



WHERE COMMUNITY AND SPIRIT MEET\*

**City of Kirkwood  
City Council Work Session  
Thursday, July 11, 2024  
4:30 p.m.**

**City Hall, Main Level Conference Room  
139 S. Kirkwood Rd.  
Kirkwood, MO 63122  
(Posted July 9, 2024)**

*(Please note that work sessions are for council discussion only and there will be no public comment portion of the meeting. 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)**
- II. Motion to open the meeting**
- III. Approval of the June 20, 2024 and July 3, 2024 Work Session Minutes**
- IV. Discussion on City Attorney Residency**
- V. Public Services Budget Planning Discussion**
- VI. Motion to close the meeting pursuant to RSMo Chapter 610.021 (1- Legal)**
- VII. Motion to open the meeting**
- VIII. Meeting Adjournment**

**Kirkwood City Council:** Mayor Liz Gibbons, Council Members Gina Jaksetic, Nancy Luetzow, Mark McLean, Al Rheinnecker, Paul Schaefer, and Mark Zimmer

**Contact Information:** For full City Council contact information visit [www.kirkwoodmo.org/council](http://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.



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### **WORK SESSION MINUTES**

A work session of the Kirkwood City Council was held on June 20, 2024, at 6:30 p.m. at Kirkwood City Hall, 139 S. Kirkwood Road, Kirkwood, Missouri. Present Mayor Gibbons, Council Members Jaksetic, Luetzow, and Schaefer. Also in attendance were Chief Administrative Officer Russell Hawes, Assistant Chief Administrative Officer David Weidler, City Clerk Laurie Asche, Communications Manager Jessica Winter, and City Attorney John Hessel. Council Members McLean, Rheinnecker, and Zimmer were absent and excused.

### **MOTION TO CLOSE THE MEETING**

Motion was made by Council Member Schaefer and seconded by Council Member Luetzow to close the meeting pursuant to RSMo Chapter 610.021 (1 – Legal).

Roll Call:

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

The meeting was closed.

### **MOTION TO OPEN THE MEETING**

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

Roll Call:

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

The meeting was opened.

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

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Laurie Asche  
City Clerk



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## WORK SESSION MINUTES

A work session of the Kirkwood City Council was held on July 3, 2024, at 4:30 p.m. at Kirkwood City Hall, 139 S. Kirkwood Road, Kirkwood, Missouri. Present Mayor Gibbons, Council Members Jaksetic, McLean, Rheinnecker, Schaefer, and Zimmer. Also in attendance were Chief Administrative Officer Russell Hawes, Assistant Chief Administrative Officer David Weidler, City Clerk Laurie Asche, Chief Murphy, Chief Silvernail, Director of Public Services Chris Krueger, Parks Director Kyle Henke, Planning & Development Services Director Jonathan Raiche, Communications Manager Jessica Winter, and City Attorney John Hessel. Council Member Luetzow was absent and excused.

### APPROVAL OF THE JUNE 13, 2024 AND JUNE 20, 2024 WORK SESSION MINUTES

Motion was made by Council Member Zimmer and seconded by Council Member Schaefer to approve the minutes of June 13<sup>th</sup> Work Session. The motion to approve minutes was unanimously approved.

Motion was made by Council member Rheinnecker and seconded by Council member Schaefer to continue approval of the June 20<sup>th</sup>, 2024 minutes to the July 18, 2024 meeting. The motion was unanimously approved.

### POLICE AND FIRE BUDGET PLANNING DISCUSSION

#### Fire

Chief Silvernail provided an overview of the Fire Department Budget to the Council. The Fire Department is an all-hazard agency that handles almost all safety issues in the City of Kirkwood.

- The Fire Department handles all HAZMAT, EMS, and Transportation for EMS. All equipment is advanced life support, including the Suppression Apparatus.
- Kirkwood Fire has three strategic Fire Stations throughout the City.
- There are 3 Advance Life Support (ALS) Ambulances, 2 ALS Engine Trucks, 1 Tower Ladder, and 1 Attack Pumper.
- The Fire Department has 55 uniform employees; 1 Battalion Chief, 3 Captains, 3 Engineers
- They are divided into 3 shifts with a total of 17 individuals per shift
- FY23/24, the Fire Department had 5,285 total calls, with 39.6% being Fire and 60.4% being EMS. The total calls for EMS is 3,192
- Fire Station House 1 receives the most calls at 2,190; House 2 at 2,005; and House 3 1,059 calls
- The national average response time is 8 minutes. Kirkwood run time is consistent between 6-7 minute range
- Fire calls are less than 2% of the calls. Ambulance calls more than 60%

