



**Park Board Agenda**  
**Monday, July 18, 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. **APPROVAL OF JUNE 20, 2022 MEETING MINUTES**
- III. **COMMITTEE ASSIGNMENTS/REPORTS**
  - a. Committee Assignment Update
- IV. **UNFINISHED BUSINESS**
  - a. Kirkwood Park Trail Maintenance
  - b. Strategic Plan Update and Discussion
- V. **NEW BUSINESS**
  - a. Approval of Updated Draft Project Proposal Documents
  - b. Other Matters
- VI. **SUPERINTENDENT OF PARKS, HEAD RANGER AND VOLUNTEER COORDINATOR REPORTS**
- VII. **DIRECTOR'S REPORT**
- VIII. **BOARD MEMBER COMMENTS**
- IX. **ADJOURNMENT**

**Next Meeting – August 15, 2022**

**Staff Liaison:** Kyle Henke. Phone: 314.822.5856 Email: [henkek@kirkwoodmo.org](mailto:henkek@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 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](mailto:henkekk@kirkwoodmo.org)



## **Memo**

To: Kirkwood Park Board  
From: Kyle Henke  
Date: July 13, 2022  
Re: July 18, 2022 Agenda Memo

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### **Committee Assignments/Reports**

Committees – No committees have met between the June and July Park Board meetings.

### **Unfinished Business**

Kirkwood Park Trail Maintenance – The trail committee met several times early this year. During those meetings staff heard suggestions that were meant to obtain information and ideas for the current trail conditions. Knowing we have limited funds and resources, I reached out to a previous Park Board member who has knowledge of trail repair and trail building. I have asked him to join us for this meeting to explain some methods that the Park Board and Trail Committee can consider for Kirkwood Park trail maintenance.

Strategic Plan Update – This represents the monthly opportunity to provide updates on any actions taken regarding the strategic plan. Ellen would like the board to consider an idea that could streamline and clarify the strategic plan. Included in the packet is a document that represents the adopted visions and outcomes along with an explanation for the suggested plan.

### **New Business**

Approval of Drafted Project Proposal Documents – At the last Park Board meeting in June, Ellen is asked the Park Board to review the documents in the packet and be

prepared to make suggestions. Suggestions were provided and a drafted version is included in the packet for the board to consider for approval.

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
- Trivia Night
- Fourth of July Freedom Festival in Kirkwood Park



**Park Board  
Meeting Minutes  
Monday, June 20, 2022, 7:00 p.m.  
Kirkwood Community Center Room 202**



**IN ATTENDANCE:** The meeting was called order at 7:02 p.m. with President Ellen Edman, Jordan Wienke, Steve Ostrowski, Alvin Reid, Nate Wurtz, Joseph Yancey and Barbara Feiner and Staff Liaison Kyle Henke and Curt Carron in attendance.

**I. CITIZEN COMMENTS**

Alan Hopefl, 12 Orchard Way – Welcomed new board members and gave them some guidance towards being a board member.

**II. APPROVAL OF MAY 16, 2022 MEETING MINUTES**

A motion made by Jordan Wienke to approve the May 16, 2022 meeting minutes, seconded by Steve Ostrowski. Motion approved unanimously.

**III. COMMITTEE REPORTS**

- a. Committee Assignment Update – Ellen Edman discussed assigning new Park Board member to committees and an alternative idea for the Trail Committee since many Park Board members are interested. The Board discussed this idea.
- b. Partnership Committee – Alphonse Smith memorial – Alvin gave an update and will have a date for the dedication at the next meeting.

**IV. UNFINISHED BUSINESS**

- a. Strategic Plan Update – Ellen would like to discuss strategic plan updates to simplify goals.

