



Park Board Agenda
Monday, January 22, 2024, 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. SPECIAL RECOGNITION

II. APPROVAL OF DECEMBER 18, 2024 MEETING MINUTES

III. COMMITTEE ASSIGNMENTS/REPORTS

- a. Finance Committee

IV. UNFINISHED BUSINESS

- a. Strategic Plan Update

V. NEW BUSINESS

- a. Webster Groves Nature Study Society - Sign Proposal
- b. Master Plan
- c. Other Matters

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

VII. DIRECTOR'S REPORT

VIII. BOARD MEMBER COMMENTS

IX. ADJOURNMENT

Next Meeting – February 26, 2024

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, December 18, 2023, 7:00 p.m.
Kirkwood Community Center Room 202**



IN ATTENDANCE: The meeting was called order at 7:04 p.m. with President Ellen Edman, Steve Ostrowski, Nate Wurtz, Jordan Wienke, Kathy Paulsen, Christopher Molitor, Kevin Miller (absent), Lauren Nieman, Becky Jones (absent) and Staff Liaison Curt Carron and Pete Laufersweiler in attendance.

I. CITIZEN COMMENTS

None

II. APPROVAL OF NOVEMBER 20, 2023 MEETING MINUTES

A motion made by Kathy Paulsen to approve the November 20, 2023 meeting minutes, seconded by Lauren Nieman. Motion approved unanimously.

III. COMMITTEE REPORTS

None

IV. UNFINISHED BUSINESS

- a. Strategic Goals Update – Master plan RFQ currently being reviewed.

V. NEW BUSINESS

- a. Capital Purchase – Dump Truck

A motion made by Jordan Wienke to transfer \$40,339 from the Park Fund balance to the Rolling Stock account 201-09-100-000-620050. Seconded by Nate Wurtz. Motion approved unanimously.

A motion made by Nate Wurtz to approve the purchase of an appropriately outfitted 2024 F450 Dump Truck through Viking-Cives utilizing Sourcewell Contract #062222-VCM, in a not to exceed amount of \$90,150 to be paid from the Rolling Stock account 201-09-100-101-000-620050. Seconded by Jordan Wienke. Motion approved unanimously.

VI. SUPERINTENDENT OF PARKS REPORT

- a. Curt Carron discussed his last Superintendent of Parks report.

VII. DIRECTORS REPORT

- a. Kyle was not present at this meeting, Pete gave an update on the master plan RFQ process, and Sherry gave an update on the Community Center renovation project.

VIII. BOARD COMMENTS

- a. A motion my Kathy Paulsen to move the volunteer recognition to the January meeting. Seconded by Nate Wurtz. Motion approved unanimously.



- b. Lauren Neiman asked what will happen with the old dump truck. Curt discussed how city property is sold on govdeals.com

IX. **ADJOURNMENT** – The meeting was adjourned at 7:28 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: January 17, 2024
Re: January 22, 2024 Agenda Memo

Committee Reports

Finance Committee – Draft Minutes from the January 18 meeting will be provided to the Park Board after the meeting. Draft budget documents are included in the packet and are provided for review. The most likely plan will be to hold a Public Hearing and discussion on the proposed budget at the February 26 Park Board meeting. Final request for approval from the Park Board would take place the March 18 meeting. The new budget would become effective April 1, 2024. The Finance Committee Chair will provide an update.

Unfinished Business

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

New Business

Webster Groves Nature Study Society – Sign Proposal – The Partnership Committee has reviewed this proposal and would like to discuss some of the details with the Park Board. I have included a map and information related to the James Earl Comfort Birding Sanctuary that they would like to create a more permanent educational sign for. A Partnership Committee person will be presenting the summary with a potential motion that the board will need to consider.

Master Plan – The Park Board previously approved the Capital Budget for this FY23-24 back in March of 2023. The Capital Budget included an amount of \$140,000 for a new Master Plan and Master Plan planning process. A selection committee made up of Parks and Recreation staff, Procurement, and Park Board members looked over

five proposals from several different contractors who provide Master Planning services. The selection Committee has chosen to present a proposal from Planning Design Studios for the Park Board to consider as the contractor for the Master Plan. The proposed Master Plan is included in the packet and outlines the scope of work that would be performed. The cost of services are \$117,000 for the scope proposed. An additional \$3,000 for a statistically valid mailed survey with 400 surveys is being recommended over the 300 outlined in the scope. An additional budget amount of \$4,600 is included in their proposal for reimbursable expenses. After reviewing the proposed document and a discussion regarding this important decision, a suggested motion would be to enter into a contract with Planning Design Studio for a not to exceed amount of \$124,000 to be paid from the account 201-09-100-101-000-620090, Engineering Fees.

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:

