



**Agenda
Kirkwood City Council
City Hall
Council Chambers
139 South Kirkwood Road
Kirkwood, MO 63122
Thursday, March 7, 2024, 7:00 p.m.
Posted on March 4, 2024**

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL

III. INTRODUCTIONS AND RECOGNITIONS - NONE

IV. PRESENTATIONS - NONE

V. PUBLIC HEARINGS

1. A request for Special Use Permit and Site Plan amendments for Emil Frei & Associates, 1017 West Adams Avenue, for an addition to the studio

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 February 15, 2024 Council Meeting Minutes
- b) Resolution 27-2024, appointing John Baker to the Urban Forestry Commission for a partial term to June 2025
- c) Resolution 28-2024, accepting the bid of Budrovich Contracting Co. in the amount of \$50,150 for the purchase of Electric Utility Transformer Storage and Transportation for the Sugar Creek Substation for the Electric Department, pending budgetary approval, and authorizing and directing the Director of Procurement to issue a Purchase Order
- d) Resolution 29-2024, accepting the bid of Sunbelt-Solomon Solutions in the amount of \$161,240 for the purchase of Single Phase and Three Phase Pad Mount Dual Voltage Transformers for the Electric Department, pending budgetary approval, and authorizing and directing the Director of Procurement to issue a Purchase Order
- e) Resolution 30-2024, accepting the bid of PanAmerica Supply, Inc. In the amount of \$265,640 for the purchase of Single Phase Pole Mount Transformers for the



Electric Department, pending budgetary approval, and authorizing and directing the Director of Procurement to issue a Purchase Order

- f) Resolution 31-2024, accepting the single source proposal of Survalent Technology Corporation in the amount of \$30,945 for Substation Control and Data Acquisition Software Services for the Electric 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 Director of Procurement to issue a Purchase Order

VIII. UNFINISHED BUSINESS

1. Bill 11024, appropriating \$101,000 from the Park Improvement Fund to the Parks and Recreation Building and Site Improvement Account, Project #PR2402, for Kirkwood Aquatic Center Leisure Pool and Lazy River Sandblasting and Painting

IX. NEW BUSINESS

1. Bill 11026, adopting and approving the Operating and Capital Budgets for the City of Kirkwood for the Fiscal Year April 1, 2024 through March 31, 2025
2. Bill 11027, approving the Budget of the Special Business District for the Fiscal Year April 1, 2024 through March 31, 2025
3. Bill 11028, appropriating \$11,516.40 from the Equitable Sharing Fund – Fund Balance to the Police Department Small Capital Account, and accepting the bid of Color Art Furniture in the amount of \$11,516.40 (pursuant to Omnia Partners Cooperative Contract) for the purchase of twenty conference room chairs for the Police Department and authorizing and directing the Director of Procurement to issue a Purchase Order
4. Bill 11029, appropriating \$19,152 from the Capital Improvement Fund Balance to the Fire Department Building and Site Improvements Account, and accepting the bid of Feathershark in the amount of \$19,151.16 for audio and visual equipment upgrades for the Fire Department Station #2 Training Room and authorizing and directing the Director of Procurement to issue a Purchase Order
5. Bill 11030, adopting a revised City of Kirkwood Classification and Pay Plan, effective April 1, 2024
6. Resolution 32-2024, accepting the proposal of Vetta Racquet Sports Concord for Racquet Sports Program Director Services for an initial term of 12 months with the option to renew for up to four additional 12 month terms and authorizing and directing the Mayor to enter into a contract
7. Resolution 33-2024, accepting the bid of Urban SDK in the amount of \$24,500 (pursuant to GSA Cooperative Contract) for the purchase of a Speed Data Package and authorizing and directing the Director of Procurement to issue a Purchase Order
8. Resolution 34-2024, accepting the bid of Ozark Building Materials at the rates provided in the memo for Ready Mix Concrete 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
9. Resolution 35-2024, amending the contract with CLC Engineering, LLC by increasing the amount by \$55,683 (which includes a contingency of \$7,263) for a not to exceed amount of \$158,421 for Professional Design Services for the Sugar Creek Substation and authorizing and directing the Mayor to enter into an amended contract



10. Resolution 36-2024, accepting the proposal of Voltus, Inc. in the amount not to exceed of \$1,198,020 for the purchase of Short-Term Capacity for the Electric Department for the MISO planning years 2025/2026 and 2026/2027, pending budgetary approval, and authorizing and directing the Director of Procurement to issue a Purchase Order
11. Resolution 37-2024, accepting the proposal of Hydro Dynamics Corp. in the amount of \$12,350, plus \$149.00 per hour for time and additional materials, pending budgetary approval, for the relocation of the main line irrigation system along the Memorial Walkway and authorizing and directing the Mayor to enter into a contract

X. CONSENT AGENDA ITEMS FOR DISCUSSION (IF ANY)

XI. CITY COUNCIL REPORTS

XII. CHIEF ADMINISTRATIVE OFFICER REPORTS

XIII. CITY ATTORNEY REPORTS

XIV. CITY CLERK REPORTS

1. Report of February 21, 2024 Planning & Zoning Commission Meeting
2. Upcoming Public Hearings (if any)

XV. MEETING ADJOURNMENT

The next regular meeting of the Kirkwood City Council will take place at **7:00 p.m. on March 21, 2024.**

CONTINUED ITEMS

NONE

TABLED ITEMS

NONE

Kirkwood City Council: Mayor Tim Griffin, Council Members Maggie Duwe, Liz Gibbons, Nancy Luetzow, Bob Sears, Kara Wurtz 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.

PROCEDURE FOR PUBLIC HEARING

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

A request for Special Use Permit and Site Plan amendments for Emil Frei & Associates, 1017 West Adams Avenue, for an addition to the studio

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.



The Countian (St Louis)
100 S. Highway Drive
Fenton, MO, 63099
Phone: 3144211880 Fax: 0

THE ST. LOUIS
COUNTIAN

Affidavit of Publication

To: City of Kirkwood - Laurie Asche
139 S. Kirkwood Road
Kirkwood, MO,
Re: Legal Notice 2581003, CITY OF KIRKWOOD
State of MO }
County of St. Louis }

I, Amanda Loyet, being duly sworn, depose and say: that I am the Authorized Designee of The Countian (St Louis), a daily newspaper of general circulation in Fenton, County of St. Louis, State of MO; that a notice, of which the annexed is a printed copy, has been duly and regularly published in the The Countian (St Louis) once each day for 1 consecutive days; and that the date of the publication were as follows: 02/16/2024.

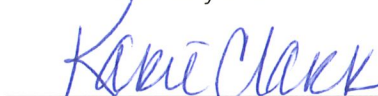
Publishers fee: \$41.65

By:


Amanda Loyet

Sworn to me on this 19th day of
February 2024

By:



Karie Clark

Notary Public, State of MO

No. 20404921

Qualified in Lincoln County

My commission expires on

October 19, 2024

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

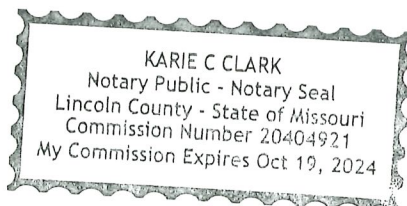
The Council of the City of Kirkwood will hold a public hearing in City Hall, 139 South Kirkwood Road, Kirkwood, Missouri at the hour of 7:00 p.m., Thursday, March 7, 2024 to consider the following:

A request for Special Use Permit and Site Plan amendments for Emil Frei & Associates, 1017 West Adams Avenue, for an addition to the studio.

Laurie Asche
City Clerk

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2581003 County Feb. 16, 2024

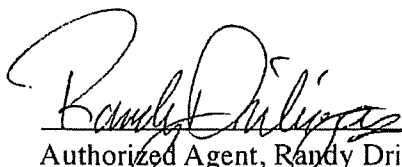


AFFIDAVIT OF PUBLICATION

Date: 2/15/24

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 February 16, 2024 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, March 7, 2024 to consider the following:

A request for Special Use Permit and Site Plan amendments for Emil Frei & Associates, 1017 West Adams Avenue, for an addition to the studio.

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.

