



**Park Board
Agenda
Monday, November 16, 2020, 7:00 p.m.
Virtual Meeting**



SPECIAL ANNOUNCEMENT REGARDING PARK BOARD MEETINGS

Under Section 610.015 of the Mo. Sunshine Law provides that members of the Park Board who are not physically at the meeting site can participate and vote on all matters when an emergency exists and the nature of the emergency is stated in the minutes.

The U.S., and the world, is in a state of emergency due to the Coronavirus—Covid-19. The Missouri Governor and the County Executive directed all citizens to limit meetings and gatherings to a few people to avoid the spread of the Coronavirus. Therefore, members of the Park Board have elected to participate in this meeting electronically so that we are compliance with such Orders and for the public health and safety of each other and the general public.

To follow along with the Park Board meeting please see instructions below. To make a comment during the public comment portion of the meeting please submit written comments to Director of Parks and Recreation Kyle Henke at henkekk@kirkwoodmo.org. Comments received by 4:00 p.m. on Monday, November 16, 2020 will be read during the citizen comment portion of the meeting.

You are invited to a Zoom webinar.

When: Nov 16, 2020 07:00 PM Central Time (US and Canada)
Topic: Park Board

Please click the link below to join the webinar:

<https://zoom.us/j/93784382543?pwd=c1RFUHIYdjZzTnZ4eHJDdW9qdmxGQT09>

Passcode: 022464

Dial(for higher quality, dial a number based on your current location): US: +1 312 626 6799 or +1 646 876 9923 or +1 301 715 8592 or +1 346 248 7799 or +1 408 638 0968 or +1 669 900 6833 or +1 253 215 8782

Webinar ID: 937 8438 2543

Passcode: 022464

International numbers available: <https://zoom.us/u/aeZQBzAS8>

****SEE THE FOLLOWING PAGES FOR THE AGENDA**



**Park Board
Agenda
Monday, November 16, 2020, 7:00 p.m.
Virtual Meeting**



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 OCTOBER 19, 2020 MEETING MINUTES

III. STANDING COMMITTEE ASSIGNMENTS/REPORTS

IV. UNFINISHED BUSINESS

- a. Strategic Plan Update
- b. Standing Committee Assignments
- c. Finalize Tree Nursery Discussion

V. NEW BUSINESS

- a. Review Strategic Plan
- 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 14, 2020

Staff Liaison: Kyle Henke. Phone: 314.822.5856 Email: henkekk@kirkwoodmo.org

Chair: Dave Hufford

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: November 11, 2020
Re: November 16, 2020 Agenda Memo

Here are the topics to be covered at this meeting, which will be held in "Zoom" virtual format:

Committee Reports

This represents the monthly opportunity to provide updates related to standing committee meetings.

Unfinished Business

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

Standing Committee Assignments – Included in the packet are the committee assignments.

Finalize Tree Nursery Discussion – Final discussion related to the tree nursery and update to the board after communication with city forester is complete.

New Business

Review Strategic Plan – The Strategic plan from 2017 requires a review and discussion. The updated version from October of 2019 is included in the packet. A strategic plan is generally tied to a Master Plan with 2-4 year objectives related to the master plan. The Kirkwood Park and Recreation Master Plan is now 15 years old. Park Board members were provided a copy of the master plan in the new board member packet. Please review the master plan.

Staff Reports

Maintenance, Ranger and Volunteer Report – Reports from Park Superintendent, Head Ranger and Volunteer Coordinator are included in the packet. Park Superintendent will not be in attendance for this meeting.

Director's Report – Will include information on the following:

- I-44 Bridge Update
- Historical Society and Al Smith Update
- Emmenegger Bank Stabilization Project
- Recreation and park facilities update – Playgrounds, Community Center, Ice Rink, Aquatic Center, Sports.



**Park Board
Meeting Minutes
Monday, October 19, 2020, 7:00 p.m.
Virtual Meeting**



IN ATTENDANCE: The meeting was called order at 7:03 p.m. with President Dave Hufford, Alan Hopefl, Alvin Reid, Lara Goeke Scott Stream, Jordan Wienke, Matt Helbig, Kathy Paulsen, Steve Ostrowski and Staff Liaison Kyle Henke, and Curt Carron in attendance.

