve entering into a contract with Gershenson Construction Co. for the milling and overlay of the driving lanes on Rifle Range Rd. Seconded by Alvin Reid. Motion approved unanimously.

VI. SUPERINTENDENT OF PARKS REPORT

- a. Kyle Henke discussed Superintendent of Parks' report.

VII. DIRECTORS REPORT

- a. Aquatic Center Update – Aquatic center is looking good, water should be going in soon.
- b. Pickleball court project – Project should be out to bid by the next meeting.
- c. Mulch in Parks – Curt and Kyle are in the process of getting bids for some of the mulch projects.



- d. Mitchell Park Fence – The fence was damaged by a falling tree, the adjacent homeowner is splitting the cost of replacement.

VIII. BOARD COMMENTS

Alan Hopefl and Scott Stream said their farewells to the Park Board, new members will be joining next month.

Next meeting will be June 20, 2022

IX. ADJOURNMENT – The meeting was adjourned at 7:40 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: June 15, 2022
Re: June 20, 2022 Agenda Memo

Committee Assignments/Reports

Committees – No committees have met between the May and June Park Board meetings. However, Alvin Reid will be providing an update regarding the Alphonse Smith Memorial. Ellen Edman will also update the board about the new committee assignments.

Unfinished Business

Strategic Plan Update – This represents the monthly opportunity to provide updates on any actions taken regarding the strategic plan. With the addition of three new Park Board members, action item assignments will be updated and Ellen Edman will explain the process. The Strategic Plan is included in the packet.

New Business

Project Proposal Documents – In an effort to formalize proposals from the public regarding potential projects or ideas in Kirkwood Parks, the documents will be required to be completed by the proposers and will provide the Park Board with pre-determined criteria. These documents were previously approved by the Park Board in 2005 and fell to the way side over the years. Ellen is asking the Park Board to review the documents in the packet and be prepared to make suggestions so a final version can be completed and approved in a timely manner. These drafted documents are included in the packet.

Mitchel Park Enhancements – The Campbell family has generously offered the community the opportunity to make enhancements to Mitchell Park. As the benefactor, they are requesting several enhancements along with tentatively agreeing to fund items identified in the Parks Master Plan for Mitchel Park. I will discuss the enhancements and will be seeking approval to move forward with public input sessions for neighbors of the park and residents to be held in the near future.

Monfort Park Playground Surface – The approved capital budget for FY23 includes the installation of new playground surfaces at Monfort and Walker Park. The initial budget estimates were obtained in November of 2021 with both projects coming in at \$36,000. The price for each project has increased dramatically. Staff is suggesting that the board consider using both project totals to complete a single surface at Monfort Park. Monfort's surface requires immediate attention. The Park Board can consider the condition of Walker park playground surface and the addition of the project to next year's capital budget.

Two motions are required for approval should the Park Board agree with the staff suggestion. The first motion is to transfer \$18,000 within account 201-5101-452-75-04, Walker Park Playground Surface Project PF2305 into Monfort Park Playground Surface Project PF 2302, for a total of \$36,000. The second motion would be to approve a contract with Gametime c/o Cunningham Recreation utilizing contract pricing through OMNIA #2017001134, for an amount of \$32,803.50 with a contingency of \$3,196.50

Park Board Greentree Booth – The Greentree Festival is one of the largest events held in Kirkwood Park on an annual basis. Ellen would like to discuss the Park Boards involvement with the festival. The focus will be on a booth located in the festival that highlights the Park Boards projects and purpose.

Maintenance Report – Curt's report is include as well as the Ranger report. Kylie Christanell's, Volunteer Coordinator, report is also included in the packet.

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

- Aquatic Center
- Fourth of July Freedom Festival in Kirkwood Park



WHERE COMMUNITY AND SPIRIT MEET®



KIRKWOOD, MISSOURI PARK BOARD

&

PARKS & RECREATION STAFF

STRATEGIC PLANNING & TEAMBUILDING INITIATIVE

Adopted By

THE KIRKWOOD PARK BOARD

JUNE 21, 2021

FACILITATED BY

JORDAN WIENKE

Updated 1-26-22

PREFACE

The Kirkwood Park Board along with key staff members of the Kirkwood Parks and Recreation Department met on June, August, September and October of 2021 to review and develop a strategic plan and identify specific actions to strengthen the organization.