#### Fire Capital Budget Update

- The Fire Department is expecting delivery of a new Engine Truck in December, a Ladder truck in the Spring of 2026, and 2 Ambulances; 1 in September 2024 and 1 in December 2024
- New Radios will be added to the current 5-year plan or the next 5-year plan. The cost per fire radio is \$7,000. The total to replace all radios is \$650,000
- Fire Pumper to replace engine House 1 is in the current 5-year plan



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## Fire Operating Budget

- The training budget is been increased
- Overtime is a big factor, and the department is working to reduce sick leave and injury leave
- Turnover rate is an average of 2 a year

## Revenues Derived

- Ambulance billing does not take care of the full cost. It only supplements the cost
- FY23/24 ambulance revenue totaled \$1.308 million dollars
- Ground Emergency Medical Transport (GEMT) Federal Supplement for Medicaid patients. That revenue total is \$277,361 for FY23/24
- EMS Transport for the City of Glendale total is \$140,000 for FY23/24
- Kirkwood Fire is also contracted with the City of Glendale and the City of Oakland

## Strategic Plan

- The fire command staff meets to discuss the 5-year plan and support the City's strategic plan
- Over the next 5 years, the Fire command staff will assist each Fire Station to determine what needs to be done at each firehouse
- A discussion occurred regarding developing CPR training for citizens' programs and adding more cities under contracts.

## **Police**

Chief Murphy provided an overview of the Police Department Budget to the Council. A brief history of the Police Department was provided

- The Police Department staffs 96 employees; 62 commissioned, 22 civilians, and 12 part-time
- Total call volume from January 1, 2024 to June 1, 2024 is 59,090 calls made to dispatch which consist of emergency and non-emergency calls
- Police department responded to 12,826 calls
- Police is contracted with the City of Oakland
- Budget is over \$10 million dollars. 85% is salary and benefits, 12% contract services, 3% is discretionary

## Capital Budget

- The biggest issue in the capital budget is vehicles
- Radio replacement will be needed in the near future

## Operating Budget

- There is a total of 8 Cost centers; Admin, Investigations, Patrol, Support Services, Code Enforcement, and Traffic

## Asset Forfeiture

- Funds received from investigations that Kirkwood Police were involved with that the government has seized.
- This can only be used to supplement budgeted funds
- A discussion took place about being more proactive in enforcing the speed limits
- Over 70% of people who are stopped are non-residents
- Legislative body cannot dictate the Police department issue more tickets. The court cannot impose a form of discipline like a night in jail because they can't pay the fine.

## Strategic Plan



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- The Police department will try and move dispatch to the new Public Works facility
- Suggestions to have a study done for the Police department building

### **BIG BEND TRAFFIC CALMING DISCUSSION**

Chief Administrative Officer Hawes discussed this item with the Council. Some of the discussion is as follows:

- Council passed Resolution 93-2024 on June 6, 2024 to reduce the speed limit on Big Bend Road to 30 miles per hour within the city limits
- St. Louis County is forming a review group to determine the engineering to implement this change
- The Street Code Investigation Team committee met and came to the conclusion that the best way to lower the speed limit is to reduce the through-lane width to 11 feet in the four-lane sections of the Big Bend corridor.
- In order to provide 11-foot lane width consistency, staff suggest the City agrees to restripe to County specifications the four-lane sections of Big Bend in Kirkwood not included in the County's current project
- The City will bear the cost of the lane striping outside the County project. This will cost between \$12,000 to \$15,000
- A discussion took place with concerns about the City asking for 10-foot lanes instead of 11-foot.

The Council's consensus is to ask for a reduction in lane width without adding certain feet and then let the Engineers discuss this topic.

### **KAA DISCUSSION**

Chief Administrative Officer Hawes made the suggestion to discuss this topic openly. Council Member Jaksetic discussed this item with the Council. Some of the discussion is as follows:

- A meeting occurred with Council Members Jaksetic, Schaefer, and Parks Director Kyle Henke met with Rick Stream, Ben Caffey, and Michael Kleckner at the KAA fields on June 27, 2024
- Possibility of a Kirkwood Sports Group
- The name of the site would have to change
- Recommendation for the site: demolish the buildings and leave the backstops, fences, and dugouts. Leave the batting cage frames
- The site will not fall under Parks and Recreation
- Allow a citizen group to move forward with engaging a broader group to fundraise and develop a plan for sports fields
- A discussion took place regarding identifying the trees that should remain and the ones that should be removed

A motion was made by Council Member Zimmer and seconded by Council Member Schaefer to move forward with Phase 1 of the demolition, which will cost \$69,000. The motion was unanimously approved.

### **MOTION TO CLOSE THE MEETING**

Motion was made by Council Member Zimmer and seconded by Council Member Schaefer to close the meeting pursuant to RSMo Chapter 610.021 (1 – Legal).



