



Park Board Agenda
Monday, November 20, 2023, 7:00 p.m.
Kirkwood Community Center
111 South Geyer Rd.



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 OCTOBER 16, 2023 MEETING MINUTES

II. COMMITTEE ASSIGNMENTS/REPORTS

- a. Partnership Committee Update
- b. Trail Committee Update

III. UNFINISHED BUSINESS

- a. Strategic Plan Update

IV. NEW BUSINESS

- a. Other Matters

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

VI. DIRECTOR'S REPORT

VII. BOARD MEMBER COMMENTS

VIII. ADJOURNMENT

Next Meeting – December 18, 2023

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, October 16, 2023, 7:00 p.m.
Kirkwood Community Center Room 202**



IN ATTENDANCE: The meeting was called order at 7:03 p.m. with President Ellen Edman, Steve Ostrowski, Nate Wurtz (absent), Jordan Wienke, Kathy Paulsen (absent), Christopher Molitor, Kevin Miller, Lauren Nieman, Becky Jones and Staff Liaison Kyle Henke, Curt Carron and Pete Laufersweiler in attendance.

I. CITIZEN COMMENTS

Allen Hopefl, 12 Orchard Way, Gave updates about the upcoming Powder Valley managed hunt and gave his support to the MDC Cooperative Agreement related to Powder Valley, Emmenegger Park and Possum Woods.

II. APPROVAL OF SEPTEMBER 25, 2023 MEETING MINUTES

A motion made by Jordan Wienke to approve the September 25, 2023 meeting minutes, seconded by Christopher Molitor. Motion approved unanimously.

III. COMMITTEE REPORTS

- a. Partnership Committee – Met and discussed the Webster Groves Nature Society kiosk and began discussions about naming parks, they will have a draft policy to present to the Park Board soon.

IV. UNFINISHED BUSINESS

- a. Strategic Goals Update – None

V. NEW BUSINESS

- a. Parks Budget Review – Steve discussed the current state of the Park Board budget and when revenue and expenses are accounted for.
- b. MDC Cooperative Agreement
A Motion by Jordan Wienke to approve the MDC and Kirkwood Parks Cooperative agreement. Seconded by Lauren Nieman. Motion approved unanimously.

VI. SUPERINTENDENT OF PARKS REPORT

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

VII. DIRECTORS REPORT

- a. Master Plan RFQ – They have come in and are under review. Kyle asked for a volunteers for the selection committee. Jordan Wienke, Becky Jones and Ellen Edman volunteered.
- b. Parks Superintendent Retiring – Curt Carron announced that he will be retiring on February 2nd. It was announced that Pete Laufersweiler will be his replacement.

VIII. BOARD COMMENTS



Lauren Nieman – Said that a neighbor asked about a Scout Troop that would like to volunteer. Staff will get her the correct contact information.

Jordan Wienke - Said that she is excited for Curt but sad that he is leaving. She asked about security at large events help by Kirkwood recreation.

IX. **ADJOURNMENT** – The meeting was adjourned at 7:42 p.m.

DRAFT

From the desk of:
Kyle Henke, Director of Parks and Recreation
111 S. Geyer Road, Kirkwood, MO 63122
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Memo

To: Kirkwood Park Board
From: Kyle Henke
Date: November 15, 2023
Re: November 20, 2023 Agenda Memo

Committee Reports

This represents the monthly opportunity for committee members to provide any updates regarding recent committee progress. The Partnership Committee met on November 8th, In Kathy will provide an update. Draft minutes are included in the packet.

The Trail committee also has a scheduled meeting for November 16. Lauren will provide an update regarding their meeting as well. Draft minutes will be supplied to the board once completed.

Unfinished Business

Strategic Planning Update – This represents the monthly opportunity to provide updates on any actions taken regarding the strategic plan.

New Business

No New Business

Maintenance Report – This represents the portion of the meeting that includes staff reports from the Superintendent of Parks, Park Ranger and the Volunteer Coordinator as provided to the Director.