- Community Center Update
- Aquatic Center Update

Account Description	2023 Actuals	2024 Budget	2024 Projected Actuals	2025 Request	Variance 24 -25 Req Vs. 23-24 Budget	Comments	
Property Taxes	\$1,467,823	\$1,380,000	\$1,400,000	\$1,450,000	\$70,000		
Grants	\$0	\$0	\$0	\$0	\$0		
Interest Revenue	\$22,898	\$5,500	\$17,145	\$25,000	\$19,500	DRAFT PARKS BUDGET JANUARY 2024	
Donations	\$11,250	\$6,750	\$8,500	\$7,000	\$250		
Sponsorship	\$0	\$250	\$0	\$0	(\$250)		
Concessions	\$4,408	\$3,110	\$3,602	\$3,500	\$390		
Ball Field Rental	\$57,957	\$48,000	\$47,420	\$50,000	\$2,000		
Picnic Fee	\$33,783	\$26,000	\$22,320	\$27,000	\$1,000		
Miscellaneous Revenue	\$0	\$0	\$0	\$58,596	\$58,596		City and SBD transfer (now split)
Transfers from Other Funds	\$82,130	\$84,830	\$85,055	\$26,000	(\$58,830)		Transfer from Rec accounts (now split)
Transfers from Park 1/2 cent sales tax	\$575,000	\$575,000	\$575,000	\$550,000	(\$25,000)		Voluntary reduction offset
Sale of Capital Asset	\$12,726	\$20,000	\$2,691	\$15,000	(\$5,000)		
Insurance Proceeds	\$0	\$0	\$0	\$0	\$0		
	\$2,267,974.44	\$2,149,440.00	\$2,161,733.00	\$2,212,096.00	\$62,656.00		
Wages Full Time	\$794,101	\$920,879	\$890,000	\$924,761	\$3,882		
Wages Part Time	\$67,555	\$122,306	\$100,250	\$124,745	\$2,439		
Overtime Civilian	\$30,081	\$32,550	\$30,741	\$34,200	\$1,650		
Social Security	\$54,973	\$66,695	\$62,373	\$65,450	(\$1,245)		
Medicare	\$12,856	\$15,599	\$14,669	\$15,315	(\$284)		
Pension Civilian	\$54,057	\$62,352	\$57,583	\$60,870	(\$1,482)		
Deferred Compensation	\$16,185	\$32,040	\$16,918	\$18,700	(\$13,340)		
Insurance Health	\$143,939	\$160,100	\$162,163	\$197,310	\$37,210	Premium increase	
Insurance Dental	\$4,817	\$6,467	\$5,280	\$5,630	(\$837)		
Insurance Vision	\$968	\$1,260	\$1,065	\$1,150	(\$110)		
Unemployment	\$0	\$0	\$0	\$0	\$0		
Audit	\$750	\$1,500	\$1,500	\$2,500	\$1,000		
Legal	\$3,273	\$3,500	\$2,955	\$3,650	\$150		
Training	\$2,160	\$2,000	\$2,200	\$2,005	\$5		
Professional Services Other	\$44,029	\$87,050	\$87,050	\$88,750	\$1,700		
Volunteer Program	\$2,866	\$2,700	\$2,700	\$2,700	\$0		
Building & Grounds Maint	\$5,677	\$2,800	\$7,605	\$2,800	\$0		
Equipment Maintenance	\$1,313	\$6,100	\$7,500	\$6,100	\$0		
Office Equipment Maintenance	\$300	\$400	\$375	\$400	\$0		
Radio Equipment Maintenance	\$1,200	\$1,200	\$875	\$1,200	\$0		
Telephone & Cellular	\$4,004	\$6,230	\$5,056	\$6,200	(\$30)		
Landfill Fees	\$4,520	\$5,200	\$4,266	\$5,500	\$300		
Rentals Equipment	\$9,766	\$11,300	\$11,300	\$11,300	\$0		
Insurance General	\$16,077	\$16,500	\$16,700	\$18,150	\$1,650		
Insurance Workers	\$93,420	\$98,090	\$106,262	\$103,020	\$4,930	DRAFT PARKS BUDGET JANUARY 2024	
Travel	\$816	\$600	\$600	\$1,250	\$650		
Office Supplies	\$888	\$1,000	\$875	\$1,000	\$0		
Building & Grounds Supplies	\$12,975	\$7,000	\$8,038	\$9,000	\$2,000		
Clothing	\$4,930	\$4,300	\$6,500	\$4,300	\$0		
Film & Media	\$0	\$0	\$0	\$0	\$0		
Food	\$733	\$600	\$800	\$600	\$0		
Janitorial Supplies	\$5,317	\$6,000	\$6,500	\$6,000	\$0		
Landscape Supplies	\$15,842	\$19,650	\$16,490	\$17,950	(\$1,700)		
Machinery/ Equipment Supplies	\$2,822	\$3,300	\$4,700	\$3,400	\$100		
Irrigation	\$3,950	\$4,325	\$5,800	\$5,600	\$1,275		
Natural Gas	\$2,669	\$2,900	\$2,900	\$2,900	\$0		
Water	\$44,885	\$46,800	\$46,800	\$50,400	\$3,600		
Membership Dues	\$308	\$600	\$600	\$600	\$0		
Law Enforcement	\$750	\$1,600	\$1,300	\$2,200	\$600		
Motor Fuel &	\$26,505	\$39,500	\$29,578	\$31,440	(\$8,060)		
Operating Supplies	\$3,973	\$4,000	\$4,000	\$4,000	\$0		
Safety Equipment	\$3,125	\$4,250	\$4,250	\$4,250	\$0		
Small Tools	\$1,016	\$3,250	\$3,250	\$2,850	(\$400)		
Vehicle Repairs & Parts	\$2,572	\$3,000	\$3,000	\$3,000	\$0		

Administration Fees	\$10,100	\$10,100	\$10,100	\$10,100	\$0	
Fleet Services	\$69,163	\$76,325	\$76,325	\$84,067	\$7,742	
Water Charges	\$0	\$0	\$0	\$0	\$0	
Transfers to Other	\$0	\$0	\$0	\$0	\$0	
Small Cap Office Furniture	\$4,505	\$15,000	\$15,108	\$11,300	(\$3,700)	
Building & Site Improvements	\$55,598	\$67,000	\$65,228	\$10,500	(\$56,500)	
Park Improvements	\$32,804	\$33,250	\$22,509	\$35,000	\$1,750	
Machinery & Equipment	\$76,325	\$80,000	\$84,386	\$30,000	(\$50,000)	
Rolling Stock	\$0	\$49,811	\$0	\$235,000	\$185,189	
Engineering Fees	\$0	\$140,000	\$0	\$0	(\$140,000)	
Feasibility Studies	\$0	\$0	\$0	\$0	\$0	
	\$169,231	\$385,061	\$172,123	\$310,500	(\$74,561)	
Bldg & Grounds KWD	\$16,827	\$14,600	\$11,709	\$14,600	\$0	
Bldg & Grounds Greentree Park	\$568	\$2,900	\$2,900	\$1,800	(\$1,100)	
Water Greentree Park	\$4,955	\$4,800	\$4,800	\$4,800	\$0	
Bldg & Grounds Emmenegger	\$552	\$1,200	\$1,900	\$1,200	\$0	
Water Emmenegger	\$510	\$500	\$500	\$500	\$0	
Bldg & Grounds Meacham Park	\$841	\$1,000	\$2,500	\$1,120	\$120	
Water Meacham Park	\$3,285	\$3,100	\$3,100	\$3,100	\$0	
Bldg & Grounds Quarry Park	\$1,001	\$700	\$700	\$700	\$0	
Water Quarry Park	\$200	\$175	\$175	\$175	\$0	
Bldg & Grounds Walker Park	\$268	\$500	\$1,700	\$1,200	\$700	
Water Walker Park	\$1,877	\$1,800	\$1,900	\$1,800	\$0	
Bldg & Grounds Monfort Park	\$85	\$400	\$400	\$400	\$0	DRAFT PARKS BUDGET JANUARY 2024
Water Monfort Park	\$826	\$900	\$975	\$900	\$0	
Bldg & Grounds Quinette	\$552	\$200	\$200	\$320	\$120	
Water Quinette	\$163	\$150	\$175	\$150	\$0	
Bldg & Grounds Avery	\$755	\$600	\$250	\$600	\$0	
Water Avery Park	\$1,270	\$1,200	\$1,200	\$1,200	\$0	
Bldg & Grounds SBD	\$4,721	\$8,650	\$8,650	\$8,700	\$50	
Machinery & Equipment SBD	\$509	\$600	\$600	\$600	\$0	
Bldg & Grounds Fillmore Park	\$26	\$400	\$450	\$400	\$0	
Water Fillmore Park	\$2,029	\$2,200	\$2,200	\$2,200	\$0	
Expense	\$1,793,281	\$2,335,554	\$2,064,007	\$2,315,578	(\$19,976)	
Revenue	\$2,267,974	\$2,149,440	\$2,161,733	\$2,212,096	\$62,656	
Net	\$474,694	(\$186,114)	\$97,726	(\$103,482)	\$82,632	Fund Balance Requirement for FY24-25
Fund Balance	\$2,378,674	\$2,192,560	\$2,290,286	\$2,186,804		Between \$1,336,717 and \$1,503,809