PROPERTY OWNER
911 W ADAMS AVE
ST. LOUIS, MO 63122

PROPERTY OWNER
442 GABRIEL DR
ST. LOUIS, MO 63122

PROPERTY OWNER
761 GABRIEL CT
ST. LOUIS, MO 63122

PROPERTY OWNER
919 W ADAMS AVE
ST. LOUIS, MO 63122

PROPERTY OWNER
428 GABRIEL DR
ST. LOUIS, MO 63122

PROPERTY OWNER
405 GABRIEL DR
ST. LOUIS, MO 63122

PROPERTY OWNER
901 W ADAMS AVE
ST. LOUIS, MO 63122

PROPERTY OWNER
420 GABRIEL DR
ST. LOUIS, MO 63122

PROPERTY OWNER
425 GABRIEL DR
ST. LOUIS, MO 63122

PROPERTY OWNER
7 SUGAR CREEK TRL
ST. LOUIS, MO 63122

PROPERTY OWNER
412 GABRIEL DR
ST. LOUIS, MO 63122

PROPERTY OWNER
411 GABRIEL DR
ST. LOUIS, MO 63122

PROPERTY OWNER
204 SUGAR CREEK RIDGE DR
ST. LOUIS, MO 63122

PROPERTY OWNER
404 GABRIEL DR
ST. LOUIS, MO 63122

PROPERTY OWNER
787 GABRIEL CT
ST. LOUIS, MO 63122

PROPERTY OWNER
6 SUGAR CREEK TRL
ST. LOUIS, MO 63122

PROPERTY OWNER
448 GABRIEL DR
ST. LOUIS, MO 63122

PROPERTY OWNER
419 GABRIEL DR
ST. LOUIS, MO 63122

PROPERTY OWNER
222 SUGAR CREEK RIDGE DR
ST. LOUIS, MO 63122

PROPERTY OWNER
400 GABRIEL DR
ST. LOUIS, MO 63122

PROPERTY OWNER
779 GABRIEL CT
ST. LOUIS, MO 63122

PROPERTY OWNER
5 SUGAR CREEK TRL
ST. LOUIS, MO 63122

PROPERTY OWNER
456 GABRIEL DR
ST. LOUIS, MO 63122

PROPERTY OWNER
1017 W ADAMS AVE
ST. LOUIS, MO 63122

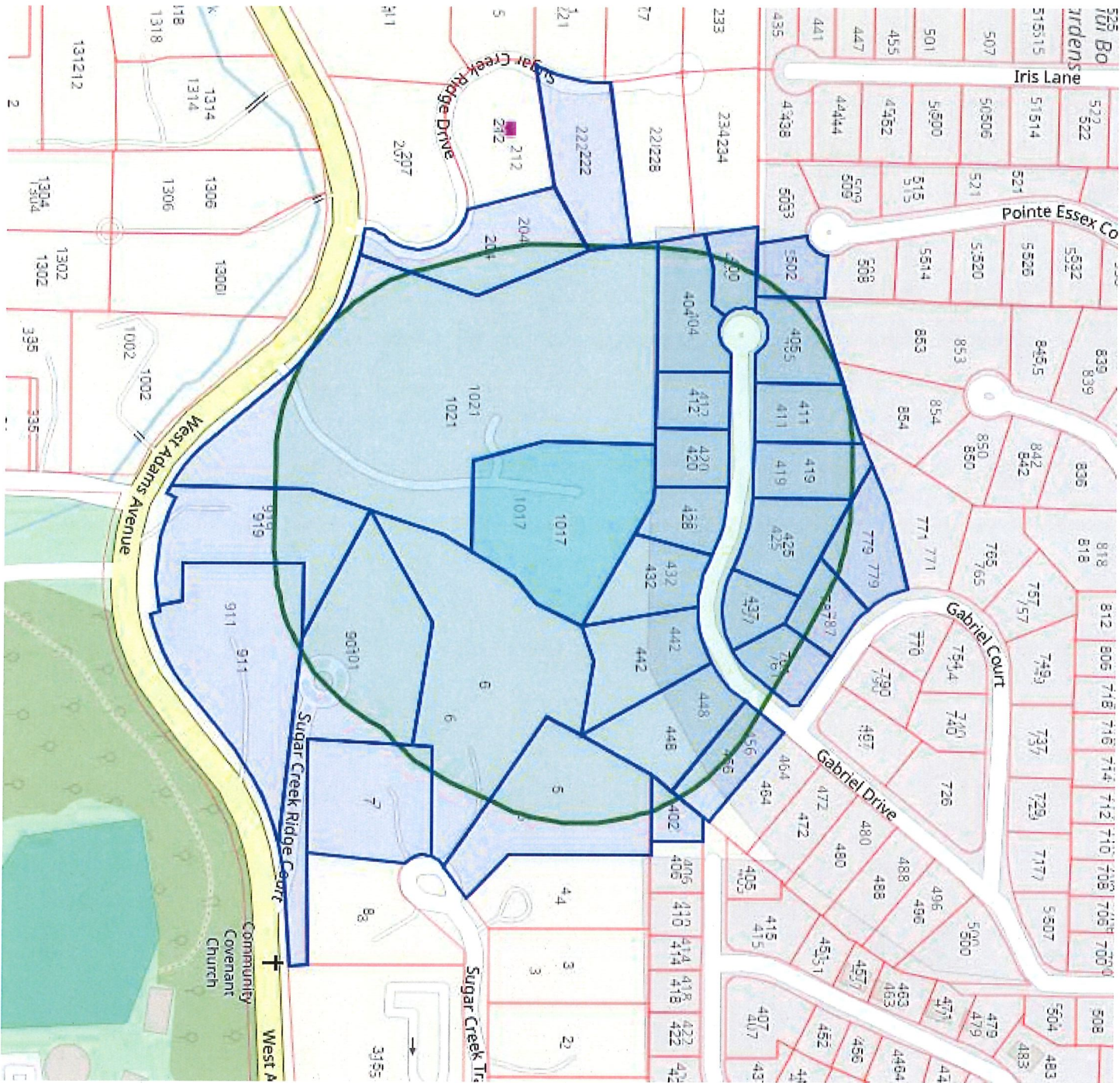
PROPERTY OWNER
406 WILCOX AVE
ST. LOUIS, MO 63122

PROPERTY OWNER
437 GABRIEL DR
ST. LOUIS, MO 63122

PROPERTY OWNER
1017 W ADAMS AVE
ST. LOUIS, MO 63122

PROPERTY OWNER
1017 W ADAMS AVE
ST. LOUIS, MO 63122

PROPERTY OWNER
502 POINTE ESSEX CT
ST. LOUIS, MO 63122



MEMORANDUM



TO: PLANNING & ZONING COMMISSION
FROM: AMY LOWRY, CITY PLANNER II
SUBJECT: EMIL FREI & ASSOCIATES – 1017 WEST ADAMS AVENUE
DATE: FEBRUARY 7, 2024
CC: JONATHAN RAICHE, PLANNING & DEVELOPMENT SERVICES DIRECTOR
CHRISTOPHER KRUEGER, PUBLIC SERVICES DIRECTOR

PETITION NUMBER: PZ-10-24

ACTION REQUESTED: SPECIAL USE PERMIT AMENDMENT (EXPANSION OF A NONCONFORMING USE – ART STUDIO) AND AMENDED SITE PLAN REVIEW – EMIL FREI STAINED GLASS STUDIO

PROPERTY OWNER: NORTH SUGAR CREEK, LLC

APPLICANT: EMIL FREI & ASSOCIATES

APPLICANT'S AGENT: DAVID VOLZ, VOLZ INC.

PROPERTY LOCATION: 1017 WEST ADAMS AVENUE

ZONING: R-1 SINGLE FAMILY RESIDENTIAL DISTRICT

DRAWINGS SUBMITTED: SITE DEVELOPMENT PLAN (4 SHEETS) PREPARED BY VOLZ, INC., AND FLOOR PLANS (3 SHEETS) PREPARED BY LINK ARCHITECTURE, LLC STAMPED "RECEIVED FEBRUARY 2, 2024, CITY OF KIRKWOOD PUBLIC SERVICES DEPARTMENT"

TREE STAND DELINEATION, TREE PRESERVATION PLAN AND LANDSCAPE PLAN (3 SHEETS) PREPARED BY LOOMIS ASSOCIATES, STAMPED "RECEIVED JANUARY 23, 2024, CITY OF KIRKWOOD PUBLIC SERVICES DEPARTMENT"

DESCRIPTION OF PROJECT:

Emil Frei & Associates has operated a liturgical art studio on its 2.3-acre property for decades. In 2014, the use of the property as both a residence and a studio for the production of stained glass, mosaics, and related items was determined to be a legal nonconforming use. In April 2018 with Ordinance 10474, the applicant was approved for a Special Use Permit and Site Plan for the expansion of the legal nonconforming use. The approved plans at that time called for

AMENDED

construction of a studio, an annex building, an accessory structure with covered parking, and additional surface parking spaces on the site with the original residence/studio to remain on the property. After that initial approval, the applicant filed an amended application that further refined the interior building plans and requested an expanded studio footprint to the northwest (approx. 1,200 sf), increased building height of the annex building, and a shift of six parking spaces from the east side of the driveway to the west side. The proposed changes were approved in February of 2019 with Ordinance 10712. In connection with the P&Z and Council approvals, the applicant made application and received variances from the Board of Adjustment with regard to the rear yard setback, accessory structure location and size, and lower lighting levels than the minimum required.

Subsequent to all of the Council and Board of Adjustment approvals, the applicant scaled back the plans. Only the 3442 square foot studio was constructed directly northwest of the existing 1974 square foot residence/studio utilizing the variance to the rear yard setback. The surface parking was expanded and the variance to the minimum lighting levels applied. Because the accessory structure was not built, the two variances with regard to its location and size have been rescinded. The existing home still serves as a residence. The Frei family owns two of the five immediately adjacent properties (1021 West Adams Avenue and 432 Gabriel Drive).

With this new application, Emil Frei & Associates seeks to build an addition to the studio completed in 2021. The addition, which will be connected by a short breezeway to the studio, will contain 2700 square feet in additional studio and warehouse space. The addition will also feature a small, covered, unenclosed patio. By contrast, the building previously approved in this location was 4288 square feet. With this addition, the three building spaces on the property will host a total of 8116 square feet in residence, office, studio and warehouse space.

COMPREHENSIVE PLAN, LAND USE AND ZONING:

The site is designated as Suburban Residential Use on the EnVision Kirkwood 2035 Future Land Use plan. Development types listed in this module are single-family residential, parks, and institutional uses (schools, churches, etc.). While the studio does not fit into any of these categories, it is expected to continue to be a nonconforming use into the future.