I. CITIZEN COMMENTS

None

II. APPROVAL OF SEPTEMBER 21, 2020 MEETING MINUTES

A motion made by Scott Stream to approve the September 21, 2020 meeting minutes, seconded by Alan Hopefl. Motion approved unanimously.

III. COMMITTEE REPORTS

None

IV. UNFINISHED BUSINESS

- a. Strategic Plan- None
- b. Review of Draft By-Laws Regarding Committees – Dave Hufford discussed proposed changes to the Park Board by-laws.

A motion made by Jordan Wienke to accept the proposed changes to Article III, VII and XIII, seconded by Alan Hopefl. Aye: Dave Hufford, Alan Hopefl, Kathy Paulsen, Alvin Reid, Scott Stream, Jordan Wienke, Lara Goeke, Steve Ostrowski, Matt Helbig

- c. Committees – Dave Hufford discussed current committees and asked the Board to decide which should be standing committees in the by-laws.

A motion by Alan Hopefl to make the implementation committee a standing committee in the Park Board by-laws, seconded by Scott Stream. Aye: Dave Hufford, Alan Hopefl, Kathy Paulsen, Alvin Reid, Scott Stream, Jordan Wienke, Lara Goeke, Steve Ostrowski, Matt Helbig. Motion approved unanimously.

A motion by Kathy Paulsen to make the Quinette Cemetery Park committee a standing committee. No second.

A motion by Jordan Wienke to make the Trail committee a standing committee, seconded by Lara Goeke. Aye: Dave Hufford, Alan Hopefl, Kathy Paulsen, Alvin Reid, Scott Stream, Jordan Wienke, Lara Goeke, Steve Ostrowski, Matt Helbig. Motion approved unanimously

A motion by Kathy Paulsen to make the Finance committee a standing committee, seconded by Alvin Reid. Aye: Dave Hufford, Alan Hopefl, Kathy Paulsen, Alvin Reid, Scott Stream, Jordan Wienke, Lara Goeke, Steve Ostrowski, Matt Helbig. Motion approved unanimously.

A motion by Alvin Reid to make the Personnel committee a standing committee, seconded by Scott Stream. Aye: Dave Hufford, Alan Hopefl, Kathy Paulsen, Alvin Reid, Scott Stream, Jordan Wienke, Lara Goeke, Steve Ostrowski, Matt Helbig. Motion approved unanimously.



A motion by Jordan Wienke to make the Partnership committee a standing committee, seconded by Kathy Paulsen. Aye: Dave Hufford, Alan Hopefl, Kathy Paulsen, Alvin Reid, Scott Stream, Jordan Wienke, Lara Goeke, Steve Ostrowski, Matt Helbig. Motion approved unanimously.

- d. Tree Nursery – Dave Hufford discussed the proposed idea with interested city council members. The Park Board is not moving forward with this issue at this time.

V. NEW BUSINESS

- a. Park signage related to biking and running on trails – Kyle discussed a recent incident with a resident and a group of runners in Kirkwood Park. The Board suggested some trail etiquette signs they have seen and Kyle will do some research into these signs.
- b. MDC revised agreement for Emmenegger Park – Motion by Jordan Wienke to approve changes to the Emmenegger Park agreement with MDC, seconded by Alan Hopefl. Aye: Dave Hufford, Alan Hopefl, Kathy Paulsen, Alvin Reid, Scott Stream, Jordan Wienke, Lara Goeke, Steve Ostrowski, Matt Helbig. Motion approved unanimously.
- c. Historic Quinette Cemetery – A motion by Alan Hopefl to support the application for Quinette Cemetery to the National Registry of historic places, seconded by Jordan Wienke. Aye: Dave Hufford, Alan Hopefl, Kathy Paulsen, Alvin Reid, Scott Stream, Jordan Wienke, Lara Goeke, Steve Ostrowski, Matt Helbig. Motion approved unanimously.

A motion by Kathy Paulsen to approve an ad-hoc committee to oversee current Quinette Cemetery efforts, seconded by Jordan Wienke. No: Dave Hufford, Alan Hopefl, Kathy Paulsen, Alvin Reid, Scott Stream, Jordan Wienke, Lara Goeke, Steve Ostrowski, Matt Helbig. Motion Failed.

