



WHERE COMMUNITY AND SPIRIT MEET®

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**City Council Meeting Minutes  
Kirkwood City Hall  
Thursday, May 4, 2023, 7:00 p.m.**

Pursuant to notice of meeting duly given by the Mayor, the City Council convened on Thursday, May 4, 2023, at 7:00 p.m. at Kirkwood City Hall, 139 South Kirkwood Road, Kirkwood, Missouri. Present were: Mayor Griffin, Council Members Gibbons, Luetzow, Sears, Ward, Zimmer and Duwe. Also in attendance were Assistant Chief Administrative Office David Weidler, City Clerk Laurie Asche, Deputy City Clerk Bridget Waters, City Attorney John Hessel, Planning and Development Director Jonathan Raiche, Planner II Amy Lowry, City Engineer Chris Krueger and Public Services Director Bill Bensing.

**INTRODUCTIONS AND RECOGNITIONS**

NONE

**PRESENTATION**

Mayor Griffin and Human Rights Commission Chair Geoff Morrisson presented the winners of the Human Rights Commission Essay Contest. Emma Hingle, 1<sup>st</sup> place; Gus Lauberth, 2<sup>nd</sup> place; Aurul Osburn, 3<sup>rd</sup> place; & Khadija Khan, 4<sup>th</sup> place.

**PUBLIC HEARINGS**

NONE

**PUBLIC COMMENTS**

1. Joyce Long, 834 Doerwood Ct.; spoke in regards to the Parks and Recreation website pertaining to signing up for Camp Kirkwood and concerned that camp did not include before and after care.
2. Debbie Stream, 716 Dougherty Pl.; spoke in regards to Bill 10983, and issues with students parking too far from the curb and causing safety issues.
3. Jaimie Mansfield, 7700 Forsyth Blvd. Suite 1800; provided new updates to Bill 10981.
4. Ron Ruzicka, 2 Garden Ln; spoke in regards to speeding on North Kirkwood Road and throughout the City of Kirkwood.
5. Rebecca Donaldson, 148 Doorack Ln.; opposed to Bill 10981.
6. Ed Pfeifer, 190 Doorack Ln.; opposed to Bill 10981. Requested a 12-foot high sound barrier, no elevated light poles, and limit the business hours of operation from 8 a.m. to 8 p.m.
7. Nancy Kirchhoff, 535 Dickson; spoke in regards to the Board of Adjustment process.

**CONSENT AGENDA**

Motion was made by Council Member Zimmer and seconded by Council Member Gibbons to approve the Consent Agenda. It was requested that item (c) be removed from the Consent Agenda and placed under New Business for discussion. The Consent Agenda with item (c) removed was unanimously approved.

- a) Approval of the April 20, 2023 Council Meeting Minutes



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- b) Resolution 50-2023, reappointing Stephen O'Brien to serve as Municipal Judge for a term of two years to June 2025
- c) Resolution 51-2023, accepting the single source proposal of Placer Labs in the amount of \$22,000 for the purchase of customized visitor data software for the Planning and Development Services Department and authorizing and directing the Director of Procurement to issue a Purchase Order **\*Removed and placed under New Business**
- d) Resolution 52-2023, accepting the bid of Don Brown Chevrolet in the amount of \$29,402 (pursuant to State of Missouri Cooperative Contract) for the purchase of a 2023 Chevy Traverse for the Fleet Department and authorizing and directing the Director of Procurement to issue a Purchase Order

**UNFINISHED BUSINESS**

Bill 10976, vacating an 10' wide easement that exists on Lot 1 of Woodlawn County Club Grounds, as recorded in Plat Book 37, Page 3 of the St. Louis County Recorder of Deeds, located in the City of Kirkwood, St. Louis County, Missouri, and more particularly described on Exhibits A and B was brought before the City Council.

Roll Call:

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

The bill, having received majority approval of the Council, was adopted and became Ordinance 10804.

Bill 10977, vacating a variable width easement that exists on the tract of land on the 10230 and 10240 Manchester Road Consolidation Plat in the City of Kirkwood, as recorded in Plat Book 370, Page 409 of the St. Louis County Recorder of Deeds, located in the City of Kirkwood, St. Louis County, Missouri, and more particularly described on Exhibit A was brought before the City Council.

