



WHERE COMMUNITY AND SPIRIT MEET®

WORK SESSION MINUTES

A work session of the Kirkwood City Council was held on February 18, 2016, at 5:30 p.m. Present were Mayor McDonnell, Council Members Biedenstein, Griffin, Jaksetic, Luetzow, Sears, and Ward. Also in attendance were Chief Administrative Officer Russell Hawes, Assistant Chief Administrative Officer Georgia Ragland, City Clerk Betty Montaño, and Public Information Officer Beth von Behren.

APPROVAL OF WORK SESSION MINUTES

Motion was made by Council Member Griffin and seconded by Council Member Luetzow to approve the meeting minutes of February 11, 2016. The motion was unanimously approved.

CAO BUDGET MESSAGE DISCUSSION

Chief Administrative Officer Russell Hawes was in attendance to discuss the CAO Budget Message. Some of the issues discussed are as follows:

- Pay Classification:
 - The cost difference of the current pay classification vs the proposed pay classification was previously requested. The information requested was passed out.
 - Payrolls do not maintain constant due to shifting of positions.
 - Council Member Sears joined the meeting.
 - The proposed pay classification does not include the five new proposed positions, but does include the 3% salary increase.
 - A discussion took place.
- New Positions:
 - Custodial Services – currently custodial services is contracted out and the proposal is to do in house. Question was raised regarding how sick and vacation time would be handled for the one position. The Building Services Department would be responsible for handling the vacation and sick time.
 - Assistant City Planner – the proposal is to move the part-time Landmarks position into the full-time Assistant City Planner position. The current duties of the Landmarks position would be transferred to the Assistant City Planner position. The position would help build a tax base and economic development.
 - Job descriptions for the new positions was requested. Staff will insert the job descriptions into the budget.
 - City Forester – the proposed position would oversee contractual tree trimming, removal, and street tree maintenance in the city.
 - Building Inspector – housing permits has increased and there is a delay in inspections and the issuance of permits.
 - Street Department Customer Service Assistant – with changes in the Street Department there will be a higher work load. The proposed position would also assist in answering phone calls for the Sanitation Department.
- There is \$350,000 in the current budget for roof repairs and storm water drainage issues for the Kirkwood Train Station. Acquisition of a piece of a parcel of land owned by the Swoboda's that would be used for additional Train Station parking was discussed.

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 (2) Real Estate.



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Roll Call Vote as Follows:

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

MOTION TO OPEN THE MEETING

Motion was made by Council Member Griffin and seconded by Council Member Sears to open the meeting.

Roll Call Vote as Follows:

Council Member Biedenstein	“Yes”
Council Member Griffin	“Yes”
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.

Betty Montaña, MMC/MPCC
City Clerk