



**Finance and Administration Committee
Chesterfield City Hall
Tuesday, February 4, 2025
Conference Room 101
Record of Proceeding**

The Finance and Administration Committee met on Tuesday, February 4, 2025. Those in attendance included: Chairperson Barbara McGuinness; Ward I; Councilmember Mary Ann Mastorakos (filling in for Council Committee Member Aaron Wahl) Ward II; Council Committee Member Michael Moore; Ward III; Council Committee Member Gary Budoor, Ward IV; Finance Director Jeannette Kelly and City Administrator Mike Geisel. Those also in attendance included: Councilmember Merrell Hansen, Councilmember Mary Monachella, Public Works Director Jim Eckrich, Planning Director Justin Wyse, Police Chief Cheryl Funkhouser, City Clerk Vickie McGownd, Assistant City Administrator Elliot Brown, Assistant Finance Director Cathy Pagella, and Deputy City Clerk Amanda Hurley.

Chairperson Barbara McGuinness called the meeting to order at 4:00 p.m.

Destruction of Records

Chairperson McGuinness made a motion, seconded by Councilmember Moore, to forward the matter of records destruction to City Council with a recommendation to approve destruction of records in accordance with F&A Policy No. 1 and the records retention schedule for the state of Missouri, as provided by City Clerk Vickie McGownd. A vote was taken with a unanimous affirmative result (4,0), and the motion was declared passed.

Policy Update: Use of Personal Vehicles

Chairperson McGuinness made a motion, seconded by Councilmember Moore to adopt an external Policy Statement for "Use of Personal Vehicles". The purpose of this policy is to establish guidelines for the use of City-owned vehicles by employees for official City business and use of personal vehicles for business purposes. This policy also aims to mitigate liability risks associated with employees using personal vehicles for City business without proper authorization. A vote was taken with a unanimous affirmative result (4,0), and the motion was declared passed.

Finance Report

Director of Finance Jeannette Kelly provided a financial update to the committee.

Chesterfield Compensation Plan (Information Only)

City Administrator Mike Geisel presented the committee with the 2025 Compensation Plan. The committee inquired with Finance Director Jeannette Kelly regarding her position upon her planned retirement in July 2025. Specifically, they sought her insight into an appropriate starting salary to attract a well-qualified candidate for the role. Ms. Kelly suggested that a starting salary of \$125,000 - \$130,000 would likely be competitive in securing the right candidate, noting that it would take approximately 12 to 18 months for the individual to acclimate fully to the position. She also indicated that the ideal candidate would likely come from a small private sector position. The Finance Director position is currently classified as P4 in the City of Chesterfield’s compensation matrix, with a salary range of \$111,290 to \$155,805. Additionally, the committee discussed the City Administrator’s position and compensation. The City Administrator role is classified as V4 in the City of Chesterfield’s compensation matrix, with a salary range of \$166,670 to \$216,671. Mr. Geisel reminded the committee members that City Council had previously approved the continuity plan which recommended that the City engage a professional consultant to facilitate the recruitment and selection process for his eventual replacement. He further reminded the members, that the continuity plan and the revised salary administration plan both clearly stated that the pay classification for the City Administrator’s position would likely need to be increased when recruiting his successor. Mr. Geisel opined that the City should anticipate that his successor may require a compensation level of approximately \$200,000 and the classification spread may be increased to 40% consistent with the other “key” positions.

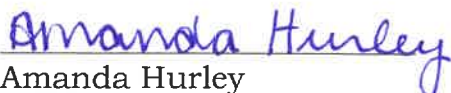
Adjournment

The meeting was adjourned at 5:00 p.m.

Respectfully submitted:



Jeannette Kelly
Finance Director



Amanda Hurley
Deputy City Clerk

Approved: 7/7/2025