**V. NEW BUSINESS**

- a. Project proposal documents  
A motion made by Alvin Reid to review the current documents and vote at the next meeting. Seconded by Barbara Feiner. Motion approved unanimously.
- b. Mitchell Park Enhancements – A donor has approached Kyle about adding features to Mitchell Park. He would like approval from the Park Board to get public input from the neighborhood. The Board agreed.
- c. Monfort Playground Surface  
A motion made by Nate Wurtz to transfer \$18,000 within account 201-5101-452-7504, Walker Park Playground surface project PF2305 into Monfort Park Playground surface project PF2302 for a total of \$36,000. Seconded by Alvin Reid. Motion approved unanimously.  
A motion made by Jordan Wienke to approve a contract with Gametime c/o Cunningham Recreation utilizing contract pricing through OMNIA #2017001134, for amount of \$32,803.50 with a contingency of \$3,196.50. Seconded by Kathy Paulsen. Motion approved unanimously.
- d. Park Board Greentree Booth – The Board discussed options for participating in the Greentree Festival.

**VI. SUPERINTENDENT OF PARKS REPORT**



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

## VII. DIRECTORS REPORT

- a. Aquatic Center Update – Aquatic Center revenue is on track, the competition pool has a large leak.
- b. I-44 Pedestrian Bridge Approaches – All permits are in and construction has started.

## VIII. BOARD COMMENTS

None

Next meeting will be July 18, 2022

IX. **ADJOURNMENT** – The meeting was adjourned at 8:47 p.m.

DRAFT

## Park Board Strategic Planning

July 18, 2022 meeting discussion guide

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We have multiple ways to access the strategic plan through last month's packet, your binder or online. Please look at that and think about tactics and actions that you think are relevant for the next 3 or 4 years. Some listed previously may be included again or some may need to be changed, added or dropped.

These pages contain only the outline of the plan as it was written—Visions and outcomes.

Please also think about how we can measure our outcomes for any actions we can take as a board or individuals.

Please pay particular attention to the desired outcomes that resulted from the strategic planning process. In my opinion, there are some issues with how the plan is written. If you look at item 6 for example the two statements are really the same, possibly true for 3 also. It would be more effective to work from a value and then outcomes. Or to state a vision and then list one or more outcomes for each one. Then each desired outcome would have strategies listed to achieve that outcome.

The goal is to find a way to be productive and accountable in the current fiscal and social environment before and during the next master planning process. Please see where your goals and ideas might fit. Even this basic outline can be improved.

As a reminder the Kirkwood Parks and Recreation Mission Statement is included here. Our goal is to enhance the quality of life through the programs we offer, the events we host, and the facilities we provide, while preserving and maintaining natural areas, open space and native habitat.

### **Visions and Outcomes**

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

1. Commit to staying current and responsive to 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.

2. 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.

3. Maximize the use and support of all park and recreation services through improved communication and expansion of the Kirkwood Parks and Recreation brand.

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

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

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

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

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



6. 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 community.

**Kirkwood Parks & Recreation  
Partnership Project Proposal**

*Suggestion to number all items starting with "Proposal From:" or eliminate all numbers.*

*Substitute for sentence below: This is a submission of a proposed project or concept for evaluation by the Park Board.*

*Or*

*Purpose: To provide the Park Board with information on proposed project to be constructed within or adjacent to a Kirkwood Park.*

**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: \_\_\_\_\_ [*Kyle or name of other correct employee to email*]

Proposal from: (individual or organization) \_\_\_\_\_

Contact Name & Phone Number: \_\_\_\_\_

Brief Description of the organization: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of Project: \_\_\_\_\_

Project Start & Completion Dates *if known*:

\_\_\_\_\_

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

\_\_\_\_\_

Substitute for item below: At what times will the proposed project be available for public use?

Will project be available for public use and 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 \_\_\_\_\_

Substitute "Project" for "Partner"

Partner Needs or Requirements for operation:

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

Omit item about contract below as there would be no contract at this point.

Or add:

Contract not necessary

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: \_\_\_\_\_

Suggestion to add:

*Estimated initial/annual contributions from Parks and Recreation staff*

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 proposed project conflict with the Parks Master Plan?      -

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*Suggestion to substitute for item below: Will this proposed project support uses that are lacking as defined by the Parks Master Plan? If yes, please list details.*

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

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5) Are there any hazard or nuisance features that would negatively impact public use of this proposal? *Substitute "this proposed project" for "this proposal" or "Will public use of this proposed project generate any hazard or nuisance features?"*

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*Omit item below because regardless of what applicant answers, this is a legal question for city and we would have to take the city's risk tolerance into our decision making.*

How will liability be handled? \_\_\_\_\_

6) What research has your organization done to assure compliance with *Kirkwood City*, state and federal ordinances?