VI. SUPERINTENDENT OF PARKS REPORT

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

VII. DIRECTORS REPORT

- a. 144 bridge update - None
- b. Emmenegger bank stabilization project – Kyle gave an update.
- c. Recreation Update – Kyle updated The Board on Recreation facilities opening and upcoming programs

VIII. BOARD COMMENTS

Dave Hufford asked the Board member to let him know if they are interested in a particular committee.

Alan Hopefl encouraged everyone to get his or her flu shot.



The next meeting will be November 16, 2020.

IX. ADJOURNMENT – Chair Dave Hufford adjourned the meeting at 8:05 p.m.

DRAFT

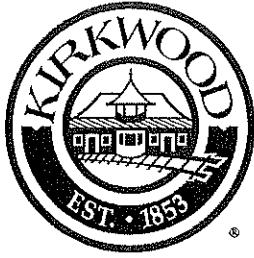
KIRKWOOD PARK BOARD STANDING COMMITTEES

November 2020

	Implementation	Personnel	Partnership	Trail	Finance
Dave Hufford					
Jordan Wienke	X				
Matt Helbig					X
Scott Stream		X			
Alan Hopefl				X	
Kathy Paulsen			X		
Lara Goeke					
Alvin Reid					
Steve Ostrowski					

committee member

X = Chair



WHERE COMMUNITY AND SPIRIT MEET®



KIRKWOOD, MISSOURI PARK BOARD

&

PARKS & RECREATION STAFF

STRATEGIC PLANNING & TEAMBUILDING INITIATIVE

Adopted By

THE KIRKWOOD PARK BOARD

MARCH 20, 2017 (Updated March, 2018)

(2nd Update, October, 2019)

FACILITATED BY

SYLVAN A. SCHULZ & DAVID M. WHITE

PREFACE

The Kirkwood Park Board along with key staff members of the Kirkwood Parks and Recreation Department met on January 28, 2017 to develop a strategic plan and identify specific actions that can be taken to strengthen the organization.

The following focus question was developed:

What steps can we take as individuals and as an organization to provide quality parks and recreation services to maintain a high level of overall satisfaction by the citizens of Kirkwood?

PARTICIPANTS	
Kirkwood Park Board	Kirkwood Parks and Recreation Staff
Scott Stream, President	Murray Pounds, Director
Steve Coates, Vice President	Curtis Carron, Superintendent of Parks
Wallace Ward, Treasurer	Kyle Henke, Superintendent of Recreation
Matt Helbig, Treasurer	David Lavelly, Park Foreman
Alan Hopefl	Don LaChance, Recreation Supervisor
David Hufford, Vice President	Laura Thal, Recreation Supervisor
Kate LeGrand-Peggy Grever	Ron Hall, Chief Park Ranger
Kara Wurtz-Kathy Paulsen	Sherry St. Onge, Office Manager
	Peter Laufersweiler, Horticulturist

The attached document provides direction and an action plan designed to achieve agreed upon visions and overcome obstacles in the path of those visions.

HISTORICAL PERSPECTIVE

Beginning in the early 1990s the City of Kirkwood, along with other departments within the city, including the Parks and Recreation Department and Park Board, instituted a strategic planning process. This process provided a platform to build a united vision, goals and vision action plans, and led to outcomes which included but were not limited to:

- The development of a new state of the art aquatic and ice rink facilities
- A reexamination of procedures and policies
- The institution of quantifiable employee performance standards
- The development of methods of benchmarking the services provided
- A united vision between the governing bodies of the city and the employees for the provision of quality services to the residents
- A true sense of teamwork, respect and increased knowledge of roles played by the participants.

The new facilities became a stimulus for a complete rebranding of the parks and recreation department. This new brand not only featured modernized bricks and mortar (and water) but it also showcased the investment the city made to provide state-of-the-art services for its residents.

CURRENT STATE

In 2016, the Kirkwood Parks and Recreation Department and Kirkwood Park Board renewed their commitment to facilitated strategic planning. Previous efforts were catalysts for a revitalized department and an increase in favorable public perception and utilization of the services offered. The following factors informed the need for a renewed strategic plan:

- The current strategic plan was outdated (intention of the last plan was to go through 2013)
- Facilitated strategic planning is part of the Kirkwood DNA—to operate with a long-range view and develop aligned plans to deliver outcomes to its residents
- Significant progress had been made in the completion of park developments and enhancements and new and large initiatives are in play that will again provide a “pivot” platform for Kirkwood’s brand.
- Staff and board members have changed so it was time to realign on goals, outcomes, obstacles and tactics to deliver on future plans.
- Strategic planning provided a platform for blended learning to foster newer ways of thinking while also being mindful of long standing traditions that make Kirkwood unique.
- The board and staff were provided an outlet to interact (improving board member touch points).