The following focus question was developed:

What steps can we take as individuals and as an organization to provide quality parks and recreation services to maintain a high level of overall satisfaction by the citizens of Kirkwood?

PARTICIPANTS	
Kirkwood Park Board	Kirkwood Parks and Recreation Staff
Scott Stream	Kyle Henke, Director
Ellen Edman	Sherry St. Onge, Office Manager
Steve Ostrowski	
Matt Helbig, Treasurer	
Alan Hopefl, Vice President	
Kathy Paulsen	
Jordan Wienke, President	
Alvin Reid	
Matthew Cook	

The attached document provides direction and an action plan designed to achieve agreed upon visions and overcome obstacles in the path of those visions.

COMMITTEE ASSIGNMENTS	
Committee	Kirkwood Park Board Members
Implementation	Jordan Wienke (chair), Alan Hopefl, Scott Stream, Ellen Edman
Finance	Matt Helbig (chair), Scott Stream, Kathy Paulsen, Steve Ostrowski
Personnel	Scott Stream (chair), Jordan Wienke, Steve Ostrowski, Ellen Edman
Partnerships	Kathy Paulsen (chair), Jordan Wienke, Alvin Reid, Matt Cook
Trail	Alan Hopefl (chair), Matt Helbig, Alvin Reid, Matt Cook
Park Foundation (Ad Hoc)	Alvin Reid (chair), Jordan Wienke, Scott Stream
Pickleball (Ad Hoc)	Scott Stream (chair), Matt Helbig, Steve Ostrowski

HISTORICAL PERSPECTIVE

CURRENT STATE

PROCESS

VISIONS

The group identified a series of visions toward which they want the department and the board to achieve.

The group determined that they wanted to develop specific actions designed to: assist in the attainment of the visions; and/or overcome obstacles that impede progress. They came to consensus regarding individual and group actions that were identified.

Furthermore, they felt that they would develop a timetable for those actions. Actions were then assigned to both an owner of the action as well as the timeframe. It must be noted that the following calendar looks like they overloaded the first six months with many actions. However, the time frame means when they will start on the action and either complete it or have substantial completion by the end of the six-month period. The resultant visions and actions identified are:

1. *Commit to staying current and being responsive to the changing conditions through ongoing self-examination of performance*

Outcome: To create an effective organization that aligns strategy and plan execution to best serve the Kirkwood community

Tactics:

- a. Review/update 5 year rolling strategic plan annually in October of each year
- b. Review/prioritize findings of master plan/bike pedestrian plan
- c. Prepare to invest in Master Plan by 2023
- d. Commit to annual facility assessment (audit)

Actions	By December 2022	2023- 2024	2025 & beyond
Conduct a board goal setting workshop to align with the Kirkwood P&R strategic plan: October Board Executive Committee – ALL PARK BOARD MEMBERS	X		
First annual review board's goals during first meeting with new board members: Ongoing Board Executive Committee – ALL PARK BOARD MEMBERS	X	X	X
Continue review of board's goals during first meeting with new board members: May Board Executive Committee – ALL PARK BOARD MEMBERS	X		

2. To assure user satisfaction and provide quality leisure activity experiences through the provision of human resources and tools.

Outcome: To accurately forecast and acquire sufficient resources to meet the needs of the Kirkwood community.

Tactics:

- a. Hire and maintain quality talent
- b. Augment programmatic needs through increased use of trained volunteers
- c. Improving individual performance recognition and evaluation of goals and achievements
- d. Improve natural environments in the park system

Actions	By Dec. 2022	2023-2024	2025 & beyond
Improve trails wayfinding, interpretation, and education outreach in outer parks: Kyle Henke, Matt Helbig, Alan Hopefl, Alvin Reid, Matt Cook		X	
Maintain proper staffing levels commensurate with anticipated growth in parks and recreation services and facilities: explore hiring another full-time position to support objectives: Personnel Committee Kyle Henke, Scott Stream, Jordan Wienke, Steve Ostrowski, Matt Cook, Ellen Edman		X	
Ensure staff are training and safe and that the number of staff are appropriate to maintain facility and staff safety. Kyle Henke, Curt Carron, Scott Stream, Jordan Wienke, Steve Ostrowski, Matt Cook, Ellen Edman	X	X	X

3. To maximize the use and support of all park and recreation services through improved communication and expansion of the Kirkwood P&R brand

Outcome: To improve awareness and understanding of the total park system to meet the varied needs of the Kirkwood community.