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7) What steps will your organization take to make sure this project is compliant or *substitute 'to assure compliance'* with the American with Disabilities Act?

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8) What conflicts do you foresee with your group's proposal with regards to existing use?  
Or substitute: "What conflicts might the proposed project cause with existing uses and users?"  
Suggestion to move this item to below Hazard and nuisance item.

Return completed information or substitute "completed form to:

Kyle K. Henke

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

THIS IS AN ALTERNATE FORM SUBMITTED WHICH IS FOR A PRESENTATION TO THE PARK BOARD RATHER THAN A PROJECT OR CONCEPT PROPOSAL. PLEASE NOTE THE SUBSTITUTION OF PRESENTATION FOR PROPOSAL.

**Kirkwood Parks & Recreation  
Presentation  
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 Presentation Topic:**  
**Submission date:**  
**Revised date:**

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

Email:

Name of person/people presenting:

\_\_\_\_\_  
Primary Contact Name & Phone Number:

\_\_\_\_\_  
Brief Description of the presentation (attach details such as maps, graphs, pictures, etc.): \_\_\_\_\_

\_\_\_\_\_  
Project overview: (attach detail, maps, engineering, etc) (redundant) \_\_\_\_\_

\_\_\_\_\_  
Location affected if applicable:

\_\_\_\_\_  
Project Start & Completion Dates: No need for this as this is only for a presentation to the board, NOT a proposal \_\_\_\_\_

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

Will project be available for public use & when? redundant – covered in first question

Describe benefits to ~~partner organization~~, the public, community 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 if any:

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

Contract Overview:

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

Redundant – this is all covered in contact information from above

1) ~~Estimated costs – if any: 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:~~ I don't know this is applicable

4) ~~Does this proposal conflict with the~~ How does this fit into the Parks Master Plan? -  
\_\_\_\_\_

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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? Again, redundant \_\_\_\_\_

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

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) How will liability be handled? \_\_\_\_\_

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

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

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

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Return completed information to:

Kyle K. Henke

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



# **MAINTENANCE REPORT FOR JUNE/JULY 2022**

## **For period June 21 through July 17**

### **JULY 4 PREP/SHOW/TEARDOWN:**

The fireworks display went as programmed and planned. We could not have asked for better conditions to work the week prior, the crowd was controlled, appeared to be somewhat less than in years past, and teardown took us the standard 3 days. The crowd was amiable, conscientious and with slightly lower numbers it allowed for room to move and revelry was confined to their individual spaces. The prohibition on nylon tarps for reserving spaces seems to have caught on with far more success than many other simpler crowd related requests, so we avoided the patchwork of burnt grass throughout the park. I have included our task list for a typical fireworks setup for your review.

### **VANDALISM AT AMPHITHEATER:**

We have been experiencing a rash of bad behavior at both the amphitheater and the Scout shelter this year. The Scout shelter includes the usual graffiti on tables (nightly) which forces us to go and sand tables the next morning. The same assumed group destroyed 2 pop up tents that were erected for the week of the Girl Scout camp. Then 2 juveniles decided experiment with making a thermite bomb, resulting in them getting burned on arms, hands, and face. They were transported to Mercy that night. PD/FD have filed reports and we are pursuing any local, state or federal infractions to seek restitution for the cost of hazardous waste disposal. In other news, assumedly the same group of associates have wreaked havoc on the amphitheater this year. Apparently they think we store our gold there, and tore the entry door to the sound booth up to the point of replacement, and by breaking into the garden shed, they found enough tools to destroy the deadbolt lock and hack deep gashes in the door itself. Neither door were ever breached so our gold is okay. The metal door at the amphitheater was custom when the building was built, so simply buying a new door won't suffice. We hope to band aid with plate steel and install a security style lock to replace it. PD has reports and photos and possibly due to the bomb experiment situation, may find out who is responsible for all this damage. Again we will be seeking restitution from anyone involved in this mess.

