



**Kirkwood City Council
Agenda
Kirkwood City Hall
Council Chambers
139 South Kirkwood Road
Kirkwood, MO 63122
Thursday, November 3, 2022, 7:00 p.m.
*Posted on October 28, 2022***

- I. PLEDGE OF ALLEGIANCE**
- II. ROLL CALL**
- III. INTRODUCTIONS AND RECOGNITIONS - NONE**
- IV. PRESENTATIONS - NONE**
- V. PUBLIC HEARINGS - NONE**
- VI. PUBLIC COMMENTS – 3 MINUTE LIMIT PER PERSON**

The Public Comments portion of the meeting is an opportunity for the City Council to listen to comments from citizens. It is not a question and answer session and the City Council will not respond to comments or answer questions during this period. The Mayor may refer any matter brought up to the City Council to the Chief Administrative Officer or City Clerk if action is needed.

VII. CONSENT AGENDA

All items within the Consent Agenda will be enacted by one motion of the Council with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request of a member of the City Council. The expenditures listed in the consent agenda are items already approved in the current city budget.

- a) Approval of the October 20, 2022 Council Meeting Minutes
- b) Resolution 136-2022, accepting the single source proposal of Daupler, Inc. in the amount of \$25,330 annually for Incident Response Management Services for the Electric Department for an initial term of 12 months with the option to renew for up to three additional 12 month terms, pending budgetary approval, and authorizing and directing the Mayor to enter into a contract
- c) Resolution 137-2022, accepting the bid of Joe Machens Ford in the amount of \$48,793 (pursuant to State of Missouri Cooperative Contract) for the purchase of a 2023 Ford F250 Crew Cab 4x4 for the Facilities Operations Department and authorizing and directing the Director of Procurement to issue a Purchase Order

VIII. UNFINISHED BUSINESS

- 1. Bill 10949, amending the provisions of the Municipal Code of Ordinances, Chapter 25 – Zoning and Subdivision, by adding the definition of “Country Club”,



adding said term to Table 35-1 as a Special Use in certain residential districts, and adding an associated parking rate for said term

2. Bill 10950, appropriating \$13,650 from the Certificates of Participation Series 2022 to the Fire Department Machinery and Equipment Account, Project #FD2307, and accepting the bid of Feld Fire in the amount of \$28,000 for the purchase of 100 sections of Snap-Tite FGN Fire Attack Hose and authorizing and directing the Director of Procurement to issue a Purchase Order

IX. NEW BUSINESS

1. Bill 10951, adopting the 2021 International Fire Code
2. Resolution 138-2022, amending the Purchase Order with Crescent Electric Supply by increasing the amount by \$12,674 for a total not to exceed amount of \$64,981 for the purchase of an additional dual port charging station for the Hutton Condominiums on Madison Avenue (pursuant to Sourcewell Cooperative Contract) and authorizing and directing the Director of Procurement to issue a Purchase Order
3. Resolution 139-2022, amending the contract with Horner and Shifrin, Inc. by increasing the amount by \$22,000 for a total not to exceed amount of \$95,030 for Kirkwood City Hall and Police Department Parking Lot Reconstruction Design and authorizing and directing the Mayor to enter into an amended contract
4. Resolution 140-2022, accepting the single source proposal of Vermont Systems, Inc. in the amount of \$29,067 for PayTrac Credit Card Payment Services for the Parks and Recreation Department and authorizing and directing the Mayor to enter into a contract
5. Resolution 141-2022, accepting the proposal of Envisio in the amount of \$27,500 for Community Strategic Planning and Reporting Software Solution for an initial term of 12 months with the option to renew for up to two additional 12 month terms, pending budgetary approval, and authorizing and directing the Mayor to enter into a contract
6. Resolution 142-2022, amending the contract with TraMar Contracting, Inc. by increasing the amount by \$7,741 for a total not to exceed amount of \$87,779.50 for Acrylic Waterborne Pavement Markings and authorizing and directing the Mayor to enter into an amended contract

X. CONSENT AGENDA ITEMS FOR DISCUSSION (IF ANY)

XI. CITY COUNCIL REPORTS

XII. CHIEF ADMINISTRATIVE OFFICER REPORTS

1. Request from the Kirkwood Optimist Club to operate its annual fundraising tree lot at North Middle School beginning on November 19, 2022 with hours of operation 4:00 p.m. to 9:00 p.m. Monday through Friday, and 9:00 a.m. to 9:00 p.m. Saturday and Sunday

XIII. CITY ATTORNEY REPORTS



XIV. CITY CLERK REPORTS

1. Planning & Zoning Commission Report (if any)
2. Upcoming Public Hearings:

November 17, 2022

A request for a Zoning Map Amendment (R-4 to B-3) for the property at 10557 Big Bend Boulevard, and a Special Use Permit & Major Site Plan for the construction of a new day-care on the properties of 10551 & 10557 Big Bend Boulevard

XV. MEETING ADJOURNMENT

The next regular meeting of the Kirkwood City Council will take place at **7:00 p.m. on November 17, 2022.**

CONTINUED ITEMS

NONE

TABLED ITEMS

NONE

Kirkwood City Council: Mayor Tim Griffin, Council Members Maggie Duwe, Liz Gibbons, Nancy Luetzow, Bob Sears, Wallace Ward, and Mark Zimmer

Contact Information: For full City Council contact information visit www.kirkwoodmo.org/council. To contact the City Clerk call 314-822-5802. To contact the Chief Administrative Officer call 314-822-5803.

Accommodation: The City of Kirkwood is interested in effective communication for all persons. Persons requiring an accommodation to attend and participate in the meeting should contact the City Clerk at 314-822-5802 at least 48 hours before the meeting. With advance notice of seven calendar days, the City of Kirkwood will provide interpreter services at public meetings for languages other than English and for the hearing impaired. Upon request, the minutes from this meeting can be made available in an alternate format, such as CD by calling 314-822-5802.

THE CONSENT AGENDA IS ATTACHED

- a) Approval of the October 20, 2022 Council Meeting Minutes
- b) Resolution 136-2022, accepting the single source proposal of Daupler, Inc. in the amount of \$25,330 annually for Incident Response Management Services for the Electric Department for an initial term of 12 months with the option to renew for up to three additional 12 month terms, pending budgetary approval, and authorizing and directing the Mayor to enter into a contract
- c) Resolution 137-2022, accepting the bid of Joe Machens Ford in the amount of \$48,793 (pursuant to State of Missouri Cooperative Contract) for the purchase of a 2023 Ford F250 Crew Cab 4x4 for the Facilities Operations Department and authorizing and directing the Director of Procurement to issue a Purchase Order



WHERE COMMUNITY AND SPIRIT MEET*

DRAFT

Kirkwood City Council Meeting Minutes Kirkwood City Hall Thursday, October 20, 2022, 7:00 p.m.

Pursuant to notice of meeting duly given by the Mayor, the City Council convened on Thursday, October 20, 2022, at 7:00 p.m. at Kirkwood City Hall, 139 South Kirkwood Road, Kirkwood, Missouri. Present were Mayor Griffin, Council Members Duwe, Gibbons, Luetzow, Sears, Ward and Zimmer. Also in attendance were Chief Administrative Officer Russell Hawes, Assistant Chief Administrative Officer David Weidler, City Clerk Laurie Asche, Deputy City Clerk Kim Sansegraw, Public Services Director Bill Bensing, City Engineer Chris Krueger, Director of Planning and Development Services Jonathan Raiche and City Attorney John Hessel.

INTRODUCTIONS AND RECOGNITIONS

NONE

PRESENTATION

NONE

PUBLIC HEARINGS

NONE

PUBLIC COMMENTS

1. Richard Vandegrift, 131 E. Adams Ave., is concerned about parking and traffic regarding the proposed development at 300 N. Kirkwood Road.
2. Dennis Hancock, 29 Sennawood Dr., spoke regarding being a candidate for the St. Louis County Council in the 3rd District.
3. Brianne Steber, 101 W. Argonne, spoke regarding the collective bargaining agreement between the City and the Kirkwood Police Officers Association.

CONSENT AGENDA

Motion was made by Council Member Ward and seconded by Council Member Luetzow to approve the Consent Agenda. The Consent Agenda was unanimously approved.

- a) Approval of the October 6, 2022 Council Meeting Minutes
- b) Resolution 128-2022, accepting the bid of Morton Salt, Inc. at the unit cost of \$84.21 per ton, amount not to exceed budgeted funds, for bulk rock salt for the Street Department for an initial term of 12 months with the option to renew for up to four additional 12 month terms pending budgetary approval and authorizing and directing the Mayor to enter into a contract
- c) Resolution 129-2022, authorizing and directing the Director of Procurement to enter into an agreement with Robert Half International in the amount of \$12,450 for additional temporary work services for the Electric Department



WHERE COMMUNITY AND SPIRIT MEET*

DRAFT

UNFINISHED BUSINESS

Bill 10948, appropriating \$5,000 from the Equitable Sharing Fund Balance to the Police Department Training Account for additional training for the Police Department was brought before the council.

Roll Call:

Mayor Griffin	"Yes"
Council Member Zimmer	"Yes"
Council Member Duwe	"Yes"
Council Member Gibbons	"Yes"
Council Member Luetzow	"Yes"
Council Member Sears	"Yes"
Council Member Ward	"Yes"

The bill, having received majority approval of the Council, was adopted and became Ordinance 10777.

NEW BUSINESS

Bill 10949, amending the provisions of the Municipal Code of Ordinances, Chapter 25 – Zoning and Subdivision, by adding the definition of "Country Club", adding said term to Table 35-1 as a Special Use in certain residential districts, and adding an associated parking rate for said term was brought before the council. Motion was made by Council Member Sears and seconded by Council Member Ward to accept the bill for first reading approval.

The bill received first reading approval and was held over.

Bill 10950, appropriating \$13,650 from the Certificates of Participation Series 2022 to the Fire Department Machinery and Equipment Account, Project #FD2307, and accepting the bid of Feld Fire in the amount of \$28,000 for the purchase of 100 sections of Snap-Tite FGN Fire Attack Hose and authorizing and directing the Director of Procurement to issue a Purchase Order was brought before the council. Motion was made by Council Member Zimmer and seconded by Council Member Gibbons to accept the bill for first reading approval.

The bill received first reading approval and was held over.

Resolution 130-2022, accepting the bid of Altec Industries in the amount of \$196,933 (pursuant to Sourcwell Cooperative Contract) for the purchase of a AT48M Articulating Telescopic Aerial Devise for the Electric Department and authorizing and directing the Director of Procurement to issue a Purchase Order was brought before the council. Motion was made by Council Member Sears and seconded by Council Member Ward to accept the Resolution as read.



WHERE COMMUNITY AND SPIRIT MEET

DRAFT

Roll Call:

Mayor Griffin	"Yes"
Council Member Zimmer	"Yes"
Council Member Duwe	"Yes"
Council Member Gibbons	"Yes"
Council Member Luetzow	"Yes"
Council Member Sears	"Yes"
Council Member Ward	"Yes"

Resolution 131-2022, accepting the bid of JL Contracting in the amount of \$992,250, amount not to exceed budgeted funds, for Infrastructure Restoration Repair Program for the south half area of Kirkwood for the Water Department, for an initial term of 12 months with the option to renew for up to four additional 12 month terms with funding contingent upon budgetary approval, and authorizing and directing the Mayor to enter into a contract was brought before the council. Motion was made by Council Member Luetzow and seconded by Council Member Ward to accept the Resolution as read. A discussion took place.

Roll Call:

Mayor Griffin	"Yes"
Council Member Zimmer	"Yes"
Council Member Duwe	"Yes"
Council Member Gibbons	"Yes"
Council Member Luetzow	"Yes"
Council Member Sears	"Yes"
Council Member Ward	"Yes"

Resolution 132-2022, granting the City of Frontenac, Missouri authorization for an encroachment within the public right-of-way at the northwest corner of Bambury and Geyer Road to install a Flock camera on a 13' pole was brought before the council. Motion was made by Council Member Ward and seconded by Council Member Gibbons to accept the Resolution as read. A discussion took place.

Roll Call:

Mayor Griffin	"Yes"
Council Member Zimmer	"Yes"
Council Member Duwe	"Yes"
Council Member Gibbons	"Yes"
Council Member Luetzow	"Yes"
Council Member Sears	"Yes"
Council Member Ward	"Yes"



WHERE COMMUNITY AND SPIRIT MEET*

DRAFT

Resolution 133-2022, approving the Development Plan for a mixed-use project in the B-2 Zoning District located on the property known as 300 North Kirkwood Road subject to certain conditions was brought before the council. Motion was made by Council Member Ward and seconded by Council Member Luetzow to accept the Resolution as read. A discussion took place.

Motion was made by Council Member Ward and seconded by Council Member Zimmer to suspend Roberts Rules of Order to allow the applicant to address the council. The motion was unanimously approved. A discussion took place.

Roll Call:

Mayor Griffin	"Yes"
Council Member Zimmer	"Yes"
Council Member Duwe	"Yes"
Council Member Gibbons	"Yes"
Council Member Luetzow	"Yes"
Council Member Sears	"Yes"
Council Member Ward	"Yes"

Resolution 134-2022, approving the Community Unit Plan (CUP) Partial Final Site Plan Amendment on the property known as 1157 Timberbrook Drive, Kirkwood Bluffs Apartments, subject to certain conditions was brought before the council. Motion was made by Council Member Zimmer and seconded by Council Member Ward to accept the Resolution as read.

Roll Call:

Mayor Griffin	"Yes"
Council Member Zimmer	"Yes"
Council Member Duwe	"Yes"
Council Member Gibbons	"Yes"
Council Member Luetzow	"Yes"
Council Member Sears	"Yes"
Council Member Ward	"Yes"

Resolution 135-2022, accepting the bid of Altec Industries in the amount of \$161,276 (pursuant to Sourcewell Cooperative Contract) for the purchase of a DB37 Hydraulic Derrick for the Electric Department and authorizing and directing the Director of Procurement to issue a Purchase Order was brought before the council. Motion was made by Council Member Ward and seconded by Council Member Duwe to accept the Resolution as read.

Roll Call:

Mayor Griffin	"Yes"
Council Member Zimmer	"Yes"



WHERE COMMUNITY AND SPIRIT MEET*

DRAFT

Council Member Duwe	"Yes"
Council Member Gibbons	"Yes"
Council Member Luetzow	"Yes"
Council Member Sears	"Yes"
Council Member Ward	"Yes"

CONSENT AGENDA ITEMS FOR DISCUSSION NONE

CITY COUNCIL REPORTS

Council Member Gibbons reported the Arts Commission will have a performance honoring Mel Bay on December 1, 2022 at 7:30 p.m.

