



**Park Board Agenda**  
**Monday, April 15, 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. APPROVAL OF MARCH 25, 2024 MEETING MINUTES**

**II. COMMITTEE ASSIGNMENTS/REPORTS**

- a. Partnership Committee Update

**III. UNFINISHED BUSINESS**

- a. Strategic Plan Update
- b. Park Board Officer Nominations

**IV. NEW BUSINESS**

- a. Approval of Greentree Park Stewardship Contract
- b. Parks Volunteer Coordinator
- c. Park Board Officer Elections
- d. Other Matters

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

**VI. DIRECTOR'S REPORT**

**VII. BOARD MEMBER COMMENTS**

**VIII. ADJOURNMENT**

**Next Meeting – May 20, 2024**

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

*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: April 10, 2024  
Re: April 15, 2024 Agenda Memo

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### **Committee Reports**

No Reports – No meetings took place.

### **Unfinished Business**

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

Park Board Officer Nominations – This represents any final changes to the slate of officers running for election or re-election. Once the final slate is established, election of officers will take place during the new business portion of this meeting.

### **New Business**

Approval of Greentree Park Stewardship Contract – The Board needs to take formal action to approve Greentree Park Stewardship Contract. Pete will explain the process and the benefits of this contract at the meeting. A suggested motion is to enter into a contract with Native Landscape Solutions for a not to exceed amount of \$4,325.00 to be paid from account 201-09-100-101-000-520075.

Park Volunteer Coordinator – The Park Volunteer Coordinator position was approved by the Park Board back in June of 2012 for the sole purpose of coordinating volunteer efforts in the Kirkwood Parks. Kylie Christanell has held the position since 2015. Kylie is well versed and capable of operating the volunteer operation for the

parks department. During her work as the Volunteer Coordinator she has discovered a passion for history and more specifically the Historic Quinette Cemetery. Kylie has suggested that she spends time on the following proposal; "This proposal outlines priorities and future action plans for the Historic Quinette Cemetery from the Volunteer Program. As an important historical site for Kirkwood's African American community, it holds great significance as both a repository of cultural heritage and a valued greenspace. The primary purpose of this proposal is to safeguard the cemetery's historic character while fostering community engagement." While this is a management decision, I would like to make sure the park board supports a decision to have Kylie work on this project within the hours allotted for the volunteer program.

Election of officers – A final slate of officers will be determined during the Unfinished Business portion of this meeting. Elections will take place using a ballot listing the slate of nominated candidates for each office.

Maintenance Report – Pete's report is included. As well as a Report from Ron Hall, Head Park Ranger and Kylie Christanell, Volunteer Coordinator.

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

- Park Master Plan
- Aquatic Center Update
- Community Center Update
- Mitchell Park Update



**Park Board  
Meeting Minutes  
Monday, March 25, 2024 7:00 p.m.  
Kirkwood Community Center Room 202**



**IN ATTENDANCE:** The meeting was called order at 7:00 p.m. with President Ellen Edman (absent), Steve Ostrowski, Nate Wurtz, Jordan Wienke, Kathy Paulsen, Christopher Molitor, Kevin Miller, Lauren Nieman, Becky Jones and Staff Liaison Kyle Henke and Pete Laufersweiler in attendance.

**I. CITIZEN COMMENTS**

None

**II. APPROVAL OF FEBRUARY 26, 2024 MEETING MINUTES**

A motion made by Jordan Wienke to approve the February 26, 2024 meeting minutes, seconded by Becky Jones. Motion approved unanimously.

**III. COMMITTEE REPORTS**

- a. Partnership Committee – The committee met March 13<sup>th</sup>. The sign for Webster Groves Nature Study Society was edited and sent to them for final approval. The process for park renaming was discussed. Kyle gave an update from a conversation with the city attorney; his opinion was that since the park names are in the city ordinances, park renaming would be a city council decision.