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

- Master Plan RFQ Update
- Mitchel Park Grant Award

Partnership Committee Meeting Minutes – Nov. 8.2023

Kirkwood Community Center, Room 202

Meeting began at 4:05 p.m. In attendance: Kahty Paulsen (chair), Ellen Edman, Christ Molitor. Staff: Kyle Henke

I Citizen Comments – There were no citizen comments

II. Approval of Oct. 4, 2023 Minutes – Motion to approve by Ellen Edman, second by Christ Molitor

III. Unfinished Business

a. Webster Groves Nature Society – James Earl Comfort – Kiosk.

Kyle stated that at the last Park Board meeting Pete & Curt recommended that this kiosk should be the same style as the Greentree Park wetlands signage. Pete has contacted that company to get an estimate. The cost may be higher, but it has been suggested that the difference could be covered from the Parks Budget. The Park staff believes that vandalism will be less problematic with this type of signage. The Park staff also wants to establish uniformity with interpretative signage in Kirkwood Parks. Kyle will talk to the Webster Groves Nature Society about this potential change from their proposal. Ellen suggested that the Kiosk be connected with a trail in the park.

b. Youth in Action – Napoleon B. Morris – Headstone Replacement – no update was available. Kathy asked if historic status had been applied for, Kyle said that he would check with Kylie Christanell.

c. Naming Policy update – Kyle informed the committee that the City Council would have final say on the naming of any park. Kathy suggested a statement about renaming could potentially be addressed in future Parks Policy. A suggested statement the committee discusses is, “Renaming of parks or facilities should be prohibited unless extraordinary circumstances prevail.” Kyle will further discuss with City Attorney Hessel.

- d. Volunteer recognition – Kathy recommended that plaque style awarded by Urban Forestry Commission be utilized for the Volunteer Award. Kathy asked if Kylie could be involved in the wording on the Volunteer Award plaque. Ellen suggested that the presentation of the plaque could be done at a Park Board meeting and followed by a meal with the awardee at a local restaurant.

IV. New Business

- a. Other matters – Kyle informed the committee that he has temporarily taken the Legacy program off the website, so that it could be revamped and he is working to streamline the process. He said it might work out better if applications are accepted from Oct. 15 – June 1st, then installed after that time. He also recommends possibly increasing the bench cost, since \$2000 barely covers the bench & installation.

The meeting was adjourned at 4:55 p.m.

Submitted by Kathy Paulsen

MAINTENANCE REPORT FOR OCTOBER/NOVEMBER

For period Oct 16th – Nov. 20th

I-44 Lot Gates:

We have installed the new gates for the I-44 pedestrian bridge parking lot. The lot will be open daily from 7:30am to 8pm. Signage will be going up soon to post these hours for the public. Sunset-hills Parks, Kirkwood Parks, and the local police and fire districts all have keys to the gate. Hopefully the new gates curb the overnight vandalism we have been experiencing at the lot.

LEAVES!!!:

Fall has slowly moved into the area this year, and the leaves are finally dropping from the trees. We have begun the process of mulching up what we can with our mowers and vacuuming up the rest with our turf groomer to be dumped back at the maintenance yard until we have a large enough pile to haul off. For the next few weeks the leaves will keep the crew quite busy until the leaves make like a tree and get out of here.

Winterization:

The irrigation systems, drinking fountains, hose bibs, yard hydrants, and unheated restrooms have been shut down for the year. It is a long process and takes multiple days to get everything blown out and winterized. During the winter Kirkwood Park restroom number 2 (the one by the playground), and the Emmenegger restroom are the only restroom facilities that remain open. Restroom number 3 (the one by the water tower lots) will remain open until the Soccer season is over, and then it will be shut down too.

Quarry Paving:

The Quarry Park parking lot and road were repaved this month. Over the course of 2 days the contractor milled and repaved the area. Parks staff has since restriped the parking lots and installed the curb stops again. Park users are very happy with the new smooth surface!

Horticulture Activities:

The Horticulture crew has been busy cleaning up perennial beds, cutting back plantings, planting 15 new trees, putting up deer protection fencing for small trees, and installing our spring bulbs. This year we planted 2300 tulip bulbs between Kirkwood Park, the SBD, and City Hall. We also received 4 trees this year from the "50 Trees" organization. 2 Blackjack Oaks were planted at Quinette Cemetery, 1 Bur Oak at Emmenegger Nature Park, and 1 'Princeton' Elm in Kirkwood Park by the water tower. With the lack of rain we have also had to get out our water wagon again to give all the new trees a much needed drink. Hopefully it will help them through this dry spell.