Council Member Luetzow reminded all that the Meacham Park Neighborhood Improvement Association will be holding a concert on Friday, October 28, 2022 at 7:00 p.m. featuring the Tim Cunningham Jazz Combo at the Kirkwood Performing Arts complex to benefit the MNIA scholarship program.

Council Member Luetzow reported 50 Trees will be holding their annual Street Tree Planting event on Saturday, November 5, 2022.

Council Member Duwe reported she along with Mayor Griffin, Council Members Gibbons and Ward met with a Girl Scout troop from Keysor Elementary that attended a City Hall tour.

CHIEF ADMINISTRATIVE OFFICER REPORT

Mr. Hawes had nothing to report.

CITY ATTORNEY REPORT

Mr. Hessel had nothing to report.

CITY CLERK REPORT

Ms. Asche reported on the October 19, 2022 Planning & Zoning Commission meeting. The following action was taken:

1. The Commission held a public hearing regarding recommendations for minor text amendments to the EnVision Kirkwood 2035 comprehensive plan as a result of the first 5-year review of said plan. After the public hearing, the Commission voted to approve the recommendations from the subcommittee and a copy of the report will be provided to the City Council.
2. The Commission recommended approval of a Zoning Map Amendment (R-4 to B-3) for the property at 10557 Big Bend Boulevard, and a Special Use Permit & Major Site Plan for the construction of a new day-care on the properties of 10551 & 10557 Big Bend Boulevard.



WHERE COMMUNITY AND SPIRIT MEET*

DRAFT

ADJOURNMENT

There being no further business to come before the Council, the formal meeting was adjourned at 8:01 p.m. The next regular council meeting is scheduled for November 3, 2022 at 7:00 p.m.

Laurie Asche
City Clerk

Approved:

RESOLUTION 136-2022

A RESOLUTION ACCEPTING THE SINGLE SOURCE PROPOSAL OF DAUPLER, INC. IN THE AMOUNT OF \$25,330 ANNUALLY FOR INCIDENT RESPONSE MANAGEMENT SERVICES FOR THE ELECTRIC DEPARTMENT FOR AN INITIAL TERM OF 12 MONTHS WITH THE OPTION TO RENEW FOR UP TO THREE ADDITIONAL 12 MONTH TERMS, PENDING BUDGETARY APPROVAL, AND AUTHORIZING AND DIRECTING THE MAYOR TO ENTER INTO A CONTRACT.

WHEREAS, on December 18, 2020 the Electric Department entered into a short-term professional services agreement to have Daupler, Inc. answer phone calls after hours, and

WHEREAS, the Electric Department is requesting to extend the agreement to have Daupler, Inc. provide outage status message updates to customers, and

WHEREAS, Daupler, Inc. submitted a proposal in the amount of \$25,330 annually for Incident Response Management Services for an initial term of 12 months with the option to renew for up to three additional 12 month terms, pending budgetary approval, and

WHEREAS, Daupler, Inc. is the sole provider of these services, therefore is the single source provider of the City, and

WHEREAS, funds are available in Account #501-2110-480.31.09, funding contingent upon budgetary approval.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KIRKWOOD, MISSOURI, AS FOLLOWS:

SECTION 1. The single source proposal of Daupler, Inc. in the amount of \$25,330 for Incident Response Management Services for the Electric Department for an initial term of 12 months with the option to renew for up to three additional 12 month terms, pending budgetary approval, is hereby accepted and approved.

SECTION 2. The Mayor is hereby authorized and directed to enter into a contract with Daupler, Inc. in the amount of \$25,330 for Incident Response Management Services for the Electric Department for an initial term of 12 months with the option to renew for up to three additional 12 month terms, pending budgetary approval.

SECTION 3. This Resolution shall be in full force and effect after its passage and approval.

PASSED AND APPROVED THIS 3RD DAY OF NOVEMBER 2022.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Legislation Request

Resolution

Place On The Agenda Of: 11/3/2022

Step #1:

Strategic Plan YES

Goal # & Title Goal #2 - Governance and Civic Engagement

Background To Issue:

On December 18, 2020, Kirkwood Electric entered into a short term professional services agreement to have Daupler answer the phones calls afterhours for the department. For an annual nominal fee of \$14,900 , Daupler answered afterhours calls and dispatched crews. The department is now interested in amending the agreement to extend the term of the agreement and provide outage status message updates to customers.

Recommendations and Action Requested:

The Electric Department recommends approval of a resolution to authorize the Director of Procurement to enter into a one-year renewal of the agreement for an annual fee of \$25,330. This new agreement will have four one year renewal options and will add customer messaging to the scope of the agreement.

Alternatives Available:

The original agreement was a response to the department's need for additional resources to answer high volumes of calls during outage situations. These new phone answering resources have replaced the old operational practice of utilizing police dispatch to handle after hours calls and has prevented power outage calls from interfering with other life threatening emergency calls.

Does this project have a public information component? Yes No

Cost: \$25,330.00 Account #: 50121104803109 Project #: Budgeted: YES

If YES, Budgeted Amount: \$43,649.00 If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

The Electric Department highly recommends approval of the renewal. The additional resources have proven to enable the department to be responsive to its customer needs and assist the Police Department in its mission.

BY: Mark Petty

Date: 10/25/2022

Authenticated: pettyma

You can attach up to 3 files along with this request.

 File Attachment

 File Attachment

 File Attachment

Step #2: If request involves approval of bids, contracts, proposals, purchases, etc. **(Must have Purchasing Director's approval).**

Approve

Purchasing Director's Comments:

BY: Sara Foan-Oliver

Date: 10/25/2022

Authenticated: foanolsm

You can attach up to 3 files along with this request.



500665 signed letter.pdf
Microsoft Edge PDF Document
35.4 KB

File Attachment

File Attachment

Step #3: If budgetary approval is required (**Must have Finance Department's approval**).

Budgetary Approval

From Account # or Fund Name:

To Account # or Fund Name:

Finance Director's Comments:

Budgetary appropriation is available and sufficient for \$25,330,000 in account 501-2110-480-31-09, Electric Administrative Training to approve the above as requested.

BY: Sandra Stephens

Date: 10/25/2022

Authenticated: forgyjl

Step #4: All Requests Require Chief Administrative Officer Approval for Placement on Meeting Agenda.

Approve Disapprove

Chief Administrative Officer's Comments:

BY: 

Date: 10-28-22

October 25, 2022

To: Russell B. Hawes, Chief Administrative Officer

For Your Consideration: Incident Response Management System (IRMS) #500665.

The City of Kirkwood, Electric Department is currently utilizes Daupler, Inc. for incident response management for afterhours calls for \$14,900 and amending the contract to add outage status customer messaging. The new annual fee would be \$25,330.

Daupler, Inc. is the sole provider and meets the criteria of a single source procurement as defined in Article VI Procurement of the City of Kirkwood's Code of Ordinances.

Attached is a request from Mark Petty, Kirkwood Electric Director, for a resolution authorizing a contract to be issued to Daupler, Inc., at the annual fee of \$25,330.00 with a contract term of one (1) year and the option to renew for up to four (4) additional one (1) year terms pending budgetary approval for IRMS.

Respectfully,


Sara Foan-Oliver
Assistant Director of Procurement

RESOLUTION 137-2022

A RESOLUTION ACCEPTING THE BID OF JOE MACHENS FORD IN THE AMOUNT OF \$48,793 (PURSUANT TO STATE OF MISSOURI COOPERATIVE CONTRACT) FOR THE PURCHASE OF A 2023 FORD F250 CREW CAB 4X4 FOR THE FACILITIES OPERATIONS DEPARTMENT AND AUTHORIZING AND DIRECTING THE DIRECTOR OF PROCUREMENT TO ISSUE A PURCHASE ORDER.

WHEREAS, the City may purchase items and services that have been competitively bid and awarded by State of Missouri Cooperative Contract, and

WHEREAS, staff recommends that the City purchase a 2023 Ford F250 Crew Cab 4X4 for the Facilities Operations Department from Joe Machens Ford in the amount of \$48,793 under State of Missouri Cooperative Contract #CC222374005, and

WHEREAS, funds are available in Account #301-1704-600.75.06, Project #FO2301.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KIRKWOOD, MISSOURI, AS FOLLOWS:

SECTION 1. The Director of Procurement is hereby authorized and directed to issue a Purchase Order in the amount of \$48,793 to Joe Machens Ford under State of Missouri Cooperative Contract #CC222374005 for the purchase of a 2023 Ford F250 Crew Cab 4X4 for the Facilities Operations Department.

SECTION 2. This Resolution shall be in full force and effect after its passage and approval.

PASSED AND APPROVED THIS 3rd DAY OF NOVEMBER 2022.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Legislation Request

Resolution

Place On The Agenda Of: 11/3/2022

Step #1:

Strategic Plan NO Goal # & Title

Background To Issue:

Facilities Asset #5881 has been determined by Fleet to be end of life and in need of replacement. The City often uses competitively bid Sate Contracts. Joe Machen's Ford won the bid for 2023 Ford F250 3/4 ton super cab 4x4 short box truck.

Recommendations and Action Requested:

Approve the Procurement Director to issue a Purchase Order to Joe Machen's Ford for the replacement of asset #5881 for a Ford F250 3/4 ton super cab 4x4 short box truck in the amount of \$48,793.00. This truck will be used for daily Facility Operations.

Alternatives Available:

Does this project have a public information component? Yes No

Cost: \$48,793.00 Account #: 30117046007506 Project #: FO2301 Budgeted: YES

If YES, Budgeted Amount: \$48,793.00 If NO, or if insufficient funding (Complete Step #3).


Department Head Comments:

BY: Sara Foan-Oliver

Date: 10/25/2022

Authenticated: foanolsm

You can attach up to 3 files along with this request.

 File Attachment

 File Attachment

 File Attachment

Step #2: If request involves approval of bids, contracts, proposals, purchases, etc. **(Must have Purchasing Director's approval).**

Approve

Purchasing Director's Comments:

BY: Sara Foan-Oliver

Date: 10/25/2022

Authenticated: foanolsm

You can attach up to 3 files along with this request.



Step #3: If budgetary approval is required (**Must have Finance Department's approval**).

Budgetary Approval

From Account # or Fund Name:

To Account # or Fund Name:

Finance Director's Comments:

Budgetary appropriation is available and sufficient for \$48,793 in account 301-1704-600-75-06, Rolling Stock to approve the above as requested.

BY: Sandra Stephens

Date: 10/26/2022

Authenticated: forgyjl

Step #4: All Requests Require Chief Administrative Officer Approval for Placement on Meeting Agenda.

Approve Disapprove

Chief Administrative Officer's Comments:

BY: 

Date: 10-28-22

October 6th, 2022

To: Russell B. Hawes, Chief Administrative Officer

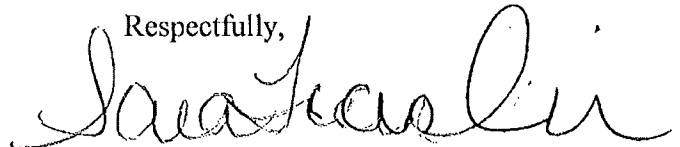
For Your Consideration: 2023 Ford F250 Crew Cab 4x4, Bid #500700

<u>Vendor – Joe Machens Ford</u>	<u>Unit Price</u>
2023 Ford F250 Crew Cab 4x4 – silver in color	\$44,633.00
Crew Cab in lieu of Super Cab	\$2,990
Full Length Running Boards	\$440
Commercial Spray in bed liner	\$650
Extra Key blades	\$80
Total Vehicle Cost	\$48,793.00

The City of Kirkwood may use cooperative contracts that are competitively bid. The State of Missouri competitively bid 2023 Ford F250 Crew Cab 4x4 and Joe Machens was the lowest responsible and responsive bid. The state contract number is CC222374005.

Attached is a request from Sara Foan Oliver, Procurement Director, for a resolution authorizing a purchase order in the amount of \$48,793.00 to be issued to Joe Machens Ford for the purchase of a 2023 Ford F250 Crew Cab 4x4 for Facilities Operations.

Respectfully,



Sara Foan Oliver
Procurement Director

BILL 10949

ORDINANCE

AN ORDINANCE AMENDING THE PROVISIONS OF THE MUNICIPAL CODE OF ORDINANCES, CHAPTER 25 – ZONING AND SUBDIVISION, BY ADDING THE DEFINITION OF “COUNTRY CLUB”, ADDING SAID TERM TO TABLE 35-1 AS A SPECIAL USE IN CERTAIN RESIDENTIAL DISTRICTS, AND ADDING AN ASSOCIATED PARKING RATE FOR SAID TERM.

WHEREAS, on the 18th day of February 2021, the City Council adopted Ordinance 10702 which replaced Appendices A and B with a newly revised and combined Zoning and Subdivision Code in Chapter 25; and

WHEREAS, the use “Country Club or Golf Course” was inadvertently removed from the Zoning and Subdivision Code, leaving only “Golf Course” as a Special Use in the R-1, R-2 and R-3 single-family residential zoning districts and in the F-1 flood plain district with a minimum 75 acre lot size; and

WHEREAS, the Golf Course definition is not comprehensive enough to incorporate additional uses that a Country Club may include such as dining facilities, swimming pools and tennis courts, and therefore City Staff recommends that Country Club be reinstated as a use with a definition and parking rate assigned (PZ-04-23); and

WHEREAS, the Planning and Zoning Commission did on the 7th day of September, 2022 by referencing and amending the Staff Memo dated September 7, 2022 (attached hereto and incorporated by reference herein), recommend the approval of said Zoning Code text amendment as amended after concluding the text amendments would meet the criteria of Sections 25-17(e)(2) of the Zoning and Subdivision Code; and

WHEREAS, on the 6th day of October, 2022, the City Council did hold a public hearing with respect to such text amendments to the Zoning and Subdivision Code after duly advertising and giving proper notice of such hearing; and

WHEREAS, the Council does find that the granting of such text amendments would meet the criteria listed in Sections 25-17(e)(2) of the Zoning and Subdivision Code.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KIRKWOOD, MISSOURI, AS FOLLOWS:

SECTION 1. That the City of Kirkwood Municipal Code of Ordinances, Chapter 25 – Zoning and Subdivision, is hereby amended to add the definition of “Country Club” in alphabetical order in Section 25-104, General Definitions, with the following language:

COUNTRY CLUB — A club organized and operated primarily for social and recreation purposes, including premises, structures, or facilities used for meetings, dining, dancing, other social events, or recreational activities including, but not limited to, golf, swimming, and tennis. If a golf course is provided, all requirements of a golf course shall apply.

