



WHERE COMMUNITY AND SPIRIT MEET®

WORK SESSION MINUTES

A work session of the Kirkwood City Council was held on February 9, 2017, at 7:00 a.m. Present were Mayor Griffin, Council Members Duwe, Edman, Luetzow, and Zimmer. Also in attendance were Chief Administrative Officer Russell Hawes, Assistant Chief Administrative Officer Georgia Ragland, City Clerk Betty Montañó, Public Services Director Bill Bensing and City Attorney John Hessel. Council Members Sears and Ward were absent and excused.

APPROVAL OF WORK SESSION MINUTES

Motion was made by Council Member Zimmer and seconded by Council Member Duwe to approve the meeting minutes of February 2, 2017. The minutes were unanimously approved.

PUBLIC SERVICES DEPARTMENT FY 2018 BUDGET DISCUSSION

Chief Administrative Officer Hawes presented the following information:

- The Finance Committee Report included concern about the Sanitation Department and the lack of funding needed for this Enterprise Fund.
- A few things that could be considered are:
 - Lower expenses
 - Raise revenues (sometimes has diminished returns)
 - Yard waste costs keep going up and the program is on a pay as you throw basis.
 - Mr. Bensing has been analyzing the Sanitation Division operations and had a study completed which concluded that rates needed to be increased and the elimination of commercial service. Commercial service has been discontinued as of January 1, 2017
 - Several municipalities have outsourced sanitation services and that can be done while keeping core services.

Highlights of Capital Budget for Streets and Water:

Mr. Bensing highlighted projects that have taken place in the Street Department.

- There are two areas where roundabouts were investigated. Staff will apply for a grant that will include one roundabout.
- The Geyer Road to Craig project is good for a complete streets program.
- The work on Fillmore will include the project as a test program that will include striping, protected bike cells and signage.
- Street Restoration Project – The South District was completed this year.
 - Citizens have noticed the street improvements and are grateful
- The funding for street projects and programs comes only from the Capital Fund and it is very important that the ½ cent Capital Sales Tax ballot issue gets approved so the programs can continue.
- There will be a FAQs document developed that will include information pertaining to the various funds, etc.
- It was determined that there will be a town hall meeting regarding the need for the Capital Improvement Sales Tax on March 23rd.

A brief synopsis was given regarding the Water Department:

- There is a very serious water leak issue that needs to be corrected. Staff will prepare an RFQ to find the leaks and repair them.
- There are a lot of infrastructure improvements that have been made and will continue in future years.

Mr. Bensing provided information regarding the Sanitation Division:

- The City is at a point where action needs to be taken.
- Commercial sanitation services have been eliminated.
 - The City Council commented that the transition went very well. Mr. Bensing complimented his staff for their skills in this regard.
- Charts were displayed showing the expenditures and revenues of the department.

- Enterprise Funds must be self-sufficient and have cash to operate.
- Private companies are able to offer services for less because they serve a larger number of customers compared to Kirkwood. They also have better routing techniques.
- Routing would be included with full automation in the future. The City has always done manual routing.
- Discussion ensued about leasing trucks versus purchasing.
- The Recycling Depository expenses are estimated at \$240,000 with revenue of \$90,000.
- If the City outsourced the sanitation services about \$2.00 would need to be added to have in-house customer service and the bills on the utility bills.
- Need to also consider the impact to other funds. There would be an impact on the General Fund as the cost for in-house customer service and utility billing would have to be absorbed by other funds.
- If the City decides to outsource incentives will need to be offered to keep employees to close the department.
- Discussions ensued about the Recycling Depository and the Transfer Station.
- Staff recommends that if the City decides to move forward with the rate increase that it needs to have an annual increase built in from 1% to a maximum of 3%.
- It was the consensus of the Council that staff prepare the legislation to increase the sanitation rates effective April 1, 2017.

MOTION TO CLOSE THE MEETING

Motion was made by Council Member Luetzow and seconded by Council Member Edman to close the meeting pursuant to RSMo Chapter 610.021 (2) Real Estate.

Roll Call Vote as Follows:

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

The meeting was closed.

MOTION TO OPEN THE MEETING

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

Roll Call Vote as Follows:

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

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

Betty Montaño, MMC/MPCC
City Clerk