PROCESS

The process used to develop this strategic plan emphasized individual input that was then shared in small group discussion. The groups consisted where possible of an equal number of board and staff members. Areas addressed were visions, contradictions/impediments and upon identification of those items, action plans were developed.

During each portion of the session, the participants were asked to individually compile a list of visions, contradictions and impediments and actions they would like to see the Kirkwood park and recreation system adopt. Upon completion of their individual list, they then broke into small groups of 4 or 5 to discuss their best thoughts. The groups were comprised of both staff and board members thus providing for input from all levels of the organization. The groups then presented their best compilation to the other participants. The results were then grouped per similarity or thrust.



VISIONS

The group identified a series of visions toward which they want the department and the board to achieve.

The group determined that they wanted to develop specific actions designed to: assist in the attainment of the visions; and/or overcome obstacles that impede progress. They came to consensus regarding individual and group actions that were identified.

Furthermore, they felt that they would develop a timetable for those actions. Actions were then assigned to both an owner of the action as well as the timeframe. It must be noted that the following calendar looks like they overloaded the first six months with many actions. However, the time frame means when they will start on the action and either complete it or have substantial completion by the end of the six-month period. The resultant visions and actions identified are:

1. *Commit to staying current and being responsive to the changing landscape through ongoing self-examination of performance*

Outcome: To create an effective organization that aligns strategy and plan execution to best serve the Kirkwood community

Tactics:

- a. Review/update 5 year rolling strategic plan annually
- b. Review/prioritize findings of master plan/bike pedestrian plan
- c. Merge the parks and recreation into one organization with an aligned focus
- d. Commit to annual facility assessment (audit)

Actions	By September 2017	Oct. 2017 Mar. 2018	April 2018 & Beyond
Meet with staff to solicit input for new ideas and concepts to improve/add to current offerings and protocols: <i>Murray, Kyle, and Curt Determined complete 4/16/18</i>	X		
Conduct a board goal setting workshop to align with the Kirkwood P&R strategic plan: Combine with next two actions <i>Scott Stream, Steve Coates, and Murray</i>	X		
First annual review board's goals during first meeting with new board members: Combined with next action <i>Board Executive Committee</i>			X
Continue review of board's goals during first meeting with new board members: To be completed July, 2018. Then every six months. Latest update completed October 2019 <i>Board Executive Committee</i>			X

2. To assure user satisfaction and provide quality leisure activity experiences through the provision of human resources and tools.

Outcome: To accurately forecast and acquire sufficient resources to meet the needs of the Kirkwood community.

Tactics:

- a. Maintain proper staffing levels commensurate with anticipated growth in parks and recreation services and facilities
- b. Hire and maintain quality talent
- c. Augment programmatic needs through increased use of trained volunteers
- d. Improving individual performance recognition and evaluation of goals and achievements
- e. Improve natural environments in the park system
- f. Evaluate accessibility options to increase users throughout the park system

Actions	By Sept. 2017	Oct.2017 – Mar. 2018	April 2018 & Beyond
Improve trails wayfinding, interpretation, and education outreach in outer parks: Examine opportunities for additional wayfinding at Emmenegger and Greentree. Look for additional interpretive opportunities for Greentree wetlands. Work to continue with possible assistance from DOC and volunteers. <i>Curt, Ron, and Alan Kylie added October 2019</i>	X		
Conduct a manpower study to determine needs to deliver on the plan (i.e. staff augmentation and /or partnerships with volunteers: Continue research on manpower needs utilizing NRPA resources. Research information to be updated and final report to be prepared. <i>Pete, Curt, and David</i>	X		Report due April 2020
Initiate an effort to establish clear areas of responsibilities and assign roles/jobs accordingly: Hold discussions with staff during staff meetings and determine what issues are. Deleted October 2019 <i>Kyle and Tom</i>		X	

Steve Coates to examine opportunities to add action(s) regarding Tactic E.

3. To stay current with ongoing societal changes that may impact facility and staff safety.

Outcome: To preserve safety for both users and staff.

