



**City of Kirkwood  
Citizens Finance Committee  
Agenda  
Friday September 13, 2024  
7:00 a.m. – 8:00 a.m.  
Kirkwood City Hall  
139 S. Kirkwood Road  
Kirkwood, MO 63122**

- I. Citizen Comment (3 minute per individual, 15 minutes maximum)
- II. Approval of meeting minutes
- III. Appointment of Vice Chair
- IV. Sunshine law and Robert Rules of Order – Laurie Asche
- V. Discussion with Mayor Liz Gibbons and CAO Russ Hawes
- VI. Committee assignments/schedule
- VII. Next week meeting topic - Finance
- VIII. Meeting Adjourned

**Staff Liaison: Jennifer Forgy** Phone: 314-822-5833 Email: [forgyjl@kirkwoodmo.org](mailto:forgyjl@kirkwoodmo.org)

**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 a CD, by calling 314-822-5802.



**City of Kirkwood  
Citizens Finance Committee Minutes  
Friday, January 5, 2024 7:00 a.m.  
Kirkwood City Hall  
139 S. Kirkwood Road  
Kirkwood, MO 63122**

**Committee Members in Attendance:** Matt Kersting, Gina Jaksetic, Doug Coombs, Tom Feiner, Josh Loeffler, Brian Gill, Hunter Martiniere, Randy Moore

**Committee Members Absent:** None

**City Employees in Attendance:** Jennifer Forgy, Allison Kromray

**Council Liaison:** Nancy Luetzow

**Staff Liaison:** Jennifer Forgy

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Matt Kersting opened the meeting.

**Public Comments**

None

**Approval of Minutes**

A motion was made by Josh Loeffler and seconded by Tom Feiner to approve the meeting minutes from December 22, 2023. Brian Gill, Hunter Martiniere and Randy Moore abstained, motion carried.

**Round Table Discussion**

The committee discussed the introduction section of the memorandum to be presented to City Council including the ERP project, grants for street projects and the 2024 Certificate of Participation.

The committee discussed the revenue and fund balance section of the memorandum including property taxes, the Hancock Amendment, enterprise funds fund balances. The committee requested clarification of revenue and fund balance information from the Finance staff. The committee discussed performing a cash flow study in order to secure more grants in future years.

The committee discussed the Engineering/Street department section of the memorandum including street restoration projects and transfers from the enterprise funds.

The committee discussed the Water department section of the memorandum including the WATERWORTH study, proposed rate increases, cash balance, the national average of main replacements and approximate costs related to water main breaks.

The committee discussed the Sanitation department section of the memorandum including the budget being proposed for this department.

The committee discussed the Parks and Recreation department section of the memorandum including the capital project for the community center, the debt service and a possible need for a fee analysis following the completion of the capital project.

The committee discussed the Electric department section of the memorandum including the capital plan breakdown of budgeted costs and actual costs. The committee also discussed the fuel charge moving to time-of-use billing.

The committee discussed the Police department section of the memorandum including the dispatch division and the new public works building,

The committee discussed the Fire department section of the memorandum including the new fire truck and debt issuance.

The committee discussed the Administration department section of the memorandum including the new medical costs and workers compensation education and training to reduce future claims.

#### **ADJOURNMENT**

A motion was made by Randy Moore and seconded by Doug Coombs to adjourn the meeting. All in favor, motion carried.



## **CITY OF KIRKWOOD**

### **SUMMARY INFORMATION PERTAINING TO:**

- **City Charter**
- **Sunshine Law**
- **Conflict of Interest**
- **Robert's Rules of Order**

# **SUNSHINE LAW**

## **(MISSOURI OPEN MEETINGS)**

### **I. GOVERNMENTAL BODIES:**

- Legislative – 610.010 (4)
- Administrative – 610.010 (4)
- State and Local Agencies – 610.010 (4)(c)

### **II. PUBLIC RECORDS:**

- Any record whether written (paper copy) or electronically stored, retained by any public governmental body, including any report, survey, and memorandum

### **III. PUBLIC RECORDS – SPECIAL ISSUES:**

#### **Emails and Electronic Data:**

- Emails that include information pertaining to the business of a Board or Commission are an open document.
- Discussion on issues that are being addressed or will be addressed by the Board or Commission should not take place via email communication. These discussions should take place in the open meeting.

### **IV. MEETINGS:**

- All meetings of Boards and Commissions must be posted for public viewing no less than 24 hours in advance of the meeting.
- There are very few meetings that are not open to the public and those meetings not open must meet the provisions of the Sunshine Law to close the meeting.
- If subcommittees are established and conduct meetings those meetings are open and must be posted.
- There should be meeting minutes of each Board and Commission and/or subcommittee meetings open for public inspection.
- Information that is distributed to the Board and Commission members as part of a meeting packet or other information that is distributed to assist the members in their responsibilities is open to public unless it complies with provisions of the Sunshine Law for closed records (very limited)
- A quorum is needed to conduct a meeting. For the majority of Boards and Commissions this is the majority of the Board or Commission. There are some instances where the quorum may be established through State Statutes.
- A member may participate by phone if they so choose. They may vote via phone as long as it is not a roll call vote. Those participating by phone may not vote in this case. A roll call vote is when each member's name is called for their vote.
- The Board or Commission member has the right to participate by phone and this is not determined by the Chair or any other member on the participation by phone.
- If it is determined that a Closed Meeting is needed the following should be considered:
  - Determine that the meeting can be closed under the provisions of the Sunshine Law
  - The agenda should include the Closed Meeting portion of the meeting.
  - There needs to be a motion and a second to close the meeting and state the purpose (generally) of the closed session.
  - After there is a motion and a second a roll call vote is need to close the meeting.
  - Any motions in the Closed Meeting must have a roll call vote.
  - A motion, second and roll call vote is required to open the meeting.
  - Information distributed or discussed in a Closed Meeting remains confidential until the issue has been concluded.