SECTION 2. That the City of Kirkwood Municipal Code of Ordinances, Chapter 25 – Zoning and Subdivision, is hereby amended by inserting a row in Table 35-1, Principally Permitted Uses In Base Zoning Districts, to add “Country Club” in alphabetical order under Public, Institutional, and Recreational Uses as a Special Use in the R-1, R-2 and R-3 single-family residential zoning districts, and to add “Section 25-36(m)” in the Use-Specific Standards column of said table, re-lettering the existing rows as needed as in the portion of Table 35-1 reprinted below with changes in red:

TABLE 35-1: PRINCIPALLY PERMITTED USES IN BASE ZONING DISTRICTS															
P = Permitted Use PS = Permitted Use with Standards S = Special Use	R-1	R-2	R-3	R-4	R-MM	R-5	R-6	B-1	B-2	B-3	B-4	B-5	I-1	F-1	Use-Specific Standards See Section:
Public, Institutional, and Recreational Uses															
Wireless Communications Infrastructure	See Article XI, Telecommunications.														
Bus Passenger Terminals								S							
Cemetery	S	S	S	S		S							S		§ 25-36(l)
Country Club	S	S	S												§ 25-36(m)
Housing for Religious Personnel	PS	PS	PS	PS	PS	PS									§ 25-36(n)
Educational Institution (Higher Education)								S	S	S	S				
Educational Institution (Preschool and K-12)	PS	PS	PS	PS		PS		S	S	S	S	S	S		§ 25-36(o)
Funeral Home Service								P	P	P	P	P			
Fraternal Organization or Club								P	P	P			P		
Golf Course	S	S	S											S	§ 25-36(p)

SECTION 3. That the City of Kirkwood Municipal Code of Ordinances, Chapter 25 – Zoning and Subdivision, is hereby amended by adding a new subsection (m) in Section 25-36, Use –Specific Standards, with the following language, re-lettering the existing subsections as needed:

- (m) Country Club. The minimum lot area shall be 75 acres when in conjunction with a golf course.

SECTION 4. That the City of Kirkwood Municipal Code of Ordinances, Chapter 25 – Zoning and Subdivision, is hereby amended by inserting a row in Table 65-1, Number of Required Off-Street Parking Spaces to add “County Club” in alphabetical order under Public, Institutional, and Recreational Uses with the following parking rate included in the portion of Table 65-1 reprinted below with changes in red:

TABLE 65-1: NUMBER OF REQUIRED OFF-STREET PARKING SPACES		
Use	Parking Space Requirements	
	Within Downtown Master Plan Study Areas	Outside of the Downtown Master Plan Study Area
Public, Institutional, and Recreational Uses		
Wireless Communications Infrastructure	2 spaces per tower	
Bus Passenger Terminals	1 space per 100 square feet of lobby area	
Cemetery	1 space per four seats in a chapel or place of assembly at maximum capacity	
Country Club	1 space per 5 customers at maximum building capacity, plus 1 space/2 employees	
Housing for Religious Personnel	1 space per four beds at maximum capacity	

SECTION 5. This ordinance shall be in full force and effect after its passage and approval, as provided by law.

PASSED AND APPROVED THIS ____ day of _____, 2022.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Introduced: October 6, 2022

1st Reading:

2nd Reading:

Legislation Request

Ordinance

Place On The Agenda Of: 10/6/2022

Step #1:

Strategic Plan Select... Goal # & Title

Background To Issue:

When the City adopted the new Zoning Code in February 2021, the term "Country Club" was inadvertently removed and only "Golf Course" remained as a Special Use still allowed in the R-1, R-2 and R-3 zoning districts and in the F-1 flood plain district (off Marshall Road) with a minimum 75 acre lot size. Staff believes that the Golf Course use definition is not comprehensive enough to incorporate additional uses that a Country Club may include such as dining facilities, swimming pools and tennis courts. Therefore, Staff recommends that Country Club use be reinstated with a definition and parking rate assigned. Currently, the City has only one Country Club - Greenbriar Hills - and only one golf course - also at Greenbriar Hills.

Recommendations and Action Requested:

The Planning and Zoning Commission, by adopting the Amended Staff Memo attached herewith, recommended approval by unanimous vote of the 7 Commissioners present. The P&Z amended the parking rate language to include "building" between "maximum capacity".

Alternatives Available:

Does this project have a public information component? Yes No

Cost: \$0.00 Account #: n/a Project #: n/a Budgeted: YES

If YES, Budgeted Amount: \$0.00 If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

BY: Amy Lowry

Date: 9/27/2022

Authenticated: lowryag

You can attach up to 3 files along with this request.



2022-10-06 PZ-4-23
Ordinance.docx
Microsoft Word Document
24.8 KB



2022-09-07 PZ-4-22
MemoAmended.docx
Microsoft Word Document
77.9 KB

File Attachment

Step #2: If request involves approval of bids, contracts, proposals, purchases, etc. **(Must have Purchasing**

Director's approval).

Select...

Purchasing Director's Comments:

BY: Select...

Date:

Authenticated:

You can attach up to 3 files along with this request.

 File Attachment

 File Attachment

 File Attachment

Step #3: If budgetary approval is required (**Must have Finance Department's approval**).

Select...

From Account # or Fund Name:

To Account # or Fund Name:

Finance Director's Comments:

BY: Select...

Date:

Authenticated:

Step #4: All Requests Require Chief Administrative Officer Approval for Placement on Meeting Agenda.

Approve

Disapprove

Chief Administrative Officer's Comments:

BY:



Date:

9-29-22

MEMORANDUM

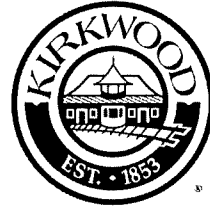
TO: P&Z COMMISSION

FROM: AMY LOWRY, PLANNER II *AGL*

SUBJECT: PZ-04-23 STAFF-INITIATED TEXT AMENDMENT
- COUNTRY CLUB USE, DEFINITION AND
PARKING RATE

DATE: SEPTEMBER 7, 2022

CC: JONATHAN D. RAICHE, PLANNING & DEVELOPMENT SERVICES DIRECTOR
CHRISTIE VOELKER, PLANNER I



WHERE COMMUNITY AND SPIRIT MEET[®]

In the 2012 Kirkwood Zoning Code, “Country Club or Golf Course (75 acres)” was a special use allowed in the R-1, R-2 and R-3 single-family zoning districts. The use was not defined, but a parking rate of “1 space per 5 customers at maximum capacity, plus 1 space/2 employees” was established.

When the City adopted the new Zoning Code in February 2021, the term “Country Club” was inadvertently removed and only “Golf Course” remained as a Special Use still allowed in the R-1, R-2 and R-3 zoning districts and in the F-1 flood plain district (off Marshall Road) with a minimum 75 acre lot size. The current definition and parking rate for “Golf Course” are as follows:

Golf Course

A tract of land laid out with at least nine holes for playing a game of golf and improved with tees, greens, fairways, and hazards. A golf course may include a clubhouse, pro shop, restrooms, driving range, cart rental, and shelters as accessory uses. The use does not include commercially operated golf-driving ranges or miniature golf as principal uses.

4 parking spaces per green plus 1 for each driving range tee

Staff believes that the Golf Course use definition is not comprehensive enough to incorporate additional uses that a Country Club may include such as dining facilities, swimming pools and tennis courts. Therefore, Staff suggests that Country Club be reinstated as a use with a definition and parking rate assigned.

Recommendation

Staff recommends that the Zoning Code be amended as below. Should the Planning and Zoning Commission wish to vote on this matter at the September 7 meeting without appointing a subcommittee, Staff recommends the following motion:

I move to recommend approval of the Zoning Code Text Amendments regarding Country Clubs as follows based on the Staff memo dated September 7, 2022.

Revise Table 35-1 to add “Country Club” under “Public, Institutional, and Recreational Uses” as a Special Use in R-1, R-2 and R-3.

Add Use Specific Standards to Section 25-36 for the new “Country Club” use term to indicate: “The minimum lot area shall be 75 acres when in conjunction with a golf course.”

Revise Table 65-1 to add “Country Club” under “Public, Institutional, and Recreational Uses” with the Parking Space Requirements of: “1 space per 5 customers at maximum building capacity, plus 1 space/2 employees”

Add to Section 25-104, General Definitions the following:

Country Club

A club organized and operated primarily for social and recreation purposes, including premises, structures, or facilities used for meetings, dining, dancing, other social events, or recreational activities including, but not limited to, golf, swimming, and tennis. If a golf course is provided, all requirements of a golf course shall apply.



WHERE COMMUNITY AND SPIRIT MEET®

September 8, 2022

Russell B. Hawes
Chief Administrative Officer

At the September 7, 2022 meeting of the Planning and Zoning Commission, the following action was taken:

1. The Commission recommended approval of a mixed-use development plan in B-2 at 300 N. Kirkwood Road for a 60-unit apartment complex with commercial development on the ground floor.
2. After a presentation by staff and the petitioner for a Community Unit Plan (Cup) Final Site Plan Amendment at the Kirkwood Bluffs Apartments, 1157 Timberbrook Drive, for a new clubhouse, swimming pool and parking lot, Commissioners Adkins and Scott were appointed to the Subcommittee. A Subcommittee meeting will be held on site September 9 at 8:30 a.m.
3. The Commission recommended approval of a Zoning Code Text Amendment to add Country Club as a Special Use Permit category in R-1, R-2 and R-3 single-family residential districts. The country club use was inadvertently removed from the zoning code adopted in 2021.
4. After a presentation by staff and the petitioner for a Major Site Plan Amendment for Special Use Permit (Sup) at Greenbriar Hills Country Club, 12665 Big Bend Blvd, for pickle ball courts and a pool deck expansion, Commissioners Evens, Feiner and Salzer-Lutz were appointed to the Subcommittee. The Subcommittee will set a meeting after receiving the results of an acoustical study from the applicant.

The next meeting will be held on September 21, 2022.

Respectfully submitted,

Jim Adkins, Chair
Planning and Zoning Commission

PROCEDURE FOR PUBLIC HEARING

Mayor: At this time the council will recess to conduct a public hearing regarding:

A request for a Zoning Code Text Amendment to add Country Club as a Special Use Permit category in R-1, R-2, and R-3 Single-Family Residential Districts

Mayor: Mr. Hessel, do you wish to enter any exhibits into the record?

Mayor: Mr. Hawes, who will present this issue to the City Council?

City Planner II Amy Lowry

Mayor: David, has anyone completed a card to speak regarding this proposal?

Mayor: Is there anyone in the audience that did not complete a card that wishes to speak regarding this issue? (Please be sure to fill out a card before you leave so your name and address is reflected in the record)

Mayor: Hearing no further discussion, the council will take this matter under advisement and consider the hearing to be recessed.



AFFIDAVIT OF PUBLICATION

STATE OF MISSOURI
COUNTY OF ST. LOUIS

} S.S.

Page 1 of 1

Before the undersigned Notary Public personally appeared **Jacob Beran** on behalf of **THE COUNTIAN, ST. LOUIS COUNTY** who, being duly sworn, attests that said newspaper is qualified under the provisions of Missouri law governing public notices to publish, and did so publish, the notice annexed hereto, starting with the **September 16, 2022** edition and ending with the **September 16, 2022** edition, for a total of 1 publications:

09/16/2022

CITY OF KIRKWOOD NOTICE OF PUBLIC HEARING BEFORE THE CITY COUNCIL OF KIRKWOOD, MISSOURI

The Council of the City of Kirkwood will hold a public hearing in City Hall, 139 South Kirkwood Road, Kirkwood, Missouri at the hour of 7:00 p.m., Thursday, October 6, 2022 to consider the following:

- 1. A request for a Mixed-Use Development Plan in the B-2 Zoning District at 300 North Kirkwood Road for a 60-unit apartment complex with commercial development on the ground floor.**
- 2. A request for a Zoning Code Text Amendment to add Country Club as a Special Use Permit category in R-1, R-2, and R-3 Single-Family Residential Districts.**

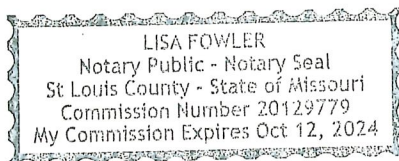
Laurie Asche
City Clerk

The City of Kirkwood is interested in effective communication for all persons. Persons requiring an accommodation to attend and participate in the meeting should contact the City Clerk at 314-822-5802 at least 48 hours before the meeting. With advance notice of seven calendar days, the City of Kirkwood will provide interpreter services at public meetings for languages other than English and for the hearing impaired. Upon request, the minutes from this meeting can be made available in an alternate format, such as CD by calling 314-822-5802.
12155485 County Sep. 16, 2022

Subscribed & sworn before me this 19TH day of Sept, 2022
(SEAL)

Lisa Fowler

Notary Public





AFFIDAVIT OF PUBLICATION

Date: 09/15/22

City of Kirkwood
139 S. Kirkwood Rd.
Kirkwood, MO 63122

I, Randy Drilingas, being duly sworn, both depose and say that I am an authorized representative of the WKTimes LLC, publishers of the Webster-Kirkwood Times Newspaper in the county of St. Louis, MO, and that the advertisement shown below was published in the Webster-Kirkwood Times September 16, 2022 edition.


Authorized Agent, Randy Drilingas
Webster-Kirkwood Times



NOTICE OF PUBLIC HEARING
before the City Council of
City of Kirkwood, MO

The Council of the City of Kirkwood will hold a public hearing in City Hall, 139 South Kirkwood Road, Kirkwood, Missouri at the hour of 7:00 p.m., Thursday, October 6, 2022 to consider the following:

1. ***A request for a Mixed-Use Development Plan in the B-2 Zoning District at 300 North Kirkwood Road for a 60-unit apartment complex with commercial development on the ground floor.***
2. ***A request for a Zoning Code Text Amendment to add Country Club as a Special Use Permit category in the R-1, R-2 and R-3 Single-Family Residential Districts.***

Laurie Asche, City Clerk

The City of Kirkwood is interested in effective communication for all persons. Persons requiring an accommodation to attend and participate in the meeting should contact the City Clerk at 314-822-5802 at least 48 hours before the meeting. With advance notice of seven calendar days, the City of Kirkwood will provide interpreter services at public meetings for languages other than English and for the hearing impaired. Upon request, the minutes from this meeting can be made available in an alternate format, such as CD by calling 314-822-5802.