Actions	By Sept. 2017	Oct. 2017- Mar. 2018	April 2018 & Beyond
Review larger safety trends and apply findings to Kirkwood park system: <i>Curt, Wallace, Ron, and Kyle Replace Wallace with Dave H.</i> Continue with effort to identify issues. Report and priorities to be created.		X	Report due April 2020
Develop a training program based upon adjustments indicated by safety needs assessment: <i>Kyle and Curt</i>		X	
Determine if a need exists to alter/calibrate ranger hours for peak park coverage: <i>Ron</i>		X	
Implement modified safety training across Kirkwood P&R			X
Implement ranger coverage plan across Kirkwood P&R			X

4. To maximize the use and support of all park and recreation services through improved communication and expansion of the Kirkwood P&R brand

Outcome: To improve awareness and understanding of the total park system to meet the varied needs of the Kirkwood community.

Tactics:

- a. Improve marketing to increase awareness and use of facilities and parks
- b. Improve promotion and awareness of connectivity of parks through trail & bike lane system
- c. Expand department led outreach program to the Kirkwood community
- d. Bus service
- e. Improve communication with the City
- f. Expand awareness, knowledge and use of the total park system

Actions	By Sept. 2017	Oct. 2017 - Mar. 2018	April 2018 & Beyond
Develop larger and more diverse program offerings <i>Laura and Kate</i> Some new programs offered. Recreation staff to develop survey instrument to assess opportunities for offsite programs, particularly related to fitness	X		Considered ongoing
Designate a parks and recreation staff member to be responsible for external communications: Determined to be need to keep staff informed about various operations. Will be handled at staff meetings. <i>Murray</i>	X		ongoing
Write a marketing plan: Marketing plan nearing completion. Marketing group established and ongoing. Plan to be revisited. <i>Kyle Matt</i>	X		
Support city's development of a new website that will work on various platforms: Murray serving on committee working with new website designer. New website expected to be operational summer 2018. Complete <i>Don</i>	X		
Assess the need for a marketing director. Not realistic at this time. Part time recreation clerk being utilized five hours a week to manage social media campaigns and other promotional efforts.			X

5. To expand financial resources (while maintaining financial stability) to provide more services that meet the changing needs of the Kirkwood community

Outcome: To dedicate resources to identify and successfully solicit external funding sources

Tactics:

- a. Explore supplemental revenue generation and programming opportunities
- b. Expand the Legacy program
- c. Improve financial viability through the acquiring and using private funds
- d. Protect financial base to enable us to maintain facilities & parks

Actions	By Sept. 2017	Oct. 2017 - Mar. 2018	April 2018 & Beyond
Identify needs and potential private organizations to sponsor, partner and donate: Investigation regarding sign ordinances required in order to determine potential for posting sponsor signs and banners. <i>Curt and Tom Murray, Kyle, Laura</i>	X		
Investigate and research requirement to form a Kirkwood Park Foundation: <i>Scott, Wallace, Alan and Steve, Jordan, Alvin, Kylie Laura..</i> Initial research started, to continue under Scott's leadership. Focus on completing application for not for profit status and identify possible foundation board members	X		Complete application April 2020
Investigate and research grant opportunities for special projects: <i>Steve and Murray. List of grant opportunities developed. Looking for opportunities to utilize list while continuing ongoing research on grant opportunities.</i>	X		ongoing
Develop a plan based on the needs assessment and formulate a strategy to promote the partnership program: Combined with action #1 <i>Curt</i>		X	
Initiate actions based upon research and develop a timeline for operationalizing a Kirkwood Park Foundation: <i>Scott, Wallace, and Steve See Item 2 above</i>		X	
Apply for grants for special projects with relevant funding sources: <i>Steve and Murray See above</i>		X	ongoing
Kirkwood Park Foundation is operationalized:			X
Continue investigation, research and calibrate findings with future special projects:			X

6. To develop and enhance partnerships with individuals and organizations that create stronger relationships

Outcome: To advance the provision of leisure services in the Kirkwood area through mutually beneficial partnerships and sponsorships.

Tactics:

- a. Grow volunteerism and engage the public in opportunities to serve and foster civic pride
- b. Develop/Enhance/improve relationships with institutions such as schools/colleges and Missouri Department of Conservation.

