

**CITY OF HAZELWOOD
COUNCIL WORK SESSION
OCTOBER 30, 2025**

CALL TO ORDER

A Council work session was called to order by Mayor Matthew G. Robinson at 6:01 p.m. on October 30, 2025, in the Council Chambers at Hazelwood City Hall.

On roll call the following members of the Council were present:

Robert C. Smith
Jen Hatton
William C. Hoops, Jr.
Robert M. Aubuchon
Lesli M. Henderson
Kelly Wadlow
Matthew G. Robinson
Lisa M. Matlock
Warren H. Taylor

City Clerk Julie Lowery declared a quorum was present. Also present was City Attorney Kevin O’Keefe.

SPECIAL ORDER OF BUSINESS

AMEND CHAPTER 110 CONDUCT/ETHICS Mayor Robinson stated the need to have clearer procedures related to ethical conduct, complaint handling, and disciplinary processes for members of the City Council.

It was agreed that work sessions should serve as the primary setting for developing such policies, allowing staff to provide information before any debate or adoption occurs at regular Council meetings. Members also discussed how work sessions, or “study sessions,” fit within the guidelines of the Sunshine Law and affirmed that policy development would occur during these sessions, while debate and formal adoption would take place at regular meetings.

The group then discussed the concept of creating a “Newly Elected Official Playbook.” While members agreed the document could be useful, they expressed concern that it might become overly detailed and burdensome.

Discussion then shifted to specific revisions within Chapter 110, particularly Sections D and E.2. Section D requires clarification regarding responsibilities, while Section E.2 prompted a more extensive conversation. Ms. Wadlow proposed that complaints be reviewed by a committee rather than solely by the Mayor or Mayor Pro Tempore.

Ms. Hatton agreed and suggested that two randomly selected Council members, along with the Mayor, form a review committee to oversee such matters.

Mr. O'Keefe advised against making complaint reviews public, stressing that the Mayor should conduct a preliminary review and, if necessary, appoint a Special Counsel. He emphasized that maintaining the integrity of the Council must remain a top priority. Ms. Hatton stated that the Mayor also serves as Personnel Director, and Mr. O'Keefe reiterated the Mayor's dual role as both an elected official and the presiding officer of the Council. The group agreed that all complaints must be submitted in writing.

Before adjournment, the Council outlined several follow-up items. These included developing a process for addressing disciplinary matters involving Council Members, adopting a formal standard of conduct, and defining clear procedures for handling complaints and violations. Mr. O'Keefe agreed to draft new language for the proposed ordinance, and Ms. Lowery was tasked with preparing the related policy documents.

ADJOURNMENT

The meeting was adjourned at 7:31 p.m.

Matthew G. Robinson - Mayor
City of Hazelwood, Missouri

ATTEST:

Julie Lowery, CMC - City Clerk
City of Hazelwood, Missouri