MEMORANDUM

TO: P&Z COMMISSION

FROM: AMY LOWRY, PLANNER II *AGL*

SUBJECT: PZ-04-23 STAFF-INITIATED TEXT AMENDMENT
- COUNTRY CLUB USE, DEFINITION AND
PARKING RATE

DATE: SEPTEMBER 7, 2022

CC: JONATHAN D. RAICHE, PLANNING & DEVELOPMENT SERVICES DIRECTOR
CHRISTIE VOELKER, PLANNER I



WHERE COMMUNITY AND SPIRIT MEET[®]

In the 2012 Kirkwood Zoning Code, “Country Club or Golf Course (75 acres)” was a special use allowed in the R-1, R-2 and R-3 single-family zoning districts. The use was not defined, but a parking rate of “1 space per 5 customers at maximum capacity, plus 1 space/2 employees” was established.

When the City adopted the new Zoning Code in February 2021, the term “Country Club” was inadvertently removed and only “Golf Course” remained as a Special Use still allowed in the R-1, R-2 and R-3 zoning districts and in the F-1 flood plain district (off Marshall Road) with a minimum 75 acre lot size. The current definition and parking rate for “Golf Course” are as follows:

Golf Course

A tract of land laid out with at least nine holes for playing a game of golf and improved with tees, greens, fairways, and hazards. A golf course may include a clubhouse, pro shop, restrooms, driving range, cart rental, and shelters as accessory uses. The use does not include commercially operated golf-driving ranges or miniature golf as principal uses.

4 parking spaces per green plus 1 for each driving range tee

Staff believes that the Golf Course use definition is not comprehensive enough to incorporate additional uses that a Country Club may include such as dining facilities, swimming pools and tennis courts. Therefore, Staff suggests that Country Club be reinstated as a use with a definition and parking rate assigned.

Recommendation

Staff recommends that the Zoning Code be amended as below. Should the Planning and Zoning Commission wish to vote on this matter at the September 7 meeting without appointing a subcommittee, Staff recommends the following motion:

I move to recommend approval of the Zoning Code Text Amendments regarding Country Clubs as follows based on the Staff memo dated September 7, 2022.

Revise Table 35-1 to add “Country Club” under “Public, Institutional, and Recreational Uses” as a Special Use in R-1, R-2 and R-3.

Add Use Specific Standards to Section 25-36 for the new “Country Club” use term to indicate: “The minimum lot area shall be 75 acres when in conjunction with a golf course.”

Revise Table 65-1 to add “Country Club” under “Public, Institutional, and Recreational Uses” with the Parking Space Requirements of: “1 space per 5 customers at maximum building capacity, plus 1 space/2 employees”

Add to Section 25-104, General Definitions the following:

Country Club

A club organized and operated primarily for social and recreation purposes, including premises, structures, or facilities used for meetings, dining, dancing, other social events, or recreational activities including, but not limited to, golf, swimming, and tennis. If a golf course is provided, all requirements of a golf course shall apply.



WHERE COMMUNITY AND SPIRIT MEET®

September 8, 2022

Russell B. Hawes
Chief Administrative Officer

At the September 7, 2022 meeting of the Planning and Zoning Commission, the following action was taken:

1. The Commission recommended approval of a mixed-use development plan in B-2 at 300 N. Kirkwood Road for a 60-unit apartment complex with commercial development on the ground floor.
2. After a presentation by staff and the petitioner for a Community Unit Plan (Cup) Final Site Plan Amendment at the Kirkwood Bluffs Apartments, 1157 Timberbrook Drive, for a new clubhouse, swimming pool and parking lot, Commissioners Adkins and Scott were appointed to the Subcommittee. A Subcommittee meeting will be held on site September 9 at 8:30 a.m.
3. The Commission recommended approval of a Zoning Code Text Amendment to add Country Club as a Special Use Permit category in R-1, R-2 and R-3 single-family residential districts. The country club use was inadvertently removed from the zoning code adopted in 2021.
4. After a presentation by staff and the petitioner for a Major Site Plan Amendment for Special Use Permit (Sup) at Greenbriar Hills Country Club, 12665 Big Bend Blvd, for pickle ball courts and a pool deck expansion, Commissioners Evens, Feiner and Salzer-Lutz were appointed to the Subcommittee. The Subcommittee will set a meeting after receiving the results of an acoustical study from the applicant.

The next meeting will be held on September 21, 2022.

Respectfully submitted,

Jim Adkins, Chair
Planning and Zoning Commission

BILL 10950

ORDINANCE

AN ORDINANCE APPROPRIATING \$13,650 FROM THE CERTIFICATES OF PARTICIPATION SERIES 2022 TO THE FIRE DEPARTMENT MACHINERY AND EQUIPMENT ACCOUNT, PROJECT #FD2307, AND ACCEPTING THE BID OF FELD FIRE IN THE AMOUNT OF \$28,000 FOR THE PURCHASE OF 100 SECTIONS OF SNAP-TITE FGN FIRE ATTACK HOSE AND AUTHORIZING AND DIRECTING THE DIRECTOR OF PROCUREMENT TO ISSUE A PURCHASE ORDER.

WHEREAS, pursuant to law, the City solicited bids for the purchase of 100 sections of Snap-Tite FGN Fire Attack Hose for the Fire Department, and

WHEREAS, the most responsible bid received was that of Feld Fire in the amount of \$28,000, which bid acceptance is approved by the Chief Administrative Officer and recommended by the Director of Procurement and the Fire Chief, and

WHEREAS, funds in the amount of \$13,650 needs to be appropriated from the Certificates of Participation Series 2022 to Account #301-1301-600.75.05 (Machinery & Equipment), Project #FD2307.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KIRKWOOD, MISSOURI, AS FOLLOWS:

SECTION 1. Funds in the amount of \$13,650 are hereby appropriated from the Certificates of Participation Series 2022 to Account #301-1301-600.75.05 (Machinery & Equipment), Project #FD2307.

SECTION 2. The bid of Feld Fire in the amount of \$28,000 for the purchase of 100 sections of Snap-Tite FGN Fire Attack Hose for the Fire Department is hereby accepted and approved.

SECTION 3. The Director of Procurement is hereby authorized and directed to issue a Purchase Order to Feld Fire in the amount of \$28,000 for the purchase of 100 sections of Snap-Tite FGN Fire Attack Hose for the Fire Department.

SECTION 4. This Ordinance shall be in full force and effect after its passage and approval, as provided by law.

PASSED AND APPROVED THIS DAY OF.

Mayor, City of Kirkwood

ATTEST:

City Clerk
1st Reading:
2nd Reading:

Legislation Request

Ordinance

Place On The Agenda Of: 10/20/2022

Step #1:

Strategic Plan YES

Goal # & Title Goal # 3 Quality of Life

Background To Issue:

The Kirkwood Fire Department uses various size hoses for fire attack and water supply to extinguish fires. The department follows the NFPA 1961 recommendation for fire hose usage, testing and replacement schedule. With the large volume of hose needed for the fire department, the department has spaced out the purchases over several years so as to minimize impact on the capital budget as well as not have all hose reach end of life at the same time. Currently, the department has budgeted to replace the fire attack hose, this hose is the primary hose used to extinguish fires.

Recommendations and Action Requested:

It is recommended to purchase from Feld Fire, 100 sections (various colors) of Snap-Tite FGN fire attack hose. This hose will coincide with our recent fire nozzle purchase to provide an efficient and effective fire attack package that will operate at lower pressures with consistent fire flows. As part of this recommendation, the department is requesting to appropriate \$13,650 from bond proceeds to project FD2307.

Alternatives Available:

Alternatives to this option are to not replace the hose, this will result in extending the life of the fire hose beyond industry standards and have inconsistent flows for fire department operations.

Does this project have a public information component? Yes No

Cost: \$28,000.00 Account #: 30113016007505 Project #: FD2307 Budgeted: YES

If YES, Budgeted Amount: \$14,350.00 If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

BY: James Silvernail

Date: 10/13/2022

Authenticated: zaitzbt

You can attach up to 3 files along with this request.

 File Attachment

 File Attachment

 File Attachment

Step #2: If request involves approval of bids, contracts, proposals, purchases, etc. (**Must have Purchasing Director's approval**).

Approve

Purchasing Director's Comments:

BY: Sara Foan-Oliver

Date: 10/13/2022

Authenticated: foanolsm

You can attach up to 3 files along with this request.

 File Attachment

 File Attachment

 File Attachment

Step #3: If budgetary approval is required (**Must have Finance Department's approval**).

Appropriation

From Account # or Fund Name: Certificates of Participation Series 2022

To Account # or Fund Name: 301-1301-600.75.05

Finance Director's Comments:

Funds are available and sufficient from the Certifications of Participation Series 2022 proceeds to appropriate \$13,650 in account 301-1301-600-75-05, Machine & Equipment, Project FD2307, Hose Replacement for the purpose of purchasing the fire attack hose as requested above.

BY: Sandra Stephens

Date: 10/13/2022

Authenticated: forgyjl

Step #4: All Requests Require Chief Administrative Officer Approval for Placement on Meeting Agenda.

Approve Disapprove

Chief Administrative Officer's Comments:

BY: 

Date: 10-14-22

October 11, 2022

To: Russell B. Hawes, Chief Administrative Officer

For Your Consideration: Snap-Tite Gladiator FGN Fire Attack Hose; Kirkwood Fire Department, IFB # 13902

The Kirkwood Fire Department is requesting approval for the purchase of 100 fire attack hoses. This hose purchase will couple with the Departments recently purchased fire attack nozzles to help optimize efficacy for fire extinguishment. The current hoses are approaching the 10-year service life, which is the maximum service life recommended before replacement.

As part of this recommendation, the Fire Department requests to have \$13,650 from bond proceeds appropriated to fund the total requested amount for project FD2307.

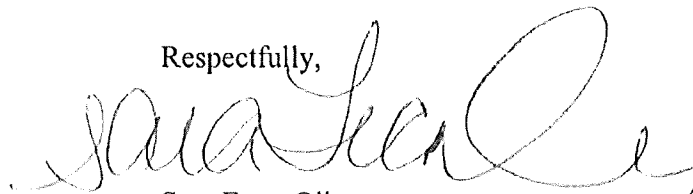
The City issued an invitation for bid to 40 suppliers on September 19, 2022. Upon closure of this opportunity on October 5, 2022, the City received responses from Feld Fire, MacQueen Emergency Group, Sentinel Emergency Solutions, Leo M. Ellebracht Company and Dan Enterprises Team, LLC. Feld Fire was the lowest responsible bidder per the pricing submissions below:

Vendor

Feld Fire	\$28,000.00
MacQueen Emergency Group	\$28,118.00
Leo M. Ellebracht Company	\$28,200.00
Sentinel Emergency Solutions	\$29,150.00
Dan Enterprises Team, LLC	\$35,400.00

Attached is a request from James Silvernail, Fire Chief, for a resolution authorizing a purchase order be issued to Feld Fire in the amount of \$28,000.00 for the purchase 100 sections of Snap-Tite FGN fire attack hose.

Respectfully,



Sara Foan-Oliver
Director of Procurement

ORDINANCE

AN ORDINANCE REPEALING ORDINANCE No. 10005 AND ALL OTHER PREVIOUS FIRE PREVENTION CODES IN CONFLICT WITH THIS ORDINANCE, AND ENACTING A NEW FIRE PREVENTION CODE, **INTERNATIONAL FIRE CODE, FIRST PRINTING, 2021 EDITION, INCLUDING APPENDIX CHAPTERS B, D, E, F, I, L AND K**. PUBLISHED BY THE **INTERNATIONAL CODE COUNCIL** AND THE **NATIONAL FIRE PROTECTION ASSOCIATION**, INCLUDING AMENDMENTS SET FORTH HEREIN, GOVERNING THE DESIGN, CONSTRUCTION, ALTERATION, ENLARGEMENT, EQUIPMENT, REPAIRS, CONVERSION, USE OR MAINTENANCE OF ALL BUILDINGS AND STRUCTURES, PRESCRIBING MINIMUM REQUIREMENTS AND CONTROLS TO SAFEGUARD LIFE, PROPERTY OR PUBLIC WELFARE FROM THE HAZARDS OF FIRE AND EXPLOSION; PROVIDING FOR THE ISSUANCE OF PERMITS, COLLECTION OF FEES, AND MAKING OF INSPECTIONS; PROVIDING PENALTIES FOR THE VIOLATION THEREOF; AND PROVIDING FOR THE EFFECTIVE DATE OF THIS ORDINANCE.

Whereas, copies of, **INTERNATIONAL FIRE CODE, FIRST PRINTING, 2021 EDITION, INCLUDING APPENDIX CHAPTERS B, D, E, F, I, L AND K** as published by the International Code Council and the National Fire Protection Association, including amendments set forth herein, have been, pursuant to Section 67.280 RSMo., filed with the Custodian of Records for the City of Kirkwood Missouri. for a period of ninety days prior to the adoption of this ordinance which incorporates such code, and amendments by reference.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF KIRKWOOD, Missouri, AS FOLLOWS:

SECTION 1. Repeal of Ordinance No. 10005, and adoption of the Fire Prevention Code.

A. Ordinance No. 10005, of the City of Kirkwood, Missouri, is hereby repealed; all other previous fire prevention codes in conflict with this ordinance are also repealed.

B. That certain documents, copies of which are on file, and have been on file, in the office of the Custodian of Records for the City of Kirkwood, Missouri, for ninety (90) days prior to the passage of this ordinance, being marked and designated as the **INTERNATIONAL FIRE CODE, FIRST PRINTING, 2021 EDITION, INCLUDING APPENDIX CHAPTERS B, D, E, F, I AND K**, PUBLISHED BY THE **INTERNATIONAL CODE COUNCIL** AND THE **NATIONAL FIRE PROTECTION ASSOCIATION** are hereby adopted and declared to be the **Fire Prevention Code of the City of Kirkwood, Missouri**, for the control of buildings and structures; and each and all of the regulations, provisions, penalties, conditions, and terms of the **INTERNATIONAL FIRE CODE, FIRST PRINTING, 2021 EDITION, INCLUDING APPENDIX CHAPTERS B, D, E, F, I, L AND K**, as published by the **INTERNATIONAL CODE COUNCIL** are hereby referred to, adopted and made part hereto by reference, as if fully set out in this Ordinance, with amendments including additions, insertions, deletions, and changes prescribed in the following sections of this Ordinance.