	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
Park Fund Capital Budget						
2023-2024						
One Ton Dump Trucks (620050 Reappropriate)	\$91,150	(Replaces 1'1 Ford F450 7519)				
Park Master Plan (620090 Reappropriate)	\$124,600					
2024-2025	\$225,750					
Trash Truck (620050)	\$160,000	(Replaces 1999 GMC 7514)				
4WD Crew Cab Pickup (620050)	\$45,000	(Replaces 2014 Ford F-150 7504)				
Brush Chipper (620040)	\$30,000	(Replaces 2004 Vermeer 7540)				
Seal Coat crack sealing Tennis Court Lot (620020)	\$10,500					
Mitchell Park Construction (620020)	\$35,000					
2025-2026	\$280,500					
Walker Lake Tributary & Lake Pump (620020)	\$35,000					
Avery Playground Surface (620030)	\$35,000					
Replace Greentree Restroom (620020)	\$120,000					
4WD Crew Cab Pickup (620050)	\$45,000					
Utility Vehicle (620050)	\$20,000					
Paint Diamond 3 light poles (620020)	\$5,500					
McEntee Park Whirl Event (620030)	\$10,000					
2026-2027						
Facilities Tech Cargo Van (620050)	\$50,000	(Replaces 1999 GMC 7514)				
Greentree Field Irrigation (620020)	\$35,000					
Meacham Park Entry signs (620030)	\$20,000					
Grants Trail Restroom (620020)	\$40,000					
Ranger Patrol Vehicle (620050)	(Replaces 2018 Ford Interceptor 7503)	\$40,000				
Horticulture (SBD) Pickup Truck (620050)	(Replaces 2017 Dodge 1500 7512)	\$45,000				
Diamond 3 Irrigation		\$35,000				
2027-2028						
Meachum Park Playground Equipment (620030)					\$170,000	
Meachum Park Playground Surface (620030)					\$115,000	
One Ton Dump Truck (620050)					(Replaces 2016 F450 7513)	\$90,000
2028-2029						
Kirkwood Park Playground						\$300,000
Skid Steer						\$85,000
Annual Total	\$496,250	\$270,500	\$265,000	\$375,000	\$385,000	

DRAFT 1-8-2024

Park Fund Capital Budget 2023-2024

One Ton 4WD Dump Truck (\$91,150) - Replacement of 2012 F450 (#7513) with 4WD and a dump bed. Used for general purpose and salt distribution.. (Reappropriate)
 Park Master Plan (\$124,600) - Comprehensive system wide plan to replace the 2005 version. (Reappropriate)

Trash Truck (\$160,000) - Replacement of 1999 GMC (#7514) with 8 CV refuse bed. Bed was replaced in 2009. Truck used to collect trash throughout park system

two times a week.

4WD Xcab pickup (\$45,000) -Replaces one of two 2014 light duty crew cab pickup trucks (#7504) used for general transport of maintenance staff, materials and supplies.
Brush Chipper (\$30,000) - Replaces 2004 Vermeer chipper (#7504) used to reduce branches and up to 12" trunks, to chips for easier handling and disposal
Seal & Stripe Tennis Court Parking Lot (\$10,500) - Lot was resurfaced over 10 years ago and needs to be sealed
Mitchell Park Construction (\$35,000) - Park Board portion of Grant

~~2025-2026~~

Walker Lake Tributary and Lake Pump (\$35,000) - Repair rock wall water supply line for walker lake waterfall.

Avery Playground Surface (\$35,000) - Replacement of PIP colored surface

Replace Green Tree Park Restroom (\$120,000) - Complete replacement of restrooms.

4WD Xcab pickup (\$45,000) -Replaces one of two 2014 light duty crew cab pickup trucks (#7505) used for general transport of maintenance staff, materials and supplies.

Utility Vehicle (\$20,000) - Small utility vehicles are used on a daily basis for a variety of tasks, wear faster and require replacement sooner than full size vehicles.
Diamond 3 lightpoles (\$5,500) - Routine maintenance for longevity of light poles.

McEntee Park Whirl Event (\$10,000) - Replaces Existing Whirl Event (Merry-Go-Round)

Facilities Tech Cargo Van (\$50,000) - Van is used on a daily basis to move tech equipment and tools for facility repairs.

Greentree Field Irrigation (\$35,000) - Would add the ability to keep field turf healthy for rental use without damage to field.

Meachum Park Entry signs (\$20,000) - Project will add a title sign at Meachum Park similar to other new signs in the system.

Grants Trail Restroom (\$40,000) - Restroom upgrades are required to extend the life of the facility.

Ranger Patrol Vehicle (\$40,000) - Vehicle is used daily for patrolling all parks and recreation locations.

Horticulture(SBD) Pickup Truck (\$45,000) - Vehicle is used daily for hauling material and driving between locations.

Diamond 3 irrigation (\$35,000) - Project will improve playability and rental opportunities.

~~2027-2028~~

Meachum Park Playground Equipment (\$170,000) - The original equipment as installed in 2009 and will require replacement.

Meachum Park Playground Surface (\$115,000) - When the Playground structure is replaced, the PIP surface will require replacement.

