



**Kirkwood City Council Work Session
Agenda
Thursday, July 18, 2019, 5:30 p.m.
Kirkwood City Hall
Main Level Conference Room
139 South Kirkwood Road
Kirkwood, MO 63122**

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(The following topics are for planning purposes only and should be considered tentative and subject to change. Please confirm with the City Clerk on the work day prior to the meeting that the meeting will actually take place and that the nature of the agenda topics has not changed. Please note that the time for each of the topics are estimates. When a topic is completed the council will immediately move on to the next item on the agenda.)

- I. Motion to Close the Meeting pursuant to RSMo Chapter 610.021(1) (Legal) (5:30 p.m. to 6:10 p.m.)**
- II. Motion to Open the Meeting**
- III. Approval of the June 20, 2019 Work Session Minutes**
- IV. Approval of the July 3, 2019 Work Session Minutes**
- V. G.O. Bond Issue (6:10 p.m. to 6:50 p.m.)**
- VI. Meeting Adjournment**

Kirkwood City Council: Mayor Tim Griffin; Council Members Nancy Luetzow, Maggie Duwe, Ellen Edman, Mark Zimmer, Wallace Ward, and Kara Wurtz

Contact Information: For full City Council contact information visit www.kirkwoodmo.org/council. To contact the City Clerk call 314-822-5802. To contact the Chief Administrative Officer call 314-822-5803.

Accommodation: The City of Kirkwood is interested in effective communication for all persons. Persons requiring an accommodation to attend and participate in the meeting should contact the City Clerk at 314-822-5802 at least 48 hours before the meeting. With advance notice of seven calendar days, the City of Kirkwood will provide interpreter services at public meetings for languages other than English and for the hearing impaired. Upon request, the minutes from this meeting can be made available in an alternate format, such as CD by calling 314-822-5802.



WHERE COMMUNITY AND SPIRIT MEET®

WORK SESSION MINUTES

A work session of the Kirkwood City Council was held on June 20, 2019 at 5:30 p.m. Present were Mayor Griffin, Council Members Duwe, Edman, Luetzow, Wurtz and Ward. Also in attendance were Chief Administrative Officer Russell Hawes, Assistant Chief Administrative Officer Georgia Ragland, City Clerk Laurie Asche, Deputy City Clerk Fredrick Doss, Public Information Officer Beth von Behren, Fire Chief Jim Silvernail, Assistant Fire Chief Brian Zaitz and Public Services Director Bill Bensing. Council Member Zimmer was absent and excused.

APPROVAL OF JUNE 13, 2019 MEETING MINUTES

Motion was made by Council Member Ward and seconded by Council Member Duwe to approve the June 13, 2019 minutes. The motion was unanimously approved.

FIRE MARSHAL POSITION

Assistant Chief Administrative Officer Georgia Ragland and Fire Chief Jim Silvernail presented information to the council regarding the Fire Marshal Position. Some of the issues discussed are as follows:

- Recently Chief Silvernail & McGrath Human Resource Group analyzed the Fire Department structure and proposed separating the Assistant Fire Chief & Fire Marshal roles, and a Fire Prevention Specialist Position was approved and placed in pay grade 60.
- However, during the recruitment process staff learned that the fire prevention specialist skills and duties are most similar to a multi-discipline inspector and the City's current process for plan review and fire inspection needs to be modernized, which is outside the scope of a fire prevention specialist.
- After consulting with McGrath Human Resource Group, staff is recommending eliminating the fire prevention specialist position and replacing it with that of a Fire Marshal position in pay grade 80.
- This position typically operates in both a code enforcement role and a public relations role.
- The position would be a 40 hour a week position working as part of the command staff, and not a shift position. It would also exist outside the chain of command, reporting to the Assistant Fire Chief, but would still maintain operational involvement in the Fire Department.
- Cost difference between the fire prevention specialist position and the Fire Marshal position:
 - Current FY (midyear hire): \$17,000 Next full FY: \$35,000
- Creating this position, separate from the Assistant fire chief position would allow for policies and procedures to be developed for compliance with state and federal statutes as well as current industry standards, in keeping with the goals of the strategic plan.