SECTION 2. The following shall be added to, inserted in, deleted from, or changed in the **“INTERNATIONAL FIRE CODE, FIRST PRINTING, 2021 EDITION, INCLUDING APPENDIX CHAPTERS B, D, E, F, I, L AND K”** in this Ordinance:

A. The following additions, changes, insertions and/or deletions are to be added to

International Fire Code, First Printing, 2021 Edition, including Appendix Chapters B, D, E, F, I, L and K.

Section 101.1 Delete in its entirety and insert as follows:

Section 101.1 These regulations shall be known as the Fire Prevention Code of the City of Kirkwood, Missouri, hereinafter referred to as “this Code.” Wherever “(NAME OF JURISDICTION)” appears in this Code, it shall read City of Kirkwood, Missouri.

Section 104.13 is hereby added, and shall read as follows:

Section 104.13 Rule-making authority, the Fire Official shall have the authority as necessary in the interest of public health, safety and general welfare to adopt and promulgate rules and regulations to interpret and implement the provisions of this code to secure the intent thereof and to designate requirements applicable because of local climate or other conditions. Such rules shall not have the effect of waiving structural or fire performance requirements specifically provided for in this code or of violating accepted engineering practice involving public safety.

Section 105.1.2 is hereby amended and shall read as follows:

Section 105.1.2 Types of permits. There shall be two types of permits as follows:

1. Operational permit. An operational permit allows the applicant to conduct an operation or business for which a permit is required by 105.5 for either:
 - 1.1.A prescribed period.
 - 1.2.Until renewed or revoked.
2. Construction permits: A Fire Prevention construction permit shall be required in new construction or alterations which require a building permit or as required by Section 105.6.

Exceptions:

R-3 and R-4 use group.

Section 105.2.5 is hereby added, and shall read as follows:

Section 105.2.5 Qualifications of contractors and workers: The Fire Official shall not be required to issue a permit unless the contractor and workers are qualified to carry out the proposed work in accordance with the requirements of this code. Refusal or inability to comply with code requirements on other work shall be considered as evidence of lack of such qualifications.

Section 105.6.11 is hereby amended, and shall read as follows:

Section 105.6.11 A construction permit is required for the installation of or modification to a gate or barricade across a fire apparatus access road or primary point of ingress or egress.

Section 106.1.1 is hereby added, and shall read as follows:

Section 106.1.1 Construction documents: When approved by the fire code official construction documents may be provided in a PDF digital format file via electronic mail. The Fire Official **WILL NOT** sign up for nor log into a document sharing platform to acquire the documents.

Section 107.7 Is hereby added, and shall read as follows:

Section 107.7 Additional cost for services. Any person requesting or required by this ordinance to have services provided, including plan review, inspection, fire watches and other services of the fire code official which require an extraordinary

commitment of fire department resources shall be required to reimburse the City for such cost associated with said services. This includes plan review of more than two revisions of plans for the same permit and more than two re-inspections of the same inspection type on the same permit.

Section 107.7.1 A fire watch will be paid at the rate established by the City of Kirkwood adopted fee schedule. The number of fire watch personnel will be determined by the Fire Code Official.

Section 107.7.2 All other additional cost for services will be paid at a rate established by the City of Kirkwood adopted fee schedule.

Section 112.4 is hereby amended, and shall read as follows:

Section 112.4 Violation Penalties. Any person who shall violate any provision of the fire code adopted in this ordinance or shall fail to comply with any of the requirements thereof or who shall erect, construct, alter or repair a building or structure in violation of an approved plan of or directive of the Fire Official, or of a permit or certificate issued under the provision of the Code of Ordinances of the City of Kirkwood, Missouri shall be guilty of an ordinance violation, punishable by a fine, by imprisonment, or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

Section 319.2 is hereby amended, and shall read as follows:

Section 319.2 Permit required. Any mobile food preparation vehicle shall require an operational permit from the fire code official for each deployment or location prior to placing the vehicle in its proposed set-up location.

Exceptions:

1. A permit is not required from the fire code official if the vehicle has a current annual fire safety inspection sticker and certification from the City of St. Louis displayed on the vehicle, although the fire code official shall have the authority to conduct an inspection on any food preparation vehicle set-up for operation within their jurisdiction to ensure compliance with this code.
2. Mobile food preparation vehicles operating under and in compliance with a permit obtained under 319.2.1.

Section 319.2.1 Event Permit Required. An event permit is required from the fire code official for any location where three (3) or more mobile food preparation vehicles will be set-up or in operation at any one time on the same property or at the same venue. The event permit may be issued annually for recurring situations with approval of the fire code official.

Section 319.2.2 Separation between vehicles. There shall be a minimum of ten (10) feet of clear space between any vehicles as measured from the furthest extent of the vehicle or anything tethered to the vehicle except for a connection to a public utility (water, power, etc.)

Section 319.2.3 Separation from structures. There shall be a minimum of twenty (20) feet from any mobile food preparation vehicle and any structure measured from the furthest extent of the vehicle or anything tethered to the vehicle (except for a connection to a public utility) to the outermost edge of the building roof overhang projected in a vertical plane directly down to the ground surface.

Section 319.2.4 Failure to obtain a permit. The fire code official shall have the authority to suspend or revoke the occupancy permit of any commercial occupancy that hosts or otherwise allow an un permitted mobile food preparation vehicle to operate on its property in violation of section 319.2.4

Section 503.2.3 is hereby amended, and shall read as follows:

Section 503.2.3 Surface. Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced with asphalt or concrete to provide all-weather driving capabilities. The surface shall be kept clear of all mud, debris, or other obstructions.

Section 503.2.4 is hereby amended, and shall read as follows:

Section 503.2.4 Turning Radius. The outside turning radius of all fire apparatus access roads, which requires a turn, curves and/or cul-de-sac turn around areas shall be determined by the Fire Code Official and based on the turning requirement of current fire department apparatus.

Section 503.4 is hereby amended, and shall read as follows:

Section 503.4 Obstruction of fire apparatus access roads. Fire apparatus access roads shall not be obstructed in any manner, including parking of vehicles, speed bumps, fences, chains, bars, pipes, wood or metal horses, or any other type of obstruction in or on any street within the boundaries of the city of Kirkwood, Missouri.

Section 503.6 is hereby amended, and shall read as follows:

Section 503.6 Security gates. The installation of security gates across a fire apparatus access road shall be approved by the fire code official. Where as security gates are installed, they shall be erected a minimum of 50 feet from the edge of the cross street from which access to the gate is obtained. Security gates shall have an approved means of emergency operation. Electric gates shall be capable of being opened with a Knox key switch, keyed as required by the Fire Official, and have a power failure override that allows the gate to be opened when power is absent. Gates shall not be locked with a padlock or chain unless they are capable of being opened with the fire district Knox key. The security gates and the emergency operation shall be maintained operational at all times. Electric gate operators, where provided, shall be listed in accordance with UL 325. Gates constructed and installed to comply with the requirements of ASTM F2200.

Section 505.1 is hereby amended, and shall read as follows:

Section 505.1 Address identification. New and existing buildings shall be provided with approved address identification. The address identification shall be legible and placed in a position that is visible from the street or road fronting the property. Address identification characters shall contrast with their background. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall not be spelled out. Each character shall not be less than 6 inches high with a minimum stroke width of 1 inch. Where required by the fire code official, address identification shall be provided in additional approved locations to facilitate emergency response. Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the address as required by the Fire Official an address identification shall be maintained.

Section 507.1.1 through 507.1.2 is hereby added, and shall read as follows:

Section 507.1.1 Public and private fire hydrants shall be located and installed as directed by the Fire Official in all lands located in the city of Kirkwood, Missouri.

Section 507.1.2 All final plats submitted to the city of Kirkwood, Missouri for any residential, commercial or industrial subdivision shall designate thereon the location and size of all proposed fire hydrants and the size of the water main to which such fire hydrants shall be attached.

Section 507.5.1 is hereby amended, and shall read as follows:

Section 507.5.1 Where required. Where a portion of a facility or building hereafter constructed or moved into or within the jurisdiction of the City of Kirkwood, Missouri, is more than 300 feet from a hydrant on a fire apparatus access road, as measured by an approved route around the exterior of the facility or building, on-site fire hydrants and mains shall be provided where required by the fire code official. Hydrants shall not be spaced more than 600 feet apart.

Section 507.5.1.1 Buildings equipped with a standpipe system installed in accordance with Section 905 shall have a fire hydrant within one hundred (100) feet of the fire department connections. There shall be a hydrant within one hundred (100) feet of the fire department connection of all buildings with sprinkler systems.

Sections 507.5.7 through 507.5.14 are hereby added, and shall read as follows:

Section 507.5.7 Minimum size of water mains serving fire hydrants. All water mains serving fire hydrants shall be at least eight (8) inches in diameter.

Section 507.5.8 Tampering with fire hydrant. It shall be unlawful for any person to use or operate a fire hydrant for any purpose other than the suppression of a fire. This provision shall not apply to employees of the municipality or village, firefighters or employees of the public utility supplying water to the fire hydrant while in the performance of their duties as firefighters or employees.

Section 507.5.9 Fire hydrant standards. All fire hydrants installed in the city from and after the effective date of this ordinance shall each have not less than two 2.5-inch outlets and one 4.5-inch outlet, one 5.25-inch valve, one 6-inch barrel and shall be of the break-away design, frost-free with chain, left hand open design and have National Standard threads.

Section 507.5.10 Fire hydrant location and installation. Fire hydrants shall be placed in accordance with the following specifications:

- a) For average conditions, hydrants should be placed about fifty (50) feet from the building protected. When it is impossible to place them at this distance, they may be put nearer, provided they are set in locations where the chance of injury by falling walls is minimal and from which fire department personnel are not likely to be driven away by smoke or heat.
- b) All fire hydrants should be located on or adjacent (within 20 feet) to all weather streets, roads, driveways or parking areas. In parking or traffic area, fire hydrants should be located on islands or otherwise protected from the traffic and available to the fire apparatus at all times.

- c) In setting hydrants, due regard shall be given to final grade-line. The center of a hose nozzle outlet shall not be less than fourteen (14) inches above grade and the outlets must face the street.

Section 507.5.11 Public hydrants:

Bonnets of public hydrants shall be painted as follows:

Class AA (flow of 1500 GPM or greater) Bonnet – **BLUE**

Class A (flow of 1000-1500 GPM) Bonnet – **GREEN**

Class B (flow of 500-1000 GPM) Bonnet – **ORANGE**

Class C (flow of less than 500 GPM) Bonnet – **RED**

Section 507.5.12 Private (yard) hydrants:

Private hydrants shall be painted entirely red (“Safety Red” or equal) in order to be distinguished from public hydrants. Where a private hydrant is supplied from a fire pump the caps and bonnet shall be painted black.

Section 901.6.3 is hereby amended, and shall read as follows:

Section 901.6.3 Records of all system inspections, tests and maintenance required by the referenced standards shall be maintained. Records shall be submitted to the fire department, through a method approved by the fire code official, within fifteen (15) calendar days of completion, in pdf format or as otherwise directed by the Fire Code Official.

Section 903.3.1.2.4 is hereby added, and shall read as follows:

903.3.1.2.4 Porte-cocheres and exterior canopies. Porte-cocheres, exterior canopies, or any other covered area designated as a pick-up and/or drop-off location for people to enter or exit motor vehicles or for product to be delivered and is attached or within 20 feet of a group R-1 or R-2 occupancy of type V construction shall have an automatic sprinkler system provided. The sprinkler coverage shall be provided to suppress a vehicle fire and reasonably reduce its chance of spreading to the occupied structure. The attic space of the porte-cochere does not have to be sprinklered if the attic space of the porte-cochere is not attached to the occupied structure and/or the attic space is separated by a fire partition with a minimum of a 1-hour rating.

Section 903.3.8.5.1 is hereby added, and shall read as follows:

903.3.8.5.1 Required water supply for calculations. Sprinkler system demand calculations shall include a 10% reserve at system design demand, however the residual pressure shall be a minimum of 20 psi. The fire code official may require a higher residual pressure if special circumstances warrant.

Section 903.4.1.1 is hereby added, and shall read as follows:

903.4.1.1 Sprinkler System Alarm transmission and notification. Any building with a fire suppression system shall have a monitored fire alarm system that automatically notifies the monitoring service (and 9-1-1 Dispatch via that service) of the activation of the fire alarm, including specific details as to the nature of the alarm. The system shall also include notification devices in all public areas of the building.

Section 903.4.2 is hereby amended, and shall read as follows:

Section 903.4.2 Alarms an approved exterior horn/strobe, located on the exterior of the building in an approved location, shall be connected to each automatic sprinkler system. Such sprinkler water flow alarm device shall be activated by water flow equivalent to the flow of a single sprinkler of the smallest orifice size

installed in the system. Where a fire alarm system is installed, actuation of the automatic sprinkler system shall actuate the building fire alarm system.

Section 906.1 is hereby amended, and shall read as follows:

Section 906.1 Where required portable fire extinguishers shall be installed in all of the following locations:

1. In Group A, B, E, F, H, I, M, R-1, R-2, R-4 and S occupancies.
2. Within 30 feet (9144 mm) of commercial cooking equipment and from domestic cooking equipment in Group I-1, I-2, and R2 college dormitory occupancies.
3. In areas where flammable or combustible liquids are stored, used or dispensed.
4. On each floor of structures under construction, except Group R-3 occupancies, in accordance with Section 3315.1.
5. Where required by the sections indicated in Table 906.1.
6. Special-hazard areas, including but not limited to laboratories, computer rooms and generator rooms, where required by the fire code official.

Section 907.2.9.1 Exception 3 is deleted in its entirety.

Section 907.6.3 is hereby amended, and shall read as follows:

Section 907.6.3 Initiating device identification. The fire alarm system shall identify the specific initiating device address, location, device type, floor level where applicable and status including indication of normal, alarm, trouble and supervisory status, as appropriate.

Exceptions:

1. Fire alarm systems in single-story buildings less than 22,500 square feet in area.
2. Special initiating devices that do not support individual device identification.
3. Fire alarm systems or devices that are replacing existing equipment as approved by the fire code official.

Section 907.6.6.1 is hereby amended, and shall read as follows:

Section 907.6.6.1 Transmission of alarm signals. Transmission of alarm signals to a supervising station shall be in accordance with NFPA 72. Alarm signals transmitted to a supervising station shall be by addressable device and must transmit device address, location, device type, and floor level where applicable, except where exempted by 907.6.3. No fire alarm panel or arrangement of existing fire alarm panels shall cause or allow a single point of detection, when activated, to result in the transmission of multiple alarms.