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Roll Call:

Mayor Gibbons	"Yes"
Council Member Schaefer	"Yes"
Council Member Zimmer	"Yes"
Council Member Jaksetic	"Yes"
Council Member Luetzow	Absent
Council Member McLean	"Yes"
Council Member Rheinnecker	"Yes"

The meeting was closed.

### **MOTION TO OPEN THE MEETING**

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

Roll Call:

Mayor Gibbons	"Yes"
Council Member Schaefer	"Yes"
Council Member Zimmer	"Yes"
Council Member Jaksetic	"Yes"
Council Member Luetzow	Absent
Council Member McLean	"Yes"
Council Member Rheinnecker	"Yes"

The meeting was opened.

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

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Laurie Asche  
City Clerk



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## MEMORANDUM

**DATE:** July 11, 2024

**TO:** HONORABLE MAYOR AND CITY COUNCIL

**FROM:** CHRIS KRUEGER, P.E., PUBLIC SERVICES DIRECTOR

**SUBJECT:** PUBLIC SERVICES BUDGET CONSIDERATIONS

**CC:** RUSS HAWES, CHIEF ADMINISTRATIVE OFFICER

### Engineering

Staffing – 5.33 Employees

Department reviews and issues excavation permits in the right of way, grading permits, driveway permits, storm water reviews for a building permit, manages traffic signals and lighted pedestrian crossings.

#### List of Completed Notable Projects

- Kirkwood Road Signal Project – Signal Replacements and Curb Ramp Replacement
- Geyer Road Phase 1 with a Raised Intersection
- Monroe Paving, Sidewalk, and Raised Intersection
- Overlaid 27 Miles of streets in the since 2019
- Replaced 2.5 Miles of streets in Concrete since 2019
- Forestry Master Plan including City owned Street Trees

#### Upcoming Street Projects

1. Local Street Projects not eligible for Federal Funds
2. W Essex (Federally Funded) Construction, Construction Administration
3. E Essex (Federally Funded) Construction, Construction Administration
4. Lindeman (Federally Funded) Construction, Construction Administration
5. Kirkwood Road Phase 1 (Federally Funded) ROW, Construction, Construction Administration
6. Woodgate (in conjunction with a water main replacement) Design and Construction
7. Kirkwood Road Phase 2 (Federally Funded) Preliminary Engineering, ROW, Construction, Construction Administration
8. Clay Avenue (Federally Funded) Preliminary Engineering, ROW, Construction, Construction Administration

#### Upcoming Trail Project

1. Grants Trail Phase 1 and 2 (Federally Funded) Preliminary Engineering, ROW, Construction, Construction Administration

#### Surface Transportation Project Funding Request

1. Argonne STP Project from Community Center to Taylor

Proposed Project on 100 block of Clark and 600 Block and E Madison Sidewalk and Paving Design

#### Vision Zero Project Implementation

Website Updates – The projects webpage is updated on a weekly basis on most projects. Permit applications for driveways, grading, and parking lots are found on the engineering page.

#### OMCI Stormwater Funds

### **Sanitation**

16.33 Employees

Pickup Recycling, Trash, and Yard Waste from 9,244 Customers using six routes (3 trash and 3 recycling) with each route servicing approximately 1,500 residences per day. One yard waste route per day. About 45 rear yard services weekly. Sideloaders are used for automated trash and recycling and rearloaders are used for manual pick up yard waste.

Run drop off recycling center on S Taylor

Biggest Challenge is the maintenance and equipment failure on trash trucks. Received 3 new trash truck

Website Updates – Find your next scheduled pick, Use the waste wizard or play the Recycle Quest Game to see how to dispose of items in Kirkwood. Residents that play the Recycle Quest Game can become a “Certified Kirkwood Recycler”. Sign up for a special collection service or for bulky pickup.

### **Streets**

13 Employees

Primary role is to complete street patching in asphalt or concrete. Plow snow and spread salt in the Winter, and storm response the remainder of the year. Complete all street signage in house. Complete some street pavement striping.

### **Water**

18.84 Employees





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Work on repairing main breaks, monitor and work on pump stations and 4 water towers. Manages permanent restoration of main breaks

Water main Replacement – Prioritize based on number of main breaks to reduce water loss

1. Big Bend from Fillmore to Kirkwood Road
2. Raynor Road and Taylor Young Drive

Water in Design

1. Park #1 Pump Station
2. Tank Maintenance Program

FY26

1. Park #2 Pump Station in Design
2. Woodgate Water Main Replacement Construction
3. Lockett Road Water Main Replacement Construction
4. Marshall Road Transmission line 20" EZ Valve installs

Water Rates - Budgeting a 5% increase in water rates in April 2025

Lead Service Line (LSL) Inventory – Approx. 10,000 service lines that Kirkwood Water Serves, 530 Known LSL's, and 1,500 are an unknown material. Have applied for funding in the amount of \$2 Million to fund replacements service lines, but has not been awarded.