Tactics:

- a. Improve marketing to increase awareness and use of facilities and parks
- b. Improve promotion and awareness of connectivity of parks through trail & bike lane system
- c. Expand department led outreach program to the Kirkwood community
- d. Improve communication with the City
- e. Expand awareness, knowledge and use of the total park system

Actions	By Dec. 2022	2023-2024	2025 & beyond
Develop larger and more diverse program offerings with assistance from additional personnel Kyle Henke, Steve Ostrowski, Matt Cook, Ellen Edman		X	
Designate a parks and recreation staff member to be responsible for external communications: Determined to be need to keep staff informed about various operations. Will be handled at staff meetings. Kyle Henke, Kathy Paulsen, Steve Ostrowski, Alan Hopefl		X	
Master Plan preparations in place, financial and otherwise Kyle Henke, Matt Helbig, Matt Cook, Ellen Edman		X	

4. To expand financial resources (while maintaining financial stability) to provide more services that meet the changing needs of the Kirkwood community

Outcome: To dedicate resources to identify and successfully solicit external funding sources

Tactics:

- a. Explore supplemental revenue generation and programming opportunities
- b. Establish a Kirkwood Park Foundation
- c. Improve financial viability through the acquiring and using private funds
- d. Protect financial base to enable us to maintain facilities & parks

Actions	By Dec. 2022	2023-2024	2025 & beyond
Develop a plan based on the needs assessment and formulate a strategy to promote the partnership program. Parks Foundation Committee Alvin Reid, Jordan Wienke, Scott Stream	X	X	
Identify needs and potential private organizations to sponsor, partner and donate: Parks Foundation Committee Alvin Reid, Jordan Wienke, Scott Stream	X	X	
Initiate actions based upon research and develop a timeline for operationalizing a Parks Foundation: Parks Foundation Committee Alvin Reid, Jordan Wienke, Scott Stream		X	
Investigate and research grant opportunities for special projects: Kyle Henke, Ellen Edman, Kathy Paulsen	X	X	X
Kirkwood Park Foundation is operationalized: Parks Foundation Committee Alvin Reid, Jordan Wienke, Scott Stream		X	X
Continue investigation, research and calibrate findings with future special projects: ongoing Kyle Henke, Matt Cook, Steve Ostrowski, Alan Hopefl	X	X	X

5. To develop and enhance partnerships with individuals and organizations that create stronger relationships

Outcome: To advance the provision of leisure services in the Kirkwood area through mutually beneficial partnerships and sponsorships.

Tactics:

- a. Grow volunteerism and engage the public in opportunities to serve and foster civic pride
- b. Develop/Enhance/improve relationships with institutions such as schools/colleges and Missouri Department of Conservation.

Actions	By Dec. 2022	2023-2024	2025 & beyond
Identify staff member as an organization relationship manager to foster sustainable partnerships: Kyle Henke, Scott Stream, Alan Hopefl, Ellen Edman			X
Create task force to network with organizations (i.e. schools, colleges and MDC) to strengthen cooperative partnerships: ongoing Kyle Henke, Jordan Wienke, Matt Helbig, Steve Ostrowski	X	X	X
Participate in community wide events: Booth at Greentree to create visibility ongoing ALL PARK BOARD MEMBERS	X	X	X

6. To develop and cultivate innovative ways to utilize and enhance parks

Outcome: To research and implement innovative and cutting-edge ways to utilize parks for the benefit of the Kirkwood community

Tactics:

- a. Review trails and trail access in park systems and roadway connections of trails and parks
- b. Develop/enhance/improve relationships with groups who support healthy living and walkability within communities

Actions	By Dec. 2022	2023-2024	2025 & beyond
Identify spaces where trails or trail connections are needed in parks and byways: Kyle Henke, Curt Carron, Matt Helbig, Alan Hopefl, Kathy Paulsen	X		
Investigate grant opportunities to fund trails: ongoing Kyle Henke, Kathy Paulsen, Matt Helbig, Matt Cook, Ellen Edman	X	X	X
Research potential partners or organizations or groups that could provide information and/or support innovation of our parks; Kyle Henke, Matt Helbig, Kathy Paulsen, Steve Ostrowski		X	
Begin process for creating these trails and/or trail connections Kyle Henke, Matt Helbig, Alan Hopefl, Curt Carron, Alvin Reid			X

CONTRADICTIONS, IMPEDIMENTS AND ISSUES

To develop action plans that help attain the visions, effort needs to be undertaken to quantify challenges that can impede the attainment of the vision. Only by overcoming problems, contradictions and impediments can an organization progress. The participants used the same process as outlined for Visioning to both individually and collectively identify roadblocks that interfere and determine actions that will counteract those roadblocks.