Roll Call:

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



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Council Member Duwe "Yes"

The bill, having received majority approval of the Council, was adopted and became Ordinance 10805.

Bill 10978, amending the Kirkwood Code of Ordinances, Chapter 3, Article II. "Intoxicating Liquor", Divisions 1 and 2 was brought before the City Council. Discussion took place.

Motion was made by Council Member Ward and seconded by Council Member Gibbons to amend the bill by amending Section 3-31 Definitions to change "15%" to "50%". A discussion took place. The motion to amend failed with Council Member Ward in favor and Mayor Griffin, Council Members Duwe, Gibbons, Luetzow, Sears, and Zimmer opposed.

Roll Call:

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

The bill, having received majority approval of the Council, was adopted and became Ordinance 10806.

Bill 10979, appropriating \$25,221 from the Equitable Sharing Fund Balance to the Police Department Machinery and Equipment Account, accepting the bid of Public Safety Solutions MO, LLC in the amount of \$25,221 (pursuant to NCPA Cooperative Contract) for the purchase of a CAD Router System for the Police Department and authorizing and directing the Director of Procurement to issue a Purchase Order was brought before the City Council.

Roll Call:

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



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The bill, having received majority approval of the Council, was adopted and became Ordinance 10807.

Bill 10980, appropriating \$16,800 from the Equitable Sharing Fund Balance to the Police Department Machinery and Equipment Account, accepting the single source proposal of FileOnQ in the amount of \$16,800 for Evidence Management Software for the Police Department and authorizing and directing the Mayor to enter into a contract was brought before the City Council.

Roll Call:

Mayor Griffin	“Yes”
Council Member Gibbons	“Yes”
Council Member Luetzow	“Yes”
Council Member Sears	“Yes”
Council Member Ward	“Yes”
Council Member Zimmer	“Yes”
Council Member Duwe	“Yes”

The bill, having received majority approval of the Council, was adopted and became Ordinance 10808.

**NEW BUSINESS**

Bill 10981, granting a Special Use Permit for a Marijuana Facility/Medical Marijuana Facility and Accessory Drive-Through Facility, and approving the Major Site Plan at 10855 Manchester Road subject to certain conditions was brought before the City Council. Motion was made by Council Member Gibbons and seconded by Council Member Luetzow to accept the Bill as read. Discussion took place.

Motion was made by Council Member Gibbons and seconded by Council Member Zimmer to amend the Bill by amending Section 1, Subsection 7, changing the store hours of operating to 9 am – 9 pm Monday thru Saturday and 9 am - 7 pm on Sundays. The motion to amend was unanimously approved.

Motion was made by Council Member Luetzow and seconded by Council Member Gibbons to suspend Roberts Rule of Order to allow the petitioner to address the Council. The motion was unanimously approved.

Staff will work on language for a possible amendment to the amended bill regarding a sign with appropriate language pertaining to the Noise Ordinance.

The amended bill received first reading approval and was held over.



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Bill 10982, appropriating \$25,000 from the Equitable Sharing Fund Balance to the Police Department Training Account for training for the Police Department was brought before the City Council. Motion was made by Council Member Gibbons and seconded by Council Member Luetzow to accept the Bill as read.

The bill received first reading approval and was held over.

Bill 10983, amending the Kirkwood Code of Ordinances, Chapter 14, Article VIII. Section 14-393 “Schedule C: No Parking Zones” by adding no parking on the east side of Dougherty Place from Dougherty Ferry Road to a point 604 feet north of Dougherty Ferry Road was brought before the City Council. Motion was made by Council Member Sears and seconded by Council Member Gibbons to accept the Bill as read. Discussion took place.

The bill received first reading approval and was held over.

Bill 10984, approving the Final Site Plan for a Community Unit Plan and the Final Subdivision Plat of a six-lot subdivision on the property known 600 North Ballas Road, in the City of Kirkwood, St. Louis County, Missouri was brought before the City Council. Motion was made by Council Member Zimmer and seconded by Council Member Luetzow to accept the Bill as read.

The bill received first reading approval and was held over.

Resolution 53-2023, accepting the quote of Schaeffer Electric in the amount of \$230,000 for the purchase and installation of a permanent generator at the Kirkwood Performing Arts Center and authorizing and directing the Director of Procurement to issue a Purchase Order was brought before the City Council. Motion was made by Council Member Luetzow and seconded by Council Member Zimmer to accept the Bill as read. Discussion took place.