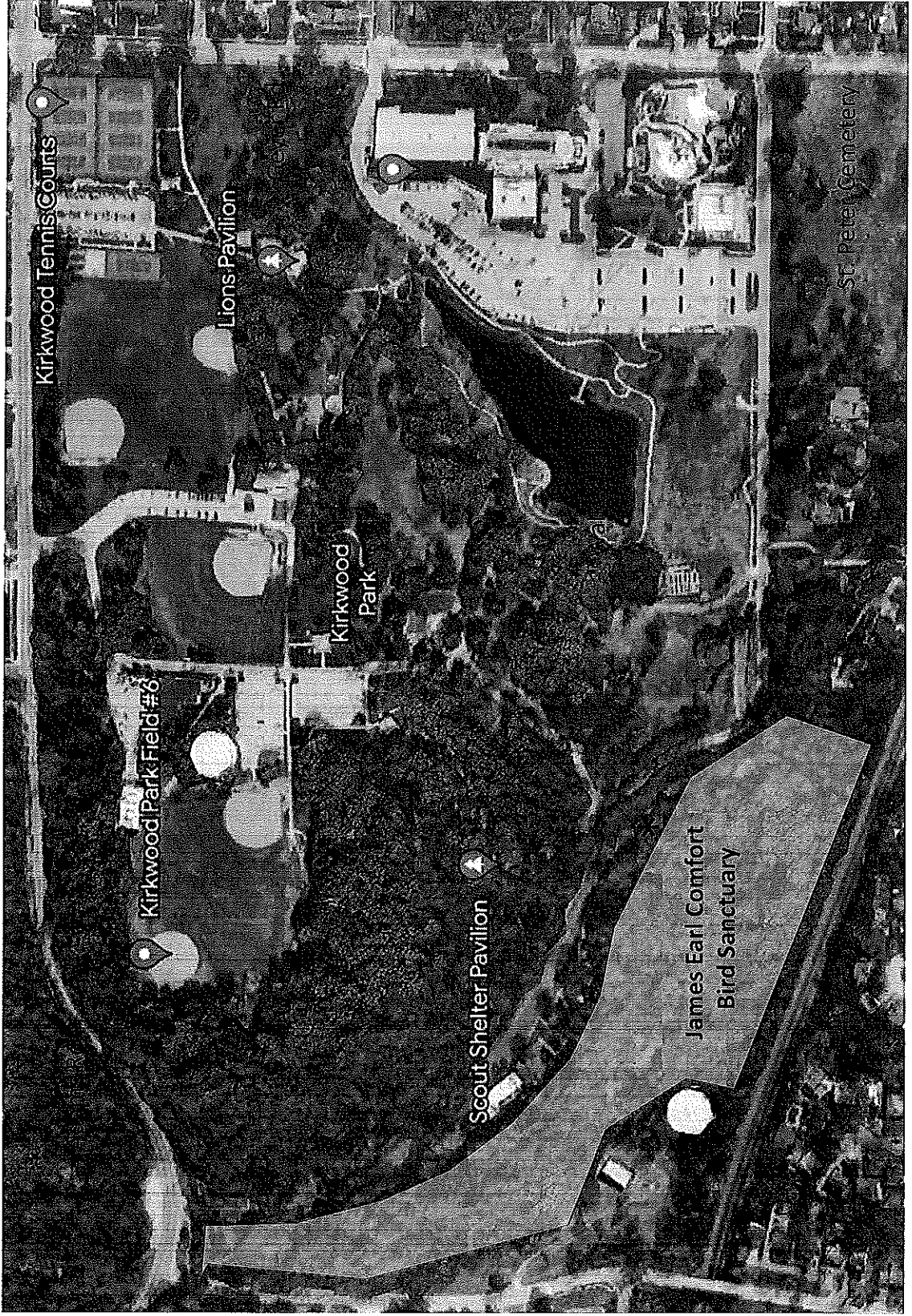
One Ton 4WD Dump Truck (\$90,000) - Replacement of 2016 F450 (#7513) with 4WD and a dump bed. Used for general purpose and salt distribution.

~~2028-2029~~

Kirkwood Park Playground (\$300,000)

Skid Steer (\$85,000)

Kirkwood Park



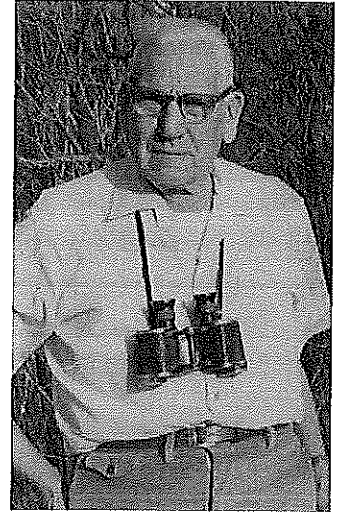
* Kiosk

J. Earl Comfort Bird Sanctuary



James Earl Comfort 1940

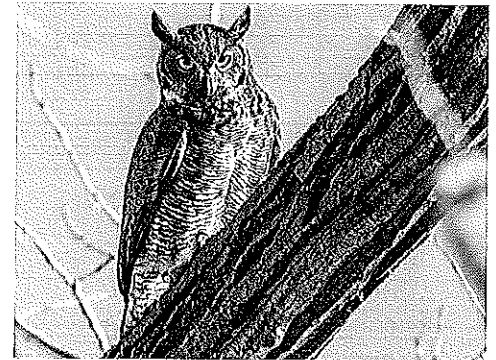
James Earl Comfort's passion was birding. Most of his life he wandered the fields and forests in the St. Louis area observing birds. One of his favorite places to bird was Kirkwood Park. Not only did Earl watch birds, he also wrote prodigiously about them and was a mentor to many. He was a 40 year member of both the Webster Groves Nature Study Society and the Missouri Audubon Society and a major contributor to each organization's newsletters. In recognition for all his birding work, on May 20, 1978 the city of Kirkwood designated the southwestern corner of Kirkwood Park to be the J. Earl Comfort Bird Sanctuary. A sign post was erected in Earl's honor and still stands in the park to this day.



James Earl Comfort 1970

The Joy of Birding

The watching of birds (birding) is one of the most popular hobbies in the world. Participants vary from people who watch backyard feeders from the comfort of their home to those who travel to exotic places around the world. It is a hobby that gives you a reason to be out of doors and perhaps get some easy exercise without requiring great strength or stamina. Kirkwood is fortunate to have several good birding locations, including Kirkwood Park. Over 120 species of birds have been reported in this park and many more undoubtedly have occurred. Many birds are colorful or have interesting behaviors that can easily be observed. Just walk about Kirkwood Park, and you will likely see and hear a number of bird species. With time and practice, you will discover that there are many more. Local organizations such as WGNSS (www.wgnss.org) and the St. Louis chapter of the Audubon Society (www.stlouisaudubon.org) can provide more information about places to visit and organized activities.