### **EMPLOYMENT WOES CONTINUE:**

We have still been unable to find a suitable replacement for the FT Maintenance 1 position. No shows, not enough money, not suitable to their current lifestyle, and just not answering calls for interviews have led to the deficit. One of our 2 horticulture laborers (seasonal) had gone AWOL for a week and then finally called in to say he was leaving for family reasons. The Rangers similarly are experiencing a dwindling roster. Two have recently resigned for personal reasons. That leaves our regular roster of 7 down to 3. We have begun to ration hours, reduce shifts and re-post the job announcement for that position. Kyle, Ron and I are meeting to discuss both the ranger and the maintenance position dilemmas.

**MONFORT PLAYGROUND CAP:**

Some good news, the cap or overlay of the safety surfacing was completed in one day and it really provided an aesthetic boost to the park. The traveling crew were on time, courteous, respectful of the site and wasted no time getting in and out. Typically these crews travel the country installing the ground, bonded mix and need to be in Tulsa tomorrow, and Indianapolis by Friday. A fairly unforgiving schedule, but a very well trained crew.

**SWIM MEET TENT/BULLPEN:**

We were able to erect and leave the tent up on the north side of the pool for the entire 3 week period this year because Stages has moved and the theater here is dark. The tent as you may have noticed is erected on the parking lot and fenced off. In addition a fence channels team members to and from the gate to the facility without having them wander all over and chance getting hit by cars. The tent went up the week before the 4<sup>th</sup> and came down on the 14<sup>th</sup>.

**PAVING OF RIFLE RANGE ROAD:**

The milling/paving of Rifle Range Road has been pushed off by the contractor because they are running out of time on another project. I am expecting them now on July 25<sup>th</sup>. It is only a 2 day project so if they find a way to slot it in sooner, they will.

**EMPLOYEES AT WORK:**

Dan Lindquist has returned to full duty after a shoulder strain. Doug Eilermann had elbow surgery and was released to restricted duty in time for the 4<sup>th</sup>. He remains on restrictions and therapy for another month.

JULY 4 2022 PREPARATION - TASK LIST

**TUESDAY JUNE 28:**

Mowing throughout as possible  
Start setting T-posts for fence perimeter  
Mulch remaining beds on Hort list

**WEDNESDAY JUNE 29:**

Install perimeter fencing from SS through RRR to Plygrd Dr.  
check playground equipment  
mow selected Kirkwood Park areas

**THURSDAY JUNE 30:**

Check Dia 5 pedestal - make sure all is hot  
trashrun-all parks/ Empty 7514 at transfer station  
Open RRs in/out  
last minute trimming  
set parking stakes on Monroes (Barthelmass)  
layout (not install) dia 3 parking area  
blow Lions pav/SS/RVRSD pav/EMM pav/MPMP pav  
secure fenceline from Adams and Rifle Range to Adams and Playground  
weed/mow the marquis bed and Tcts beds if necessary  
spray fountain-clean out drain basin  
set up SPONSOR area @ 3<sup>rd</sup> base Dia 4 (70 chairs, 8 picnic tables,  
3 fldg tables)  
set up scaffolding/hang wire for sound system

**FRIDAY JULY 1:**

Open RRs in/out  
Set tables for weekend list through Monday  
Pull outfield fence on Dia #3. PAINT POST SOCKETS  
setup Dia #3 parking (Barthelmass)  
set stages on Dia #4  
brace stages-repairs  
set steps for stage-white rope light attached/powerd for each  
distribute trashcans through park  
setup fence on Dia #4  
setup fence across Site 13 to SS woodline  
pickup rental radios from Wireless USA  
deliver 70 chairs (older ones) to 3rd base dugout Dia 4  
deliver 8 picnic tables to 3rd base dugout Dia 4  
create fenced sponsor seating area  
arrange portable toilets #2RR, Site 8, Site 13 by sound booth