Section 907.6.7 is hereby added, and shall read as follows:

Section 907.6.7 Location of fire alarm control panel and annunciators. When the fire alarm control panel will not be installed at the main entrance, a remote annunciator panel shall be provided inside the building at the main entrance.

Section 907.6.8 is hereby added, and shall read as follows:

Section 907.6.8 Sites with multiple buildings. Each individual building equipped with a fire alarm system shall have a separate addressable fire alarm control panel. The panels shall be permitted to be interconnected so that only one panel communicates with the supervising station. The signals sent to the supervising

station must clearly identify the specific building in alarm. Silence and reset capabilities shall only be permitted at the panel of the building where the signal originated.

Section 907.11 through 907.11.5 is hereby added, and shall read as follows:

Section 907.11 False fire alarms

Section 907.11.1 Definitions

Section 907.11.1 “Alarm System” means any mechanical or electrical device which is designed to be actuated manually or automatically upon the detection of fire or smoke in the protected building, structure, facility, or premises through the emission of a sound or transmission of a signal or message.

Section 907.11.1.2 “False” alarm means any activation of an alarm system intentionally or by inadvertence, negligence, or unintentional act to which the Fire Department responds, including activation caused by the malfunction of the alarm system, except that the following shall not be considered false alarm.

- (a) When the Fire Code Official determines an alarm has been caused by a malfunction of the indicators at the city Dispatch and Alarm Center.
- (b) When the Fire Code Official determines an alarm has been caused by damage, testing, or repairs of telephone equipment or lines by the telephone company, provided that such incidents are promptly reported to the telephone company.
- (c) When an alarm is intentionally caused by an occupant or resident acting under a reasonable belief that a need exists to call the fire department.
- (d) When an alarm is followed by a call to the City Dispatch and Alarm Center cancelling the alarm by giving the proper information prior to the arrival of fire department apparatus at the source of the alarm.

Section 907.11.2 Every person, corporation, firm, or other entity owning or occupying any premises within the boundaries of the city of Kirkwood, Missouri, in or on which premises is installed an automatic fire alarm, fire detection or sprinkler system, shall maintain such system in such operational condition that the alarm system shall not transmit any false alarms.

Section 907.11.3 It shall be unlawful for any owner or occupant to reduce the effectiveness of the protection so required or so installed; except this shall not prohibit the owner or occupant from temporarily reducing or discontinuing the protection where necessary to make tests, repairs, alterations, or additions. The

Fire

Official shall be notified before such tests, repairs, alterations, or additions are to be affected and of its completion, and shall be advised of the extent of any such work for additional requirements. Whenever an alarm system is to be shut off for repairs, it shall be the owner’s or occupant’s responsibility to determine that the servicemen performing such repairs has notified the Fire Department of the pending shut off prior to such action. When an alarm has central station supervision, the company providing this service shall also be notified of said action. Failure to notify the Fire Department or the central station supervising company of a system shut off, which results in an unnecessary alarm being transmitted to the Fire Department, will be subject to a service charge as established by the City of Kirkwood adopted fee schedule.

Section 907.11.4 Should an alarm system transmit any false fire alarm to the Kirkwood Fire Department, either directly or through a central dispatching service, or should inspection of such system by any officer of the Kirkwood Fire Department reveal that such a system is in a state of poor maintenance or disrepair and that such system is likely to transmit a false fire alarm, the owner or occupant of the premises shall take immediate action as directed by the Fire Official in order to abate the condition causing the transmission or likelihood of transmission of false fire alarms.

Section 907.11.5 All false alarms to which the fire department responds shall result in the following service charges to the alarm system's owner or occupant.

- (1) A warning for the first and second false alarm in any calendar year.
- (2) The third and all subsequent false alarms in any calendar year will result in a service charge as established in the City of Kirkwood adopted fee schedule.

Upon determination by the Fire Official that a false alarm has occurred, the Fire Department shall send a notice to the alarm user, notifying the alarm user of the determination and directing payment within thirty (30) days of any service charge that may be due.

The Fire Official may cancel any notice or service charge upon satisfactory proof by the alarm user that a particular alarm falls within the exceptions enumerated in Section 907.11.1.2 willful refusal to pay any such service charge within thirty (30) days of notice shall constitute a violation, but in prosecution of any violation, the Fire Official shall prove, in addition to the willful refusal to pay, that the service charge was properly imposed.

Section 912.1 is hereby amended, and shall read as follows:

Section 912.1 Installation. Fire department connections shall be installed in accordance with the NFPA standard applicable to the system design and shall comply with Sections 912.2 through 912.7. The minimum size fire department connection outlet shall be 2.5 inches.

Section 912.4.2 is hereby amended, and shall read as follows:

Section 912.4.2 Clear space around connections, a working space of not less than 36 inches in width, 36 inches in depth and 78 inches in height shall be provided and maintained in front of and to the sides of ALL wall-mounted fire department connections and around the circumference of free-standing fire department connections, except as otherwise required or approved by the fire code official. There shall be a clear path of at least 9 feet in width from the fire department connection to the drive lane of the fire apparatus.

Section 912.5 is hereby amended, and shall read as follows:

Section 912.5 Signs. The fire department connection shall be identified with a metal sign that reads "FDC" in red reflective lettering on white background. The FDC lettering needs to be a minimum of 6 inches high with a minimum stroke width of 1 inch. The sign shall be a minimum of 12" x 18". Any fire department connection that services only a standpipe shall indicate "Standpipe Only" in lettering 2 inches high on the lower half of the sign. Any fire department connection serving a limited portion of a building shall indicate the areas covered in lettering 2 inches high on the lower half of the sign. Wall mounted FDC signs shall be mounted 10 ft. above grade directly above the fire department connection. Remote fire department connection signs shall be double-sided and mounted on a heavy-duty signpost, approved by the Fire Official, at a minimum height of 6 ft.

above grade. Additional signage may be required at the discretion of the Fire Code Official.

Section 3311.1 is hereby amended, and shall read as follows:

Section 3311.1 Required Access. Approved vehicle access for firefighting shall be provided to all construction or demolition sites. Vehicle access shall be a minimum of 20 feet wide and be provided to within 150 feet of all portions of the

building. Vehicle access shall be provided by either temporary or permanent roads capable of supporting vehicle loading. These roads shall be surfaced with asphalt or concrete to provide all-weather driving capabilities. The surface shall be kept clear of all mud, debris, or other obstructions. Vehicle access shall be maintained until permanent fire apparatus access roads are installed per section 503.2.3 and Appendix D.

1. Appendix D, Section D102.1 Access and loading, is amended to read as follows:

Section D102.1 Access and loading. Facilities, buildings or portions of buildings hereafter constructed shall be accessible to fire department apparatus by way of an approved fire apparatus access road with an asphalt or concrete driving surface capable of supporting the imposed load of fire apparatus weighing up to 80,000 pounds.

2. Appendix D, Section D103.3 Turning radius, is amended to read as follows:

Section D103.3. Turning radius. The outside curb to curb turning radius of all fire apparatus access roads which require a turn, curves and/or cul-de-sac turn around areas shall be determined by the Fire Code Official and based on the turning requirement of current fire department apparatus.

3. Appendix D, Section D103.5 Fire apparatus road gates, is amended to read as follows:

Section D103.5 Fire apparatus road gates. Gates securing the fire apparatus access roads shall comply with all of the following criteria:

1. Gates shall be erected a minimum of fifty (50) feet from the edge of the cross street from which access to the gate is obtained, unless approved by the fire code official.
2. Where a single gate is provided, the gate width shall not be less than twenty (20) feet.
3. Gates shall be of the horizontal swing, horizontal slide, vertical lift or vertical pivot type.
4. Construction of gates shall be of materials that allow manual operation by one person.
5. Gate components shall be maintained in an operative condition at all times and replaced or repaired when defective. Gates which are out of service due to damage, malfunction, or while undergoing repairs must be kept in the fully open position until such time as the gate has been repaired, and is fully operational.
6. Electric gates shall be equipped with a power failure override that allows the gate to be opened by fire department personnel manually when power is absent. Emergency opening devices shall be approved by the fire code official.
7. Methods of locking shall be submitted for approval by the fire code official prior to installation.

8. Electric gate openers, where provided, shall be listed in accordance with UL 325.
 9. Gates intended for automatic operation shall be designed, constructed and installed to comply with the requirements of ASTM F2200.
4. Appendix D, Section D107.1 One- or two-family residential developments is amended to read as follows:
Developments of one- or two-family dwellings where the number of dwelling units exceeds one-hundred (100) shall be provided with two (2) separate and approved fire apparatus access roads, and shall meet the requirements of Section D107.2.
Exceptions:
1. Where there are more than 100 dwelling units on a single public or private fire apparatus access road and all dwelling units are equipped throughout with an approved automatic sprinkler system in accordance with 903.3.1.1, 903.1.2 or 903.1.3 of the International Fire Code, access from two directions shall not be required.
 2. The number of dwelling units on a single fire apparatus access road shall not be increased unless fire apparatus access roads will connect with future developments, as determined by the fire code official.

SECTION 3. Where the Fire Code adopted by this Article imposes a greater restriction or requirement than is imposed or required by other ordinances, the provisions of the Fire Code shall control. Any provision of this Code of Ordinances or any other ordinance of the City that imposes a greater restriction or requirement than the Fire Code shall control.

SECTION 4. It is the intention of the city council, and it is hereby ordained that the provisions of this ordinance shall become and be made a part of the Code of Ordinances of the City of Kirkwood, Missouri, and the sections of this ordinance may be renumbered to accomplish such intention.

SECTION 5. This Ordinance shall be full force and effect from and after the date of passage and approval.

SECTION 6. Nothing in this Ordinance or in the Fire Prevention Code hereby adopted shall be construed to affect any suit or proceeding pending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 1 of this Ordinance. No just or legal right or remedy of any character shall be lost, impaired or affected by this Ordinance.

SECTION 7. Effective Date. This Ordinance shall take effect from and after its final passage and approved as required by law.

PASSED AND APPROVED THIS DAY OF.

Mayor, City of Kirkwood

ATTEST:

City Clerk

1st Reading:

2nd Reading:

Legislation Request

Ordinance

Place On The Agenda Of: 11/3/2022

Step #1:

Strategic Plan NO Goal # & Title

Background To Issue:

The current fire and life safety code, IFC 2009, that was adopted by the City in 2011 is out of date and over 10 years old. The Fire Department is requesting the repeal of ordinance No.10005, updating the fire and life safety code with IFC 2021, with indicated modifications and appendices.

Recommendations and Action Requested:

Repeal Ordinance No. 10005 and all other previous fire prevention codes in conflict with this Ordinance, and enacting a new Fire Prevention Code, **International Fire Code, First Printing, 2021 Edition, including appendix Chapter S B, D, E, F, I, L AND K.** Published by the International **Code Council** and the **National Fire Protection Association**, including amendments set forth herein, governing the design, construction, alteration, enlargement, equipment, repairs, conversion, use or maintenance of all buildings and structures, prescribing minimum requirement and controls to safeguard life, property or public welfare from the hazards of fire and explosion; providing for the issuance of permits, collection of fees, and making of inspections; providing penalties for the violation thereof; and providing for the effective date of this Ordinance

Alternatives Available:

None

Does this project have a public information component? Yes No

Cost: \$0.00 Account #: 0 Project #: 0 Budgeted: YES

If YES, Budgeted Amount: If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

This was previously discussed at a Council Work Session.

BY: James Silvernail

Date: 10/21/2022

Authenticated: silverjl

You can attach up to 3 files along with this request.



2021 IFC Code Update
 Kirkwood_Final without
 fees.docx
 Microsoft Word Document
 37.8 KB

File Attachment

File Attachment

Step #2: If request involves approval of bids, contracts, proposals, purchases, etc. **(Must have Purchasing Director's approval).**

Select...

Purchasing Director's Comments:

BY: Select...

Date:

Authenticated:

You can attach up to 3 files along with this request.

File Attachment

File Attachment

File Attachment

Step #3: If budgetary approval is required **(Must have Finance Department's approval).**

Select...

From Account # or Fund Name:

To Account # or Fund Name:

Finance Director's Comments:

BY: Select...

Date:

Authenticated:

Step #4: All Requests Require Chief Administrative Officer Approval for Placement on Meeting Agenda.

Approve Disapprove

Chief Administrative Officer's Comments:

BY:

A handwritten signature in blue ink, written over a horizontal line. The signature is stylized and appears to be "David J. ...".

Date:

10-28-22

RESOLUTION 138-2022

A RESOLUTION AMENDING THE PURCHASE ORDER WITH CRESCENT ELECTRIC SUPPLY BY INCREASING THE AMOUNT BY \$12,674 FOR A TOTAL NOT TO EXCEED AMOUNT OF \$64,981 FOR THE PURCHASE OF AN ADDITIONAL DUAL PORT CHARGING STATION FOR THE HUTTON CONDOMINIUMS ON MADISON AVENUE (PURSUANT TO SOURCEWELL COOPERATIVE CONTRACT) AND AUTHORIZING AND DIRECTING THE DIRECTOR OF PROCUREMENT TO ISSUE A PURCHASE ORDER.

WHEREAS, the City Council approved Resolution 87-2022 on June 7, 2022 for the purchase of nine dual port charging stations for the Electric Department in the amount of \$39,510, and on October 6, 2022 approved an amendment to the contract with Crescent Electric Supply to increase the Purchase Order amount by \$12,797 for additional dual port charging station pedestals and cable management systems, and

WHEREAS, it was determined that additional dual port charging station is needed for the Hutton Condominiums on Madison Avenue, and

WHEREAS, staff recommends amending the Purchase Order with Crescent Electric Supply by increasing the amount by \$12,674 for a total not to exceed amount of \$64,981 for the purchase of additional dual port charging station pedestals and cable management systems under Sourcewell Cooperative Contract #042221, and

WHEREAS, funds are available in Account #501-2115-480.75.15, Project #EL2302.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KIRKWOOD, MISSOURI, AS FOLLOWS:

SECTION 1. The Purchase Order with Crescent Electric Supply is hereby amended by increasing the amount by \$12,674 for a total not to exceed amount of \$64,981 for the purchase of an additional dual port charging station for the Hutton Condominiums on Madison Avenue pursuant to Sourcewell Cooperative Contract #042221.

