



WHERE COMMUNITY AND SPIRIT MEET®

WORK SESSION MINUTES

A work session of the Kirkwood City Council was held on November 17, 2016, at 5:30 p.m. Present were Mayor Griffin, Council Members Duwe, Edman, Luetzow, Sears, Ward, and Zimmer. 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 Zimmer and seconded by Council Member Duwe to approve the meeting minutes of November 10, 2016. The minutes were unanimously approved.

CAPITAL IMPROVEMENT SALES TAX BALLOT QUESTION

Chief Administrative Officer Russell Hawes presented information pertaining to the Capital Improvement Sales Tax Ballot. Some of the issues discussed are as follows:

- Staff is recommending a renewal of the existing Capital Improvement Sales Tax.
- The sales tax brings in \$2.2 million each year.
- The continuation of the sales tax is essential to providing current level of services.
- The revenue source will sunset in 2020 if it is not renewed prior to that date. Staff recommends placing the ballot question on the April 2017 election, less the sunset provision due to the essential nature of this revenue source.
- The Citizens' Finance Committee is in support of renewing the sales tax. The Citizens' Finance Committee letter of support will be provided to the council.
- A discussion took place regarding citizen education of the ballot question and the ballot language.
- It was the consensus of the council to allow staff to draft legislation for the December 1st council meeting for council consideration.

PROCUREMENT ORDINANCE

Director of Purchasing David Weidler was in attendance to present and discuss the proposed Procurement Ordinance. Some of the issues discussed are as follows:

- The proposed ordinance has been vetted City staff, legal counsel and the auditors.
- Changes to the bidding thresholds and the threshold structure itself are being recommended. These changes will increase control of the procurements while reducing administrative overhead.
- A Division 7 Protest to Procurement Recommendation for Award was added.
- Changes from the previously failed Procurement Ordinance to the proposed ordinance were discussed.
- Question was raised regarding if priority based driven budgeting would help the process. Priority based driven budgeting may be an item added to the Strategic Plan.
- Question was raised regarding how it is determined if a bid should be formal or informal. The Purchasing Department tends to err on the side of formal. If an informal bid comes back over the threshold then a formal bid will be issued.
- In emergency situations there is no limit as to how much the Chief Administrative Officer can spend, but it must be reported to the City Council.
- It was the consensus of the council to allow staff to draft legislation for the December 1st council meeting for council consideration.

EMPLOYEE WELLNESS PRESENTATION FROM BJC

Wellness Coordinator Theresa Ebeling was in attendance to present and discuss the Employee Wellness Program and Research Study. A Power Point was presented. Some of the issues discussed are as follows:

- BJC Market Research conducted a survey of the City of Kirkwood's Wellness Program.
- There was a 41% response rate to the survey.
- Overall, the program was rated as "Very Good" by over half of participating employees (56%) and "Excellent" or "Very Good" by 85%.
- Since participating in the program, about half of employees said that their health improved. The remaining half said they saw no change.
- Employees identified their top strategies to become healthier as making more nutritious food choices, losing weight, and exercising more.
- A healthy cooking demo will be conducted at the Kirkwood Community Center in early December.
- Yoga at work began with yoga taking place every Tuesday from 12:00-12:45 for four weeks in the Council Chambers.
- A Maintain Don't Gain challenge is beginning for the holiday season. The goal is to maintain current weight through the holiday season.
- There will be a 12 Days of Food or Fitness – Pick your Poison challenge beginning in December.
- Health and Vision Insurance premiums will not have an increase this coming year.

PLANNING & ZONING COUNCIL LIAISON – COMPREHENSIVE PLAN STEERING COMMITTEE

Mayor Griffin announced that the Comprehensive Plan Steering Committee has one council representative and that he recommends Council Member Luetzow to serve in that capacity. The Comprehensive Plan process will be put on a work session agenda in December for discussion.

The meeting was adjourned.

Laurie Asche, CMC/MRCC
Deputy City Clerk