**MONDAY JULY 4, 2022 6am-10am**

Open RRs in/out/Open Powder Valley gate  
string pkg tape on monroes (Barthelmass)  
tape off all trailheads - RANGERS

tape entire fallout area Adams to fence at SS woodline-RANGERS  
blow all walks and lots w/ 1445  
put out 12 rubber based pylons at food truck court  
set up 1 EZUP at command post  
deliver/setup 2 EZups at Dia5 for fireworks contractor  
put big shop fan at Dia 5 electric pedestal  
Open/prep Emmenegger for the day. Unlock PV gate  
\*set out barricades/barricade at fence crossing Dia 4 3<sup>rd</sup> base  
\*clean/stock RRs 1/2/3  
  \*ck picnic setup for the day  
\*ck all cans for bags  
CLEAN SWALE AND WATERFALL Twice)  
\*cone off bottom of plygrd dr pkg lot at amph dr  
\*trashrun  
\*remove waterfall debris/clean skimmers-ck every couple of hours  
deliver 3-100' extension cord with lights  
  manage dusk to dawn lights Override switch in #3RR and #2RR  
  for parking lots, pull the cell at the bottom of Playground  
  Dr,pull the cell at the Water pump station,kill power to upper  
  maintenance bldg, turn off breakers to the mtc yard lights)

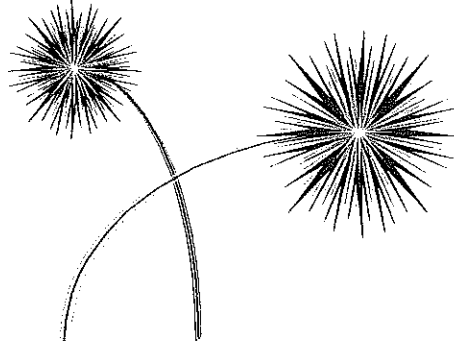
fuel up scooters/and Gators

**MONDAY JULY 4, 2022 10am-2pm**

locks/chains to Tct gates on 1-4/5-8/9/10 @ 6pm  
extra ext. cord to run behind stage  
hang banners on Dia 3 backstop 9am  
babysit the FIREWORKS CONTRACTOR (RANGERS)  
\*cone Dia#3 pkg area (**Barthelmass**)  
set first aid banners for FD on SW corners of court 9  
\*post no entry signs - **RANGERS**  
put bunting around front of stage, wrap around corners to steps  
2 folding tables to CP  
ck trashcan alignment  
remove tables from 21  
popups- 1 for CP, 2 VIP/3 folding tables to VIP  
**raise up branches center field Dia 4**

**MONDAY JULY 4, 2022 2pm-close**

Trashrun throughout park  
set up 1 EZUP at command post, 2 @ VIP  
finish sound setup-4pm  
\*ck out Monroes to see if it is too wet to park it  
ck RRs a few times prior to big crowd arrival  
p/u trash on plygrd dr  
chain/lock swings, @ 6pm, chain/lock tennis court gates @ 6pm  
set spray fountain timer to shut off at 8pm



**FOURTH OF JULY SHIFT SCHEDULE-2022**

**MONDAY JULY 4 MORNING SHIFT**

Curt Carron	6am to 10am
Doug Eilermann	6am to 10am
Gary Schwegel	6am to 10am
Ron King	6am to 10am

**MID-DAY SHIFT**

Pete Laufersweiler	10am to 2pm
Drew Metcalf	10am to 2pm
David Richardson	10am to 2pm
Grayer Mallory	10am to 2pm
Ashton Arterbury	10am to 2pm

**AFTERNOON SHIFT**

Curt Carron	3pm to close
David Lavelly	1pm to close
Scott Voertman	1pm to close
Grayer Mallory	5pm to close
Doug Eilermann	5pm to close
Gary Schwegel	5pm to close
Pete Laufersweiler	5pm to close
Dan Lindquist	1pm to close
Renee Kennedy	1pm to close
Ashton Arterbury	5pm to close
David Richardson	5pm to close
Drew Metcalf	5pm to close
Ron King	5pm to close
<b>Cory Meyer</b>	<b>5pm to close</b>