Actions	By Sept 2017	Oct. 2017 – Mar. 2018	April 2018 & Beyond
Identify staff member as an organization relationship manager to foster sustainable partnerships: determined not realistic for one person. Murray to establish a partnership working group <i>Murray</i>	X		ongoing
Identify opportunities to participate in more community wide events (not just P&R events): complete <i>Curt, Kara, Laura and Ron</i>	X		
Establish guidelines for participation in community wide events and for board approval: complete <i>Curt, Kara, Kylie and Ron</i>		X	
Create task force to network with organizations (i.e. schools, colleges and MDC) to strengthen cooperative partnerships: See action Item 1 <i>Wallace and Pete</i>		X	
Based on the success of the relationship building, develop a full-time relationship manager position to run the program. Not feasible at this time			X
Participate in community wide events			X

CONTRADICTIONS, IMPEDIMENTS AND ISSUES

To develop action plans that help attain the visions, effort needs to be undertaken to quantify challenges that can impede the attainment of the vision. Only by overcoming problems, contradictions and impediments can an organization progress. The participants used the same process as outlined for Visioning to both individually and collectively identify roadblocks that interfere and determine actions that will counteract those roadblocks.

NOTE: For impediments that have no actions under them, if the impediment was complementary to a vision, the action was included only in the vision section; other impediments with no action are important ongoing concerns that staff and board recognized as worthy of notation.

1. *Lack of alignment among pillars of leadership*

- a. Lack of partnership interaction with city council
- b. Inconsistent leadership buy in and alignment
- c. Lack of initiative from the Kirkwood Park Board
- d. Charter mandated board turnover

Actions	By Sept. 2017	Oct. 2017 – Mar. 2018	April 2018 & Beyond
Provide more communication between board and staff. Murray and Sherry to ensure board members are invited to staff events, including staff meetings. Now considered ongoing. <i>Kara, Murray, Dave and Sherry</i>	X		
Develop a board bench as a feeder pool for future board members to maintain continuity: Continue to look for opportunities to involve at large citizens on board subcommittees. Effort to recruit at large citizens for ad hoc committees considered ongoing. <i>Wallace, Scott and Steve</i>		X	

2. *Attitudinal challenges*

- a. Inadequate adaptation to younger generational attitude towards parks volunteerism
- b. Nimbyism (Not in My Backyard)
- c. Resistance to change, “We never have done that before; If it ain’t broke don’t fix it”

3. *Inability to respond to communication trends*

- a. Outdated, non-user friendly website (communication tools could be more engaging and modern)
- b. Internal communication is perceived as a low priority

Actions	By Sept 2017	Oct. 2017 – Mar. 2018	April 2018 & Beyond
Conduct more frequent joint staff meetings (monthly) of both parks and recreation: Staff meetings are being held on a bimonthly basis. Complete <i>Murray</i>	X		
Designate a parks and recreation staff member to be responsible for communications: Not clear what is implied by this action. <i>Murray</i>	X		

4. Staffing challenges

- a. Staffing expertise doesn't always match job expectations (marketing/promotion communication/safety, development direction)
- b. Unclear roles and responsibilities of staff impedes productivity
- c. Inadequate staff/volunteers to deliver on projects and goals
- d. Lack of staff training inhibits meeting citizens' expectations of staff as expert leaders and resources
- e. Staff turnover leads to lost institutional knowledge

Actions	By Sept 2017	Oct. 2017 - Mar. 2018	April 2018 and Beyond
Discuss and develop a succession plan including an examination of staff credentials: Murray has developed succession plan and reviewed with current position holders. Plan to be presented to board members. Plan to be resubmitted to Board <i>Murray and Scott</i>		X	
Examine staff credentials for efficacy in role and adjust roles and responsibilities as appropriate: Review of all job descriptions has been completed. City job/salary study involving review of job duties near completion. Findings of salary study instituted. Done <i>Murray and Tom</i>		X	

5. Partner Constraints

- a. Limited response from possible cooperating agencies/partners to forming a coalition
- b. Poor relationships with some established partner agencies

6. Funding Challenges

- a. Long lead time to budget for programs (missed window of opportunity for "pop up" programming to respond promptly to trends)
- b. Shift in funding levels could change coupled with increased costs could impede service levels
- c. Internal competition for existing funding levels

7. Regulation

- a. Regulations (city/county/state/federal) may dampen ability deliver programs as designed

