



WHERE COMMUNITY AND SPIRIT MEET®

WORK SESSION MINUTES

A work session of the Kirkwood City Council was held on May 9, 2024 at 4:30 p.m. at Kirkwood City Hall, 139 S. Kirkwood Road, Kirkwood, Missouri. Present Mayor Gibbons, Council Members Jaksetic, Luetzow, McLean, Rheinnecker, Schaefer, and Zimmer. Also in attendance were Chief Administrative Officer Russell Hawes, Assistant Chief Administrative Officer David Weidler, City Clerk Laurie Asche, and City Attorney John Hessel.

APPROVAL OF THE APRIL 11, 2024 WORK SESSION MINUTES

Motion was made by Council Member Zimmer and seconded by Council Member Luetzow to approve the April 11, 2024 Work Session minutes. The minutes were approved with Council Members Jaksetic, McLean, Rheinnecker, and Schaefer abstaining.

CITY ATTORNEY REPLACEMENT PROCESS

Mayor Gibbons opened the discussion regarding the process to hire a new City Attorney. The City Council must determine the process for replacing the City Attorney. City Attorney Hessel provided a copy of a Request for Proposals (RFP) the City of O'Fallon did back in 2022. Some of the information discussed is as follows:

The City of Kirkwood's RFP for a City Attorney should include:

- Identify the City and types of services and all legal aspects the City needs to be provided.
- Ask for resumes to indicate background/experience in municipal law and rates.
- Advise the Legislative body and Administration.
- Serve as Attorney on the Board of Adjustment and the Planning and Zoning Commission.
- Include a statement regarding the City's requirement of Kirkwood residency.
- Advertise RFP on the St. Louis County Municipal League website, in the Webster-Kirkwood Times, and in the St. Louis Countian
- Need to determine if RFP responses should be submitted either via email or in person
- City Clerk Asche reached out to the City of Webster Groves asked that they provide a sample of the RFP they did in 2018 for a new City Attorney. Webster Groves previously had the same residency requirements as the City of Kirkwood.
- After the RFP's are received, the City Council should identify the next process.
- A draft RFP, which will be a closed/privileged document, will be presented to the City Council at the May 16, 2024 work session.

MOTION TO CLOSE THEM MEETING

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

Roll Call:

Mayor Gibbons	"Yes"
Council Member Jaksetic	"Yes"
Council Member Luetzow	"Yes"
Council Member McLean	"Yes"



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Council Member Rheinnecker	“Yes”
Council Member Schaefer	“Yes”
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 Schaefer to open the meeting.

Roll Call:

Mayor Gibbons	“Yes”
Council Member Jaksetic	“Yes”
Council Member Luetzow	“Yes”
Council Member McLean	“Yes”
Council Member Rheinnecker	“Yes”
Council Member Schaefer	“Yes”
Council Member Zimmer	“Yes”

The meeting was opened.

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

Laurie Asche
City Clerk