



WHERE COMMUNITY AND SPIRIT MEET®

WORK SESSION MINUTES

A work session of the Kirkwood City Council was held on October 10, 2024, at 5:30 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 Russ Hawes, Assistant Chief Administrative Officer David Weidler, City Clerk Laurie Asche, Communications Manager Jessica Winter, and Parks and Recreation Director Kyle Henke.

MOTION TO CLOSE THE MEETING

Motion was made by Council Member Luetzow and seconded by Council Member Schaefer to close the meeting pursuant to RSMo Chapter 610.021 (1 – Approval of Closed Session Minutes).

Roll Call:

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

The meeting was closed.

MOTION TO OPEN THE MEETING

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

Roll Call:

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

The meeting was opened.

APPROVAL OF THE OCTOBER 3, 2024 WORK SESSION MINUTES

Motion was made by Council Member Zimmer and seconded by Council Member McLean to approve the minutes of the October 3rd Work Session minutes. The minutes were approved with Council Member Luetzow abstaining.



PHASE 3 (ICE RINK) COMMUNITY CENTER UPDATES

Parks & Recreation Director Kyle Henke introduced Kate Aholt with Navigate Solutions, who was present to provide the Council with an update. Some of the discussion is as follows:

- The Kirkwood Ice Rink was originally constructed and opened publicly in 1967.
- The Ice Rink remained relatively unchanged until a roof was added in 1992.
- The Ice Rink was fully enclosed and modernized systems in 1999.
- JBB Consultants & Engineers completed a study for the City to review the replacement of the existing R-22 Refrigeration system.
- The Ice Rink Renovations' total program budget was \$4.5 million.
- The City determined that a traditional Design-Bid-Build project delivery approach was preferred and aligned with MO State Procurement statutes.
- Navigate was onboarded as Owner's Representative in early 2024.
- Design Services RFQ was completed in May 2024 with the selections of
 - Chiodini Architects (Architecture), B32 Engineering (Ice System), G&W Engineering (MEP), and Case Engineering (Structural).
- Design kicked off in June 2024
- Schematic design was completed in September 2024 for cost estimating.
- City staff reviewed the program budget and revised the total to \$6 million. With:
 - Construction cost \$5 million
 - Soft cost \$500,000
 - Contingencies \$500,000
- Some contributing factors and scope included
 - Energy Efficiency Measures: replacement of Rink lighting with LEDs, replacement of the entire North exterior wall and East Translucent Panels, and existing building improvements.
 - Cosmetic Items: painting of overhead structure, replacement of rubber flooring, exterior equipment screening, and interior painting.
 - Contingency: any unforeseen conditions.
- Upcoming project schedule:
 - Completion of Construction Documents – Nov. 2024
 - Issue for Bidding and Permitting – Dec. 2024
 - Contract Award – Jan. 2025
 - Long Lead Procurement – Feb. 2025 – Feb. 2026
 - Construction – Mar. to Aug. 2026

Some discussion took place as follows:

- A question was raised about when the original budget was submitted.
 - The original budget was submitted Jan. or Feb. 2023
- Concerns about the new budget items.
- Concerns about what may be found under the Ice Rink.
- A question was raised about what type of refrigeration system is needed.
- A question was raised asking what could be done without increasing the budget.
- A question was raised about the advantages of epoxy.
- Concerns with the increase in the budget will also increase rental rates.



JOINT DISCUSSION WITH PARK BOARD

Mayor Gibbons welcomed the Park Board members. The Council and Park Board went around the table to introduce themselves. Park Board President Ellen Edman provided a summary description of the Park Board's work. Missouri State law set up Park Board and Park Board administrator funds for parks. The board received private and sales tax components. The Park Board's mission is to provide the City with suitable recreational activities and preserve nature and open space. The Park Board also decides how land will be used and partners with the community and surrounding communities. The Park Board has a budget and capital improvement budget. Some Park board planning is on hold because the Park Master plan is underway. The master plan survey has been administered, and results are now being returned.

Some discussion took place.

- A question was raised asking how many Park Rangers are employed.
 - 1 Full Time Park Ranger and 3 Part Time Park Rangers.
- A question was raised about the Park Ranger's hours.
 - Their hours vary, depending on the season and park events.
- A question was raised asking if Park Rangers can write tickets.
 - They do not carry weapons. They can write summons. Park Rangers are encouraged to engage with and talk to the public.
- A question was raised about not including a question about a dog park in the survey.
 - A survey was done previously, and a dog park ranked low.

There are 13 full-time maintenance personnel, including supervisors, 1 part-time volunteer coordinator, 1 full-time Horticulturist, and 2 full-time horticulturist assistants. Parks maintain the Memorial Walkway, City Hall grounds, Jefferson Ave, and Argonne Dr. flower pots, which are city-owned.

- A suggestion was made to post flyers in the Police Department for Part-time Park Ranger positions.
- A suggestion was made to the Park Board to engage with Nipher or Kirkwood High students about the vandalism.
- A question was raised about the Legacy program.
 - The legacy program is to allow residents to purchase benches in memory of loved ones. There have been 74 benches have been dedicated to the parks.
- A question was raised about whether there is still work to be done towards a Park Foundation.
 - Yes, it will need to be independent because it will not have 501(c)(3) status.
- A question was raised about how the board operates and if there is an orientation.
 - Yes, there is an orientation for new members, which includes a tour of the parks and facilities.



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

Laurie Asche
City Clerk