NOTE: For impediments that have no actions under them, if the impediment was complementary to a vision, the action was included only in the vision section; other impediments with no action are important ongoing concerns that staff and board recognized as worthy of notation.

1. *Lack of alignment among pillars of leadership*

- a. Lack of partnership interaction with city council (Keep and continue council update)
- ~~b. Inconsistent leadership buy in and alignment~~
- c. Consistent initiative from the Kirkwood Park Board
- d. Charter mandated board turnover

Actions	By Dec. 2022	2023-24	2025 & Beyond
Provide more communication between board and staff: Kyle and Sherry to ensure board members are invited to staff events, including staff meetings. Now considered ongoing. <i>Kyle Henke, Sherry St. Onge, Jordan Wienke</i>	X		
Develop a board bench as a feeder pool for future board members to maintain continuity: Continue to look for opportunities to involve at large citizens on board subcommittees. Effort to recruit at large citizens for ad hoc committees considered ongoing. <i>Scott Stream, Matt Cook, Matt Helbig, Ellen Edman</i>		X	

2. *Attitudinal challenges*

- a. Innovate adaptation to younger generational attitude towards parks volunteerism (Kylie)

3. *Staffing challenges*

- a. Labor shortages throughout the region.
- b. Compensation matches industry standards
- c. Inadequate numbers of staff/volunteers to deliver on projects and goals
- d. Opportunity for staff training inhibits meeting citizens' expectations of staff as expert leaders and resources
- e. Staff turnover leads to lost institutional knowledge

Actions	By Dec. 2022	2023-24	2025 & Beyond
Discuss and develop a succession plan including an examination of staff credentials: For all Park positions. Plan to resubmit to Board <i>Kyle, Matt Cook, Ellen Edman, Alan Hopefl</i>		X	
Examine staff credentials for efficacy in role and adjust roles and responsibilities as appropriate: Review of all job descriptions has been completed. City job/salary study involving review of job duties near completion. Findings of salary study instituted. <i>Kyle, Matt Cook, Kathy Paulsen, Alan Hopefl</i>		X	

4. Partner Constraints

- a. Limited response from possible cooperating agencies/partners to forming a coalition (Kyle)
 - i. Introduction to outside park boards.
- b. Poor relationships with some established partner agencies (Kyle)
 - i. School District - Be specific about positions
 - ii. Meramec Community College

6. Funding Challenges

- a. Long lead time to budget for impromptu park programs.
- b. Shift in funding levels could change coupled with increased costs could impede service levels.
 - i. Labor rates
- c. Internal competition for existing funding levels based on priorities.

7. Regulation

- a. Regulations (city/county/state/federal) may dampen ability deliver programs as designed

Actions	By Dec. 2022	2023-24	2025 & Beyond
Identify relevant discussion items for a productive conversation with city/county/state and federal officials (i.e. internet sales tax): Monitor any shifts in rules, regulations and codes that may apply to leisure service delivery system. <i>Kyle Henke, Ellen Edman, Alan Hopefl, Alvin Reid</i>			X

ACTION PLAN IMPLEMENTATION BRIEF

Action Plan: _____

Vision/Contradiction: _____

Who's Responsible: _____

IMPLEMENTATION STEPS:

What tasks are necessary to either accomplish or obtain substantial progress on this action plan? When is the target date to have each of these tasks done? Who is responsible for each task? Remember some tasks may need to be accomplished first before a succeeding task can be begun. List tasks in chronological order to be done.

<u>Description of Task</u>	<u>When</u>	<u>Who</u>
1.		
2.		
3.		
4.		
5.		
6.		

OUTCOME

Upon completion of the above tasks, the desired outcome will be:

**Kirkwood Parks & Recreation
Partnership Project Proposal**

This is a submission of a concept to the Park Board for evaluation. This is not a final plan and acceptance by the Park Board is not implied.

