



WORK SESSION MINUTES - AMENDED

A work session of the Kirkwood City Council was held on November 14, 2024, at 4:30 p.m. at Kirkwood City Hall, 139 S. Kirkwood Road, Kirkwood, Missouri. Present Mayor Gibbons, Council Members Jaksetic, Luetzow, McLean, Rheinnecker, Schaefer, and Zimmer. Also in attendance were Assistant Chief Administrative Officer David Weidler, City Clerk Laurie Ashe, Parks & Recreation Director Kyle Henke, City Attorney John Hessel, and Communications Manager Jessica Winter.

APPROVAL OF THE NOVEMBER 7, 2024 WORK SESSION MINUTES

Motion was made by Council Member Rheinnecker and seconded by Council Member Jaksetic to approve the minutes of the November 7, 2024 work session minutes. The minutes were approved unanimously.

PARKS AND RECREATION MASTER PLAN SURVEY RESULTS

Parks & Recreation Director Kyle Henke provided a presentation to the Council on the Parks and Recreation Master Plan. The ETC Institute administered a needs assessment survey for the City of Kirkwood in early 2024. The survey was mailed to a random sample of households throughout the City of Kirkwood. The results of the study are as follows:

- 499 completed responses from residents were collected
- Most visited facilities: Kirkwood Park (90%), Aquatic center (46%), Kirkwood Community Center (39%)
- Barriers that prevented them from visiting facilities more often: lack of amenities (42%), not aware of parks or facilities (32%), and use of parks/facilities (21%)
- Programs/Events Use: 59% participated in a program/event.
- A typical response was that the facilities were old or outdated.
- Ways to learn about the City's parks, recreation facilities, programs, and events: 60% of responses were an activity brochure.
- 90% of respondents agreed to a higher quality of life in Kirkwood, 87% agreed to preserve open space & protect the environment, and 87% agreed to make Kirkwood a more desirable place to live.
- The three facilities with the highest percentage of households that have an unmet need:
 - Walking paths in parks
 - Large community parks
 - Shade & trees
- Based on Priority Investment Rating, the following facilities were rated as high priority:
 - Community Center (PIR=200)
 - Swimming Pools (PIR=155)
 - Multi-use hiking, biking, and walking trails (PIR=155)
 - Walking paths in parks (PIR=119)
 - Large community parks (PIR=102)
- The three programs with the highest percentage of households that have an unmet need:
 - Adult fitness & wellness programs
 - Exercise classes
 - Performing arts events



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- Respondents top four choices that were ranked most important:
 - Adult fitness & wellness programs
 - Performing arts events
 - Exercise classes
 - Pickleball/tennis lessons & leagues
- The following programs were rated as high priority for investment:
 - Adult fitness & wellness programs (PIR=200)
 - Exercise classes (PIR=141)
- Overall Priorities for the Facilities by Major Category:
 - Kirkwood Community Center (I-S=0.36)
 - Aquatic Center (I-S=0.16)
 - Ice Arena (I-S=0.08)

Some discussion took place as follows:

- A question about who organizes the Community Center program/classes was raised.
 - The Parks & Recreation staff organizes the program/classes.
- A question was raised about whether there will be enough room to continue all the programs/classes at the new facility.
 - Yes, there will be enough room for the program/classes
- A question was raised about whether information is available on the City's website.
 - Yes, the information is available on the website.
- A question was raised about how to figure out what is a priority and what is not a priority.
- A question was raised about when the Park Master Plan will be completed
 - May 2025
- A question was raised about when the Park renovations will be completed.
 - August 2025

POLICE AND FIRE PENSION TAX

Assistant Chief Administrative Officer David Weidler discussed the Police and Fire Pension Tax with the Council. The City of Kirkwood receives a dedicated property tax to fund obligations to the City of Kirkwood's Police Officers' and Firefighters' Pension Plan. This tax was to fully cover the retirement expenses of the City's commissioned Police Officers and Firefighters. The City Council enacted a voluntary reduction to the tax rate. Overtime expenses increased at a rate higher than that of the tax revenue. The City Council determined this increase in staff after the passage of a dedicated Fire Protection Sales Tax in 2015. In FY2020, with a continuing deficit, the City began to budget a transfer from the general fund to offset increased expenses. A discussion took place as follows:

- A question was raised asking if the City is the maximum rate now.
 - Yes
- A question was raised about whether Proposition P and Fire Protection sales tax could be used to cover the pension fund.
 - Prop P is a public safety tax obligated by the City to the Police Department.



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ALLOCATION OF ARPA FUNDS

Chief Administrative Officer Russ Hawes discussed the allocation of ARPA funds with the Council. Kirkwood received federal pandemic aid through the American Rescue Plan Act (ARPA). Since ARPA distributions began in 2021, this funding has benefited the citizens of Kirkwood through various projects identified by the City Council. The US Treasury Department requires that all ARPA funds be allocated by December 31, 2024, and fully expended by December 31, 2026. All valid allocations must be tethered to a contracted project by the end of this calendar year. So far, the City has committed through budgeting to the following projects: replacing the City’s Enterprise Resource Program (ERP), renovating the Community Center, and rebuilding the City Hall parking lot. Using ARPA funds to relocate public works to facilitate a possible move of dispatch to the new public works location. A discussion took place.

Motion was made by a Council Member Zimmer and seconded by a Council Member McLean to allocate \$215,605 of ARPA funds to the Community Center project, deleting funds going towards the Public Works facility and approving the other line items of ARPA funds allocated. Thus, the total allocation of ARPA funds is \$5,638,084, with zero funds remaining.

ARPA FUNDS ACCOUNTING

Total ARPA Funds Received	\$ 5,638,084
Enterprise Resource Program	\$ 2,649,100
Community Center	\$ 2,415,605
City Hall Parking Lot	\$ 573,379
Total Allocated	\$ 5,638,084
Funds Remaining	\$ 0

The motion was unanimously approved.

MOTION TO CLOSE THE MEETING

Motion was made by Council Member Zimmer 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 Luetzow	“Yes”
Council Member McLean	“Yes”
Council Member Rheinnecker	“Yes”
Council Member Schaefer	“Yes”
Council Member Zimmer	“Yes”
Council Member Jaksetic	“Yes”



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The meeting was closed.

MOTION TO OPEN THE MEETING

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

Roll Call:

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

The meeting was opened.

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

Laurie Asche
City Clerk