Services	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	YTD
Park Enf. Contacts	25	17	31	45	61	52	65	52	46	51			445
Public Contacts	165	102	153	164	155	142	145	115	96	108			1345
PD Assist	6	2	2	3	5	1	4	2	3	5			33
PD Dispatched Calls	1	2	1	4	4	2	3	1	2	3			23
Interpretive	0	0	0	16	55	0	0	0	0	55			126
Reported Maint.	5	3	2	4	3	2	4	3	2	6			34
Injuries	1	0	0	0	1	1	0	0	4	0			7
Wildlife Related	2	0	1	1	0	0	1	2	1	0			8
Recovered Property	3	2	4	5	6	5	6	4	7	5			47
First Aid	0	0	1	2	1	2	0	2	3	1			12
Missing Persons	0	0	0	0	0	0	0	0	2	0			2
Training Hours	10	16	16	48	6	0	0	2	24	16			138

Summary of Activities

-1 early October Rangers Hall and Lopez assisted with the family camp out at Emmenegger Park by leading a night hike. This program is organized by the recreation department.

-In mid-October Rangers Hall and Lopez assisted the recreation department with an owl prowl program held at Emmenegger Park. Donna, a Naturalist from the Missouri Department of Conservation assisted with this program.

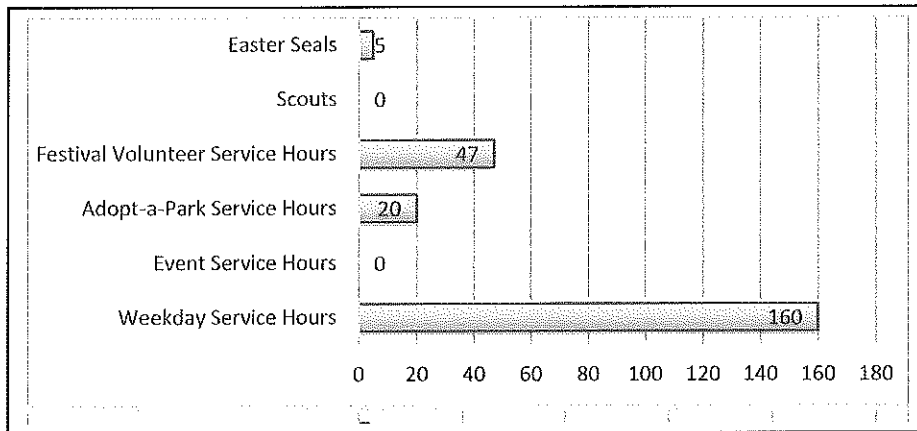
Prepared by: Senior Ranger Ron Hall

Monthly Volunteer Activity Report



October | 2023

Volunteer Hours



Upcoming Events

October-John Burroughs 8th grade class in Kirkwood Park

November-Boy Scout Troop 981 in Greentree Park

November-Providence Christian School Clean up in Kirkwood Park

November-Robinson Elementary Students in Quinette Cemetery



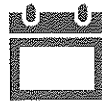
2,867
YTD Service Hours



383
YTD Volunteers



13
Weekday Volunteers



1
Events

Highlights

John Burroughs School eighth grade class spent their morning at Kirkwood Park to start removing invasive bush honeysuckle along Lions Road and the train tracks. This is the last location to clear. Boy Scout troop 352 has volunteered to “adopt” this area to continue with removal.

The volunteer program is working with the Kirkwood Historical Society to organize a Black Heritage Celebration on February 17, 2024. This free event offers a motor coach guided tour to Quinette Cemetery, Olive Chapel, Meacham Park, Club 44 and Milton J Turner School. At Mudd’s Grove, the last stop, participants may browse through the new Black Heritage room, gathering tent, and learn more about each bus stop from representatives. More information will be available in December.

I am on my last piece of “investigation” for the Quinette Cemetery’s National Registry nomination. Luke Brockway’s mother, Sealy Clay, may be a relation of the Clay family (early African American settlers) whose name is etched in Olive Chapel’s stain glass window. I am currently working to find a contact who knows information about the family.