Proposal Title:
Submission date:
Revised date:

Complete this form with best efforts. Some sections may not apply. Contact the Department of Parks and Recreation if you have questions.

Email:

Proposal from: _____
Contact Name & Phone Number: _____
Brief Description of the organization: _____

Project overview: (attach detail, maps, engineering, etc)

Location of Project: _____

Project Start & Completion Dates: _____

Anticipated Use by Partner: (Season & Hours of Operation)

Will project be available for public use & when? _____

Describe benefits to partner organization, the public, and Kirkwood Parks:

Annual User Demographic Estimates:

Total of users to benefit: _____
By Age Groups: 0- 5 _____ 6-10 _____ 11-14 _____
15-19 _____ 20-29 _____ 30-39 _____
40-49 _____ 50-59 _____ 60+ _____

Number of Kirkwood Residents to benefit _____

Partner Needs or Requirements:

- 1) Parking _____
- 2) Electrical _____
- 3) Lighting _____
- 4) Sound/Amplification: _____
- 5) Other _____

Contract Overview:

Duration/Dates: _____
Renewal Option: _____
Does partner have existing contract? _____
Special Agreements: _____

1) Estimated initial and annual contributions from the partner organization:

Initial: Cash outlay _____
 Man hours _____

Annual: Cash outlay _____
 Man hours _____

Describe: _____

2) Annual estimated revenue to Kirkwood Parks: _____

3) Annual estimated revenue to applicant: _____

4) Does this proposal conflict with the Parks Master Plan? _____

4) How does this proposal support the Parks Master Plan? Will this proposal be developed to support uses that are lacking as defined by the Parks Master Plan?

5) Are there any hazard or nuisance features that would negatively impact public use of this proposal? _____

6) How will liability be handled? _____

6) What research has your organization done to assure compliance with city, state and federal ordinances? _____

7) What steps will your organization take to make sure this project to compliant with the American with Disabilities Act? _____

8) What conflicts do you foresee with your groups proposal with regards to existing use?

Return completed information to:
Kyle K. Henke

Director of Parks & Recreation
City of Kirkwood
111 S. Geyer Road
Kirkwood, Mo. 63122

**Kirkwood Parks & Recreation
Partnership Project Evaluation
For Internal Use**

Project Name:

Date Evaluated

Environmental impact:

Additional # of parking slots anticipated:

Additional pavement needed:

Sound/Noise Created: _____

Lighting: _____

Proximity to Residential, Natural Area, Commercial: _____

Potential for creating: soil erosion, water run off, water or soil
contamination, flooding problems, etc. _____

Other: _____

Consistent with other partner agreements?

Restrictions on Public Access & Use _____

1) Estimated initial and annual costs to Kirkwood Parks & Recreation?

Initial: Cash outlay _____
Man hours _____

Annual: Cash outlay _____
Man hours _____

2) Are revenue estimates to Kirkwood Parks realistic? _____

3) Are revenue estimates to the applicant realistic? _____

**Kirkwood Parks & Recreation
Partnership Project Evaluation
For Internal Use (continued)**

4) Will this proposal be developed to support uses that are lacking as defined by the park master plan? _____

5) Are there any hazard or nuisance features that would negatively impact public use of this proposal? _____

6) In what ways would this proposal NOT be compliant with city, state and federal ordinances? _____

7) Will proposal be ADA compliant? If not, what steps are needed to reach compliance and whose responsibility would it be? _____

8) Do you foresee any conflicts with existing users? _____

Comments:

Action to be taken:



GameTime c/o Cunningham Recreation
 PO Box 240981
 Charlotte, NC 28224
 800.438.2780
 704.525.7356 FAX

06/13/2022
 Quote #
 159159-01-03

Montford Park - PIP Recap (Updated 6.13.22)

Kirkwood Parks and Recreation
 Attn: Curtis Carron
 111 South Geyer Road
 Kirkwood, MO 63122
 Phone: 314-822-5897
 Fax: 314-984-5931
 carroncr@kirkwoodmo.org

Ship to Zip 63122

Quantity	Part #	Description	Unit Price	Amount
2850	PIP	GT-Impax - Poured-In-Place Surfacing, 1/2" Cap Only, 50% Color/50% Black Mix	\$11.51	\$32,803.50
Contract: OMNIA #2017001134			Sub Total	\$32,803.50
			Total	\$32,803.50

Comments

*Site must be clear, level, free of obstructions and accessible.

