

WORK SESSION MINUTES

A work session of the Kirkwood City Council was held on January 27, 2011, at 7:00 a.m. Present were Council Members Biedenstein, Griffin, Jaksetic, Sears, Ward, Yuan, and Mayor McDonnell. Also in attendance were Chief Administrative Officer Mike Brown, Assistant Chief Administrative Officer Georgia Ragland, City Clerk Betty Montano, and Public Information Officer Beth von Behren.

APPROVAL OF WORK SESSION MINUTES

Motion was made by Council Member Griffin and seconded by Council Member Yuan to approve the work session minutes of January 20, 2011. The motion to approve the minutes was unanimously approved.

BUDGET DISCUSSION WITH DEPARTMENT HEADS

Director of Public Works Todd Reh was in attendance to discuss the Public Works Budget. Some of the issues discussed were as follows:

- Sanitation Department:
 - Vision over the next five years is to get containers for trash similar to the recycling containers and to get a fully automated fleet
 - Ultimate goal is to make Sanitation more stream-lined and do away with collectors on the back of trucks
 - Currently out for bid for the last two trucks that need to be replaced
 - Will be submitting a grant application for a second compactor that would sit next to the current one and would hold more volume
 - Being very conservative in regards to landfill
 - The 2% salary increase is included in the current FY adjusted budget
 - Over-time has been impacted by the shift change due to trash pickup going to once a week rather than two days a week
 - Decreasing budget request by \$1.5 Million
- Street Department:
 - Have done more crack sealing than had been done in the past, which is a good preventative maintenance
 - Trying to do a fifth of the traffic control devices every year
 - The Purchasing Department is currently looking into consolidating laundry services to one company to save money
 - Salt supply is getting low due to this current winter being a bigger one than in the past
 - Could possibly cut back on street maintenance and labor to reduce budget request by 5%
 - Comp-time is to not exceed 40 hours, which is the maximum employees can accrue
- Engineering Department:
 - Oversees the capital projects, the sewer lateral program and the Planning & Zoning Department
 - There have been less Zoning and Board of Adjustment requests
- Building Commissioner Department:
 - Number of permits being issued is still steady, but numbers are trending down
 - Value of construction is how the permit fee is based
 - Question was raised regarding the three clerical positions and their duties since numbers are trending down:
 - Clerical staff supports Planning & Zoning and Board of Adjustment
 - Work on daily microfilming
 - Pull active permits and schedule inspections
 - Have not seen the workflow shift because of downward trend
 - Housing Inspector contemplating retiring
 - Depending on Housing Inspector's retirement, considering combining the two inspectors to also do the housing inspections
 - The Deputy Building Commissioner will be retiring in March

- The Building Commissioner does plan review when the Deputy Commissioner is on vacation
- Question was raised on whether or not a new Deputy Building Commissioner should be hired at this time
- The level of revenue received from permits is not intended to make the department a profit center
- In 2010 expenses exceeded revenue
- Expenses need to be reviewed to figure out a way to lower costs
- Capital Budget:
 - The Street Department is requesting \$300,000 be approved for the replacement of equipment that has been damaged because of salt
 - The Holmes Avenue Project is being funded by the Federal Reimbursement Grant and the bid is done and construction will start in March
 - The Fillmore culvert easements have been sent to MSD and will go out for bid in the Spring
 - Need to have further discussion regarding the access cards
 - Replacement of automobiles is dependent on number of years on a vehicle, mileage and maintenance costs

Director of Electric Mark Petty was in attendance to discuss the Electric Department Budget. Some of the issues discussed were as follows:

- Have started with ownership issues
- Embarked on a long-term strategy to have more autonomy in regards to expenditures and rates
- Are able to do some things that give us a little bit of leverage in the market place, which gives us the ability to hold down the costs
- Numbers are on target so far
- Have a 5% rate increase that needs to be done by April
- Metered Sales Revenue takes into account the 5% rate increase
- The Alfred substation has a new sewer ready to be relocated
- The City does not own all of the Alfred substation property and the width of the driveway is an issue and needs to be addressed
- Work on the substation and circuits is traditionally done in-house
- Switchgear and sectionalizers are ready to be replaced at Meramec
- The customer's perspective is mostly on the cost for rates
- The City is still subsidizing the electric rates
- The Fund Balance is steady and will not be growing for a couple of years
- Concern was raised about getting to \$8 Million in the Fund Balance, about trending back up and recognizing there is a level of subsidizing rates
- The transferring of \$1 Million comes from the Reserves and could be referred to as a dividend
- The \$1 Million transfer is decided upon by the council and the council can at any point in time discontinue the transfer
- Council requested updated information for the budget book
- Mark Petty will provide the rate structure

INTERGOVERNMENTAL COOPERATION AGREEMENT

Mayor McDonnell and Director of Public Works Todd Rehg addressed the Intergovernmental Cooperation Agreement between the City of Kirkwood and the City of Sunset Hills. Some of the issues discussed were as follows:

- The City of Kirkwood and the City of Sunset Hills are currently out for a RFQ for the enhancement project
- The RFQ's need to be submitted by February 4th
- The application deadline to East-West Gateway is by February 25th
- The concept design cost of \$15,000 will be negotiated with the consultants to try and get the costs down

- The project is reasonable, but the timeframe is short
- The design for the project would need to be done by another RFQ
- Question was raised regarding how much of the work will actually be done in Sunset Hills and how much will be done in Kirkwood

Motion was made by Council Member Griffin and seconded by Council Member Ward to not proceed with the Intergovernmental Cooperation Agreement between the City of Kirkwood and the City of Sunset Hills. The motion to not proceed was unanimously approved.

- The City can check next year to see if the opportunity is available
- The answer to Sunset Hills will be that the council supports the thought, but that the timeframe is too tight and there is concern regarding budgetary costs

URBAN FORESTRY COMMISSION DONATION OF TREES

Mayor McDonnell announced that the Urban Forestry Commission will be donating some trees to Sunset Hills and Crestwood in the aftermath of the tornado to replenish some of the trees that were destroyed.

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

Laurie Asche
Deputy City Clerk