The subject property is zoned R-1 Single Family Residential District. As previously mentioned, the current use of a stained glass studio is a nonconforming use in this district. The existing use is not considered a home occupation due to the scale of the business.

Surrounding land uses and zoning include the following:

To the north:	Single-family homes zoned R-3.
To the south:	Single-family homes zoned R-1.
To the east:	Single-family homes zoned R-1.
To the west:	Single-family homes zoned R-1.

DEPARTMENTAL/AGENCY COMMENTS:

Electric:	No comments received.
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Water:	No comments received.
Engineering:	MSD approval required.
Building/Fire:	No comments received.
Forestry:	The City Forester is reviewing the existing landscaping on the property against the plans.

SITE ELEMENTS ANALYSIS:

Setbacks & Building Height – The building addition meets the 50’ rear yard setback and the 25’ side yard setback with a clipped corner for a covered patio. The patio roof may encroach up to 30” into the side yard setback. The proposed building height is 15.32’, below the height of the existing studio to which it is connected and the 35’ height allowance in R-1.

Parking – There is no change in the number of parking spaces proposed with this application. There are currently 16 spaces and a shared parking agreement with 1021 W. Adams allows the use of 4 additional spaces (with 2 of the 6 spaces reserved for the residents of 1021 W. Adams). With the adoption of the new zoning code in February 2021, parking rates for warehousing/assembly/general manufacturing activities changed. In total, 14 parking spaces are required for all buildings, including 3 for the 1000 square feet of office space (rate of 1 per 300 square feet of floor area), 9 for the 7116 square feet of warehouse/assembly/manufacturing space (rate of 1 per 750 square feet of floor area), and 2 for the original house that remains a residence.

Landscaping & Tree Preservation – ~~The application includes the landscape plan from the previous submission that exceeded landscape requirements. Most, if not all, of the trees were planted in 2021 when the studio was built. The City Forester is inspecting the existing trees and will have a report for the Commission.~~ The proposed landscape plan appears to meet the City’s requirements; however, Staff needs to verify which of the trees are existing and which are proposed.

Lighting – The previous approval included a lighting plan that created no light trespass issues and had lower lighting levels than required by Code for the parking areas as approved by the Board of Adjustment. The new submission proposes 2 new wall packs for the building addition. The applicant will provide a lighting plan before the City Council public hearing to ensure no light trespass.

Summary of Previous Conditions in Ordinances 10474 & 10556 and that will remain in effect:

1. Nonconforming business use of the residential property shall be limited to stained glass, mosaics, and similar art studio uses.
2. The SUP is non-transferable.
3. New buildings shall not be used for residential use.
4. The maximum on-site employees shall not exceed 20 with a shared parking agreement (4 spaces on 1021 W. Adams property) and shared access easement.
5. The hours of operation shall be limited from 7am – 9pm with all business activity conducted within enclosed buildings.
6. The lighting for the parking areas is not required to meet the minimum illumination levels per variance from the Board of Adjustment.

RECOMMENDATION:

Zoning Matters signs were placed on the property on February 2, 2024. Due to the fact that the building proposed in this application is about 2/3 the size of the building approved in 2019 and Staff believes the review criteria set forth in Section 25-19(h) and 25-20(e) and (f) have been met, Staff is requesting action from the Planning & Zoning Commission at the February 7, 2024 meeting rather than the formation of a subcommittee.

Staff recommends this petition be **approved** in accordance with Ordinances 10474 and 10556 (attached hereto), and with the following conditions and the standard conditions contained in Exhibit A:

1. Ordinances 10474 and 10556 shall remain in effect except that the following conditions shall prevail when conflicting with those conditions found in the previously approved ordinances.
2. The project shall be constructed and maintained in accordance with the Site Development Plan, Floor Plans and Landscape Plan in the drawings submitted portion of this memo, except as noted herein.
3. A revised lighting plan in conformance with the light trespass levels under Section 25-52 of the zoning code shall be submitted in advance of the hearing before City Council.
4. If necessary, a revised landscape plan shall be submitted in advance of the hearing before City Council.
5. The applicant shall comply with all standard conditions as listed in Exhibit A.

**EXHIBIT A
STANDARD CONDITIONS**

1. A performance guarantee in the form of a cash deposit or letter of credit in an amount approved by the Public Services Department and an administrative fee (10% of the first \$10,000 and 2% of the remaining balance of the performance guarantee) shall be submitted within one year of final development plan approval and prior to the issuance of a foundation letter or building permit to insure the completion of the proposed improvements, utilities and landscaping; to replace public improvements damaged by construction activities (sidewalks, curbs, etc.); and to guarantee significant trees designated to be saved. The letter of credit shall be in effect for a minimum of two years and may be extended in minimum six-month intervals as approved by the Department of Public Services.
2. All proposed public sidewalks shall be constructed so that they are compliant with ADA/PROWAG and shall be exposed aggregate material. Public sidewalks and/or curbs shall be reconstructed at the developer's expense at the direction of the Public Services Department.
3. Storm water management plans for the proposed site plan shall be submitted to Metropolitan Sewer District (MSD) and City for review and approval prior to the issuance of a grading, foundation or building permit. Storm water greater than one c.f.s. shall not be directed across the public sidewalk or driveway entrances.
4. Sanitary sewer plan shall be approved by MSD prior to the issuance of a foundation letter or building permit.
5. The water system shall meet the requirements of the Kirkwood Fire and Water Departments. The Fire Department shall approve the water flow for the project. If satisfactory water flow is not available from the existing water system in accordance with City policy, the applicant shall install the necessary mains and accessories.
6. If applicable, proper ground disturbance permits through MDNR shall be obtained prior to issuance of permits from the City.
7. If applicable, a grading permit shall be obtained from the Public Services Department in accordance with the Kirkwood Code of Ordinances prior to any grading on the site. The grading permit shall include a grading plan in accordance with the Code of Ordinances.
8. Erosion and sediment control devices shall be sufficient to protect all off-site property from siltation and shall be installed prior to beginning of any grading or construction. The siltation control measures shall be installed and approved by the Public Services Department prior to issuance of a building permit. These devices shall be maintained during the construction activities.

AMENDED

9. Due to the remoteness of the project, during excavation and construction activities the area of the site that is disturbed for this project shall be fully enclosed by a ~~6-foot-high chain-link~~ 4-foot high plastic mesh construction fence to prevent the entry of unauthorized persons. The gate for the fence shall be locked during non-working hours.
10. No parking of construction trailers, material storage, equipment storage or construction equipment is authorized on the public streets at any time.
11. All rooftop equipment, air-conditioning units and mechanical equipment shall be completely screened from view of adjoining properties and public right-of-way.
12. An accessible route in compliance with ADA standards shall be provided from the proposed accessible parking spaces to the accessible entrance of the building.
13. The Architectural Review Board shall approve all signs and building architecture prior to the issuance of any building permits.
14. The applicant, by accepting and acting under the approval granted, accepts the approval subject to the reservations, restrictions, and conditions set forth in the Code of Ordinances and in the report and agrees to comply with each provision subject to the penalties prescribed under Section 1-8 of the Code of Ordinances and subject to revocation of this approval in the event such provisions are not complied with.



WHERE COMMUNITY AND SPIRIT MEET[®]

February 8, 2024

Russell B. Hawes
Chief Administrative Officer

At the February 7, 2024 meeting of the Planning and Zoning Commission, the following action was taken:

1. By a vote of 7-0, the Commission recommended approval of Special Use Permit and Site Plan amendments for Emil Frei & Associates, 1017 West Adams Avenue, for an addition to the studio built in 2021. A public hearing before the City Council is requested.

The next meeting of the Planning and Zoning Commission will be held on February 21, 2024.

Respectfully submitted,

Jim Adkins, Chair
Planning and Zoning Commission

BILL

ORDINANCE

AN ORDINANCE APPROVING A SPECIAL USE PERMIT AMENDMENT AND AMENDED SITE PLAN FOR THE EXPANSION OF A NONCONFORMING USE (STAINED GLASS STUDIO) FOR EMIL FREI & ASSOCIATES AT 1017 WEST ADAMS AVENUE SUBJECT TO CERTAIN CONDITIONS.

WHEREAS, Aaron Frei, on behalf of Emil Frei & Associates, made application (PZ-10-24) for a special use permit amendment and amended site plan for the expansion of a nonconforming use (stained glass studio) previously approved by Ordinances 10474 and 10556 by the City Council on April 5, 2018 and on February 7, 2019, respectively, after recommendations for approval of both previous applications by the Planning and Zoning Commission; and

WHEREAS, on the 12th day of February 2018, the Board of Adjustment did grant four variances for the following requirements: a rear yard setback encroachment of 14.4', lighting that does not provide the minimum lighting levels, accessory structure size, and accessory structure location in relation to primary structure (with the latter two variances rescinded because they were not used within one year); and

WHEREAS, on the 7th day of February 2024, the Planning and Zoning Commission by adopting the Amended Staff Memo dated February 7, 2024 (attached hereto and incorporated by reference herein) did recommend the granting of said special use permit amendment and amended site plan approval after finding that the request met the criteria listed in Sections 25-20(e) and (f) and in Section 25-19(h) of the Zoning and Subdivision Code, subject to certain conditions; and

WHEREAS, on the 7th day of March 2024, the Council did hold a public hearing with respect to such application after duly advertising and giving proper notice of such hearing, and does find that the granting of such special use permit amendment and amended site plan approval would not substantially increase traffic hazards or congestion, substantially increase fire hazards, adversely affect the character of the neighborhood, adversely affect the general welfare of the community, or overtax public utilities; and

WHEREAS, the Council does find that the granting of such special use permit amendment and amended site plan approval would meet the criteria listed in Sections 25-20(e) and (f) and in Section 25-19(h) of the Zoning and Subdivision Code; and

WHEREAS, the Council does further find that the general welfare requires that such special use permit amendment and amended site plan approval be subject to the conditions hereinafter set out.