SECTION 2. The Director of Procurement is hereby authorized and directed to issue a Purchase Order in the amount of \$12,674 for a total not to exceed amount of \$64,981 to Crescent Electric Supply under Sourcewell Cooperative Contract #042221 for the purchase of an additional dual port charging station for the Hutton Condominiums on Madison Avenue.

SECTION 3. This Resolution shall be in full force and effect after its passage and approval.

PASSED AND APPROVED THIS 3RD DAY OF NOVEMBER 2022.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Legislation Request

Resolution

Place On The Agenda Of: 11/3/2022

Step #1:

Strategic Plan YES

Goal # & Title Goal #2 - Governance and Civic Engagement

Background To Issue:

On October 6, 2022, Council approved resolution 124-2022 amending the purchase order with Crescent Electric Supply for the purchase of Electric Vehicle Charging station equipment for City Hall. Now the Electric Department is in need of additional Electric Vehicle charging stations for the Hutton Condominiums on Madison.

Recommendations and Action Requested:

The Electric Department recommends approval of a resolution to authorize the Director of Procurement to amend the current agreement with Crescent Electric Supply by \$12,674 to a not to exceed amount of \$64,981 for the purchase of two additional charging stations for the Hutton Condominiums.

Alternatives Available:

Missouri is a regulated state. Kirkwood Electric owns and operates all the electric vehicle charging stations in its service territory.

Does this project have a public information component? Yes No

Cost: \$12,674.00 Account #: 50121154807515 Project #: EL2302 Budgeted: YES

If YES, Budgeted Amount: \$1,039,533.00 If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

The Electric Department highly recommends approval of the resolution. This is additional load for the department and helps to meet the energy efficiency goals of the department.

BY: Mark Petty

Date: 10/25/2022

Authenticated: pettyma

You can attach up to 3 files along with this request.

 File Attachment

 File Attachment

 File Attachment

Step #2: If request involves approval of bids, contracts, proposals, purchases, etc. **(Must have Purchasing Director's approval).**

Approve

Purchasing Director's Comments:

BY: Sara Foan-Oliver

Date: 10/25/2022

Authenticated: foanolsm

You can attach up to 3 files along with this request.



500580.2 Resolution Letter.pdf
Microsoft Edge PDF Document
39.7 KB

File Attachment

File Attachment

Step #3: If budgetary approval is required (**Must have Finance Department's approval**).

Budgetary Approval

From Account # or Fund Name:

To Account # or Fund Name:

Finance Director's Comments:

Budgetary appropriation is available and sufficient for \$12,674 in account 501-2115-480-7515, Distribution System Improvement, Project EL2302 EL Service Ext to approve the above as requested.

BY: Sandra Stephens

Date: 10/25/2022

Authenticated: forgyjl

Step #4: All Requests Require Chief Administrative Officer Approval for Placement on Meeting Agenda.

Approve Disapprove

Chief Administrative Officer's Comments:

BY: 

Date: 10-28-22

October 25, 2022

To: Russell B. Hawes, Chief Administrative Officer

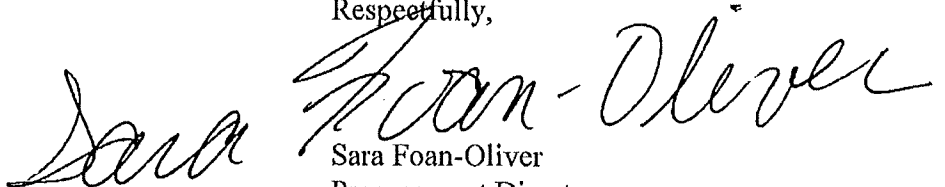
For Your Consideration: Dual Port Charging Stations - #500580.2

The City of Kirkwood may use cooperative contracts that are competitively bid. Sourcewell competitively bid this equipment and Crescent Electrical Supply is a local authorized distributor for the purchase of dual port charging stations. The Sourcewell RFP number is #042221.

July 7, 2022 Council approved the purchase of dual port charging stations for renovations to the City Hall parking lot for \$39,510 and October 20, 2022 Council approved an increase of \$12,797 for additional dual port charging station pedestals and cable management systems. Attached is a request from Mary Petty, Electric Director, authorizing a second increase to the purchase order in the amount of \$12,674 to be issued to Crescent Electric Supply for additional electric vehicle charging stations for the Hutton Condominiums on Madison for a not to exceed amount of \$64,981.

\$39,510	Original Approved
\$12,797	Increase Approved
<u>\$12,674</u>	Increase Pending Approval
\$64,981	

Respectfully,


Sara Foan-Oliver
Procurement Director

RESOLUTION 139-2022

A RESOLUTION AMENDING THE CONTRACT WITH HORNER AND SHIFRIN, INC. BY INCREASING THE AMOUNT BY \$22,000 FOR A TOTAL NOT TO EXCEED AMOUNT OF \$95,030 FOR KIRKWOOD CITY HALL AND POLICE DEPARTMENT PARKING LOT RECONSTRUCTION DESIGN AND AUTHORIZING AND DIRECTING THE MAYOR TO ENTER INTO AN AMENDED CONTRACT.

WHEREAS, the City Council approved Resolution 7-2022 on January 6, 2022 entering into a contract with Horner and Shifrin, Inc. for Kirkwood City Hall and Police Department Parking Lot Reconstruction Design in the amount of \$73,030, and

WHEREAS, due to the additional impervious area with additional parking spaces included in the project, an underground detention system is required by MSD, and

WHEREAS, additionally, the impervious area associated with the Memorial Walkway was not reviewed or accounted for at the time, and

WHEREAS, additional design fees are needed for the design of the underground detention system that accounts for both the Memorial Walkway and additional parking lot spaces, and

WHEREAS, staff recommends amending the contract with Horner and Shifrin, Inc. by increasing the amount by \$22,000 for a total not to exceed amount of \$95,030 for Kirkwood City Hall and Police Department Parking Lot Reconstruction Design, and

WHEREAS, funds are available in Account #301-1401-600.75.14, Project #PW2305.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KIRKWOOD, MISSOURI, AS FOLLOWS:

SECTION 1. The Mayor is hereby authorized and directed to enter into an amended contract with Horner and Shifrin, Inc. by increasing the amount by \$22,000 for a total not to exceed amount of \$95,030 for Kirkwood City Hall and Police Department Parking Lot Reconstruction Design.

SECTION 2. This Resolution shall be in full force and effect after its passage and approval.

PASSED AND APPROVED THIS 3RD DAY OF NOVEMBER 2022.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Legislation Request

Resolution

Place On The Agenda Of: 11/3/2022

Step #1:

Strategic Plan YES

Goal # & Title Quality of Life: Goal 3

Background To Issue:

City Council approved a contract with Horner & Shifrin in the amount not to exceed \$73,030 for the design of the City Hall and Police Parking Lot on January 6, 2022. Due to the additional impervious area with additional parking spaces included in the project, an underground detention system is required by MSD. The underground detention system will be located under the new parking lot pavement and will be covered under a BMP reserve easement required by MSD. Additionally, the impervious area associated with the Memorial Walk was not reviewed or accounted for at the time of that project. Additional design fees are needed for the design of the underground detention system that accounts for both the Memorial Walk and additional parking lot spaces. Horner & Shifrin has estimated an additional \$22,000 needed to finish the underground detention design.

Recommendations and Action Requested:

It is recommended the City Council increase the contracted amount with Horner & Shifrin to amount not to exceed \$95,030, an increase cost of \$22,000.00 to the contract, which includes a 10% design contingency.

Alternatives Available:

None.

Does this project have a public information component? Yes No

Cost: \$22,000.00 Account #: 30114016007514 Project #: PW2305 Budgeted: YES

If YES, Budgeted Amount: \$22,000.00 If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

BY: Christopher Krueger

Date: 10/25/2022

Authenticated: kruegeca

You can attach up to 3 files along with this request.



Horner & Shifrin Additional
Services Proposal.pdf
Microsoft Edge PDF Document
84.2 KB

File Attachment

File Attachment

Step #2: If request involves approval of bids, contracts, proposals, purchases, etc. (**Must have Purchasing Director's approval**).

Approve

Purchasing Director's Comments:

BY: Sara Foan-Oliver

Date: 10/25/2022

Authenticated: foanolsm

You can attach up to 3 files along with this request.



File Attachment

File Attachment

Step #3: If budgetary approval is required (**Must have Finance Department's approval**).

Budgetary Approval

From Account # or Fund Name:

To Account # or Fund Name:

Finance Director's Comments:

Budgetary appropriation is available and sufficient for \$22,000 in account 301-1401-600-7514, Streets Capital, Project PW2305 Downtown Parking to approve the above as requested.

BY: Sandra Stephens

Date: 10/25/2022

Authenticated: forgyjl


Step #4: All Requests Require Chief Administrative Officer Approval for Placement on Meeting Agenda.

Approve Disapprove

Chief Administrative Officer's Comments:

BY: 

Date: 10-28-22

Subject:	Kirkwood City Hall Parking Lot 139 S. Kirkwood Road Kirkwood, Missouri									
By: <u>AMG</u> HS No.: 2202000	10/24/2022									
TASK	Civil Eng Manager CS02	Prof Designer CSM01	Proj Eng CS08	Elect Eng BP02	Struct Eng SP08				Hours Total	Cost Total
	242.00	128.00	128.00	195.00	134.00					
Construction Documents - Detention Revisions for MSD Approval										
Estimated Additional Services for Underground Detention Design	32	48	48						128	\$ 20,032
	32	48	48	0	0	0			128	\$ 20,000

Notes/Assumptions

- 1 Assumes Plans as submitted will be approved by MSD.
- 2 Excludes SWPPP or DNR Land Disturbance Permitting.
- 3 Canopy will be specified by H&S and designed by Contractor

SUMMARY

Construction Documents - Detention Revisions for MSD Approval
TOTAL Design only

Hours	Cost
128.0	\$ 20,000
128.0	\$ 20,000

October 25, 2022

To: Russell B. Hawes, Chief Administrative Officer

For Your Consideration: Kirkwood City Hall and Police Parking Lot Reconstruction Design, #13850.1

On January 6, 2022, the City Council approved entering into a contract with Horner and Shifrin, Inc. for Kirkwood City Hall and Police Parking Lot Reconstruction and Design for \$73,030.

Attached is a request from Chris Krueger, City Engineer, authorizing an additional \$22,000 to be issued to Horner and Shifrin for the design of an underground detention system that is required by MSD but had not been previously included.

Respectfully,


Sara Foan-Oliver
Procurement Director

RESOLUTION 140-2022

A RESOLUTION ACCEPTING THE SINGLE SOURCE PROPOSAL OF VERMONT SYSTEMS, INC. IN THE AMOUNT OF \$29,067 FOR PAYTRAC CREDIT CARD PAYMENT SERVICES FOR THE PARKS AND RECREATION DEPARTMENT AND AUTHORIZING AND DIRECTING THE MAYOR TO ENTER INTO A CONTRACT.

WHEREAS, the Parks and Recreation Department has been using Plug 'n Pay to provide credit card payment services, and

WHEREAS, Plug 'n Pay is not up to date with the industry standard security levels or payment methods, and

WHEREAS, the Parks and Recreation Department would like approval to use Vermont Systems, Inc. to provide an upgraded product that is compatible with the department's current software, and

WHEREAS, Vermont Systems, Inc. submitted a proposal in the amount of \$29,067 for PayTrac Credit Card Payment Services for the Parks and Recreation Department, and

WHEREAS, Vermont Systems, Inc. is the single source provider of the PayTrac Credit Card Payment Services for the Parks and Recreation Department, and

WHEREAS, funds are available in various Parks and Recreation Department accounts.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KIRKWOOD, MISSOURI, AS FOLLOWS:

SECTION 1. The single source proposal of Vermont Systems, Inc. in the amount of \$29,067 for PayTrac Credit Card Payment Services for the Parks and Recreation Department is hereby accepted and approved.

SECTION 2. The Mayor is hereby authorized and directed to enter into a contract with Vermont Systems, Inc. in the amount of \$29,067 for PayTrac Credit Card Payment Services for the Parks and Recreation Department.

SECTION 3. This Resolution shall be in full force and effect after its passage and approval.

PASSED AND APPROVED THIS 3rd DAY OF NOVEMBER 2022.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Legislation Request

Resolution

Place On The Agenda Of: 11/3/2022

Step #1:

Strategic Plan YES Goal # & Title Goal 2, Objective 2, Strategy A

Background To Issue:

The current credit card provider, Plug'n Pay, is not up to date with the highest level of security and variety of payment methods. In addition, Vermont Systems, parks and recreations long time registration and reservation software provider will no longer support Plug'n Pay and will start assessing a fee to continue its use with no additional benefit.

Recommendations and Action Requested:

The specific legislative request is to enter into a contract with Vermont Systems to provide the PayTrac credit card payment services.

Alternatives Available:

Use of current setup could continue with additional monthly fees with no additional benefit.

Does this project have a public information component? Yes No

Cost: \$29,067.00 Account #: 101 to 201 Project #: Budgeted: YES

If YES, Budgeted Amount: \$30,000.00 If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

The credit card fees are charged against multiple parks and recreation accounts within the budget.

BY: Kyle Henke

Date: 10/6/2022

Authenticated: henkek

You can attach up to 3 files along with this request.



PayTrac Credit Card
Processing 2022.docx
Microsoft Word Document
21.8 KB

File Attachment

File Attachment

Step #2: If request involves approval of bids, contracts, proposals, purchases, etc. **(Must have Purchasing Director's approval).**

Approve

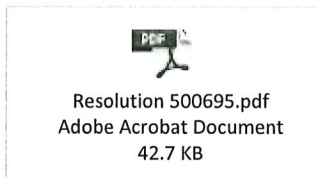
Purchasing Director's Comments:

BY: Sara Foan-Oliver

Date: 10/26/2022

Authenticated: foanolsm

You can attach up to 3 files along with this request.



Step #3: If budgetary approval is required (**Must have Finance Department's approval**).

Budgetary Approval

From Account # or Fund Name:

To Account # or Fund Name:

Finance Director's Comments:

Budgetary appropriation is sufficient and available in various department/funds professional services GL expenditure accounts for \$29,067 to be approved as requested above.

BY: Sandra Stephens

Date: 10/26/2022

Authenticated: forgyjl

Step #4: All Requests Require Chief Administrative Officer Approval for Placement on Meeting Agenda.