Great Horned Owl



Birding with Binoculars

Birding Conservation

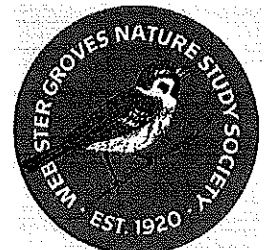
Impacting ecosystems around the earth, we are currently faced with a number of conservation issues that affect the health and stability of bird populations. These issues include habitat loss, invasive species and diseases, over hunting, and all forms of pollution, including global warming. Unique to birds is that they often run into buildings and other human-made structures. Fortunately, we can take steps to improve the situation for birds. For example, to make building impacts less likely, turn off indoor lights that are near windows and use window tape or curtains to cut reflections during the day. In the spring and fall, keep outdoor lighting to a minimum, so birds are not distracted during migration. Keep pet cats indoors. An estimated 2.6 billion birds die in the U.S. and Canada each year after being caught by outdoor cats. Garden with native plants. Native plant species support more native insects, the primary food needed for both migrating and nesting birds. Choose "Bird-Friendly" coffee which confirms that the coffee was grown in a more sustainable, habitat-friendly way that benefits birds. Educate yourselves and others by learning and teaching about birds and their needs. Support your local parks. Community parks, like Kirkwood Park, provide important habitat within developed metropolitan areas. These patches of habitat can be critical for both nesting and migratory birds.

WGNSS and Ornithology

The Webster Groves Nature Study Society (WGNSS) affectionately called "Wig-Ness", is a 100+ year old natural history organization that includes a diversity of people of all ages and occupations that have a shared interest in learning about and enjoying nature. Members and guests of WGNSS enjoy many educational activities. These include monthly guest speakers, entomology (insect) workshops, nature photography workshops, nature book group, and many field trips throughout the year: botany (plants), entomology, nature photography, and ornithology (birding). All WGNSS activities are listed in our monthly newsletter, Nature Notes.

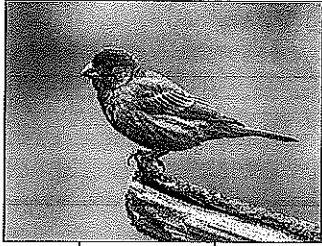
The WGNSS ornithology group has two birding field trips each week led by a local bird expert. Field trips take place within a 50-mile radius of the Arch. Birding is a great way to enjoy nature. Birds are everywhere. Too many people just pass birds by and do not know what they are missing.

Love nature? Visit our website at www.wgnss.org and our Facebook page. A free issue of Nature Notes will be sent to all who ask. Come join us on happy trails.

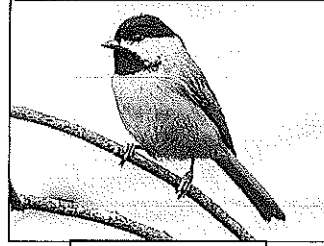


Some Common Kirkwood Park Birds

Pictures provided by WGNSS members



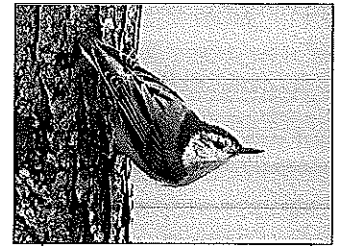
House Finch



Carolina Chickadee



Tufted Titmouse



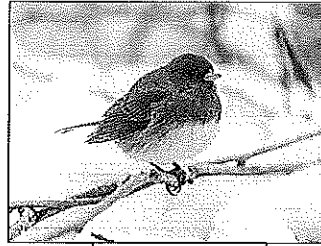
White-breasted Nuthatch



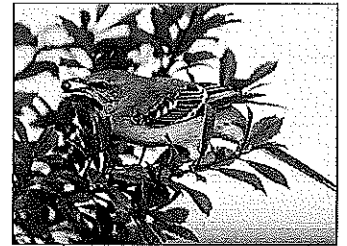
Cedar Waxwing



Common Yellowthroat



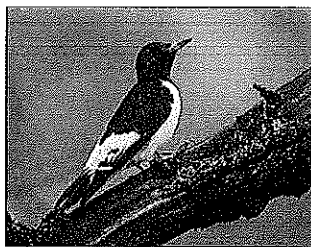
Dark-eyed Junco



Northern Mockingbird



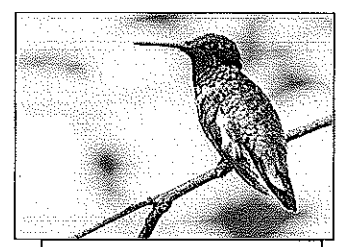
Red-bellied Woodpecker



Red-headed Woodpecker



Downy Woodpecker



Ruby-throated Hummingbird



American Goldfinch



Black-and-white Warbler



Yellow-rumped Warbler



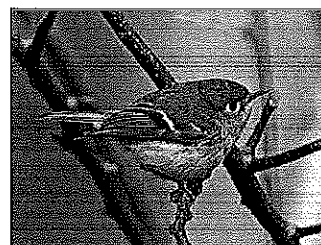
Barred Owl



American Redstart



Red-winged Blackbird



Ruby-crowned Kinglet



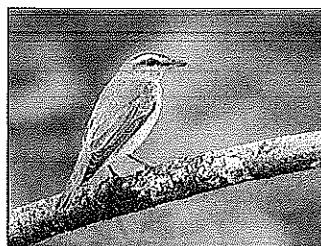
Eastern Bluebird



Eastern Towhee



White-throated Sparrow



Red-eyed Vireo



Song Sparrow

Master Planning Services Proposal

Project: Kirkwood Parks and Recreation Master Plan

Client: City of Kirkwood, Department of Parks and Recreation

Client Contact: Kyle Henke, Director of Parks & Recreation
111 S. Geyer Road
Kirkwood, MO 63122
314-822-5856

Design Consultant: PLANNING DESIGN STUDIO (PDS)
2816 Sutton Boulevard, Suite 1
Saint Louis, Missouri 63143

L. Andrew Franke, Principal
andrewfranke@planningdesignstudio.com
(O) 314-241-3600
(D) 314-328-5238

I. SCOPE OF SERVICES

The objective of the professional services to be provided by Planning Design Studio (PDS) to The City of Kirkwood (City) will be the preparation of a Parks and Recreation Master Plan. The parks that will be investigated as part of the master plan are the following:

- Avery Park
- Ella and Charles E. Monfort, Jr. Memorial Park
- Emmenegger Nature Park
- Fillmore Park
- Fireman's Park
- Grant's Trailhead
- Greentree Park
- Historic Quinette Cemetery
- Kirkwood Park
- McEntee Memorial Park
- Meacham Memorial Park

- Meramec Highlands Quarry at Dee Koesterling Park
- Mitchell Park (The recently completed master plan will included by reference only.)
- Walker Park

PHASE 1: PLANNING CONTEXT

This first phase will be the foundation for the planning process going forward. Tasks included in this phase include the following:

- Coordinate and meet with a Parks and Recreation Planning Committee, city staff and Park Board on a regular basis to discuss the findings and progress of the master planning effort.
- Develop a community profile/demographic analysis using information provided by The City and other sources; perform an analysis of the demographic and population characteristics Kirkwood. This analysis will include but not be limited to items such as demographics, age, populations diversity, market and target market analysis, participation assessment, analysis of trends, primary and secondary service providers in the area, and facility inventories.
- Review previous studies that will be provided by the Owner that pertain to the delivery of parks, recreation and leisure services, including, but not limited to: the previously completed Master Plans, annual reports, policies, use agreements, brochures, School District use agreements, and other planning studies.
- Perform a review and analysis of the existing management structure, staff levels, and operation policies.
- Perform a review and provide recommendations regarding the City of Kirkwood policies, ordinances, and mandated plans as they affect parks, recreation and open space services.
- Review the past five fiscal year budgets and the proposed future operating and capital budgets.

Products of Phase 1:

- Technical Report and Presentation - Prepare a technical report summarizing this phase, which will become a section in the final master plan report.
- Presentation – Prepare a presentation summarizing the results of this phase and present it to the Planning Committee.

PHASE 2: REVIEW OF EXISTING PROGRAMS AND FACILITIES ANALYSIS

The second phase will focus on developing an understanding of the existing programs and facilities in the system and analyzing associated opportunities and challenges. It will include the following tasks:

- Perform an inventory and analysis of all existing parks and recreation facilities offered in the City of Kirkwood. This will include Kirkwood, St. Louis County and State parks, school sites and other private or non-profit recreation facilities. Perform a site visit to each of the City of Kirkwood parks and program sites with the purpose of reviewing the existing conditions and identifying capital improvement needs for the City owned facilities.
- Qualitative Assessment – Prepare a Qualitative Assessment Form for each City owned park or facility to summarize the inventory and condition of facilities. PDS will coordinate with the City parks and maintenance staff to complete an assessment form for the park facilities that will document the existing condition and inventory of each park. PDS will review the completed assessment forms in the field and compare results and identify any differences in the assessments.
- Programs Analysis - Use public input, staff input and the Consultant's observations to perform a review of current program offerings, program and facility attendance and customer satisfaction levels.
- City Park Facilities Service Areas Map - Develop a Service Area map, which shows the location of existing park facilities and open spaces and the areas served by those current facilities for the purpose of identifying un-served areas and potential locations where new parks and facilities should be developed to meet current and future growth needs of the community. Maps will be prepared for various facilities such as soccer fields, baseball fields, playgrounds, picnic shelters, aquatic facilities, etc. to identify the distribution throughout the market area.

Products of Phase 2:

- Technical Report and Presentation - Prepare a technical report summarizing this phase, which will become a section in the final master plan report.
- Presentation – Prepare a presentation summarizing the results of this phase and present it to the Planning Committee.

PHASE 3: NEEDS ANALYSIS

The third phase will focus on gathering input from the public regarding parks and recreation needs in the Kirkwood community. It will include the following tasks:

- Conduct an initial public workshop in a convenient location to identify the public perception of park facilities and programming needs. The purpose of this public

workshop will be to gather input from the citizens regarding their concerns and opinions about the existing facilities and programs and their desires for future facilities and programs. The workshop will be interactive and involve all participants in a variety of methods.

- Conduct a meeting and interviews with City of Kirkwood Parks and Recreation staff members regarding their perceptions of the needs, concerns and potential for improved services, facilities, programs and open space. Also meet with representatives of the City Departments (such as: Public Service Department; Administration; and Planning and Development) to identify the existing facilities, programs and needed improvements to parks and recreation facilities and programs throughout the community. This will be accomplished through an exercise of identifying the strengths, weaknesses, service needs and impediments to current operations.
- Conduct meetings with up to a total of seven (7) stakeholder/special interest groups. The City of Kirkwood will provide invitations and meeting space for these meetings. Anticipated groups would include: senior citizens; various athletic organizations; cultural arts organizations; other recreation providers; School Board; partners in services, and other organizations to be identified between the Consultant and The City.
- Perform a statistically valid mailed survey of The City of Kirkwood. The survey shall include but is not limited to the following: (Client will approve questions prior to performing the survey.)
 - Current satisfaction levels with programs and facilities
 - Participation and satisfaction with current programs
 - Parks currently used
 - Needs for various indoor and outdoor facilities and programs.
 - Identification of the primary functions that should be performed by Kirkwood regarding parks, recreation, open space, greenways, trail linkages, horticulture, arts, programs and facilities.

The survey will include 300 completed surveys. A sample size of 300 completed surveys will provide results that have a margin of error of +/-5.5% at the 95% level of confidence at the City level. This proposal also includes an option for 400 completed surveys that will have a margin of error of +/-4.9% at the 95% level of confidence. Our survey subconsultant ETC Institute, has conducted several resident satisfaction surveys for Kirkwood over the past 10 years, and for those projects the goal has always been 400 completed surveys, so a 400 survey option has been provided in case the City wants the same sample size that was provided for their resident satisfaction surveys.

- Review the population projections and demographics as they relate to the demand for recreation facilities and programs.

- Create benchmarking comparisons of similar parks and recreation systems. Criteria will be generated by the Consultant and The City to include such comparative data as park acreage (developed and undeveloped), per capita budgets, capital improvement expenditures, types of facilities offered and so forth. The Client will coordinate with the Consultant to identify the appropriate similar agencies to contact. Initial communities may include similar size communities throughout Missouri.
- Perform an analysis of the results of the City mapping of parks and facilities and a review of the public input process to identify portions of the community and target populations that are underserved (service gaps). Maps will be prepared for various facilities such as soccer fields, baseball fields, playgrounds, picnic shelters, aquatic facilities, etc. to identify the distribution throughout the community.
- Develop Level of Service Guidelines for The City of Kirkwood Park and Recreation Department based on the public input, the benchmarking comparisons, and with standards and guidelines developed by the Consultant based on previous experience. The standards will identify guidelines and definitions for park types and their respective service areas and characteristics, facility types and criteria, facility per population standards and geographic distribution criteria.