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

SECTION 1. A special use permit amendment and amended site plan approval are hereby granted to allow the expansion of a nonconforming use (stained glass studio) for Emil Frei & Associates on the property known as 1017 West Adams Avenue subject to the following conditions:

1. Ordinances 10474 and 10556 shall remain in effect except that the following conditions shall prevail when conflicting with those conditions found in the previously approved ordinances.
2. The project shall be constructed and maintained in accordance with the Site Development Plan (4 sheets) prepared by Volz, Inc. stamped "Received February 2, 2024, City of Kirkwood Public Services Department"; Floor Plans (3 sheets) prepared by Link Architecture, LLC stamped "Received February 2, 2024, City of Kirkwood Public Services Department"; the Tree Stand Delineation, Tree Preservation Plan, and Landscape Plan (3 sheets) prepared by Loomis Associates stamped "Received February 21, 2024, City Of Kirkwood Public Services Department"; and the Photometric Plan (1 sheet) prepared by Convergence/Link Architecture LLC stamped "Received February 28, 2024, City Of Kirkwood Public Services Department"; except as noted herein.
3. A performance guarantee in the form of a cash deposit or letter of credit in an amount approved by the Public Services Department and an administrative fee (10% of the first \$10,000 and 2% of the remaining balance of the performance guarantee) shall be submitted within one year of final development plan approval and prior to the issuance of a foundation letter or building permit to insure the completion of the proposed improvements, utilities and landscaping; to replace public improvements damaged by construction activities (sidewalks, curbs, etc.); and to guarantee significant trees designated to be saved. The letter of credit shall be in effect for a minimum of two years and may be extended in minimum six-month intervals as approved by the Department of Public Services.
4. Storm water management plans shall be submitted to Metropolitan Sewer District (MSD) and City for review and approval prior to the issuance of a grading, foundation or building permit. Storm water greater than one c.f.s. shall not be directed across the public sidewalk or driveway entrances.
5. Sanitary sewer plan shall be approved by MSD prior to the issuance of a foundation letter or building permit.
6. The water system shall meet the requirements of the Kirkwood Fire and Water Departments. The Fire Department shall approve the water flow for the project. If satisfactory water flow is not available from the existing water system in accordance with City policy, the applicant shall install the necessary mains and accessories.
7. If applicable, proper ground disturbance permits through MDNR shall be obtained prior to issuance of permits from the City.

8. If applicable, a grading permit shall be obtained from the Public Services Department in accordance with the Kirkwood Code of Ordinances prior to any grading on the site. The grading permit shall include a grading plan in accordance with the Code of Ordinances.
9. Erosion and sediment control devices shall be sufficient to protect all off-site property from siltation and shall be installed prior to beginning of any grading or construction. The siltation control measures shall be installed and approved by the Public Services Department prior to issuance of a building permit. These devices shall be maintained during the construction activities.
10. Due to the remoteness of the project, during excavation and construction activities the area of the site that is disturbed for this project shall be fully enclosed by a 4-foot high plastic mesh construction fence to prevent the entry of unauthorized persons. The gate for the fence shall be locked during non-working hours.
11. No parking of construction trailers, material storage, equipment storage or construction equipment is authorized on the public streets at any time.
12. All rooftop equipment, air-conditioning units and mechanical equipment shall be completely screened from view of adjoining properties and public right-of-way.
13. An accessible route in compliance with ADA standards shall be provided from the proposed accessible parking spaces to the accessible entrance of the building.
14. The Architectural Review Board shall approve all signs and building architecture prior to the issuance of any building permits.

SECTION 2. The approval of this special use permit amendment and amended site plan shall not authorize any person to unreasonably alter, increase, or redirect the surface water run off so as to cause harm to any person or property.

SECTION 3. The premises and improvements as approved by this special use permit amendment and amended site plan shall be in good working order and maintained in good repair at all times.

SECTION 4. The applicant by accepting and acting under the special use permit amendment and amended site plan approval herein granted accepts the permit subject to the reservations, restrictions, and conditions set forth in the Code of Ordinances and in this Ordinance and agrees to comply with each provision subject to the penalties prescribed under Section 1-8 of the Code of Ordinances and subject to revocation of this permit in the event such provisions are not complied with.

SECTION 5. The applicant and his successors and assigns, by accepting and acting under the approval herein granted, accepts the approval subject to the condition that failure to abate any violation of this approval or any provisions of the Code of Ordinances of the City of Kirkwood within five (5) days after notice by hand delivery or first-class mail shall result in an administrative investigation fee of \$500 due to the City of Kirkwood. An invoice shall be issued.

A Stop Work Order to cease all work on the premises except such work as directed by the Public Services Director to abate the violation may be issued for any work on the premises until the investigation fee is paid in full. The City may demand payment of said fee from the holder of the letter of credit, any bond, or escrow if not paid within 30 days of the invoice.

SECTION 6. The applicant further agrees by accepting and acting under this special use permit amendment and amended site plan approval herein that this ordinance does not grant applicant any special rights, privileges, or immunities.

SECTION 7. This ordinance shall become null and void in the event the applicant does not obtain a building permit for the construction approved by this ordinance within one year of the passage of this ordinance.

SECTION 8. This ordinance shall be in full force and effect after its passage and approval, as provided by law.

PASSED AND APPROVED THIS ____ day of _____, 2024.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Public Hearing: March 7, 2024

1st Reading:

2nd Reading:

Legislation Request

Ordinance

Place On The Agenda Of: 3/7/2024

Step #1:

Strategic Plan YES

Goal # & Title

Background To Issue:

Emil Frei & Associates has applied for amended site plan review and a Special Use Permit amendment to construct an addition to the art studio completed in 2021. The new building will be connected to the studio by a short breezeway and will contain studio and warehouse space. This building is proposed to be 2700 square feet with a small, covered, unenclosed patio. There was a 4266 square foot building previously approved in 2019 for this location, but it was not built and the approval expired. This proposal will provide a total of 8116 square feet in residence, office, studio and warehouse space for the whole property. Frei & Associates have used the property as both a residence and a liturgical art studio for the production of stained glass, mosaics, and related items for many years and the use is considered as legally nonconforming.

Recommendations and Action Requested:

The Planning and Zoning Commission, by adopting City Staff's Amended Memo dated February 7, 2024, recommended approval by vote of 7-0.

Alternatives Available:

Does this project have a public information component? ☐ Yes ☒ No

Cost: \$0.00

Account #: n/a

Project #: n/a

If YES, Budgeted Amount: \$0.00

If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

Budgeted: YES

BY: Amy Lowry

Date: 2/28/2024

Authenticated: lowryag

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



2024-03-07 PZ-10-24
Ordinance.doc
Microsoft Word 97 - 2003
Document
69.0 KB



2024-02-07 PZ-10-24
Amended Memo to PZ.pdf
Adobe Acrobat Document
999 KB



2024-03-07 CC Packet.pdf
Adobe Acrobat Document
30.0 MB

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:

3-1-24

MEMORANDUM



TO: PLANNING & ZONING COMMISSION
FROM: AMY LOWRY, CITY PLANNER II
SUBJECT: EMIL FREI & ASSOCIATES – 1017 WEST ADAMS AVENUE
DATE: FEBRUARY 7, 2024
CC: JONATHAN RAICHE, PLANNING & DEVELOPMENT SERVICES DIRECTOR
CHRISTOPHER KRUEGER, PUBLIC SERVICES DIRECTOR

PETITION NUMBER: PZ-10-24

ACTION REQUESTED: SPECIAL USE PERMIT AMENDMENT (EXPANSION OF A NONCONFORMING USE – ART STUDIO) AND AMENDED SITE PLAN REVIEW – EMIL FREI STAINED GLASS STUDIO

PROPERTY OWNER: NORTH SUGAR CREEK, LLC

APPLICANT: EMIL FREI & ASSOCIATES

APPLICANT'S AGENT: DAVID VOLZ, VOLZ INC.

PROPERTY LOCATION: 1017 WEST ADAMS AVENUE

ZONING: R-1 SINGLE FAMILY RESIDENTIAL DISTRICT

DRAWINGS SUBMITTED: SITE DEVELOPMENT PLAN (4 SHEETS) PREPARED BY VOLZ, INC., AND FLOOR PLANS (3 SHEETS) PREPARED BY LINK ARCHITECTURE, LLC STAMPED "RECEIVED FEBRUARY 2, 2024, CITY OF KIRKWOOD PUBLIC SERVICES DEPARTMENT"

TREE STAND DELINEATION, TREE PRESERVATION PLAN AND LANDSCAPE PLAN (3 SHEETS) PREPARED BY LOOMIS ASSOCIATES, STAMPED "RECEIVED JANUARY 23, 2024, CITY OF KIRKWOOD PUBLIC SERVICES DEPARTMENT"

DESCRIPTION OF PROJECT:

Emil Frei & Associates has operated a liturgical art studio on its 2.3-acre property for decades. In 2014, the use of the property as both a residence and a studio for the production of stained glass, mosaics, and related items was determined to be a legal nonconforming use. In April 2018 with Ordinance 10474, the applicant was approved for a Special Use Permit and Site Plan for the expansion of the legal nonconforming use. The approved plans at that time called for

AMENDED

construction of a studio, an annex building, an accessory structure with covered parking, and additional surface parking spaces on the site with the original residence/studio to remain on the property. After that initial approval, the applicant filed an amended application that further refined the interior building plans and requested an expanded studio footprint to the northwest (approx. 1,200 sf), increased building height of the annex building, and a shift of six parking spaces from the east side of the driveway to the west side. The proposed changes were approved in February of 2019 with Ordinance 10712. In connection with the P&Z and Council approvals, the applicant made application and received variances from the Board of Adjustment with regard to the rear yard setback, accessory structure location and size, and lower lighting levels than the minimum required.