*Taxes may be applicable or tax exempt certificate will be required at time of purchase.

GAMETIME - TERMS & CONDITIONS:

- **PRICING:** Due to volatile economic demand, pricing is valid for 30 days. Pricing is subject to change. Request updated pricing when purchasing from quotes more than 30 days old.
- **TERMS OF SALE:** For equipment & material purchases, Net 30 days from date of invoice for governmental agencies and those with approved credit. All others, full payment for equipment, taxes and freight up front. Balance for services & materials due upon completion or as otherwise negotiated upon credit application review. Pre-payment may be required for equipment orders totaling less than \$5,000. Payment by VISA, MasterCard, or AMEX is accepted (**If you elect to pay by credit card, GameTime charges a 2.50% processing fee that is assessed on the amount of your payment. This fee is shown as a separate line item and included in the total amount charged to your credit card. You have the option to pay by check, ACH or Wire without any additional fees.**) Checks should be made payable to Playcore Wisconsin, Inc. d/b/a GameTime unless otherwise directed.
- **CREDIT APPLICATION:** Required for all non-governmental agencies and those entities who have not purchased from GameTime within the previous twelve calendar months.
- **FINANCE CHARGE:** A 1.5% monthly finance charge (or maximum permitted by law) will be added to all invoices over 30 days past due.
- **CASH WITH ORDER DISCOUNT:** Orders for GameTime equipment paid in full at time of order via check or electronic funds transfer (EFT) are eligible for a 3% cash-with-order (CWO) discount.
- **ORDERS:** All orders shall be in writing by purchase order, signed quotation or similar documentation. Purchase orders must be made out to Playcore Wisconsin, Inc. d/b/a GameTime.
- **FREIGHT CHARGES:** Shipments shall be F.O.B. destination. Freight charges prepaid and added separately.
- **SHIPMENT:** Standard Lead time is 12-14 weeks (some items may take longer) after receipt and acceptance of purchase order, credit application, color selections and approved drawings or submittals.
- **PACKAGING:** All goods shall be packaged in accordance with acceptable commercial practices and marked to preclude confusion during unloading and handling.
- **RECEIPT OF GOODS:** Customer shall coordinate, receive, unload, inspect and provide written acceptance of shipment. Any damage to packaging or equipment must be noted when signing delivery ticket. If damages are noted, receiver must submit a claim to Cunningham Recreation within 15 Days. Receiver is also responsible for taking inventory of the shipment and reporting any concealed damage or discrepancy in quantities received within 60 days of receipt.
- **RETURNS:** Returns are only available on shipments delivered within the last 60 days. A 25% (min.) restocking fee will be deducted from any credit due. Customer is responsible for all packaging & shipping charges. Credit is based on condition of items upon return. All returns must be in unused and merchantable condition. GameTime reserves the right to deduct costs associated with restoring returned goods to merchantable condition. Uprights & custom products cannot be returned.
- **TAXES:** Sales tax is shown as a separate line item when included. A copy of your tax exemption certificate must be submitted at time of order or taxes will be added to your invoice.



GameTime c/o Cunningham Recreation
PO Box 240981
Charlotte, NC 28224
800.438.2780
704.525.7356 FAX

06/13/2022
Quote #
159159-01-03

Montford Park - PIP Recap (Updated 6.13.22)

INSTALLATION CONDITIONS:

- **ACCESS:** Site should be clear, level and allow for unrestricted access of trucks and machinery.
- **STORAGE:** Customer is responsible for providing a secure location to off-load and store the equipment during the installation process. Once equipment has delivered to the site, the owner is responsible should theft or vandalism occur unless other arrangements are made and noted on the quotation.
- **FOOTER EXCAVATION:** Installation pricing is based on footer excavation through earth/soil only. Customer shall be responsible for unknown conditions such as buried utilities (public & private), tree stumps, rock, or any concealed materials or conditions that may result in additional labor or materials cost.
- **UTILITIES:** Installer will contact Miss Utility to locate all public utilities prior to layout and excavation of any footer holes. Owner is responsible for locating any private utilities.
- **ADDITIONAL COSTS:** Pricing is based on a single mobilization for installation unless otherwise noted. Price includes ONLY what is stated in this quotation. If additional site work or specialized equipment is required, pricing is subject to change.