**IV. UNFINISHED BUSINESS**

- a. Officer nominations – Kathy gave an update on volunteers for Park Board officers. The following members have volunteered: President – Ellen Edman, Vice President – Nate Wurtz, Treasurer – Steve Ostrowski. Vote will take place at the May meeting.

**V. NEW BUSINESS**

- a. Approval of FY 2024-25 Park Fund Budget  
A motion made by Nate Wurtz to approve the Park Fund FY 24-25 budget with an adjustment of \$45,984 for personnel costs, expenditures totaling \$2,361,562 and revenue totaling \$2,212,500. Seconded by Jordan Wienke. Motion approved unanimously.
- b. Approval of Goose Control contract renewal FY 24-25  
A motion made by Jordan Wienke to approve the contract with Gateway Goose Control in the amount of \$4400.00. Seconded by Lauren Nieman. Motion approved unanimously.
- c. Approval of Parks Mowing Contact FY 24-25  
A motion by Becky Jones to approve the contract with B's Lawn Service in the amount of \$63,910, of which \$4060 of the total will be funded by the City's General fund for mowing at KPAC. Seconded by Lauren Nieman. Motion approved unanimously.
- d. Approval of Trash Truck Purchase  
A motion by Chris Molitor to purchase a 2024 Isuzu NRR Refuse Truck with an 8 cubic yard New Way Diamondback rear loading hopper for the price of \$147,000



from Elliott Equipment Company on the Sourcewell Contract #091219-NWY to be paid from the Rolling Stock Capital account 201-09-100-101-000-620050 after April 1, 2024. Seconded by Nate Wurtz. Motion approved unanimously.

e. Approval of F-150 Purchase

A motion by Lauren Nieman to purchase a 2024 Ford F150 for \$44,414 from Joe Machens Ford Lincoln on State Contract #CC240138008 to be paid from the Rolling Stock Capital account 201-09-100-101-000-620050 after April 1, 2024. Seconded by Jordan Wienke. Motion approved unanimously.

f. Approval of Brush Chipper purchase

A motion made by Becky Jones to purchase a new Vermeer BC 1000XL Brush Chipper for \$30,659.57 from Vermeer Midwest on Sourcewell Contract 031721-VRM to be paid from the Machinery & Equipment capital account 201-09-100-101-000-620040 after April 1, 2024. Seconded by Kevin Miller. Motion approved unanimously.

## VI. SUPERINTENDENT OF PARKS REPORT

- a. Pete Laufersweiler discussed the Superintendent of Parks report

## VII. DIRECTORS REPORT

- a. Master Plan – Kyle currently has 9 people on the working committee and they are set to start meeting next month.
- b. Community Center Renovations – They have begun, the main entrance will close and the temporary entrance will open on April 3<sup>rd</sup>.
- c. Aquatic Center – Repairs to get ready for the 2024 season are ongoing.
- d. Mitchell Park – RFQ will be going out soon.

## VIII. BOARD COMMENTS

none

IX. ADJOURNMENT – The meeting was adjourned at 7:34 p.m.

# **MONTHLY REPORT FOR APRIL 2024**

## **For period Mar. 25th through April 15th**

### **AN UN-PEAR-ABLE SITUATION:**

Over the last 10 years the Parks Department has made an effort to remove all the cultivated Callery Pear trees on our property. In 2019 we removed the last 3 that were purposely planted. Since then we have been on a seek and destroy mission to eradicate them as they pop up in our wild areas. This spring we found 13 at Greentree Park, and 2 in Kirkwood Park that had been evading detection. Spring is the best time to find them since they stand out when flowering.

### **CH-CH-CH-CH-CHANGES:**

Baby changing stations are a challenge in a public restroom. Older kids often tend to try to sit on them, and over time that unintended weight will cause them to fail. We recently replaced 3 changing stations to make sure parents can use them without worry. The family changing room at restroom #1, restroom #2, and the women's restroom at #3 all got new changing stations this month.