Actions	By Sept 2017	Oct. 2017 - Mar. 2018	April 2018 & Beyond
Identify relevant discussion items for a productive conversation with city/county/state and federal officials (i.e. internet sales tax): some conversations have been taking place regarding and identifying some issues <i>Wallace and Scott</i>	X		
Open a conversation with city/county/state and federal officials as applicable regarding issues of mutual concern (i.e. internet sales tax): <i>Wallace and Scott see above. Board members encouraged to participate in MPRA legislative action day.</i>	X		
Monitor any shifts in rules, regulations and codes that may apply to leisure service delivery system			X

ACTION PLAN IMPLEMENTATION BRIEF

Action Plan: _____

Vision/Contradiction: _____

Who's Responsible: _____

IMPLEMENTATION STEPS:

What tasks are necessary to either accomplish or obtain substantial progress on this action plan? When is the target date to have each of these tasks done? Who is responsible for each task? Remember some tasks may need to be accomplished first before a succeeding task can be begun. List tasks in chronological order to be done.

<u>Description of Task</u>	<u>When</u>	<u>Who</u>
1.		
2.		
3.		
4.		
5.		
6.		

OUTCOME

Upon completion of the above tasks, the desired outcome will be:

MONTHLY REPORT FOR OCTOBER/NOVEMBER 2020 Through November 13th

HAYRIDES:

The department scheduled and ran 3 of 4 nights of private hayrides in Kirkwood Park. Groups were encouraged to rent wagons as “pods” so that familiarity of groups narrowed down the risk of COVID exposure. Our driver wore his mask and kept his distance which wasn’t too hard since he was driving the tractor. He had just a few minutes between rides (4/night) to wipe down side rails and handrails before loading the next ride.

PLOW FABRICATION:

Between Parks and Fleet, we fabricated a newly rebuilt V-plow for the Deere. The V shaped plow mounts to the front of our Deere riding mower and is designed exactly as wide as a standard pedestrian sidewalk, which assures the walk is cleaned side to side. The old version of the plow was used up and had been fabricated in the 90s.

GRANTS TRAIL RESTROOM PAINTED:

The restroom exterior at Grants underwent a strip and paint job. The building had only been painted once since it opened 20 years ago. Two crew members spent a couple days pressure washing the exterior and then painting everything but the gutters. It refreshed nicely and is presentable once again.

CLEANING AND SANITIZING PLAYGROUNDS:

We have ended the sanitizing of play equipment due to weather at the end of the first week in November. The wind, rain, and colder temperatures have cut us off. The final sanitizing was performed at Kirkwood Park by student volunteers during their community service day here. The sanitizing will resume as mandated or weather permits if necessary this spring.

DST BRINGS CREW START TO 7 A.M.:

The crew has re-united with a 7am start for everyone. DST would put half the crew in the dark an hour in the morning and the other half in the dusk that afternoon as daylight dwindles. All people entering the facility do temperature check, mask when required, and have gone back to assigned vehicles where possible.

TENNIS CENTER:

The windscreens on fences, and shade structures have been removed for the winter months. We continue to blow courts and corners as necessary.

CHASING LEAVES:

The annual game of chasing the falling leaves has begun. We mulch them when the layer is thin enough, and blow them to wooded areas when they get thicker. And finally we

collect them from blown rows with our groomer and haul them to a collection point. At the end of the fall leaf season, we haul the pile off to be composted.

WINTERIZING BUILDINGS/IRRIGATION:

On Nov 2, we began winterizing seasonal water lines and irrigation sites throughout the park system. We rent a tow-behind compressor and move from park to park blowing out irrigation lines and water lines to facilities that are not heated. This process includes the aquatic center and all irrigation in the system. It takes approx. 1 week to complete. We have closed restrooms for the season at Greentree, Meacham and reduced service at Grants Trailhead, which is due to close Monday Nov 16. Emmenegger, and #2 restroom in Kirkwood Park remain open year-round.

SIDEWALK REPLACED:

The crew replaced 4 sections of sidewalk along Geyer Road. The concrete walk had either broken up or dropped and became uneven and unsafe. The project took just 2 days, one for removal and prep, and the next for pour and finish.