Subsequent to all of the Council and Board of Adjustment approvals, the applicant scaled back the plans. Only the 3442 square foot studio was constructed directly northwest of the existing 1974 square foot residence/studio utilizing the variance to the rear yard setback. The surface parking was expanded and the variance to the minimum lighting levels applied. Because the accessory structure was not built, the two variances with regard to its location and size have been rescinded. The existing home still serves as a residence. The Frei family owns two of the five immediately adjacent properties (1021 West Adams Avenue and 432 Gabriel Drive).

With this new application, Emil Frei & Associates seeks to build an addition to the studio completed in 2021. The addition, which will be connected by a short breezeway to the studio, will contain 2700 square feet in additional studio and warehouse space. The addition will also feature a small, covered, unenclosed patio. By contrast, the building previously approved in this location was 4288 square feet. With this addition, the three building spaces on the property will host a total of 8116 square feet in residence, office, studio and warehouse space.

COMPREHENSIVE PLAN, LAND USE AND ZONING:

The site is designated as Suburban Residential Use on the EnVision Kirkwood 2035 Future Land Use plan. Development types listed in this module are single-family residential, parks, and institutional uses (schools, churches, etc.). While the studio does not fit into any of these categories, it is expected to continue to be a nonconforming use into the future.

The subject property is zoned R-1 Single Family Residential District. As previously mentioned, the current use of a stained glass studio is a nonconforming use in this district. The existing use is not considered a home occupation due to the scale of the business.

Surrounding land uses and zoning include the following:

To the north:	Single-family homes zoned R-3.
To the south:	Single-family homes zoned R-1.
To the east:	Single-family homes zoned R-1.
To the west:	Single-family homes zoned R-1.

DEPARTMENTAL/AGENCY COMMENTS:

Electric:	No comments received.
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Water:	No comments received.
Engineering:	MSD approval required.
Building/Fire:	No comments received.
Forestry:	The City Forester is reviewing the existing landscaping on the property against the plans.

SITE ELEMENTS ANALYSIS:

Setbacks & Building Height – The building addition meets the 50’ rear yard setback and the 25’ side yard setback with a clipped corner for a covered patio. The patio roof may encroach up to 30” into the side yard setback. The proposed building height is 15.32’, below the height of the existing studio to which it is connected and the 35’ height allowance in R-1.

Parking – There is no change in the number of parking spaces proposed with this application. There are currently 16 spaces and a shared parking agreement with 1021 W. Adams allows the use of 4 additional spaces (with 2 of the 6 spaces reserved for the residents of 1021 W. Adams). With the adoption of the new zoning code in February 2021, parking rates for warehousing/assembly/general manufacturing activities changed. In total, 14 parking spaces are required for all buildings, including 3 for the 1000 square feet of office space (rate of 1 per 300 square feet of floor area), 9 for the 7116 square feet of warehouse/assembly/manufacturing space (rate of 1 per 750 square feet of floor area), and 2 for the original house that remains a residence.

Landscaping & Tree Preservation – ~~The application includes the landscape plan from the previous submission that exceeded landscape requirements. Most, if not all, of the trees were planted in 2021 when the studio was built. The City Forester is inspecting the existing trees and will have a report for the Commission. The proposed landscape plan appears to meet the City’s requirements; however, Staff needs to verify which of the trees are existing and which are proposed.~~

Lighting – The previous approval included a lighting plan that created no light trespass issues and had lower lighting levels than required by Code for the parking areas as approved by the Board of Adjustment. The new submission proposes 2 new wall packs for the building addition. The applicant will provide a lighting plan before the City Council public hearing to ensure no light trespass.

Summary of Previous Conditions in Ordinances 10474 & 10556 and that will remain in effect:

1. Nonconforming business use of the residential property shall be limited to stained glass, mosaics, and similar art studio uses.
2. The SUP is non-transferable.
3. New buildings shall not be used for residential use.
4. The maximum on-site employees shall not exceed 20 with a shared parking agreement (4 spaces on 1021 W. Adams property) and shared access easement.
5. The hours of operation shall be limited from 7am – 9pm with all business activity conducted within enclosed buildings.
6. The lighting for the parking areas is not required to meet the minimum illumination levels per variance from the Board of Adjustment.

RECOMMENDATION:

Zoning Matters signs were placed on the property on February 2, 2024. Due to the fact that the building proposed in this application is about 2/3 the size of the building approved in 2019 and Staff believes the review criteria set forth in Section 25-19(h) and 25-20(e) and (f) have been met, Staff is requesting action from the Planning & Zoning Commission at the February 7, 2024 meeting rather than the formation of a subcommittee.

Staff recommends this petition be **approved** in accordance with Ordinances 10474 and 10556 (attached hereto), and with the following conditions and the standard conditions contained in Exhibit A:

1. Ordinances 10474 and 10556 shall remain in effect except that the following conditions shall prevail when conflicting with those conditions found in the previously approved ordinances.
2. The project shall be constructed and maintained in accordance with the Site Development Plan, Floor Plans and Landscape Plan in the drawings submitted portion of this memo, except as noted herein.
3. A revised lighting plan in conformance with the light trespass levels under Section 25-52 of the zoning code shall be submitted in advance of the hearing before City Council.
4. If necessary, a revised landscape plan shall be submitted in advance of the hearing before City Council.
5. The applicant shall comply with all standard conditions as listed in Exhibit A.

**EXHIBIT A
STANDARD CONDITIONS**

1. A performance guarantee in the form of a cash deposit or letter of credit in an amount approved by the Public Services Department and an administrative fee (10% of the first \$10,000 and 2% of the remaining balance of the performance guarantee) shall be submitted within one year of final development plan approval and prior to the issuance of a foundation letter or building permit to insure the completion of the proposed improvements, utilities and landscaping; to replace public improvements damaged by construction activities (sidewalks, curbs, etc.); and to guarantee significant trees designated to be saved. The letter of credit shall be in effect for a minimum of two years and may be extended in minimum six-month intervals as approved by the Department of Public Services.
2. All proposed public sidewalks shall be constructed so that they are compliant with ADA/PROWAG and shall be exposed aggregate material. Public sidewalks and/or curbs shall be reconstructed at the developer's expense at the direction of the Public Services Department.
3. Storm water management plans for the proposed site plan shall be submitted to Metropolitan Sewer District (MSD) and City for review and approval prior to the issuance of a grading, foundation or building permit. Storm water greater than one c.f.s. shall not be directed across the public sidewalk or driveway entrances.
4. Sanitary sewer plan shall be approved by MSD prior to the issuance of a foundation letter or building permit.
5. The water system shall meet the requirements of the Kirkwood Fire and Water Departments. The Fire Department shall approve the water flow for the project. If satisfactory water flow is not available from the existing water system in accordance with City policy, the applicant shall install the necessary mains and accessories.
6. If applicable, proper ground disturbance permits through MDNR shall be obtained prior to issuance of permits from the City.
7. If applicable, a grading permit shall be obtained from the Public Services Department in accordance with the Kirkwood Code of Ordinances prior to any grading on the site. The grading permit shall include a grading plan in accordance with the Code of Ordinances.
8. Erosion and sediment control devices shall be sufficient to protect all off-site property from siltation and shall be installed prior to beginning of any grading or construction. The siltation control measures shall be installed and approved by the Public Services Department prior to issuance of a building permit. These devices shall be maintained during the construction activities.

AMENDED

9. Due to the remoteness of the project, during excavation and construction activities the area of the site that is disturbed for this project shall be fully enclosed by a ~~6-foot high chain-link~~ 4-foot high plastic mesh construction fence to prevent the entry of unauthorized persons. The gate for the fence shall be locked during non-working hours.
10. No parking of construction trailers, material storage, equipment storage or construction equipment is authorized on the public streets at any time.
11. All rooftop equipment, air-conditioning units and mechanical equipment shall be completely screened from view of adjoining properties and public right-of-way.
12. An accessible route in compliance with ADA standards shall be provided from the proposed accessible parking spaces to the accessible entrance of the building.
13. The Architectural Review Board shall approve all signs and building architecture prior to the issuance of any building permits.
14. The applicant, by accepting and acting under the approval granted, accepts the approval subject to the reservations, restrictions, and conditions set forth in the Code of Ordinances and in the report and agrees to comply with each provision subject to the penalties prescribed under Section 1-8 of the Code of Ordinances and subject to revocation of this approval in the event such provisions are not complied with.