ACCEPTANCE OF QUOTATION:

Acceptance of this proposal indicates your agreement to the terms and conditions stated herein.

Accepted By (printed): _____ Title: _____

Telephone: _____ Fax: _____

P.O. Number: _____ Date: _____

Purchase Amount: **\$32,803.50**

SALES TAX EXEMPTION CERTIFICATE #: _____

(PLEASE PROVIDE A COPY OF CERTIFICATE)

Salesperson's Signature

Customer Signature



GameTime c/o Cunningham Recreation
PO Box 240981
Charlotte, NC 28224
800.438.2780
704.525.7356 FAX

06/13/2022
Quote #
159159-01-03

Montford Park - PIP Recap (Updated 6.13.22)

BILLING INFORMATION:

Bill to: _____

Contact: _____

Address: _____

Address: _____

City, State: _____ Zip: _____

Tel: _____ Fax: _____

E-mail: _____

SHIPPING INFORMATION:

Ship to: _____

Contact: _____

Address: _____

Address: _____

City, State: _____ Zip: _____

Tel: _____ Fax: _____

E-mail: _____

MAINTENANCE REPORT FOR JUNE 2022

For period May 17 through June 19

THE TYPICAL DAY...

The typical work day has the mundane but necessary tasks associated with opening the parks for another day of public leisure. This includes opening and cleaning 7 buildings with public restrooms, requiring everything from a wipe down and sanitation to a complete hosing down, generally the latter. Simultaneously we perform either a full or "hotspot" trash collection including all ground trash. Ballfields are prepped for seniors during the weekday mornings and then for evening leagues. Playgrounds and pavilions are blown off, and any necessary repairs made to equipment. Mowing is also a daily task in the summer, even with Kirkwood Park as our only site for in-house mowing. The amphitheater is very busy this time of year with summer camps and rentals, so it is blown clean a couple times per week. Horticulture has considerable watering taking place a couple days per week which includes the SBD which they try to get in and out of before the serious traffic and parking start for the day. Fleet has a vigorous maintenance program so we are always shuttling something back and forth from the Fleet garage. Except for mowing the rest of these tasks are usually completed by 9-0930. Then we move on to other tasks of concern such as transporting and setting up stage, repairing facilities, picnic tables and fountain issues, graffiti, tree concerns...

MULCHING PROGRAM:

The crew has been so pressed and short-handed this spring, and hampered by weather, that we have contracted out the mulching at all the outside parks. That leaves us with just City Hall, Memorial walkway, SBD, KPAC, and Kirkwood Park sites. The mulching was performed contractually by our mowing crew, using product from our maintenance yard.

DONOR BENCHES INSTALLED:

We finally received benches that were ordered as far back as December, and have worked towards installation of them. One bench was installed on the curvy sidewalk in the southeast corner of the lake near the parking lot, and the other was a replacement for the front Mitchell Park. The Mitchell Park bench we chose for surface mount, in case there is some kind of architectural transition there at a later date.

FINAL POOL PREP:

The final acts of preparation at the pool included retaining wall work, irrigation repairs, sodding, and bed prep and planting. Kim Hedgepeth, Recreation Supt., had made a number of aesthetic upgrades in the midst of the annual deck and piping work which occurs off-season. We removed over grown ground covers, declining crabapple trees and replaced them with zoysia sod and a new perennial scheme. The other issues such as irrigation startup and repairs is an annual ordeal that is inherent to such a facility.

OUTDOOR STAGING AT KPAC:

The good folks at the Performing Arts venue were fortunate to book a St Louis outdoor ballet performance on the west lawn. We hauled and set up a 20x32 foot portable stage on the lawn for a Saturday performance and then returned on Monday to dismantle and haul off the stage. The weather was perfect, corps de ballet were a crowd pleaser!

CARS AND GUITARS:

What has become a Kirkwood summer celebration has now grown to a point beyond simple program support. In addition to Horticulture making defined aesthetic touches up and down Jefferson and Argonne, we also provided in addition to Kyle, 2 staff to work the afternoon for trash collection and logistics. Ron King and PT assistant Drew Metcalf worked the afternoon crowds and heat to pull off another well attended party in the SBD.