**\*CLOSE IS EXPECTED TO BE MIDNIGHT**

**HOLIDAY TAKEN OFF:**

CARRON	JULY	8
LAVELY	JULY	11
SCHWEGEL	JULY	8
RICHARDSON	JULY	8
MALLORY	JULY	11
KENNEDY	JULY	11
VOERTMAN	JULY	11
EILERMANN	JULY	8
LINDQUIST	JULY	8
LAUFERSWEILER	JULY	11
HALL	JULY	
KING	JULY	8

**\*CHANGES TO THIS HOLIDAY SCHEDULE MUST BE APPROVED. DON'T SWITCH AND FAIL TO NOTIFY SUPERVISION**

**Ranger**- ON FOOT -barricade @ Amphitheater Drive @ Amphitheater  
**ASSIGNMENT POSTING: 7AM THROUGH 3PM - RANGER ON DIA#5/6**  
**ASSIGNMENT POSTING: 5:45PM THROUGH 6PM - RANGERS FLUSH FALLOUT AREA**  
**ASSIGNMENT POSTINGS: 6pm through ALL CLEAR from Fire Marshal**  
**Rick Duplisse** - ON FOOT - Intersection of Rifle Range and Amphitheater Drives  
**Kaitlyn Martin** - ON FOOT - from intersection of Rifle Range Road and Amphitheater Drives to barricade at Amphitheater  
**Jessica Winter**- ON FOOT - from shuffleboard courts to telephone pole east towards intersection of Amphitheater Dr and Rifle Range Road  
**Cory Meyer** - IN GATOR at Pistol range building from site 20 to shuffleboard courts  
**Josh Carron** - ON FOOT from Adams Ave @ Rifle Range Road east to Site 20  
**Kim Sansegraw** - ON FOOT from Site 20 to HS pits  
**Christine Lanfersieck** - in front of Pistol Range building  
**Ranger** - ON BICYCLE at Intersection of Rifle Range and Amphitheater Drive to W. Adams at barricades - **ROVING**

**DUTIES OF YOUR ASSIGNED POSTINGS:**

Because of lawsuits, volatility of fireworks themselves, and to protect you and the public from harm, I take this event **VERY SERIOUSLY**. The following restrictions have been mandated by the Fire Marshal, the City of Kirkwood, and our Operations division:

You are assigned a post and corresponding territory for that posting. **YOU ARE NOT PERMITTED TO LEAVE YOUR ASSIGNED AREA FOR ANY REASON, FOR ANY LENGTH OF TIME.** If you have to use the restroom, do so before you go out. If you have to use the restroom while on post, use **ONLY** the bathroom facility provided for you at Restroom #3. Before leaving to use the restroom, **YOU MUST NOTIFY** Cory Meyer who will make sure that your territory is covered until you promptly return to your post. No breach in the security tape can be allowed. If someone challenges the perimeter and makes a dash into the woods, **DO NOT PURSUE THEM.** Contact **Cory** immediately and he will be in contact with the Ranger Staff. **RANGERS** will go in. You stay at your post. If you see someone go into the woods, yell out to stop them and note where they went in. Then notify **Cory** if they fail to return outside the tape.

You will be given the following equipment to use during the

evening:

Flashlight, hardhat, safety glasses, vests, earplugs, radio. The radios must be left on and turned up. **NO PERSONAL RADIOS OF ANY KIND WILL BE PERMITTED FOR THIS EVENT (NO GAMING DEVICE, MAGAZINES, BOOKS, NEWSPAPERS ETC.)** Monitor your radio, talk on it all you want-we can't hear you, and you can't hear us. Cory will be in contact with Supervision and Rangers. You must wear a Staff shirt and orange vest all night. You must put on your hardhats, safety glasses and earplugs (optional) at approx. 915pm and wear them through the duration of the fireworks show. You may remove them following the finale'. **You are responsible for your equipment-if you lose a radio, you'll have to pay to replace it.**

You will be on post and working at **exactly 6:00 pm** and will stay on your post **until Cory notifies you that the "ALL CLEAR"** has been given. This will be approx. 20-60 minutes **AFTER** the finale' has ended. **Do not decide for yourself. Stay at your post until Cory releases you.**

Immediately following the all clear, you will meet Cory at his post and ride up into the park where you will be free to go home.