Products of Phase 3:

- Technical Report and Presentation - Prepare a summary report of the Needs Analysis for review by the Planning Committee.
- Public Presentation – Conduct a public presentation of the preliminary findings of the Needs Assessment effort. The purpose of this meeting will be to inform the public of the results of the survey and other findings prior to the development of specific recommendations.

PHASE 4: GOALS, OBJECTIVES AND PLANNING RECOMMENDATIONS

This phase of the master plan will focus on using the previous information gathered to develop the physical master planning recommendations. It will include the following tasks:

Goals and Objectives

- Using the previous information and findings, identify the following:
 - Identify Proposed Level of Service Standards
 - Identify Short Term Goals and Objectives
 - Identify Long Term Goals and Objectives

Physical Planning & Recommendations

- Based on all prior findings, identify the needed capital improvements for each existing park and level of magnitude costs for each capital improvement recommended in the Plan.
- Produce a priority list utilizing input from the staff and Planning Committee to organize the capital improvements and/or acquisitions. This process will identify the short range (0-5 years), mid-range (6-10 years), and long-range (11-20 years) recommendations.

Products of Phase 4:

- Technical Report - Prepare a technical report summarizing the results of the physical planning stage of the project. this phase, which will become a chapter in the final master plan report.

PHASE 5: MASTER PLAN

The final phase of the master planning process will be the development of the master plan. It will capture the information created in the previous phases and will include the following tasks:

- Phased Implementation Plan - Prepare a phased implementation plan with specific strategies for:
 - Parks, greenway and open space growth opportunities.
 - Facility recommendations.
 - Park Operations.
 - Programs.
 - This process will identify the short range (0-5 years), mid-range (5-10 years) and long-range (11-20 years) action steps along with the responsible party and potential funding sources.
- Draft Master Plan - Prepare a Draft Master Plan for review by the staff and Planning Committee.
- Draft Action Plan Presentation - Make a presentation of the Draft Action Plan and Final Needs Assessment recommendations to staff and the Planning Committee and then the public.
- Final Master Plan - Following the reviews of each of the separate technical reports, prepare a Final Master Plan that includes all components of the planning process.

- Final Presentations - Make presentations of the Final Master Plan to the Planning Committee, Park Board and public in a combined meeting.
- Executive Summary - Prepare an Executive Summary that summarizes the findings, recommendations and actions.

Products of Phase 5:

- The Consultant will deliver the final master plan documents in an agreed upon format to the city.
- Maps/Graphics:
 - A City of Kirkwood Service Area map showing existing and proposed park and recreation facility locations, existing park service areas, trails and recreation facility locations. These items will include one regional map and separate individual park maps.
- The final master plan will be provided in a PDF digital copy version. If paper copies of the report are required, the cost of printing the final report will be billed as a reimbursable cost. The current reimbursable amount indicated below does NOT include final report printing.

II. SCHEDULE

PDS will commence work on the Project within receipt of signed agreement and notice to proceed issued by the City of Kirkwood. Interim submittal dates and completion will be coordinated with the city but the general time frame for each of the phases as follows:

- Phase 1: Planning Context – 2 months
- Phase 2: Review of Existing Programs and Facilities Analysis – 2 months
- Phase 3: Needs Analysis: – 3 months
- Phase 4 Goals, Objectives and Planning Recommendations – 3 months
- Phase 5: Master Plan – 2 months

III. COMPENSATION

PDS will complete the Scope of Services described above on a Lump Sum fee basis, for **\$117,000.00.**

The cost for the statistically valid mailed survey with 400 completed surveys is an additional **\$3,000.00.**

The Lump Sum Fee above represents labor, overhead and profit. Reimbursable Expenses include other direct costs of any additional items required or requested by the City of Kirkwood, such as travel mileage, printings/plots and other items are in addition to the above amount and total **\$4,600.00**.

Payment shall be made monthly upon submission of a proper invoice in an amount equal to the percentage of work completed in the preceding month plus Reimbursable Expenses incurred. All invoices shall be due and payable within thirty (30) calendar days.

IV. TERMS AND CONDITIONS

The parties agree as follows:

1. PDS's Responsibilities. PDS will perform the tasks identified in the Scope of Services above in accordance with the standards customarily provided by an experienced and competent professional planning design organization rendering these type services.
2. Client's Responsibilities. The Client will pay PDS upon submittal of written invoices.
3. Termination. The City or PDS may terminate this CONTRACT at any time by written notice to the other party. The City shall pay for all work completed at the time of termination.
4. Ownership of Documents. Related documents created hereunder shall be and become the property of the City.
5. Governing Law. This CONTRACT shall be governed by and construed in accordance with the laws of the State of Missouri.



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planningdesignstudio.com

V. ACCEPTANCE

The following authorized representatives of the City of Kirkwood, Missouri and Planning Design Studio, hereby submit this proposal for Professional Services.

Planning Design Studio

Signature

L. Andrew Franke

Typed Name

Principal

Title

December 14, 2023

Date

City of Kirkwood

Signature

Typed Name

Title

Date

**Kirkwood Parks and Recreation Master Plan
Fee Breakdown Summary**

Phase	Fee	Reimbursables	Total
1	\$22,245	\$1,700	\$23,945
2	\$18,330	\$1,100	\$19,430
3	\$33,950	\$500	\$34,450
4	\$14,645	\$500	\$15,145
5	\$27,830	\$800	\$28,630
Total	\$117,000	\$4,600	\$121,600

MONTHLY REPORT FOR JANUARY 2024

For period Dec.18 through Jan. 22

BUDGET PREPARATION:

The 2024-2025 budget proceedings have been underway. A draft will be presented to the Finance committee on the 18th of January. The draft proposed will represent the Operating Budget for the 24/25 fiscal year, along with a draft of the 5 year Capital Plan starting with the 24/25 fiscal year.

TREE WORK AT GREENTREE PARK:

The Crew has begun working on tree trimming and the removal of some hazardous trees in Greentree Park. Trees are being raised up to make it easier for the mow contractor to cut the grass, and any dead or potentially hazardous limbs are being removed from healthy trees. The trees being removed are either dead or pose a risk due to health concerns and proximity to trails or structures.