HONEYSUCKLE SPRAYED:

Native Landscapes was in the park twice during this period spraying honeysuckle. Our 'arrangement' with them stems from work performed at Firemans Park where we took a loss. They were in Kirkwood Park the first day with a single truck with a spray rig, and the second with 4 trucks and backpacks. They are spraying a "cocktail" that is taken into the plant and kills to the root. They will return to Kirkwood Park and few more times, and also visit Koesterling Park as a follow up.

City of Kirkwood Parks Recreation Department
Monthly Park Ranger Activity Report



Services	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	YTD
Park Enf. Contacts	26	38	56	32	150	144	143	131	93	80	0	0	893
Public Contacts	198	166	197	142	392	413	398	365	357	246	0	0	2874
PD/FD Assist	2	2	4	1	3	11	4	2	10	2	0	0	41
PD Dispatched Calls	1	3	1	1	4	5	5	3	4	4	0	0	31
Interpretive	1	0	0	17	2	1	4	0	9	26	0	0	60
Reported Maint.	4	2	2	6	4	4	10	4	5	3	0	0	44
Injuries	0	0	0	0	0	1	3	0	1	1	0	0	6
Wildlife Related	0	0	0	1	1	1	0	0	1	1	0	0	5
Recovered Property	0	0	0	2	3	4	3	2	4	2	0	0	20
First Aid	0	0	0	0	0	0	1	1	0	0	0	0	2
Missing Persons	0	0	0	1	1	0	1	0	0	0	0	0	3

Summary of Activities

*Rangers Hall and Vogel assisted with the Kids Quest program at the recreation center by leading two different hikes in Kirkwood Park. The first hike was a scavenger hunt and the second was a kid's adventure hike.

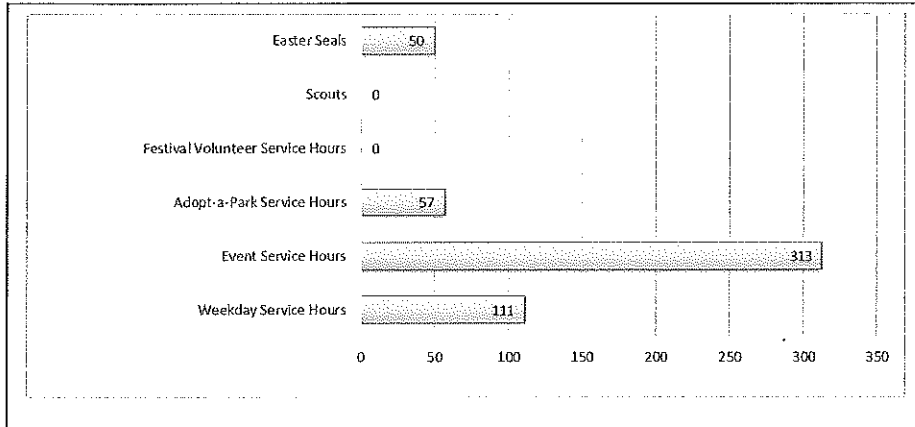
*Rangers also began providing security checks and interior patrols of the new performing arts center.

Prepared by: Senior Ranger Ronald Hall

Monthly Volunteer Activity Report



October Volunteer Hours



October | 2020

Upcoming Events

November 7-Greentree Park Wintercreeper Removal

November 19-Last Day of Weekday Volunteer Season

November 21-Greentree Park Wintercreeper removal



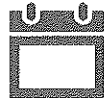
1,704
YTD Service Hours



259
YTD Episodic Volunteers



10
Weekday Volunteers



6
October Events

Highlights

Kirkwood Parks hosted a Hands-on-Kirkwood group October 5 to continue removing wintercreeper from Greentree Park. Volunteers have successfully removed most of the vine from the trees. One more event is scheduled November 21.

The Luetzow family formally adopted the Historic Quinette Cemetery to assist with grounds maintenance such as removing wintercreeper and invasive bush honeysuckle. The Luetzow and Paulson families uncovered several limestone rock headstones at the front of the cemetery-a surprise find under the wintercreeper surrounding a cedar tree. To date, Fillmore, Emmenegger Nature, and the Historic Quinette Cemetery Parks have been adopted.

Providence Christian Academy held their morning-of-service in Kirkwood Park October 30. More than 100 students, teachers, and parents spend the morning picking up ground trash, mulching the Girl Scout Bird Sanctuary Trail, weeding, and more. The school has held their service morning in Kirkwood Park for the past three years.