- Only items pertaining to the Closed Meeting may be discussed. No discussion of other items that are considered open meeting discussion items.

**Requests for Records:**

- The City has a Custodian of Records that is responsible for responding to requests for documents.
- Anyone requesting records should be advised to contact the City Clerk (Custodian of Records)

**Questions:**

If there are any questions that arise regarding open meetings, public records, emails, closed meetings, etc. please direct those questions to the City Clerk for a response.

# CONFLICT OF INTEREST

- The City of Kirkwood adopts an ordinance annually addressing Conflicts of Interest.
- Conflicts of Interest may also pertain to Board and Commission members in certain circumstances:
  - If an issue comes before the Board or Commission and a member may have financial or personal interest in item that member must recuse themselves from the meeting.
  - No Board or Commission member may be a presenter of information on an issue where they may have financial interest.
  - In cases where a Board or Commission member has recused himself/herself the member must leave the proceedings. The member should leave the room until the discussion or action on the issue is concluded.
  - Said members may not vote in these types of cases.
  - A member should have complete separation from the issue being presented and if possible, should not be a signer on any application presented to the City.

# ROBERT'S RULES OF ORDER

## **What is Parliamentary Procedure?**

It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

## **Why is Parliamentary procedure Important?**

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules:

## **Fixed Order of Business:**

1. Call the meeting to order
2. Call the roll (names of those on the board or commission)
3. Approve minutes of last meeting
4. Public Hearings (if this applies)
5. Public Comments
6. Old Business (Unfinished)
7. New Business
8. Board or Commission Member Reports
9. Staff Reports
10. Adjournment and Announcement of Next Meeting Time and Location

## **Motions:**

*Main Motions:* The purpose of a Main Motion is to introduce items to the members for their consideration. Motions cannot be made when any other motion is on the floor.

*Subsidiary Motions:* The purpose of a Subsidiary Motion is to change or affect how a main motion is handled and is voted on before a main motion.

*Privileged Motions:* The purpose of a Privileged Motion is to bring up items that are urgent about special or important matters unrelated to pending business.

*Incidental Motions:* the purpose of an Incidental Motion is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

## **How are Motions Presented?**

1. Obtain the Floor
  - a. Wait until the last speaker has finished
  - b. Address the Chair by saying Mr. /Ms. Chair
  - c. Wait until the Chair recognizes you
2. Make your Motion
  - a. Speak in a clear and concise manner
  - b. Always state a motion affirmatively. Say "I move that we..." rather than, "I move that we do not..."
  - c. Avoid personalities and stay on your subject
3. Wait for someone to second our motion
4. Another member will second your motion or the Chair will call for a second
5. If there is no second to your motion it is lost



6. The Chair states your motion
  - a. The Chair will say, "It has been moved and seconded that we..." Thus placing your motion before the members for consideration and action.
  - b. The members then either debate your motion, or may move directly to a vote.
  - c. Once your motion is presented to the membership by the Chair it cannot be changed by you without the consent of the members.
  - d. You speak in favor of your motion after it is presented and seconded not as part of your motion
  - e. You are allowed to speak first since you made the motion
  - f. Comments and debate should be directed to the Chair
  - g. You may speak again only after other speakers are finished unless called upon by the Chair

#### **Putting the Question to the Members:**

1. The Chair asks, "Are you ready to vote on the question?"
2. If there is no more discussion, a vote is taken

#### **Voting on a Motion:**

The method of voting on any motion depends on the situation. There are five methods used to vote, they are:

1. *By Voice*-the Chair asks those in favor to say, "aye", those opposed to say "no". Any member may move for an exact count.
2. *By Roll Call*-Each member answers "yes" or "no" as their name is called. This method is used when a record of each person's vote is not required.
3. *By General Consent*-When a motion is not likely to be opposed, the Chair says, "If there is no objection..." The members show agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. *By Division*-This is a slight verification of a voice vote. It does not require a count unless the Chair so desires. Members raise their hands.

#### **Other Possible Motions:**

*Motion to Continue:* This motion may be used if the members desire to continue an item until a certain date. It is important that the motion to continue include a date certain such as, "I move to continue this item to (date)."

*Motion to Table:* This motion is used if the members do not want to consider it and do not want to continue it to a date certain. If there is a motion and a second to table an item, the vote on the motion to table must take place immediately. There is no discussion after the second to the motion to table.

*Motion to Reconsider:* This motion is used when an item has been voted on at the previous meeting and one of the members who voted in the majority wants it to be reconsidered. This must take place at the very next meeting of the Board or Commission and should be included on the agenda if it is known that this action will take place.

#### **Parliamentary Procedure is the best way to get things done at your meetings. However, it will only work if it is used properly.**

- Allow motions that are in order.
- Have members obtain the floor properly
- Everyone should speak clearly and concisely
- Obey the rules of debate
- Most Importantly – Be Courteous