



Park Board Agenda
Monday, May 20, 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 APRIL , 2024 MEETING MINUTES

II. COMMITTEE ASSIGNMENTS/REPORTS

- a. No Reports

III. UNFINISHED BUSINESS

- a. Strategic Plan Update

IV. NEW BUSINESS

- a. McEntee Memorial Park Playground Equipment
- b. Other Matters

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

VI. DIRECTOR'S REPORT

VII. BOARD MEMBER COMMENTS

VIII. ADJOURNMENT

Next Meeting – June 17, 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.

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: May 16, 2024
Re: April 20, 2024 Agenda Memo

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.

New Business

McEntee Memorial Park Playground Equipment – This topic is related to the recent removal of two pieces of playground equipment on the 2-5 year old playground at McEntee Memorial Park. For safety concerns, a bouncing car and Merry-Go-Round were both determined to be in poor condition and removed on April 1. Over the course of the next several weeks Pete conducted research on the two pieces of equipment in hopes of repairing them and returning them to service. It was only after the April 15 Park Board meeting that Pete discovered neither of the pieces could be repaired for safe use. The Merry-Go-Round was installed in 1989 and parts are no longer available and parts are no longer available for the Bouncing Car. In addition there remains a second bouncing car in service that is nearing the end of its useful life as well. The Park Board should be aware that the Merry-Go-Round was slated for replacement next fiscal year. This and the other items will need to have funds appropriated should the Board agree with the approach to select safer, durable, age appropriate, non-moving equipment.

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, April 15, 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, Steve Ostrowski (absent), Nate Wurtz, Jordan Wienke, Kathy Paulsen, Christopher Molitor, Kevin Miller, Lauren Nieman (absent), Becky Jones and Staff Liaison Kyle Henke and Pete Laufersweiler in attendance.

I. CITIZEN COMMENTS

None

II. APPROVAL OF MARCH 25, 2024 MEETING MINUTES

A motion made by Christopher Molitor to approve the March 25, 2024 meeting minutes, seconded by Jordan Wienke. Motion approved unanimously.

III. COMMITTEE REPORTS

a. None

IV. UNFINISHED BUSINESS

- a. Strategic Plan – None
- b. Officer Nominations – President: Ellen Edman, Vice President: Nate Wurtz, Treasurer: Steve Ostrowski. No new nominations were presented.

V. NEW BUSINESS

- a. Greentree Park Stewardship Contract
A motion made by Kathy Paulsen to enter into a contract with Native Landscape Solutions for a not to exceed amount of \$4325.00 to be paid from account 201-09-100-101-000-520075. Seconded by Kevin Miller. Motion approved unanimously.
- b. Park Volunteer Coordinator
A motion made by Jordan Wienke to continue to extend the Park Volunteer Coordinator roll as determined by the Parks and Recreation Director. Seconded by Nate Wurtz. Motion approved unanimously.
- c. Election of Officers
A motion made by Becky Jones to approve the slate of officers as submitted. President: Ellen Edman, Vice President: Nate Wurtz, Treasurer: Steve Ostrowski. Seconded by Christopher Molitor. Motion approved unanimously.

VI. SUPERINTENDENT OF PARKS REPORT

- a. Pete Laufersweiler discussed the Superintendent of Parks report

VII. DIRECTORS REPORT

- a. Master Plan – Kick off meeting is Wednesday April 17th.
- b. Community Center Renovations – Renovations are in progress.



- c. Aquatic Center – Kyle gave an update on the status of repairs.
- d. Mitchell Park – RFQ is due Friday.

VIII. BOARD COMMENTS

none

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

DRAFT

MONTHLY REPORT FOR MAY 2024

For the period of April 16th through May 19th

WE WERE SO EXCITED FOR SPRING, WE WET OUR PLANTS!!!:

The Horticulture staff has been busy getting this year's summer annuals installed in the SBD and throughout the Parks system. Each year the staff plants approximately 2,500 annual plants in our displays, and once they are in the ground the focus shifts to watering and maintaining the plantings for the rest of the growing season.

AH, HA, HA, HA, STAYIN' ALIVE, STAYIN' ALIVE!:

The Parks and Recreation staff participated in Basic Life Support training and certification this month to help them be prepared in the event of an emergency. A representative from the Eureka Fire Protection District came on 2 separate days to go over life saving techniques, and at the end of each session staff took the certification test. The certification through the American Heart Association lasts for 2 years.

