



WHERE COMMUNITY AND SPIRIT MEET®

### **WORK SESSION MINUTES**

A work session of the Kirkwood City Council was held on November 6, 2025, at 5:00 p.m. at Kirkwood City Hall, 139 S. Kirkwood Road, Kirkwood, Missouri. Present were: Mayor Gibbons, Council Members Jaksetic, Luetzow, McLean, Rheinnecker, Schaefer, and Zimmer. Also in attendance were Chief Administrative Officer Russell Hawes, Assistant Chief Administrative Officer David Weidler, City Clerk Laurie Asche, Director of Public Services Chris Krueger, City Engineer Richard Holesinger, Planning & Development Services Director Jonathan Raiche, and City Attorney Jackie Graves.

### **MOTION TO CLOSE THE MEETING**

Motion was made by Council Member Schaefer and seconded by Council Member Zimmer to close the meeting pursuant to RSMo Chapter 610.021 (1 – Legal & 12 – Contract Negotiations).

Roll Call:

Mayor Gibbons	“Yes”
Council Member Jaksetic	“Yes”
Council Member Luetzow	“Yes”
Council Member McLean	“Yes”
Council Member Rheinnecker	“Yes”
Council Member Schaefer	“Yes”
Council Member Zimmer	“Yes”

The meeting was closed.

### **MOTION TO OPEN THE MEETING**

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

Roll Call:

Mayor Gibbons	“Yes”
Council Member Jaksetic	“Yes”
Council Member Luetzow	“Yes”
Council Member McLean	“Yes”
Council Member Rheinnecker	“Yes”
Council Member Schaefer	“Yes”
Council Member Zimmer	“Yes”

The meeting was opened.



## **PUBLIC WORKS FACILITY ARCHITECTURE COSTS**

Director of Public Works Chris Krueger presented an extensive overview of the Public Works facility renovation, summarizing design progress, updated construction cost estimates, required electrical upgrades, consultant services, and adjustments to facility elements such as recycling operations and dispatch design options.

Staff reviewed that the City Council approved the original Archimages design services contract on May 28, 2024 for an amount not to exceed \$336,280, based on a projected \$4 million renovation. Since then, schematic design has been completed, revealing significant infrastructure deficiencies—including electrical, roofing, and outdated paneling—that substantially increase necessary construction scope and cost.

It was explained that the building's existing 400-amp service is insufficient for the operational loads of Public Works, particularly Fleet Services and equipment requiring higher amperage. A new 1600–2000 amp service is expected. Several Federal Pacific panels—known fire hazards and non-compliant with today's codes—must be removed and replaced. Council also discussed the electrically supported outbuilding, to which a dedicated service line will run from the main building. Discussion included whether a single master meter or multiple strategically located meters would reduce wiring distance and associated copper costs.

Schematic design identified the need to replace the roof over the older building sections. Council members asked for clarification about whether the roof replacement was originally expected; staff confirmed it became necessary after structural evaluation during schematic design.

Navigate, the owner's representative, completed updated cost estimates. The project is now estimated at \$7.8 million without Dispatch and \$9.5 million with Dispatch included. This substantial cost escalation led Archimages to request additional design fees: \$436,290 without Dispatch or \$478,740 with Dispatch included, plus an \$8,950 furniture design package. With a 10% contingency added, the total additional design funding request is \$526,614. Staff noted that certain existing office furniture will remain, and the vendor has accepted the City's proposal of \$26,000 to leave the existing furniture in the building.

Navigate has supported the project since early 2024. Their contract assumed a 12-month design schedule and a 12-month construction period. Because project development slowed between May and September 2025, Navigate billed no time during those months. However, the schedule now targets issuing bid documents in January 2026 and beginning construction in April 2026, requiring six additional months of services. Navigate requested \$90,000—\$15,000 per month—to cover work from October 2025 through March 2026. Staff emphasized that Navigate's role helps control costs, manage bidding, coordinate design, and prevent expensive overruns. Council raised concerns about the cost; staff clarified that Navigate's costs remain consistent with industry rates.

Staff reviewed the site work and recycling drop-off plans. The original concept was estimated to cost \$1.2 million. Staff recommended scaling down to a flat concrete pad



with smaller covers for dumpsters and compactors, at an estimated cost of \$111,843, and proposed reduced operations. Discussion included operational impacts, revenue from cardboard (approximately \$64,000 annually), and the cost burden of recycling single-stream materials (approximately double the cost of trash disposal).

Council extensively discussed whether Dispatch should be included in the architectural design. Because Archimages quoted an unusually low \$33,500 design fee for Dispatch—approximately 1.6% of the estimated \$1.5 million construction cost—several members emphasized that completing the design now would prevent costly redesign in the future. Members also discussed the third-floor fit-out, including long-term flexibility of the space even if Dispatch were not ultimately relocated. It was the consensus of the Council to incorporate Dispatch into the design.

Council asked clarifying questions about prior expenditures, purchase orders from previous fiscal years, how much of the original \$336,280 contract remained, and whether funds were re-appropriated or carried over. Staff confirmed that remaining funds were re-budgeted and that additional design and Navigate costs would be paid from the Streets Department capital account, as planned since the project's inception. Construction costs are expected to be funded through future debt issuance.

Chris Krueger proposed two related agenda items that will be presented to the Council at the November 20, 2025 formal Council meeting:

1. Increasing Archimage's contract for design of public works by \$526,614, for a total not to exceed the amount of \$862,894, which includes a 10% design contingency (if dispatch is incorporated into the design);
2. Increasing Navigate's contract for owner's representation by \$90,000, for a total not to exceed the amount of \$421,000.

### **APPROVAL OF REGULAR OCTOBER 16, 2025 AND SPECIAL OCTOBER 20, 2025 AND SPECIAL OCTOBER 22, 2025 WORK SESSION MINUTES**

Motion was made by Council Member McLean and seconded by Council Member Rheinacker to approve the minutes of the regular October 16, 2025 and special October 20, 2025 and special October 22, 2025 work session meetings. The minutes were approved with Council Members Rheinacker and Zimmer abstaining.

### **COUNCIL COMMUNICATION DISCUSSION**

Council discussed establishing a consistent process for responding to emails addressed to the full Council. Members expressed concern that multiple responses could provide conflicting information. The Mayor proposed assigning each incoming inquiry to a single Council Member on a rotating basis, who would reply to the sender while including all Council Members. Consensus was reached to implement this approach, with the option for staff assistance on complex questions.

### **MOTION TO CLOSE THE MEETING**

Motion was made by Council Member Zimmer and seconded by Council Member Schaefer to close the meeting pursuant to RSMo Chapter 610.021 (1 – Legal & 12 – Contract Negotiations).



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Roll Call:

Mayor Gibbons	“Yes”
Council Member Jaksetic	“Yes”
Council Member Luetzow	“Yes”
Council Member McLean	“Yes”
Council Member Rheinnecker	“Yes”
Council Member Schaefer	“Yes”
Council Member Zimmer	“Yes”

The meeting was closed.

### **MOTION TO OPEN THE MEETING**

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

Roll Call:

Mayor Gibbons	“Yes”
Council Member Jaksetic	“Yes”
Council Member Luetzow	“Yes”
Council Member McLean	“Yes”
Council Member Rheinnecker	“Yes”
Council Member Schaefer	“Yes”
Council Member Zimmer	“Yes”

The meeting was opened. Since no further matters were to come before the council, the meeting was adjourned.

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Laurie Asche  
City Clerk