



WHERE COMMUNITY AND SPIRIT MEET®

WORK SESSION MINUTES

A work session of the Kirkwood City Council was held on March 2, 2017, at 5:30 p.m. Present were Mayor Griffin, Council Members Duwe, Edman, Luetzow, Sears, Ward, and Zimmer. Also in attendance were Chief Administrative Officer Russell Hawes, Assistant Chief Administrative Officer Georgia Ragland, City Clerk Betty Montañó, and Director of Finance John Adams.

APPROVAL OF WORK SESSION MINUTES

Motion was made by Council Member Duwe and seconded by Council Member Zimmer to approve the meeting minutes of February 16, 2017. The minutes were unanimously approved.

BUILDING IMPROVEMENTS AT 130 EAST JEFFERSON

Chief Administrative Officer Russell Hawes presented information pertaining to building improvements at 130 East Jefferson. Some of the issues discussed are as follows:

- The City engaged a company to perform drainage repairs for the basement of the building. Upon excavation it was found that proper foundations were not provided to the structure under the original construction.
- A Request for Proposal (RFP) was issued for basement foundation repairs.
- Council Member Ward joined the meeting.
- A discussion took place.
- The foundation issues are unrelated to the drainage issues.
- Foundation issue was not something missed by an inspector, but something that could only be found during excavation.
- There are no other building issues known at this time.
- Approval of the bid will come before the council for consideration and approval after the RFP's are received and reviewed.
- It was requested that the non-discrimination lists in the RFP be updated to match the Code of Ordinances.

GENERAL BUDGET DISCUSSION

Council continued general budget discussion. Some of the issues discussed are as follows:

- Director of Finance John Adams explained the criteria for reappropriations. If goods and services have not been received by March 31st then they do not fall in the current fiscal year and funds would need to be reappropriated. If any projects on the reappropriations list are completed prior to March 31st then those funds will not be reappropriated.
- Question was raised regarding what the main difference is in salary and merit increases from 2017 to 2018. The primary difference is the Fire Department.
- Cash balances are monitored on a daily basis.
- Sales tax is still relatively flat.
- Gross receipt tax is up.
- It was requested that it be explored how to add funds to help speed up the street repair process.

ECONOMIC DEVELOPMENT CONSULTANT

Chief Administrative Officer Russell Hawes presented information pertaining to an Economic Development Consultant. Some of the issues discussed are as follows:

- Last March the City Council provided funding for redevelopment initiatives. The main goal associated with the funding was to increase development of underutilized properties.
- Kirkwood Electric is now working with the Procurement Department to execute a procurement process to secure a firm that specializes in business attraction.

- The City of Kirkwood will work with a consultant to identify underutilized properties in Kirkwood. The selected firm will be responsible for identifying ways to market the City of Kirkwood. The selected firm will be tasked with the responsibility of identifying strategies and development tools to incentivize investment and redevelopment.
- It was requested that the City remain sensitive to the neighborhoods around the underutilized properties.

STRATEGIC PLANNING RETREAT

Chief Administrative Officer Russell Hawes reported that the City is currently working on planning a 2-day Strategic Planning Retreat in the Summer 2017. Staff will send council a list of possible dates for council to consider.

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

Betty Montaña, MMC/MPCC
City Clerk