



WHERE COMMUNITY AND SPIRIT MEET®

## **WORK SESSION MINUTES**

A work session of the Kirkwood City Council was held on April 7, 2016, at 5:30 p.m. Present were Mayor McDonnell, Council Members Biedenstein, Jaksetic, Luetzow, Sears, and Ward. Also in attendance were Chief Administrative Officer Russell Hawes and City Clerk Betty Montaño. Council Member Griffin was absent and excused.

## **APPROVAL OF WORK SESSION MINUTES**

Motion was made by Council Member Jaksetic and seconded by Council Member Luetzow to approve the meeting minutes of March 17, 2016. The motion was unanimously approved.

## **DISCUSSION OF CHIEF ADMINISTRATIVE OFFICER GOALS**

Chief Administrative Officer Russell Hawes passed out handouts and went over 2015 and 2016 goals. Some of the issues discussed are as follows:

- 2015:
  - 1) Build on the direction given by the Citizen Survey regarding street condition, sanitation pick-up, and the Community Center.
    - There has been progress in regards to the approach of identifying the streets and taking action on fulfilling recommendations to get the PCI rating moving upward.
    - Currently working with a consultant on a draft feasibility study, which will be presented at the next work session.
  - 2) Preserve the unique identity of Kirkwood while positioning the City for strategic economic growth.
    - An emphasis on economic development is included in the current fiscal year budget.
    - Have improved the Farmers' Market streetscape. Would like to see improvement along Argonne Road.
  - 3) Clean up land ownership and leasing of private property by City, work to resolve issues with parking availability on privately held lots.
    - Closure on 340 South Fillmore has been completed.
- Council Member Sears joined the meeting
  - 4) Expand outreach to citizens to make them aware of programs and processes of the City.
    - The Community Day in the Park events were very successful and plan to hold more in 2016.
  - 5) Continue evaluating service delivery throughout all departments for improvement.
    - Implemented Kirkwood Connect, which is available both on-line and on mobile phones. Have seen approximately 50% usage from mobile devices.
  - 6) See successful comprehensive planning effort to its conclusion.
    - The comprehensive plan is still in the draft stage. Have held some excellent meetings and have received citizen input.
- 2016:
  - 1) Ensure that the Sanitation Department functions as a high performing business, with exceptional services and value to the citizens, while operating in the black.

- Will eliminate red ink and identify where commercial operations fit within the department and set a rate structure that will sustain high quality services.
- 2) Build upon the City’s tax base by targeting economic development to underutilized parcels, and load growth for the Electric Department.
  - Must take an active role in connection potential investors with property owners.
- 3) Implement Street Resurfacing and Maintenance Program in a timely and effective manner:
  - Set to expend \$3.7 million this year to undertake a coordinated effort for street improvement.
- 4) Forge consistency and stability in Planning and Zoning review processes, with emphasis on staff/commission communication:
  - Miscommunication has been an issue this past year, and management will focus on better processes to strengthen internal and external review and documentation.
- 5) Update City Strategic Plan through the Council retreat process.
  - Will revisit the 2011 document, identify any new initiatives, and chart resource allocation. Retreat will be held in late August 2016.

**MOTION TO CLOSE THE MEETING**

Motion was made by Council Member Sears and seconded by Council Member Ward to close the meeting pursuant to RSMo Chapter 610.021 (3) Personnel.

Roll Call Vote as Follows:

Council Member Biedenstein	“Yes”
Council Member Griffin	Absent
Council Member Jaksetic	“Yes”
Council Member Luetzow	“Yes”
Mayor McDonnell	“Yes”
Council Member Sears	“Yes”
Council Member Ward	“Yes”

The meeting was closed.

**MOTION TO OPEN THE MEETING**

Motion was made by Council Member Jaksetic and seconded by Council Member Luetzow to open the meeting.

Roll Call Vote as Follows:

Council Member Biedenstein	“Yes”
Council Member Griffin	Absent
Council Member Jaksetic	“Yes”
Council Member Luetzow	“Yes”
Mayor McDonnell	“Yes”
Council Member Sears	“Yes”
Council Member Ward	“Yes”

The meeting was opened and adjourned and adjourned

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Betty Montaño, MMC/MPCC  
City Clerk