HIRING PROCESS:

I am continuing to search for a FT and any PT staff for the summer. The FT position has had a couple interviews with a couple more this week. Second round interviews may yield a new member as replacement for the one who transferred. The PT scene is dismal at best and holds little hope of putting anyone on for the summer. It is taxing our crew members more heavily now that the park is full daily, and the heat has arrived.

NATURE CONTINUES DESPITE US...

As I pen this memo, Pete sends me a text showing a big water turtle, a red eared slider,



on the south edge of the playground laying eggs in the mulch. Hopefully she finishes up, covers them and heads back to the lake before the kids notice her and disturb the process. If not maybe we can make a teaching moment out of it.

Monthly Volunteer Activity Report



April | 2022

Volunteer Hours



Upcoming Events

May 3-Twilight Weeding in Walker Park

May 7-Aquatic Center clean up

May 21-Honeysuckle Removal in Kirkwood Park

June 11-Quinette Cemetery Clean up

June 14-Twilight Weeding in Avery Park

June 25- Honeysuckle Removal in Kirkwood Park

June 28-Twilight Weeding in Walker Park



437
YTD Service Hours



54
YTD Episodic Volunteers



12
Weekday Volunteers



3
Events

Highlights

Volunteers began working on cutting back invasive bush honeysuckle in Kirkwood Park along the Wild Bird Sanctuary Trail. Our goal is to open up the trail a bit more.

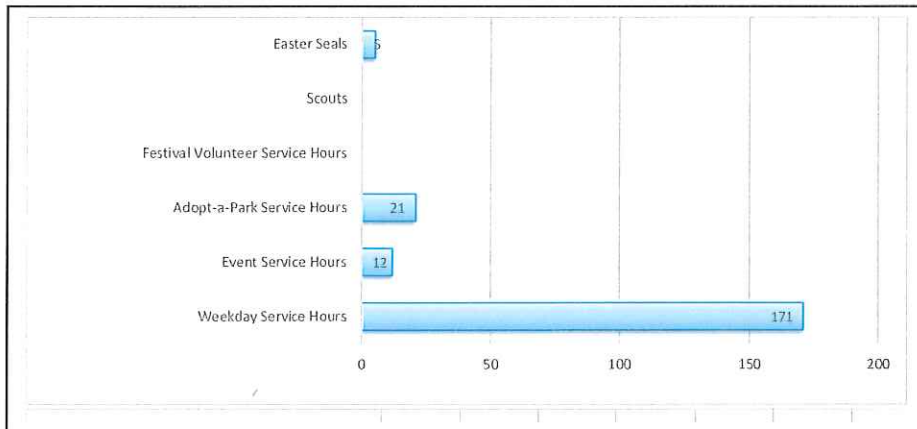
The Kirkwood Community Garden volunteer slots are nearly full this year as interest in vegetable gardening continues to grow.

Monthly Volunteer Activity Report



May | 2022

Volunteer Hours



Upcoming Events

June 11-Quinette Cemetery Clean up

June 14-Twilight Weeding in Avery Park

June 25- Honeysuckle Removal in Kirkwood Park

June 28-Twilight Weeding in Walker Park

July 9- Quinette Cemetery Clean Up

July 12-Twilight Weeding in Fillmore Park

July 23-Honeysuckle Removal in Kirkwood Park



632
YTD Service Hours



56
YTD Episodic Volunteers



12
Weekday Volunteers



1
Events

Highlights

The volunteer program is working with Fuge Summer Camp for volunteer opportunities June 28-30. Student volunteers will help with honeysuckle removal and general clean up in Kirkwood Park.

Services	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	YTD
Park Enf. Contacts	29	20	61	55	63								228
Public Contacts	247	154	134	159	145								839
PD Assist	3	4	3	4	3								17
PD Dispatched Calls	1	1	4	2	4								12
Interpretive	0	0	0	0	0								0
Reported Maint.	2	3	4	3	3								15
Injuries	2	2	1	4	2								11
Wildlife Related	0	0	1	0	3								4
Recovered Property	2	1	3	6	5								17
First Aid	0	1	0	0	0								0
Missing Persons	0	0	0	0	2								2

Summary of Activities

- The ranger patrol vehicle is back in service as of early June after being down awaiting replacement parts.
- Starting Memorial Day, rangers began providing patrols at the aquatic center, so far the pool has been a very popular destination with very little issues.

Prepared by: Ron Hall, Senior Park Ranger