Roll Call:

Mayor Griffin	“Yes”
Council Member Gibbons	“Yes”
Council Member Luetzow	“Yes”
Council Member Sears	“Yes”
Council Member Ward	“Yes”
Council Member Zimmer	“Yes”
Council Member Duwe	“Yes”

Resolution 54-2023, amending Resolution 127-2022 for the purchase of Energy Block Power for the months of October 2022 and October 2023 by increasing the purchase order amount by \$50,000 for the amount not to exceed of \$689,000 from AEP Energy for the Electric Department and authorizing and directing the Director of Procurement to issue a Purchase Order was brought before the City Council. Motion



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was made by Council Member Luetzow and seconded by Council Member Gibbons to accept the Resolution as read.

Roll Call:

Mayor Griffin	“Yes”
Council Member Gibbons	“Yes”
Council Member Luetzow	“Yes”
Council Member Sears	“Yes”
Council Member Ward	“Yes”
Council Member Zimmer	“Yes”
Council Member Duwe	“Yes”

Resolution 55-2023, amending the contract with Spencer Contracting by increasing the amount by \$141,840.84 (which includes a contingency of \$12,894.62) for a total not to exceed amount of \$415,075.17 for the 2023 Asphaltic Concrete Overlays for the Engineering Department and authorizing and directing the Mayor to enter into an amended contract was brought before the City Council. Motion was made by Council Member Luetzow and seconded by Council Member Gibbons to accept the Resolution as read. Discussion took place.

Roll Call:

Mayor Griffin	“Yes”
Council Member Gibbons	“Yes”
Council Member Luetzow	“Yes”
Council Member Sears	“Yes”
Council Member Ward	“Yes”
Council Member Zimmer	“Yes”
Council Member Duwe	“Yes”

**CONSENT AGENDA ITEMS FOR DISCUSSION**

Resolution 51-2023, accepting the single source proposal of Placer Labs in the amount of \$22,000 for the purchase of customized visitor data software for the Planning and Development Services Department and authorizing and directing the Director of Procurement to issue a Purchase Order was brought before Council. Motion was made Council Member Duwe and seconded by Council Zimmer to accept the Resolution as read. Discussion took place.

Roll Call:

Mayor Griffin	“Yes”
Council Member Gibbons	“Yes”
Council Member Luetzow	“Yes”
Council Member Sears	“Yes”
Council Member Ward	“Yes”



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Council Member Zimmer	“Yes”
Council Member Duwe	“Yes”

**CITY COUNCIL REPORTS**  
NONE

**CHIEF ADMINISTRATIVE OFFICER REPORT**  
NONE

**CITY ATTORNEY REPORT**

Mr. Hessel addressed the Board of Adjustment process in response to Nancy Kirchhoff’s comments made under Public Comments. The Board of Adjustment is an independent board and it is one of the few boards that the City Council no involvement in making decisions. If a person is dissatisfied with the Board of Adjustment, that person would go to Legal Counsel so a lawsuit can be filed in the Circuit Court of St. Louis County, challenging their decision. The City Council has absolutely no authorization whatsoever. In fact, it would be improper for any member of the City Council to try an influence the decision before the hearing and after the hearing.

**CITY CLERK REPORT**

Ms. Asche read the report of the May 3, 2023 Planning and Zoning Commission meeting. The following action was taken:

1. By a vote of 5-1, the Commission recommended approval of a Zoning Code Text Amendment related to mixed-use development requirements and a Development Plan for the proposed Arts District Mixed-use Condo development at 132 East Monroe Avenue. A public hearing at the City Council will be required for the Zoning Code Text Amendment and the Development Plan.
2. By a vote of 5-1, the Commission approved amending their 2023 calendar of meetings to cancel the first meeting of the month during June, July, and August.

Ms. Asche reported that the City Clerk’s Office received a Records Destruction Form from the Fleet Department, which will be kept on file in the City Clerk’s Office.

**ADJOURNMENT**

There being no further business to come before the Council, the formal meeting was adjourned at 8:30 p.m. The next regular meeting of the Kirkwood City Council will take place at 7:00 p.m. on May 18, 2023.

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Laurie Asche  
City Clerk

***Approved:***