SUBSTITUTE BILL 10609

ORDINANCE 10474

AN ORDINANCE APPROVING A SPECIAL USE PERMIT AND SITE PLAN FOR THE EXPANSION OF A NONCONFORMING USE (STAINED GLASS STUDIO) FOR EMIL FREI & ASSOCIATES AT 1017 WEST ADAMS AVENUE SUBJECT TO CERTAIN CONDITIONS.

WHEREAS, Stephen Frei on behalf of Emil Frei & Associates made application (PZ-15-18) for a special use permit for the expansion of a nonconforming use (stained glass studio); and

WHEREAS, the Planning and Zoning Commission did on the 15th day of November, 2017, by adopting the Planning & Zoning Commission Subcommittee Report dated November 15, 2017 (attached hereto as Exhibit "A" and incorporated by reference herein), recommend the granting of said special use permit and site plan approval subject to conditions and did find that granting of said permit would not substantially increase traffic hazards or congestion, would not substantially increase fire hazards, would not adversely affect the character of the neighborhood, would not adversely affect the general welfare of the community, and would not overtax public utilities, and that granting such permit would be consistent with the zoning laws; and

WHEREAS, the Council did on the 21st day of December, 2017, hold a public hearing with respect to such application after duly advertising and giving proper notice of such hearing and does find that the granting of such permit, subject to certain conditions, would not substantially increase traffic hazards or congestion, would not substantially increase fire hazards, would not adversely affect the character of the neighborhood, would not adversely affect the general welfare of the community, and would not overtax public utilities; and

WHEREAS, on the 12th day of February, 2018, the Board of Adjustment did grant variances for the following requirements: a rear yard setback encroachment of 14.4'; the accessory location in relation to primary structure, and size; and lighting that does not provide the minimum lighting level for parking areas required. The Board of Adjustment; however, did deny the variances for a side yard setback encroachment of 10.3' and the accessory structure within the front yard setback; and

WHEREAS, the Council does further find that the general welfare requires that such special use permit be approved subject to the conditions hereinafter set out.

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

SECTION 1. A special use permit and site plan is hereby granted to allow the expansion of a nonconforming use (stained glass studio) for Emil Frei & Associates on the property known as 1017 West Adams Avenue subject to the following conditions:

1. The project shall be constructed and maintained in accordance with Sheet SD1, Landscape Plan, Tree Stand Delineation, and Tree Preservation Plan stamped "Received November 6, 2017, City of Kirkwood Public Works Department"; and

Sheet SD2, and Photometric Plan stamped "Received March 20, 2018, City of Kirkwood Public Works Department", except as noted herein.

2. The nonconforming business use of the residential property shall be limited to stained-glass, mosaics, and similar art studio uses.
3. The Special Use Permit shall be specifically issued to Emil Frei & Associates. This permit is non-transferable and any another entity shall be required to seek a new Special Use Permit.
4. Parking requirements shall be modified per Section 220.2 of the Zoning code to 14 spaces required.
5. A recorded copy of a boundary adjustment plat in conformance with the proposed site plan shall be submitted to the Public Services Department prior to issuance of a building permit.
6. The new buildings shall not be utilized for residential purposes.
7. The maximum number of employees on-site shall not exceed 20 employees. A recorded copy of a shared parking agreement shall be submitted for shared parking with the property owner at 1021 West Adams Avenue prior to issuance of a building permit to ensure adequate employee parking.
8. Hours of operation shall be limited from 7am – 9pm and all business-related activity shall be conducted within the enclosed buildings.
9. The existing access easement across the property at 1021 W. Adams Avenue shall be relocated to align with the location of the existing/proposed drive. A recorded copy of the new easement shall be provided to the City prior to issuance of any permits.
10. A performance guarantee in the form of a cash deposit or letter of credit in an amount approved by the Public Services Department and an administrative fee (10% of the first \$10,000 and 2% of the remaining balance of the performance guarantee) shall be submitted within one year of approval and prior to the issuance of a foundation letter or building permit to insure the completion of the proposed improvements, utilities and landscaping; to replace public improvements damaged by construction activities (sidewalks, curbs, etc.); and to guarantee significant trees designated to be saved. The letter of credit shall be in effect for a minimum of two years and may be extended in minimum six-month intervals as approved by the Department of Public Services. The Letter of Credit shall be drawn from a St. Louis area bank.
11. Storm water management plans shall be submitted to Metropolitan Sewer District (MSD) and City for review and approval prior to the issuance of a grading, foundation or building permit. Storm water greater than one c.f.s. shall not be directed across the public sidewalk or driveway entrances.

12. Sanitary sewer plan shall be approved by MSD prior to the issuance of a foundation letter or building permit.
13. The landscape plan shall meet the requirements of the Zoning Code Section A-1020.
14. The water system shall meet the requirements of the Kirkwood Fire and Water Departments. The Fire Department shall approve the water flow for the project. If satisfactory water flow is not available from the existing water system in accordance with City policy, the applicant shall install the necessary mains and accessories.
15. If applicable, a grading permit shall be obtained from the Public Services Department in accordance with the Kirkwood Code of Ordinances prior to any grading on the site. The grading permit shall include a grading plan in accordance with the Code of Ordinances.
16. During excavation and construction activities, the area of the site that is disturbed for this project shall be fully enclosed by a 6-foot high chain link fence to prevent the entry of unauthorized persons. The gate for the fence shall be locked during non-working hours.
17. No parking of construction trailers, material storage, equipment storage or construction equipment is authorized on the public streets at any time.
18. An accessible route in compliance with ADA standards shall be provided from the proposed accessible parking spaces to the accessible entrance of the building.
19. All rooftop equipment, air-conditioning units and mechanical equipment shall be completely screened from view of adjoining properties and public right-of-way.
20. The Architectural Review Board shall approve all signs and building architecture prior to the issuance of any building permits.

SECTION 2. Erosion and sediment control devices shall be sufficient to protect all off-site property from siltation and shall be installed prior to beginning of any grading or construction. The siltation control measures shall be installed and approved by the Public Services Department prior to issuance of a parking lot permit. These devices shall be maintained during the construction activities. Failure to maintain these devices authorizes the Public Services Department to issue a Stop Work Order for the building permit until such devices are restored.

SECTION 3. The approval of this special use permit shall not authorize any person to unreasonably alter, increase, or redirect the surface water run off so as to cause harm to any person or property.

SECTION 4. The premises and improvements as approved by this special use permit shall be in good working order and maintained in good repair at all times.

SECTION 5. The applicant by accepting and acting under the special use permit herein granted accepts the permit subject to the reservations, restrictions, and conditions set forth in the Code of Ordinances and in this Ordinance and agrees to comply with each provision subject to the penalties prescribed under Section 1-8 of the Code of Ordinances and subject to revocation of this permit in the event such provisions are not complied with.

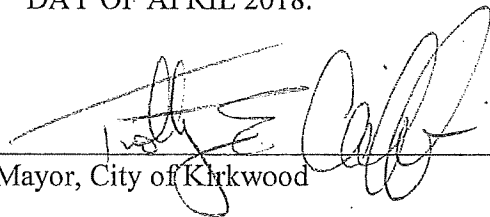
SECTION 6. The applicant further agrees by accepting and acting under this special use permit herein granted that this ordinance does not grant applicant any special rights, privileges, or immunities.

SECTION 7. This ordinance shall become null and void in the event the petitioner does not obtain a fence permit within one year of the passage of this ordinance.

SECTION 8. The applicant and its successors and assigns by accepting and acting under the approval herein granted accepts the approval subject to the condition that failure to abate any violation of this approval or any provisions of the Code of Ordinances of the City of Kirkwood within five (5) days after notice by hand delivery or first-class mail shall result in an administrative investigation fee of \$500 due to the City of Kirkwood. An invoice shall be issued. A Stop Work Order to cease all work on the premises except such work as directed by the Public Services Director to abate the violation may be issued for any work on the premises until the investigation fee is paid in full. The City may demand payment of said fee from the holder of the letter of credit, any bond, or escrow if not paid within 30 days of the invoice.

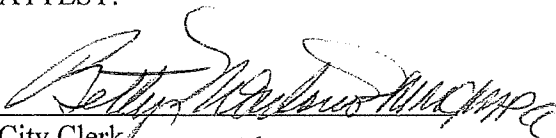
SECTION 9. This ordinance shall be in full force and effect after its passage and approval, as provided by law.

PASSED AND APPROVED THIS 5TH DAY OF APRIL 2018.



Mayor, City of Kirkwood

ATTEST:



City Clerk

~~Introduced:~~ December 21, 2017

1st Reading: January 4, 2018

2nd Reading: April 5, 2018

BILL 10712

ORDINANCE 10556

AN ORDINANCE APPROVING A SPECIAL USE PERMIT AMENDMENT AND AMENDED SITE PLAN FOR THE EXPANSION OF A NONCONFORMING USE (STAINED GLASS STUDIO) FOR EMIL FREI & ASSOCIATES AT 1017 WEST ADAMS AVENUE SUBJECT TO CERTAIN CONDITIONS.

