



WHERE COMMUNITY AND SPIRIT MEET™

WORK SESSION MINUTES

A work session of the Kirkwood City Council was held on April 20, 2017, at 5:30 p.m. Present were Mayor Griffin, Council Members Duwe, Edman, Luetzow, Sears, Ward, and Zimmer. Chief Administrative Officer Hawes, Assistant Chief Administrative Officer Ragland, Director of Public Services Bensing, City Attorney Hessel and City Clerk Montañó were also present.

APPROVAL OF WORK SESSION MINUTES

Motion was made by Council Member Zimmer and seconded by Council Member Duwe to approve the meeting minutes of April 13, 2017. The minutes were unanimously approved.

PRESENTATION OF KIRKWOOD KONNECT PHONE APP

Mr. Hawes presented information pertaining to the Kirkwood Konnect application. This application may be used by anyone who has a smart phone and also allows for using the website for the same purpose. Some of the issues discussed are as follows:

- Expands capabilities to track and respond to citizen concerns.
- Staff has been trained on responding to the requests and tracking the process.

Council Member Ward joined the meeting.

- The application will allow signing up for the City newsletter, Code Red, etc. and will allow the user to add photos.
- Mr. Hawes showed how service requests are tracked and can be looked at by location. This is also available for citizens to review.

Council Member Sears joined the meeting.

- The map showing the service requests is color coded to show the status of the request.
- The application is successful in allowing the City to receive, respond, process and track the requests.

DOWNTOWN MASTER PLAN FUNDING

Mr. Hawes updated the council on the process. A preferred consultant has been identified and the scope of services has been developed. The scope of services has come in higher than the funding available through the Industrial Development Authority (IDA). The City could proceed with only using the IDA funding in the amount of \$120,000, however, it will put a lot of limitations on the scope of services. There are funds available in the budget that were approved for a zoning analysis project. The scope of services in the Downtown Master Plan project will include some of the zoning analysis project issues. Some of the issues discussed are as follows:

- It would cost about \$80,000 to \$85,000 in additional funds to get the full scope of services and this is a Strategic Plan Goal. Now is a great opportunity to proceed.
- Staff reported that it is likely that the zoning analysis project won't take place this year and probably closer to next year.
- Mr. Hawes would like the council consensus to continue with investigating the costs for the full scope of services and determine a final cost.
- The purpose for more funding is for economic development data.
- The additional costs incurred will be partially offset by the Code changes.
- The scope of services was determined after the vendor was chosen.
- Part of the scope of services would include a detailed survey of current conditions with recommendations on how to move forward.
- The theater, the impact on the area and what should be considered is also part of the scope of services.
- Will also include a very detailed parking study.
- Citizens will participate in the process through the use of charrettes, etc.
- It was the consensus of the council to proceed with establishing the final scope of services and associated costs.

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 Vote as Follows:

Mayor Griffin	“Yes”
Council Member Luetzow	“Yes”
Council Member Sears	“Yes”
Council Member Ward	“Yes”
Council Member Zimmer	“Yes”
Council Member Duwe	“Yes”
Council Member Edman	“Yes”

The meeting was closed.

MOTION TO OPEN THE MEETING

Motion was made by Council Member Ward and seconded by Council Member Zimmer to open the meeting.

Roll Call Vote as Follows:

Mayor Griffin	“Yes”
Council Member Luetzow	“Yes”
Council Member Sears	“Yes”
Council Member Ward	“Yes”
Council Member Zimmer	“Yes”
Council Member Duwe	“Yes”
Council Member Edman	“Yes”

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

Betty Montañó, MMC/MPCC
City Clerk