THE BEST TIME TO PLANT A TREE IS 30 YEARS AGO. THE 2ND BEST TIME IS TODAY!:

This year's Arbor Day event saw our department once again contribute in a supporting role to the Urban Forestry Program as they worked to plant 34 trees to commemorate the 34 years Kirkwood has been recognized as a "Tree City USA" awardee. There were 2 other events happening in downtown Kirkwood that day with the Beer Run and the Coffee Klatch, and the organizers of all 3 events worked together to promote the overall celebration in Downtown Kirkwood. Our horticulture staff worked in assisting the volunteers with planting, mulching, and watering the trees. We also provided pop-up tents, tables, and chairs for the informational vendors at the event.

A CHIPPER DISPOSITION!

The new brush chipper has arrived! Our staff has gone over training for the new machine, and the chipper has already been put to work on a few tree removals in Kirkwood Park and Greentree Park. I would also like to point out that the old chipper cost \$25,600 in 2004, and because of its condition we were able to trade it in for \$19,500 toward the purchase of the new chipper. That shows the care that our staff and our fleet department put into the maintenance of our machinery and equipment. That investment certainly paid off!

THE ANTS GO MARCHING 2 BY 2, HOORAH, HOORAH! THE CICADAS GO MARCHING A TRILLION BY A TRILLION HOORAH, HOORAH!:

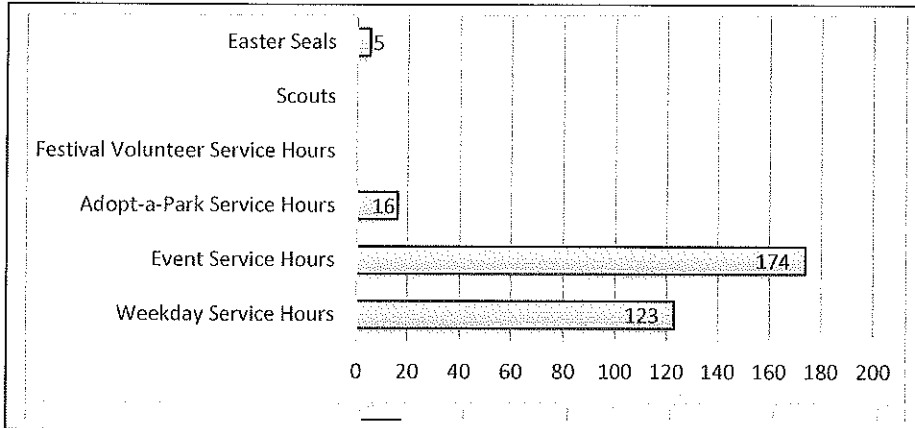
The 13 year cicadas have begun to emerge in Kirkwood Park, and you can hear their distinctive humming throughout the area. It seem that they are having quite to concert in the woods on the west side of Kirkwood Park! They should be around for 5-6 weeks or so, then the noise should die down as they die off. We will begin to see the damage from their egg laying as the summer month's progress. The females lay their eggs in slits on the underside of twigs, which can cause the tips of the branches to deform or die back.

Monthly Volunteer Activity Report



April | 2024

Volunteer Hours



Upcoming Events

May 11: Fireman's Park Clean Up

May 18: Quinette Cemetery Clean Up

May 22: Aquatic Center Clean Up



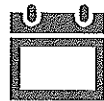
585
YTD Service Hours



79
YTD Volunteers



10
Weekday Volunteers



2
Events

Highlights

Kirkwood Parks hosted two volunteer groups in April. The STL Caps students mulched and weeded the tennis courts, shade bed, and tree rings. Concordia Lutheran Church participated in a clean up in the Historic Quinette Cemetery. Volunteers weeded, picked up sticks, raked leaves, and mulched the woodchip trail.

Services	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	YTD
Park Enf. Contacts	19	14	31	52									116
Public Contacts	45	38	58	73									214
PD Assist	2	1	3	2									8
PD Dispatched Calls	1	0	2	3									6
Interpretive	0	0	0	0									0
Reported Maint.	3	1	3	5									12
Injuries	0	0	0	0									0
Wildlife Related	0	0	1	1									2
Recovered Property	1	2	2	4									9
First Aid	0	0	0	2									0
Missing Persons	0	0	0	0									0
Training Hours	24	32	72	0									128

Summary of Activities

Nothing special to report for April.

Prepared by: Ron Hall, Senior Park Ranger