



WHERE COMMUNITY AND SPIRIT MEET®

WORK SESSION MINUTES

A work session of the Kirkwood City Council was held on March 19, 2015, at 5:30 p.m. Present were Mayor McDonnell, Council Members Biedenstein, Jaksetic, Griffin, Luetzow, Sears, and Ward. Also in attendance were Chief Administrative Officer Russell Hawes, Assistant Chief Administrative Officer Georgia Ragland, City Clerk Betty Montañó, and Public Information Officer Beth von Behren.

APPROVAL OF WORK SESSION MINUTES

Motion was made by Council Member Griffin and seconded by Council Member Ward to approve the meeting minutes of March 5, 2015. The motion was unanimously approved.

ELECTRIC DEPARTMENT AUTOMATIC METER READING ASSESSMENT

Director of Electric Mark Petty was in attendance to discuss the Electric Department Automatic Meter Reading Assessment, Resolution 31-2015, which was continued from the March 5, 2015 Council meeting. Some of the discussion included:

- Resolution 31-2015 was continued from the March 5, 2015 council meeting to allow for further discussion.
- A discussion took place regarding if the new system would work with solar panels. Currently there is one Kirkwood customer that has solar panels and it is believed that it will work well.
- The new system will account for individual use per customer, per hour.
- The project will be done over a four year period.
- A discussion took place regarding the cost comparison between the two final bids and the current system vs. the automated meter reading system.
- Council Member Jaksetic joined the meeting.
- A discussion took place regarding what reductions will be seen due to the project. Manual work of reading meters will be reduced and usage will be monitored.
- The new meters will look the same but will have a radio within them.

TRAIN STATION CONCEPTUAL PLAN

Train Station Strategic Planning Committee Chair Mike Brown and Director of Purchasing David Weidler were in attendance to present and discuss the recommendation for the Train Station Design and Construction Period Services. Handouts were passed out; a letter from the Train Station Committee Chair Mike Brown and a recommendation from the Selection Committee. Some of the discussion included:

- A history of the work the Train Station Committee has been doing was given.
- The City Council approved the Train Station Committee's recommendation of staff moving forward to review and select a consultant who may provide Train Station Design and Construction Period Services in November 2014.
- The Train Station Committee met on March 16, 2015 and unanimously agreed on the recommendation of Dickinson Hussman Architects as the firm to provide the services.
- Director of Purchasing David Weidler went through the RFP process:
 - RFP's were sent out on December 29, 2014 and 6 proposals were received.
 - A Selection Committee consisting of City staff reviewed the qualifications and conducted interviews, and went through a negotiation process.
 - The Selection Committee's recommendation is to issue a contract to Dickinson Hussman Architects to perform Train Station Design and Construction Period Services. The recommendation includes acceptance of a fixed fee for Phase I: Assessment and Schematic Design. Phase II and Phase III were not suggested for



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acceptance at this time as the scope of the project may change through the completion of Phase I.

- A foundation, “Kirkwood Historic Train Station Foundation”, has been formed and fundraising efforts will start soon. Money which is over and above the expenses for the Great Race Event will be donated to the Train Station project.
- Phase I of the project should be completed by the end of May-beginning of June 2015.
- Council Member Biedenstein requested a copy of the two final proposals. The proposals are still deemed confidential and will become open once council action has been taken on the recommendation.
- Train Station Manager Bill Burckhalter received a call from Amtrak about them using the Kirkwood Train Station as a focal point for a presentation they will be giving.

MOTION TO CLOSE THE MEETING

Motion was made by Council Member Griffin and seconded by Council Member Luetzow to close the meeting pursuant to RSMo Chapter 610.021(3) Performance Evaluation of the City Clerk.

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 closed.

MOTION TO OPEN THE MEETING

Motion was made by Council Member Jaksetic and seconded by Council Member Griffin 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. There being no further issues to come before the council, the meeting was adjourned.

Betty Montañó, MMC/MPCC
City Clerk