Approve Disapprove

Chief Administrative Officer's Comments:

BY:



Date:

10-28-22

Memo

To: Kirkwood City Council
From: Kyle Henke, Sherry St. Onge
CC: Sandra Stephens, Russ Hawes
Date: 10/26/2022
Re: Credit Card Processing Provider Update

This memo serves as a recommendation to update Parks and Recreation credit card payment processing provider. The current provider Plug'n Pay is not up to date with the highest level of security and variety of payment methods. In addition, Vermont Systems, parks and recreations long time registration and reservation software provider will no longer support Plug'n Pay and will start assessing a fee to continue its use with no additional benefit.

Vermont Systems offers a product that is compatible with our software. The new system called, PayTrac, is only available through Vermont Systems and is considered a sole source supplier. PayTrac, as opposed to Plug'n Pay, is a PCI compliant processing solution, has EMV capable device integration (Apple Pay, tap to pay, chip readers, etc.), secure, imbedded iFrame for online transactions.

The change in payment processing provider will reduce the credit card fee percentage from 2.35% to 2.3%, however a 15 cent fee per transaction will be assessed. Which could be passed onto the customer in the future.

The improved security and compliance along with payment option upgrades will reduce staff time spent on payment reconciliation, improve customer wait times, offer convenient payment options and increase payment information security.

The specific legislative request is to enter into a contract with Vermont Systems to provide the PayTrac credit card payment services.

October 25, 2022

To: Russell B. Hawes, Chief Administrative Officer

For Your Consideration: PayTrac Credit Card Payment Services, Sole Source; Bid # 500695

The Parks and Receptions department is requesting approval upgrade the current credit card payment services. The current provider, Plug'n Pay, is not up to date with the industry standard security levels or payment methods. Additionally, Plug'n Pay is no longer a supported software and will begin to assess a fee to continue use.

Vermont Systems, Inc offers PayTrac, an upgraded product that is compatible with the department's current software. PayTrac is PCI (Payment card industry) compliant and has EMV capable device integration (Apple Pay, tap to pay, chip readers, etc.). This upgrade will also reduce the credit card processing fee from 2.35% to 2.3%.

This service upgrade will improve transaction and payment information security, reduce the staffs time spent on payment reconciliation, and offer convenient payment options for customers and residents.

Vendor

Vermont Systems, Inc.

\$29,067.00

Attached is a request from Kyle Henke, Parks and Recreation Director, for a resolution authorizing the City to enter into a contract with Vermont Systems, Inc in the amount of \$29,067.00.

Respectfully,



Sara Foan-Oliver

Director of Procurement

RESOLUTION 141-2022

A RESOLUTION ACCEPTING THE PROPOSAL OF ENVISIO IN THE AMOUNT OF \$27,500 FOR COMMUNITY STRATEGIC PLANNING AND REPORTING SOFTWARE SOLUTION FOR AN INITIAL TERM OF 12 MONTHS WITH THE OPTION TO RENEW FOR UP TO TWO ADDITIONAL 12 MONTH TERMS, PENDING BUDGETARY APPROVAL, AND AUTHORIZING AND DIRECTING THE MAYOR TO ENTER INTO A CONTRACT.

WHEREAS, a Request for Proposals was developed and proposals were received for Community Strategic Planning and Reporting Software Solution, and

WHEREAS, a Selection Committee consisting of the Chief Administrative Officer, Assistant Chief Administrative Officer, Director of Electric, Planning & Development Services Director, and Director of Procurement reviewed the proposals, and

WHEREAS, the Selection Committee recommends Envisio as the most qualified to provide Community Strategic Planning and Reporting Software Solution in the amount of \$27,500 for an initial term of 12 months with the option to renew for up to two additional 12 month terms, pending budgetary approval, and

WHEREAS, funds are available in Account #101-1102-412.31.10, funding contingent upon budgetary approval.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KIRKWOOD, MISSOURI, AS FOLLOWS:

SECTION 1. The proposal of Envisio in the amount of \$27,500 for Community Strategic Planning and Reporting Software Solution for an initial term of 12 months with the option to renew for up to two additional 12 month terms, pending budgetary approval, is hereby accepted and approved.

SECTION 2. The Mayor is hereby authorized and directed to enter into a contract with Envisio in the amount of \$27,500 for Community Strategic Planning and Reporting Software Solution for an initial term of 12 months with the option to renew for up to two additional 12 month terms, pending budgetary approval.

SECTION 3. This Resolution shall be in full force and effect after its passage and approval.

PASSED AND APPROVED THIS 3RD DAY OF NOVEMBER 2022.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Legislation Request

Resolution

Place On The Agenda Of: 11/3/2022

Step #1:

Strategic Plan YES Goal # & Title

Background To Issue:

The City of Kirkwood completed a Strategic Plan in March of 2022. In order to provide a tool for more efficient internal tracking processes and user-friendly external access for plan tracking, the City sought proposals for a Strategic Planning and Reporting Software Solution.

Recommendations and Action Requested:

After review of the proposal responses, it is recommended that the City enter into a contract with Envisio for an initial year cost of \$27,500 and a reoccurring subscription of \$20,000 for two additional years pending budgetary funding.

Alternatives Available:

Does this project have a public information component? Yes No

Cost: \$27,500.00 Account #: 10111024123110 Project #: Budgeted: YES

If YES, Budgeted Amount: \$27,500.00 If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

BY: David Weilder

Date: 10/26/2022

Authenticated: weidledc

You can attach up to 3 files along with this request.

 File Attachment

 File Attachment

 File Attachment

Step #2: If request involves approval of bids, contracts, proposals, purchases, etc. **(Must have Purchasing Director's approval).**

Approve

Purchasing Director's Comments:

BY: Sara Foan-Oliver

Date: 10/26/2022

Authenticated: foanolsm

You can attach up to 3 files along with this request.



Resolution 13879.pdf
Microsoft Edge PDF Document
47.3 KB

File Attachment

File Attachment

Step #3: If budgetary approval is required (**Must have Finance Department's approval**).

Budgetary Approval

From Account # or Fund Name:

To Account # or Fund Name:

Finance Director's Comments:

Budgetary appropriation is available and sufficient for \$27,500 in account 101-1102-412-31-10, Other Professional Services to approve the above as requested.

BY: Sandra Stephens

Date: 10/26/2022

Authenticated: forgyjl

Step #4: All Requests Require Chief Administrative Officer Approval for Placement on Meeting Agenda.

Approve Disapprove

Chief Administrative Officer's Comments:

BY: 

Date: 10-28-22

October 26th, 2022

To: Russell B. Hawes, Chief Administrative Officer

For Your Consideration: Community Strategic Planning and Reporting Software Solution, RFP # 13879

Per Article VI. Procurement of the City of Kirkwood's Code of Ordinances, a selection committee was appointed by the Chief Administrative Officer and chaired by the Director of Procurement to review and recommend to Council a qualified firm to provide Community Strategic Planning and Reporting Software Solution.

A request for qualifications was issued to five firms on June 10th, 2022 and the City received five submissions and three were brought in for interviews.

The Selection Committee, which consisted of Russ Hawes, Chief Administrative Officer, David Weidler, Assit CAO, Mark Petty, Director of Electric, Jonathan Raiche, Planning and Development Director, and Sara Foan-Oliver, Director of Procurement, reviewed the qualifications and determined that Envisio was the most qualified firm for this project.

The agreement will be for one initial year with options to renew for two additional one year terms after that. Additional terms as budget allows.

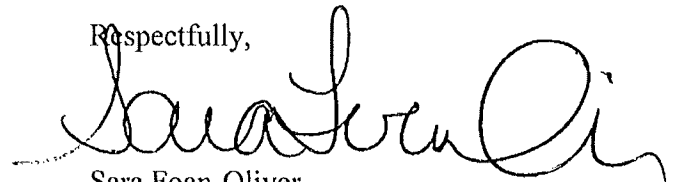
Vendor

Envisio

**\$27,500 initial year
(includes implementation and training services.)
\$20,000 annually additional years**

Attached is a request from David Weidler, Assistant CAO, for a resolution authorizing the City to enter into a contract with Envisio for \$27,500 for the initial one year term with the option to renew as budget allows.

Respectfully,



Sara Foan-Oliver
Director of Procurement

RESOLUTION 142-2022

A RESOLUTION AMENDING THE CONTRACT WITH TRAMAR CONTRACTING, INC. BY INCREASING THE AMOUNT BY \$7,741 FOR A TOTAL NOT TO EXCEED AMOUNT OF \$87,779.50 FOR ACRYLIC WATERBORNE PAVEMENT MARKINGS AND AUTHORIZING AND DIRECTING THE MAYOR TO ENTER INTO AN AMENDED CONTRACT.

WHEREAS, the City Council approved Resolution 101-2022 on August 4, 2022 entering into a contract with TraMar Contracting, Inc. for Acrylic Waterborne Pavement Markings in the amount of \$80,038.50, and

WHEREAS, the quantities for the project were exceeded in the 12” and 24” lines utilized in the high visibility crosswalk markings, and

WHEREAS, high visibility crosswalks are a safety enhancement for pedestrians, and

WHEREAS, staff recommends amending the contract with TraMar Contracting, Inc. by increasing the amount by \$7,741 for a total not to exceed amount of \$87,779.50 for Acrylic Waterborne Pavement Markings, and

WHEREAS, funds are available in Account #301-1401-600.75.14, Project #PW2303.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KIRKWOOD, MISSOURI, AS FOLLOWS:

SECTION 1. The Mayor is hereby authorized and directed to enter into an amended contract with TraMar Contracting, Inc. by increasing the amount by \$7,741 for a total not to exceed amount of \$87,779.50 for Acrylic Waterborne Pavement Markings.

SECTION 2. This Resolution shall be in full force and effect after its passage and approval.

PASSED AND APPROVED THIS 3RD DAY OF NOVEMBER 2022.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Legislation Request

Resolution

Place On The Agenda Of: 11/3/2022

Step #1:

Strategic Plan YES

Goal # & Title Quality of Life: Goal 3

Background To Issue:

City Council approved a bid with Tramar Contracting in the amount not to exceed \$80,038.50 for Acrylic Waterborne Pavement Markings. Tramar completed pavement markings on Kirkwood Road, Geyer Road, West Woodbine and Craig in August and September. The quantities for the project were exceeded in the 12" and 24" lines utilized in the high visibility crosswalk markings for a total cost of \$87,779.50. High Visibility crosswalks are a safety enhancement for pedestrians. The overrun on quantities was realized after the work had been completed. An additional \$7,741 is needed to cover these costs.

Recommendations and Action Requested:

It is recommended the City Council increase contracted amount with Tramar Contracting to amount not to exceed \$87,779.50, an increase cost of \$7,741.00 to the contract.

Alternatives Available:

Does this project have a public information component? Yes No

Cost: \$7,741.00 Account #: 30114016007514 Project #: PW2303 Budgeted: YES

If YES, Budgeted Amount: \$7,741.00 If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

BY: Christopher Krueger

Date: 10/21/2022

Authenticated: kruegeca

You can attach up to 3 files along with this request.

 File Attachment

 File Attachment

 File Attachment

Step #2: If request involves approval of bids, contracts, proposals, purchases, etc. (**Must have Purchasing Director's approval**).

Approve

Purchasing Director's Comments:

BY: Sara Foan-Oliver

Date: 10/25/2022

Authenticated: foanolsm

You can attach up to 3 files along with this request.



13888.1 Resolution Letter.pdf
Microsoft Edge PDF Document
27.5 KB

File Attachment

File Attachment

Step #3: If budgetary approval is required (**Must have Finance Department's approval**).

Budgetary Approval

From Account # or Fund Name:

To Account # or Fund Name:

Finance Director's Comments:

Budgetary appropriation is available and sufficient for \$7,741 in account 301-1401-600-7514, Streets Capital, Project PW2303 Pavement Striping to approve the above as requested.

BY: Sandra Stephens

Date: 10/26/2022

Authenticated: forgyjl

Step #4: All Requests Require Chief Administrative Officer Approval for Placement on Meeting Agenda.

Approve Disapprove

Chief Administrative Officer's Comments:

BY: 

Date: 10-28-22

October 24, 2022

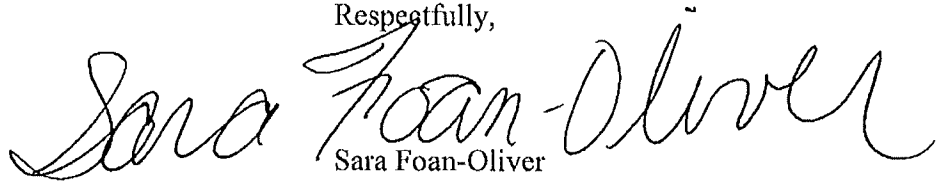
To: Russell B. Hawes, Chief Administrative Officer

For Your Consideration: 2022 Acrylic Waterborne Pavement Markings, Bid # 13888.1

On August 4, 2022, the City Council approved entering into a contract with TraMar Contracting, Inc for Acrylic Waterborne Pavement Markings for \$80,038.50.

Attached is a request from Chris Krueger, City Engineer, authorizing an additional \$7,741.00 to be issued to TraMar Contracting, Inc. for an overrun on quantities for the 12" and 24" lines to be utilized in the high visibility crosswalk markings that exceeded the original bid.

Respectfully,

A handwritten signature in black ink that reads "Sara Foan-Oliver". The signature is written in a cursive, flowing style.

Sara Foan-Oliver
Procurement Director

Laurie Asche

From: test123 <gregghilleren@gmail.com>
Sent: Wednesday, October 26, 2022 10:14 AM
To: Laurie Asche
Subject: Kirkwood Optimist Tree Lot 2022

Caution! This message was sent from outside your organization.

Dear Kirkwood City Council,

Our Optimist Club would like to ask for your permission again this year to operate our fund-raising Christmas Tree Lot. Our location would be the same as last year, which was up at North Middle School. We have received approval from Mike Romay CFO Kirkwood School District and the Buildings and grounds manager to use their property. This year we will have to work around the fenced in area where city equipment will be kept during their renovation while their regular facilities equipment area is under going renovation.

With your approval, we would start setting the lot up on Saturday November 12th of November. The Trees would arrive 11/19 and we will be open for sales that day, the weekend before Thanksgiving.

Our operating hours would be 4-9 pm Monday thru Friday.
9am - 9pm Sat. & Sunday.

Tear down would be as soon as all the trees are sold or no later than New Years Day. We typically raise after all the bills are paid, around **\$15,000.00 to \$18,000.00** for area charities. Thank you for your consideration!

Gregg Hilleren
Lot Chairman
Kirkwood Optimist Club

Sent from [Mail](#) for Windows