Diamond #4 Left Field to First base- (Ground Display to crowd)  
250'

Diamond #4 Left Field to Third base- (Ground Display to crowd)  
175'

Firing pit to crowd fence (on main walk) 538'

Firing pit to restroom 368'

Firing pit to Ground display (left field Dia.#4) 425'

Dia # 5&6 East to west 430'

North to south 390' Approx 3.85 Ac  
soccer field diamond 5/6-goalposts north end-NW post aligned  
with 4th fence post from left approx. 57 feet  
SE post aligned with 7th fencepost from left approx 64 feet  
field length post to post NW 258.5 feet and SE 264 feet

Services	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	YTD
Park Enf. Contacts	29	20	61	55	63	71							299
Public Contacts	247	154	134	159	145	210							1049
PD Assist	3	4	3	4	3	5							22
PD Dispatched Calls	1	1	4	2	4	7							19
Interpretive	0	0	0	0	0	0							0
Reported Maint.	2	3	4	3	3	2							17
Injuries	2	2	1	4	2	3							14
Wildlife Related	0	0	1	0	3	2							6
Recovered Property	2	1	3	6	5	3							20
First Aid	0	1	0	0	0	2							3
Missing Persons	0	0	0	0	2	0							2

## Summary of Activities

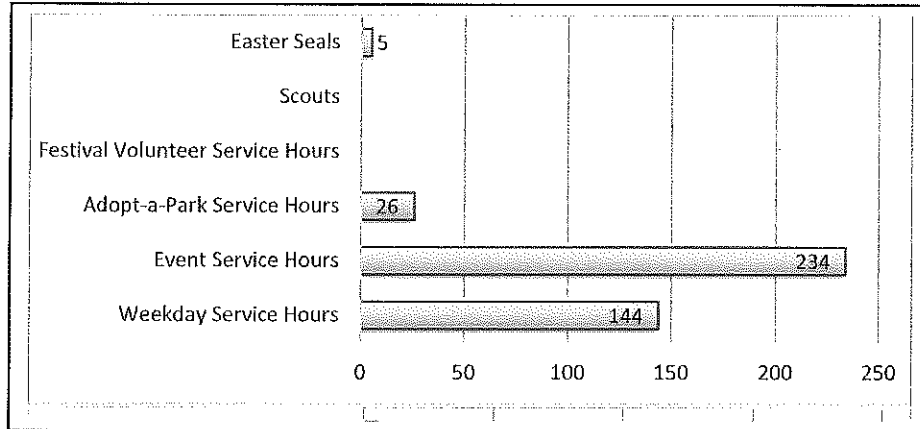
-Our staffing woes continue as Randall Huskey left at the beginning of July and Tracy Diaz will be leaving at the end of July. The part time position is posted. Currently we are running with three part timers and one full time ranger.

Prepared by: Ron Hall, Senior Park Ranger

# Monthly Volunteer Activity Report



## Volunteer Hours



June | 2022

### Upcoming Events

**July 9-** Quinette Cemetery Clean Up

**July 12-** Twilight Weeding in Fillmore Park

**July 23-** Honeysuckle Removal in Kirkwood Park



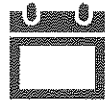
**1,041**  
YTD Service Hours



**82**  
YTD Episodic Volunteers



**12**  
Weekday Volunteers



**1**  
Events

## Highlights

Fuge Summer Camp volunteers supported Kirkwood Park with invasive bush honeysuckle removal and general weeding around Walker Lake from June 28-30. Pete Laufersweiler provided conservation lessons to the group.