Legislation will be drafted and placed on a future agenda for Council consideration.

457 INVESTMENT FUND AJUSTMENT IN PENSION FUND

Assistant Chief Administrative Officer Georgia Ragland and Brian Gotti from Marquette Associates presented information to the council seeking approval on making a change in (replacing) small cap investment fund options available to employees

participating in the City's Deferred Compensation Plan, since one of the current fund options isn't meeting growth expectations. Some of the issues discussed are as follows:

- As council serves as the Board of Trustees for the City of Kirkwood Deferred Compensation Fund this requires the approval of the City Council by resolution.
- The statement of Investment Objectives and Policy for the City of Kirkwood Deferred Compensation Plan and a Searchbook (prepared by Marquette Associates) was distributed.
- The City has retained Marquette Associates to conduct an investment manager search to manage a small cap growth portfolio. Marquette considered the following candidates in this search, AQR Capital Management, Driehaus Management, Goldman Sachs and GW&K Investment management. Some issues discussed are as follows:
 - Marquette Associates believes it is important for Council to consider the following when evaluating small-cap growth managers; Risk & Return Statistics, Style Analysis, Rolling Three Year Risk & Returns, Three & Five Year Statistics and Up & Down Market Capture.
 - AQR is the current small-cap investment manager for the Deferred Compensation Fund
 - Council reviewed a general summary of the candidates, individual manager statistics, manager risk & return comparisons, stress test (performance during market crisis), Correlation analysis and a Fee Comparison
 - The Police & Fire pension board and the Civilian Pension Board selected Driehaus Management.

It was the consensus of the Council to proceed with changing the small-cap investment fund options to Driehaus Management, a resolution will be drafted for Council consideration and a discussion on investment objectives and a review of fund performance through June will be discussed at an August work session.

SANITATION CARTS

Public Services Director Bill Bensing provided an update regarding sanitation carts. He reviewed the cart options discussed in the previous memo, and the consultant recommended focusing on solid waste automation for now to reap the estimated cost savings from operational efficiencies. This would lower the project cost by approximately \$100-\$150k. The City's single-stream recycling program would remain unchanged. Residents will select a 64 gallon or a 96 gallon cart + \$5/mo fee cart selection will default to 64-gallon if no selection is made. Existing recycling carts will receive stickers detailing what can and cannot be recycled to reduce single stream contamination.

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

Laurie Asche, CMC/MRCC
City Clerk

Approved:



WHERE COMMUNITY AND SPIRIT MEET™

WORK SESSION MINUTES

A work session of the Kirkwood City Council was held on Wednesday, July 3, 2019 at 6:00 p.m. Present were Mayor Griffin, Council Members Duwe, Edman, Luetzow, Ward, Wurtz, Zimmer, Chief Administrative Officer Russell Hawes, City Clerk Laurie Asche, and City Attorney John Hessel.

MOTION TO CLOSE THE MEETING

Motion was made by Council Member Zimmer and seconded by Council Member Duwe to close the meeting pursuant to RSMo Chapter 610.021 (3) (Continuation of CAO Performance Review).

Roll Call Vote as Follows:

Mayor Griffin	"Yes"
Council Member Ward	Absent
Council Member Wurtz	"Yes"
Council Member Luetzow	"Yes"
Council Member Duwe	"Yes"
Council Member Edman	"Yes"
Council Member Zimmer	"Yes"

The meeting was closed. Council Member Ward joined the meeting.

MOTION TO OPEN THE MEETING

Motion was made by Council Member Edman and seconded by Council Member Duwe to open the meeting.

Roll Call Vote as Follows:

Mayor Griffin	"Yes"
Council Member Ward	"Yes"
Council Member Wurtz	"Yes"
Council Member Luetzow	"Yes"
Council Member Duwe	"Yes"
Council Member Edman	"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, CMC/MRCC
City Clerk