WHEREAS, Stephen Frei on behalf of Emil Frei & Associates made application (PZ-12-19) for a special use permit amendment for the expansion of a nonconforming use (stained glass studio) previously approved by Ordinance 10474 by the City Council on April 5, 2018 after recommendation for approval by the Planning and Zoning Commission; and

WHEREAS, on the 12th day of February, 2018, the Board of Adjustment did grant variances for the following requirements: a rear yard setback encroachment of 14.4'; the accessory location in relation to primary structure, and size; and lighting that does not provide the minimum lighting level for parking areas required. The Board of Adjustment; however, did deny the variances for a side yard setback encroachment of 10.3' and the accessory structure within the front yard setback; and

WHEREAS, the Planning and Zoning Commission did on the 5th day of December, 2018, by adopting the Planning & Zoning Commission Subcommittee Report dated December 5, 2018 (attached hereto as Exhibit "A" and incorporated by reference herein), recommend the granting of said special use permit amendment and amended site plan approval subject to conditions and did find that granting of said permit would not substantially increase traffic hazards or congestion, would not substantially increase fire hazards, would not adversely affect the character of the neighborhood, would not adversely affect the general welfare of the community, and would not overtax public utilities, and that granting such permit would be consistent with the zoning laws; and

WHEREAS, the Council did on the 3rd day of January, 2019, hold a public hearing with respect to such application after duly advertising and giving proper notice of such hearing and does find that the granting of such permit, subject to certain conditions, would not substantially increase traffic hazards or congestion, would not substantially increase fire hazards, would not adversely affect the character of the neighborhood, would not adversely affect the general welfare of the community, and would not overtax public utilities; and

WHEREAS, the Council does further find that the general welfare requires that such special use permit be approved subject to the conditions hereinafter set out.

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

SECTION 1. A special use permit amendment and amended site plan is hereby granted to allow the expansion of a nonconforming use (stained glass studio) for Emil Frei & Associates on the property known as 1017 West Adams Avenue subject to the following conditions:

1. Ordinance 10474 shall remain in effect except that the following conditions shall prevail when conflicting with those conditions found in Ordinance 10474.
2. The project shall be constructed and maintained in accordance with the Site Development Plan, Landscape Plan, Tree Stand Delineation, Tree Preservation Plan, and Photometric Plan stamped "Received November 27, 2018, City of Kirkwood Public Works Department", except as noted herein.
3. A revised lighting plan with clearly legible fixture labels must be submitted prior to issuance of any permits to ensure compliance with Section A-1040.
4. A performance guarantee in the form of a cash deposit or letter of credit in an amount approved by the Public Services Department and an administrative fee (10% of the first \$10,000 and 2% of the remaining balance of the performance guarantee) shall be submitted within one year of approval and prior to the issuance of a foundation letter or building permit to insure the completion of the proposed improvements, utilities and landscaping; to replace public improvements damaged by construction activities (sidewalks, curbs, etc.); and to guarantee significant trees designated to be saved. The letter of credit shall be in effect for a minimum of two years and may be extended in minimum six-month intervals as approved by the Department of Public Services. The Letter of Credit shall be drawn from a St. Louis area bank.
5. Storm water management plans shall be submitted to Metropolitan Sewer District (MSD) and City for review and approval prior to the issuance of a grading, foundation or building permit. Storm water greater than one c.f.s. shall not be directed across the public sidewalk or driveway entrances.
6. Sanitary sewer plan shall be approved by MSD prior to the issuance of a foundation letter or building permit.
7. The landscape plan shall meet the requirements of the Zoning Code Section A-1020.
8. The water system shall meet the requirements of the Kirkwood Fire and Water Departments. The Fire Department shall approve the water flow for the project. If satisfactory water flow is not available from the existing water system in accordance with City policy, the applicant shall install the necessary mains and accessories.
9. If applicable, a grading permit shall be obtained from the Public Services Department in accordance with the Kirkwood Code of Ordinances prior to any grading on the site. The grading permit shall include a grading plan in accordance with the Code of Ordinances.
10. During excavation and construction activities, the area of the site that is disturbed for this project shall be fully enclosed by a 6-foot high chain link fence to prevent

the entry of unauthorized persons. The gate for the fence shall be locked during non-working hours.

11. No parking of construction trailers, material storage, equipment storage or construction equipment is authorized on the public streets at any time.
12. An accessible route in compliance with ADA standards shall be provided from the proposed accessible parking spaces to the accessible entrance of the building.
13. All rooftop equipment, air-conditioning units and mechanical equipment shall be completely screened from view of adjoining properties and public right-of-way.
14. The Architectural Review Board shall approve all signs and building architecture prior to the issuance of any building permits.

SECTION 2. Erosion and sediment control devices shall be sufficient to protect all off-site property from siltation and shall be installed prior to beginning of any grading or construction. The siltation control measures shall be installed and approved by the Public Services Department prior to issuance of any permit. These devices shall be maintained during the construction activities. Failure to maintain these devices authorizes the Public Services Department to issue a Stop Work Order for the building permit until such devices are restored.

SECTION 3. The approval of this special use permit amendment shall not authorize any person to unreasonably alter, increase, or redirect the surface water run off so as to cause harm to any person or property.

SECTION 4. The premises and improvements as approved by this special use permit amendment shall be in good working order and maintained in good repair at all times.

SECTION 5. The applicant by accepting and acting under the special use permit amendment herein granted accepts the permit subject to the reservations, restrictions, and conditions set forth in the Code of Ordinances and in this Ordinance and agrees to comply with each provision subject to the penalties prescribed under Section 1-8 of the Code of Ordinances and subject to revocation of this permit in the event such provisions are not complied with.

SECTION 6. The applicant further agrees by accepting and acting under this special use permit amendment herein granted that this ordinance does not grant applicant any special rights, privileges, or immunities.

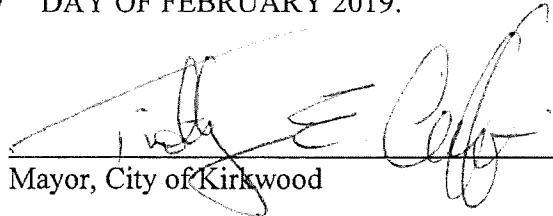
SECTION 7. This ordinance shall become null and void in the event the petitioner does not obtain a building permit within one year of the passage of this ordinance.

SECTION 8. The applicant and its successors and assigns by accepting and acting under the approval herein granted accepts the approval subject to the condition that failure to abate any violation of this approval or any provisions of the Code of Ordinances of the City of Kirkwood within five (5) days after notice by hand delivery or first-class mail shall result in an administrative investigation fee of \$500 due to the City of Kirkwood. An invoice shall be issued. A Stop Work Order to cease all work on the premises except such work as directed by the Public

Services Director to abate the violation may be issued for any work on the premises until the investigation fee is paid in full. The City may demand payment of said fee from the holder of the letter of credit, any bond, or escrow if not paid within 30 days of the invoice.

SECTION 9. This ordinance shall be in full force and effect after its passage and approval, as provided by law.

PASSED AND APPROVED THIS 7TH DAY OF FEBRUARY 2019.



Mayor, City of Kirkwood

ATTEST:



City Clerk

1st Reading: January 17, 2019

2nd Reading: February 7, 2019



APPLICATION FOR PLANNING AND ZONING REVIEW

DATE: 1-19-2024 CASE NUMBER: PZ-10-24
ZONING DISTRICT: B-1 Single Family LOCATOR NUMBER: 23N240611 / 23-1240620
PROJECT ADDRESS: 1017 West Adams / 1021 West Adams
PROJECT NAME: EMIL FREI & ASSOCIATES

ACTION REQUESTED

- | | |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> CUP, Development Plan or Final Site Plan (circle one) | <input type="checkbox"/> Subdivision, Major |
| <input type="checkbox"/> Development Plan, B4, B5, or R6 (circle one) | <input type="checkbox"/> Subdivision Modification |
| <input type="checkbox"/> Final Site Plan, B4, B5, or R6 (circle one) | <input type="checkbox"/> Text Amendment |
| <input checked="" type="checkbox"/> Site Plan Review, Minor or (Major) (circle one) | <input type="checkbox"/> Vacation, Right-of-Way or Easement (circle one) |
| <input type="checkbox"/> Site Plan Modification | <input type="checkbox"/> Zoning Map Amendment, From _____ to _____ |
| <input type="checkbox"/> Alternative Equivalency | Comments: _____ |
| <input checked="" type="checkbox"/> Special Use Permit, Category: _____ | |

PETITIONER INFORMATION

I (We) hereby certify that I (we) have legal interest in the hereinabove described property and that all information given herein is true and a statement of fact

Name (Print): Emil Frei & Associates Signature: [Signature] Phone No.: 314.822.1091
Mailing Address: 1017 West Adams City: Kirkwood State: MO Zip: 63122

E-mail Address: arone@emilfrei.com Aaron Frei

Petitioner's Status: ☐ Corporation ☐ Partnership ☐ Individual

Relationship of Petitioner to Property: ☐ Owner ☐ Tenant ☐ Option Holder (Attach Copy of Contract) ☐ Other

AGENT INFORMATION

Agent's Name: Volz Inc. David Volz Signature: [Signature] Phone No.: 314.890.1234
Mailing Address: 10849 Indian Head Trail Blvd City: St. Louis State: MO Zip: 63122

E-mail Address: dvolz@volzinc.com

(NOTE: The petitioner's agent, if listed, shall receive all official communication)

PROPERTY OWNERS

Signature required or submit proof petitioner has legal interest in property.