MDC TO SINK EVERGREEN TREES IN WALKER LAKE:

The Missouri Department of Conservation is planning on sinking evergreen trees in Walker Lake for fish habitat. We procured 125 cut trees free of charge from the Kirkwood Farmers Market at the end of the Christmas season. Parks staff relocated them to the wood line on the southwest corner of the lake, and MDC will be out soon to sink the trees using blocks to weigh them down.

PERSONNEL CHANGES:

Sebastian Kaiser has been hired as Pete's replacement in the Horticulturist/Arborist position. Sebastian is a graduate of the Horticulture Program at Meramec Community College, and comes to us after most recently working for Great Rivers Greenway. We are very excited to have him onboard and look forward to watching him *grow*!

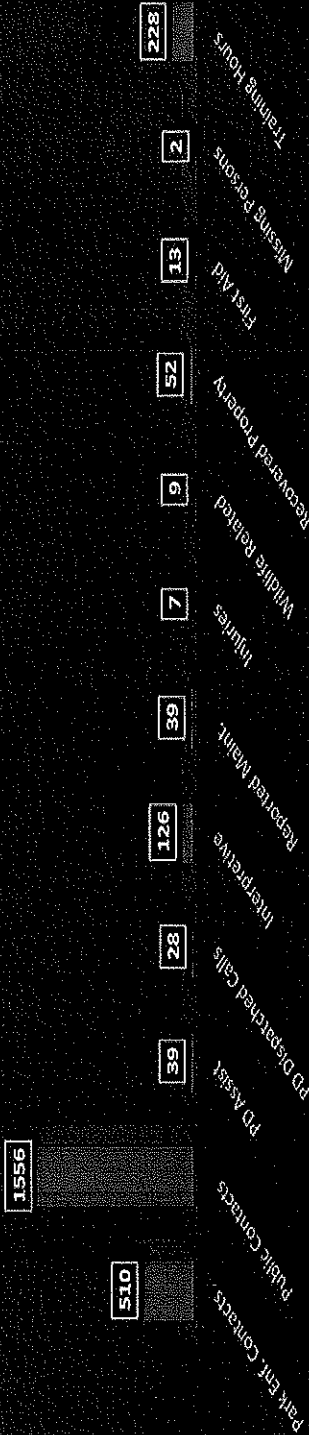
Curt's last day in the office was January 12th with his official retirement date being February 2nd. Pete Laufersweiler has assumed the duties of Superintendent, and will officially take over on February 3rd. Thank you again to Curt for an amazing 45 years with The City! He set an amazing example for our staff with his dedication to the department, and he helped shape our Parks system into an incredible place for the community to enjoy and take pride in. He will be missed!

HORTICULTURE ACTIVITIES:

Sebastian has hit the ground running. He, Ron, and Renee have been busy doing some much needed structural shrub pruning at many of the outer parks and Kirkwood Park. They have also begun the task of cutting down ornamental grasses and cleaning out leaves and debris from our planting beds throughout the parks and in the SBD.

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	37	28	510
Public Contacts	165	102	153	164	155	142	145	115	96	108	96	115	1556
PD Assist	6	2	2	3	5	1	4	2	3	5	3	3	39
PD Dispatched Calls	1	2	1	4	4	2	3	1	2	3	2	3	28
Interpretive	0	0	0	16	55	0	0	0	0	55	0	0	126
Reported Maint.	5	3	2	4	3	2	4	3	2	6	2	3	39
Injuries	1	0	0	0	1	1	0	0	4	0	0	0	7
Wildlife Related	2	0	1	1	0	0	1	2	1	0	1	0	9
Recovered Property	3	2	4	5	6	5	6	4	7	5	3	2	52
First Aid	0	0	1	2	1	2	0	2	3	1	1	0	13
Missing Persons	0	0	0	0	0	0	0	0	2	0	0	0	2
Training Hours	10	16	16	48	6	0	0	2	24	16	50	40	228

2023 TOTALS



Summary of Activities

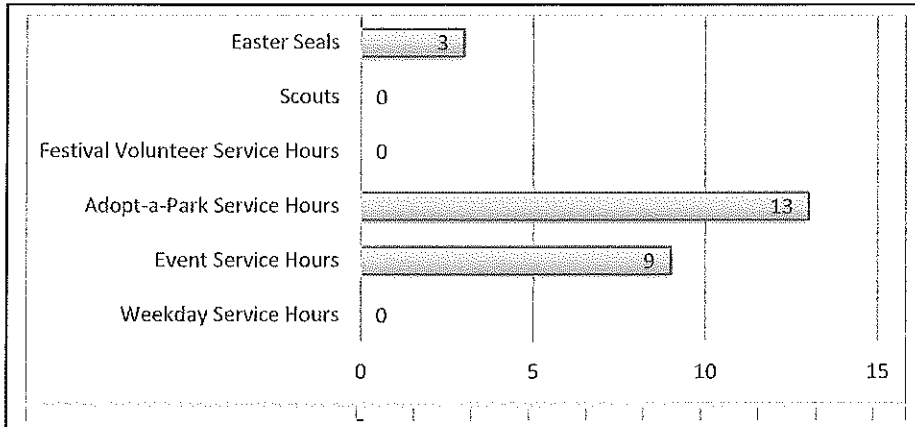
-Adam Lopez completed the 40 hour Crisis Intervention Team (CIT) certification class. This class is offered free to anyone working in public safety via a partnership from the Missouri Coalition of Mental Health Centers. The need for more in depth training on recognizing and assisting those suffering from mental health illness as well as de-escalation tactics has been a need for a while. This training puts another tool in the ranger's toolbox for when police are not immediately available. More rangers are scheduled to complete this certification this winter.

Prepared by: Senior Ranger Ron Hall

Monthly Volunteer Activity Report



Volunteer Hours



December | 2023

Upcoming Events

January 20: Community Gardener Open House



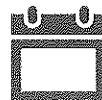
3,472
YTD Service Hours



581
YTD Volunteers



13
Weekday Volunteers



1
Events

Highlights

St. Peter's Cemetery, Greenwood Cemetery and Father Dickson's Cemetery agreed to help guide Quinette Cemetery's national registry nomination. I have started drafting the write up.

The Volunteer Program significantly increased volunteer participation in 2023 from 2022. The program held 30 volunteer events and hosted eight organizations seeking volunteer opportunities in Kirkwood parks. Our focus continues to be on conserving our woodlands and maintaining landscape zones. Volunteers spent more than 1,500 conservation hours pulling and cutting invasive bush honeysuckle, privet, and vines.

The focus in 2024 is to increase weekday volunteers.