



Park Board Agenda
Monday, December 12, 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 NOVEMBER 14, 2022 MEETING MINUTES**
- III. **COMMITTEE ASSIGNMENTS/REPORTS**
 - a. Committee Updates
- IV. **UNFINISHED BUSINESS**
 - a. Strategic Goals Update
- V. **NEW BUSINESS**
 - a. Park Operations Staffing
 - 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 – December 12, 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 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, November 14, 2022, 7:00 p.m.
Kirkwood Community Center Room 202**



IN ATTENDANCE: The meeting was called order at 7:01 p.m. with President Ellen Edman, Steve Ostrowski, Alvin Reid, Nate Wurtz, Jordan Wienke, Matt Cook , Joseph Yancey, Kathy Paulsen and Barbara Feiner and Staff Liaison Kyle Henke and Curt Carron in attendance.

I. CITIZEN COMMENTS

None

II. APPROVAL OF OCTOBER 17, 2022 MEETING MINUTES

A motion made Jordan Wienke to approve the October 17, 2022 meeting minutes, seconded by Matt Cook. Motion approved unanimously.

III. COMMITTEE REPORTS

- a. Finance Committee – Held a meeting on Oct 27. They are waiting for more information before they make a report.
- b. Trail Committee – Held a meeting on Nov. 7. They discussed the proposed trail management objectives and the need to clearly mark the western entrance to Kirkwood Park. The next meeting is on Dec. 2 at 11:00 a.m.

IV. UNFINISHED BUSINESS

- a. Strategic Goals Update - None

V. NEW BUSINESS

- a. Special Event Permit and Fees – Staff discussed and answered questions from the Board. Staff will bring a draft of an updated policy to a future meeting.

VI. SUPERINTENDENT OF PARKS REPORT

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

VII. DIRECTORS REPORT

- a. I-44 Pedestrian Bridge – Completion of the project in December. There will be a ribbon cutting in the spring.
- b. Mitchell Park – RFQ went out and selection committee will meet soon.

VIII. BOARD COMMENTS

Kathy Paulsen talked about the trees recently planted in Kirkwood Park.

Next meeting will be December 12, 2022

IX. ADJOURNMENT – The meeting was adjourned at 7:31 p.m.

From the desk of:
Kyle Henke, Director of Parks and Recreation
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E-mail: henkekk@kirkwoodmo.org



Memo

To: Kirkwood Park Board
From: Kyle Henke
Date: December 7, 2022
Re: December 12, 2022 Agenda Memo

Committee Assignments/Reports

Committees – The Finance Committee met on December 6. Steve will provide an update regarding the meeting topics. The Foundation Committee met on Dec. 9. Alvin will provide an update regarding the meeting topics.

Unfinished Business

Strategic Goal Update – This represents the monthly opportunity to provide updates on any actions taken or opportunities to further the strategic goals. The four goals are to support staff, assist with foundation formation, focus on a new Master Plan process and environmental and sustainable initiatives within the parks.

New Business

Park Operations Staffing – The Park Board will hear recommendations regarding Park staffing from the Finance Committee. The Finance Committee was able to review suggested staff priorities and analyze the cost implications related to each priority. I will provide further information related to the recommendations and the next steps for each recommendation.

Maintenance Report – Curt's report is included. Kylie Christanell's, Volunteer Coordinators end of year report is included. Ron Hall, Head Ranger; reports are not in the packet.

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

- Community Center Update
- I-44 Bridget Overpass Update
- Mitchell Park Update
- Meeting Dates for 2023
- Finance Committee needs to meet to schedule a meeting a January to review the first draft of the proposed FY24 Budget.

MAINTENANCE REPORT FOR NOV/DEC 2022

For period Nov 15 through Dec 11

CLOSING DOWN FOR THE SEASON:

Soccer and Fall softball have both come to a close by Thanksgiving. Bases and nets are pulled and stowed. Restrooms are closed except for the 2 year-round units at Emmenegger and #2 in Kirkwood Park. They are both heated and opened daily. These 2 parks continue to see 4 season usage and require this accommodation. Picnic tables are corralled and stacked under pavilions. Some 30 or so tables are making the rounds through the repair shop currently. Restrooms, fountains, irrigation and other equipment requiring winterizing have been serviced and closed. The final events of the year are the Candy Cane Hunt and the Coco Run to be held on Dec. 9th.

WRAPPING UP LEAF FALL:

We will be completing leaf cleanup throughout the park system before Christmas. Most leaves are just blowing around and the fall is completed, except for a few Pin oaks. All the neighborhood parks will get a final touchup, even as we continue to mulch here in Kirkwood Park.

TREE REMOVALS:

As the ground hardens to frost, we will begin dead and hazard removals this winter. Removals are scattered about, except at Greentree Park which has a winters worth of dead wooding , limb raising, and removals on tap. We will make a systematic sweep through GT, dropping everything first and then coming through with the chipper, and eventually a week's worth of stump grinding. Bottomland species often come with a price of brittle limbs, and succumb to cavities and wind damage. Volunteers spent many days this summer stumping the ivy growth up the trees, making it easier for us to identify issues with each individual tree. Now that we know, it's time to do something about it.

HORTICULTURE ACTIVITIES:

Ron, Renee and Pete have been busy clearing out beds and pots, planting bulbs and decorating in the SBD. Load after load of expired vegetation has been culled and hauled off in preparation for winterizing and bulb installation. All the SBD intersection pots have been cleared and adorned with winter display in time for the holiday season. Now...the pruning efforts begin!

VOLUNTEER CALENDAR CLEARED:

The ever faithful have hung up their knee pads and loppers for the season. Kylie held a special thank you luncheon for all who have given so much of their time and energy. In March, the Weekday Volunteer Program Resumes!! Just in time (we couldn't do it without 'em!)

Kirkwood Parks Volunteer Program

Annual Review March-November 2022

Thanks to volunteers, Kirkwood Parks can continue to expand resources, develop positive community relationships, and provide an even better place to play. The volunteer program is slowly recovering from the impact of COVID-19 with an increase of volunteer activity this fall including hosting three school groups (231 volunteers in October/November).

We partially met our goal of removing invasive bush honeysuckle from Kirkwood Park and the Historic Quinette Cemetery. There is still a small section of bush honeysuckle along the Girl Scout Wild Bird Sanctuary Trail that will be cut back next year.

Historic Quinette Cemetery

-Cut back and treated all of the invasive bush honeysuckle growing around trees and the back of the property.

-Identified 140 persons interned (initially 50 were known) including two unknown service members.

-Uncovered several hidden headstones after removing honeysuckle.

-Working with Keith Rawlings to uncover more stories of persons interned. This includes access to original documents and photographs from the 1800s.

Volunteer Service Groups

- North Kirkwood Middle School
- Kirkwood High School
- Boy Scout Troop 981
- Fuge Summer Camp
- John Burroughs School Eighth Grade Class
- Providence Christian Classical School
- Tillman Elementary School Second Grade Girl Scout Troop
- Easterseals Midwest

By the Numbers

23↓ Episodic volunteer events on the evenings & weekends

362↑ Volunteers participated in volunteer activities

2,820↑ Total volunteer hours

12 Weekday volunteers

304↑ Newsletter subscriptions