### **GRANT-ING THEIR WISH:**

The restroom at the Grant's Trailhead experienced major vandalism last fall that required it to be closed down early. We had to get creative in our restoration efforts, but with the installation of some new fixtures, fresh paint, and flooring repairs it is good to go again. The users of the trail system are very happy to have this service restored!

### **APRIL SHOWERS BRING MAY FLOWERS....BUT NOT SOFTBALL!**

The 1<sup>st</sup> weekend of Softball leagues looked ready to go, but then a downpour washed all that hope of play away. Spring rains are great for the grass, trees, and flowers, but not so great for infields. With the cooler temperatures and overcast conditions it can take a lot longer for an infield to dry out enough for staff to get them to a playable condition, and sometimes rain on a Monday could cancel a whole week if weather conditions don't improve. We still try our best to get things playable for the users, but it is always a challenge for spring ball!

Services	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	YTD
Park Enf. Contacts	19	14	31										64
Public Contacts	45	38	58										141
PD Assist	2	1	3										6
PD Dispatched Calls	1	0	2										3
Interpretive	0	0	0										0
Reported Maint.	3	1	3										7
Injures	0	0	0										0
Wildlife Related	0	0	1										1
Recovered Property	1	2	2										5
First Aid	0	0	0										0
Missing Persons	0	0	0										0
Training Hours	24	32	72										128

# Summary of Activities

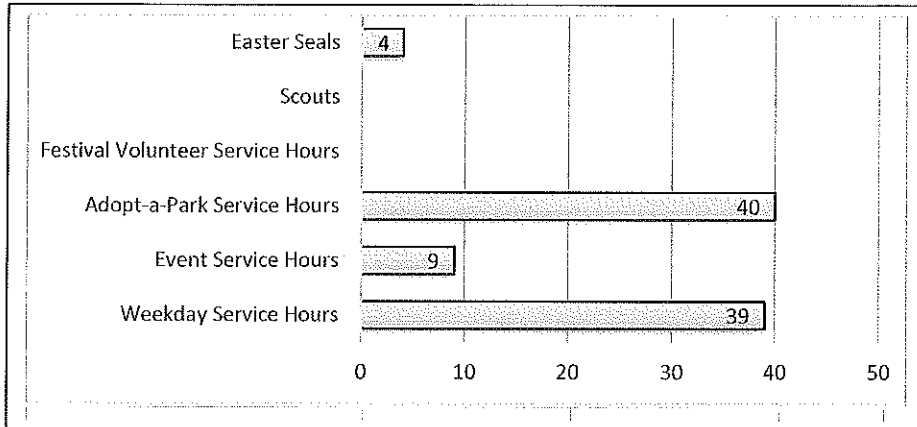
-In the middle of March, Ron Hall, Dan Bailey & Steve Stevens attended the Juvenile CIT (Crisis Intervention Team) class conducted by Compass Health Center. This class gives rangers more awareness and resources to mental health challenges that young adults, teens and younger children may be struggling with.

Prepared by: Ron Hall, Senior Park Ranger

# Monthly Volunteer Activity Report



## Volunteer Hours



March | 2024

## Upcoming Events



April 20: Quinette Cemetery Clean Up


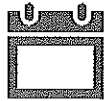
April 27: Invasive bush honeysuckle removal in Kirkwood Park

May 11: Fireman's Park Clean Up

May 18: Quinette Cemetery Clean Up

May 22: Aquatic Center Clean Up

	<b>173</b> YTD Service Hours
	<b>10</b> Weekday Volunteers

	<b>17</b> YTD Volunteers
	<b>1</b> Events

## Highlights

Volunteer opportunities began March 12. The weather did not cooperate on most volunteer days so we are off to a slow start. Conservation volunteers cleared honeysuckle at the Greentree Access parking lot.

Groups begin in April with the STL Caps students (Kirkwood Park) and Concordia Lutheran Church (Historic Quinette Cemetery).