



WHERE COMMUNITY AND SPIRIT MEET™

## **WORK SESSION MINUTES**

A work session of the Kirkwood City Council was held on November 2, 2023 at 5:00 p.m. at Kirkwood City Hall, 139 S. Kirkwood Road, Kirkwood, Missouri. Present were Mayor Griffin, Council Members Duwe, Gibbons, Luetzow, Sears, Zimmer and Wurtz. Also in attendance were Chief Administrative Officer Russ Hawes, Assistant Chief Administrative Officer David Weidler, City Clerk Laurie Asche, Deputy City Clerk Bridget Waters, Parks Director Kyle Henke, Communications Manager Katherine Hessel, and City Attorney John Hessel.

### **APPROVAL OF THE SEPTEMBER 21<sup>ST</sup>, SEPTEMBER 28<sup>TH</sup>, OCTOBER 5<sup>TH</sup>, OCTOBER 16<sup>TH</sup>, AND OCTOBER 19<sup>TH</sup>, 2023 WORK SESSION MINUTES**

Motion was made by Council Member Sears and seconded by Council Member Zimmer to approve the September 21<sup>st</sup>, September 28<sup>th</sup>, October 5<sup>th</sup>, October 16<sup>th</sup>, and October 19<sup>th</sup>, 2023 Work Session minutes. The motion was unanimously approved.

## **RECREATION FEES PROPOSAL**

Parks Director Kyle Henke discussed the Recreation Fee Structure proposal and Aquatic Management Contract with Council. The 2024 season requires a new contract. A Request for Proposal was sent out through Procurement Department. A single bid came back from Midwest Pool Management. The Lifeguard portion of the fee is proposed to be \$412,250 which includes the missing August week from the 2023 season. The Management and Chemicals portion of the contract is proposed at \$77,985 for a total contract price of \$490,235. This equates to an increase of \$35,235 when we include the missing week that was not included in 2023. In an effort to decrease operating costs, staff is recommending that the pool be closed during the week starting August 12<sup>th</sup>. If this change is implemented, the lifeguard salary portion of the budget could be lowered from the proposed \$412,250 to \$394,670. Moving to weekend hours one week earlier can result in a contract increase of \$17,655 and then it can be evaluated whether to adjust fee or maintain the current structure for another pool season. It was the consensus of the City Council to close the pool one week early during the week, starting August 12<sup>th</sup>.

The primary rate increase affected non-residents. A discussion took place. It was the consensus of the City Council to raise the rates as proposed.

Parks Director Henke also recommends to increase the Racquet Sports Center fee structure. The last price increase was approved in 2014. Equipment costs, such as tennis nets have increased by 50% in the last year alone. If increases are approved, the estimated revenue for the Racquet Sports Center will increase by \$3,000. The extra revenue will help cover minimum wage increases, utilities and equipment costs associated with operating the facility.

Discussion took place. It was the consensus of the City Council to raise the rates as proposed.

Legislation will be drafted for Council consideration.



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### COMMUNITY CENTER UPDATE

Chief Administrative Officer Russ Hawes discuss the Community Center update to Council. Request for Proposal bid packages were received on August 22, 2023. The City did tentatively bring in Single bidder United Construction. The City was a bit over budget, and it was decided for the team to work towards a cost reduction worth approximately \$1,100,000 using a combination of value engineering, scope reduction, and alternate means of funding. To date, the Team has produce and accepted \$384,967 worth of Value Engineering and cost reduction items and has another \$637,000 pending, which illustrates a pathway to achieving the goal. Staff recommends awarding the contracts to United Construction, Garland/DBS, Inc., Engineering Operations, Inc., and Intertek-PSI. Navigate Building Solutions will draft the contract agreement documents for approval at the upcoming Council meeting November 16, 2023.

In addition, Christner Architects additional services request to add \$81,100.00. This additional amount will cover the Design for Window Replacement on 2nd and 3<sup>rd</sup> floors, Structural Analysis of Existing Roof for New Mechanical Equipment, and Additional CA services for extended construction schedule through September 2025. Also, Navigate Building Solutions Task Order additional services request to add \$131,000.00 for Extended Preconstruction Phase Services, Procurement Phase Activities, and Construction Phase Services. These two items are accounted for in the total program budget. Navigate Solutions will provide documentation for review before Council's approval at the November 16, 2023 meeting.

A discussion took place.

### MOTION TO CLOSE THE MEETING

Motion was made by Council Member Zimmer and seconded by Council Member Duwe to close the meeting pursuant to RSMo Chapter 610.021 (1 – Legal).

Roll Call:

Mayor Griffin	"Yes"
Council Member Gibbons	"Yes"
Council Member Luetzow	"Yes"
Council Member Sears	"Yes"
Council Member Wurtz	"Yes"
Council Member Zimmer	"Yes"
Council Member Duwe	"Yes"

The meeting was closed.



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### **MOTION TO OPEN THE MEETING**

Motion was made by Council Member Duwe and seconded by Council Member Wurtz to open the meeting.

#### Roll Call:

Mayor Griffin	“Yes”
Council Member Gibbons	“Yes”
Council Member Luetzow	“Yes”
Council Member Sears	“Yes”
Council Member Wurtz	“Yes”
Council Member Zimmer	“Yes”
Council Member Duwe	“Yes”

The meeting was opened. There being no further matters to come before the council, the meeting was adjourned.

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Laurie Asche  
City Clerk