Name: <u>North Sugar Creek LLC</u>	Name: <u>North Sugar Creek LLC</u>
Signature: <u>[Signature]</u>	Signature: _____
Address: <u>1017 West Adams</u>	Address: <u>1021 West Adams</u>
City/State/Zip: <u>Kirkwood MO 63122</u>	City/State/Zip: <u>Kirkwood MO 63122</u>
Phone: <u>314.822.1091</u>	Phone: <u>314.822.1091</u>

FOR CITY USE ONLY

Date Received: 1/19/24 Total Received: \$ 1000 Agenda Date: 2/7/24

- ☐ B-4/B-5 Development Plan: \$1,000 + _____ Acres @ \$25/Acre or portion over one acre) = \$ _____
- ☐ B-4/B-5 Final Site Plan: \$1,000
- ☐ B-4/B-5 Final Site Plan Amendment (when public hearing is not required): \$500
- ☐ CUP (Single family), Dev Plan/Preliminary Plat: \$1,000 + _____ Lots @ \$500/Lot = \$ _____
- ☐ CUP (Single family), Final Site Plan/Final Plat: _____ Lots @ \$100/Lot = \$ _____ + 1-1/4% of \$ _____ = \$ _____
- ☐ CUP, (Multi family), Development Plan/Prel. Plat: \$1,000 + _____ Dwelling units @ \$20/Each = \$ _____
- ☐ CUP, (Multi family), Final Site Plan/Final Plat: \$500 + 1-1/4% of _____ = \$ _____
- ☐ CUP, Final Site Plan/Final Plat Amendment: Public Hearing required \$800, Public Hearing not required \$500
- ☐ CUP, Final Site Plan Time Extension: \$300
- ☐ Mixed Use in B2 Development Plan: \$1,000 (includes SPR fee) + \$25/acre or portion over one acre
- ☐ Mixed use in B2 Final Site Plan: \$500
- ☐ Mixed use in B2 Final Site Plan Amendment: Public Hearing required \$800, Public Hearing not required \$500
- ☐ R6 Development Plan: \$1,000 + _____ Dwelling units @ \$20/Unit = \$ _____
- ☐ R6 Final Site Plan: \$500
- ☐ Sidewalk Waiver on _____ feet @ \$30/Foot = \$ _____ = \$ _____
- ☐ Site Plan Review (Major): \$1,000
- ☐ Site Plan Review (Major): Amendment \$800 or Extension: \$300
- ☐ Site Plan Review (Minor): \$500
- ☐ Site Plan Review (Minor) Amendment \$500 or Extension: \$300
- ☐ Special Use Permit: \$1,000 (waived if submitted with Site Plan Review)
- ☐ Special Use Permit Amendment: \$800 (waived if submitted with Site Plan Review) or Extension: \$300
- ☐ Subdivision (Major), Preliminary Plat _____ Lots @ \$500/Lot = \$ _____
- ☐ Subdivision (Major), Final Plat/Improvement Plans: _____ Lots @ \$100/Lot + 1.25% of \$ _____ = \$ _____
- ☐ Subdivision (Major) Amendment to Final Plat or Improvement Plans: \$200
- ☐ Subdivision Modification (Boundary Adjustment): \$300
- ☐ Vacation, Easement: \$100
- ☐ Vacation, Right-of-way: \$200
- ☐ Zoning Code Text Amendment: \$1,000
- ☐ Zoning Map Amendment: \$1,000

SUBCOMMITTEE (_____)



EMIL FREI & ASSOCIATES, INC. • ARTISTS & CRAFTSMEN
1017 WEST ADAMS • ST. LOUIS, MO 63122 • 314/822-1091

January 18, 2024

Jonathan Raiche
Planning and Development Services
139 S. Kirkwood Rd.
Kirkwood, MO 63122

Emil Frei, Inc. is a Sacred Art Studio, specializing in the design and production of stained glass windows and mosaics. We are in our 125th year of continuous existence and exert a national and renowned presence in our field. Our current employee count is 11 people. We operate our business from the hours of 8 am to 5 pm and expressly do not have a "retail" character to our work. Visits are by appointment only and are strictly limited to clients, current or prospective. We have unanimous and generous support from all of our neighbors, a product of the great efforts we have taken to include them in our planning and civic approach.

We have called Kirkwood our home since the early 1960s. Our family and studio has inhabited almost 10 wooded acres of the Sugar Creek Valley for four generations. Preserving its natural beauty and rich architectural legacy has been integral to all of our plans.

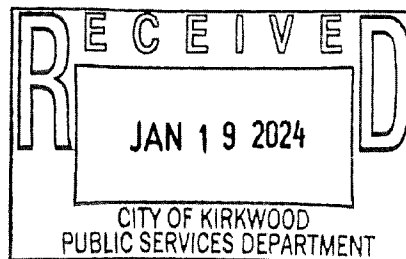
We desire to build an addition to the Studio building constructed/completed in 2021. This addition will serve as the warehouse for much of our glass. It was originally slated to be built, and was approved by the Kirkwood City boards, several years ago. However, due to financial matters and increased building costs during COVID, we had to delay this portion of the original design. The current proposed footprint is slightly smaller than the one previously approved, and would work seamlessly into the landscape and existing architecture. I welcome any questions you may have regarding this project. And thank you for your kind consideration.

Sincerely,

EMIL FREI & ASSOCIATES, INC.

Aaron Frei

President



WWW.EMILFREI.COM



WHERE COMMUNITY AND SPIRIT MEET®

February 2, 2024

David Volz
Volz, Inc.
10849 Indian Head Industrial Blvd
St. Louis, MO 63121

SENT VIA EMAIL: svolz@volzinc.com

SUBJECT: PZ-10-24; 1017 West Adams Avenue (Emil Frei Stained Glass)
Special Use Permit Amendment and Amended Site Plan Review

Mr. Volz:

The City of Kirkwood Public Services Department is in receipt of your application for a Special Use Permit Amendment and Amended Site Plan Review for the proposed expansion of a legal nonconforming use located at 1017 West Adams Avenue. This item will be placed on the Planning and Zoning Commission agenda for its **7:00 p.m. meeting Wednesday, February 7, 2024** at Kirkwood City Hall, 139 South Kirkwood Road (agenda attached). City Staff will make an introduction presentation regarding the request at this meeting. You, or your representative, should attend this meeting to present this item to the Commission and answer any questions the Commission members may have.

The Planning and Zoning Commission will review the application in accordance with the Zoning Code. The Public Services Department has the following initial comments concerning the application:

1. Please see conditions in attached memorandum to the Planning and Zoning Commission.
2. The City's parking requirements include a 2 space per dwelling unit requirement for detached single family housing, however, the area of the house was not included in the 8116 square feet attributable to all buildings on the site (with 1000 square feet of office and 7116 square feet of warehouse/assembly/manufacturing space). There are 16 parking spaces on the property so the parking requirements are met, but with the exact breakdown in residence, office and warehouse provided, less than 14 parking spaces may be needed.

3. A lighting plan is required to be signed and sealed by a design professional for the proposed 2 wall pack fixtures in advance of the hearing before City Council. Cut sheets for the proposed fixtures must be provided.
4. The tree study and landscape plan were from the previous submission. Such plan exceeded the landscape requirements and most, if not all, of the trees were planted in 2021 when the studio was built. The City Forester is inspecting the existing trees and if the landscape plan needs revisions, such changes shall be submitted in advance of the hearing before City Council.

This is a preliminary review of the application. The Planning and Zoning Commission and Public Services Department will review the application in detail and provide further comments as necessary. This preliminary review is not an approval or acceptance of any part of the application submitted. The applicant is further advised that it is the applicant's responsibility to follow their petition through the entire process and to satisfy all submittal requirements and deadlines. Also note, this application and review does not grant the applicant any special rights, privileges, or immunities, and that all provisions of the Kirkwood Code of Ordinances shall apply.

Sincerely,

CITY OF KIRKWOOD



Amy Gillis Lowry
Planner II

314-822-5815

lowryag@kirkwoodmo.org

Enclosures: February 7, 2024 P&Z Meeting Agenda
 February 7, 2024 Memo to Planning and Zoning Commission

PROJECT NOTES: AREA OF SITE: 102,172 SF / 2.4 ACRES 331,056 SF / 7.6 ACRES LOCATOR #: 23N240611 23N240620 SITE ADDRESS: 1017 WEST ADAMS 1021 WEST ADAMS OWNER OF RECORD: NORTH SUGAR CREEK LLC 1017 WEST ADAMS KIRKWOOD, MISSOURI 63122 LN: 23N240620 NORTH SUGAR CREEK LLC 1021 WEST ADAMS KIRKWOOD, MISSOURI 63122 LN: 23N240611 PREPARED FOR: EMIL FREI 1017 WEST ADAMS KIRKWOOD, MISSOURI 63122 314.822.1091 PREPARED BY: VOLZ Incorporated 10849 INDIAN HEAD INDL. BLVD. ST. LOUIS, MO 63132 314.426.6212 MAIN 314.890.1250 FAX EXISTING ZONING: "R-1" SINGLE FAMILY RESIDENTIAL DISTRICT PROPOSED & EXISTING USES: ADDITION 2,700 SF EXISTING STUDIO 3,442 SF EXISTING STUDIO 1,974 SF TOTAL 6,116 SF LOT COVERAGE: 9.18 SF 8.0% 25% ALLOWED 102,173 SF PER VARIANCE LETTER DATED 2.15.2021: REAR YARD SETBACK REDUCED 35' SITE LIGHTING IS NOT REQUIRED TO MEET MINIMUM ILLUMINATION REQUIREMENTS. PARKING REQUIREMENTS: RESIDENTIAL LOCATED ON 1021 - 2 SPACES EXISTING OFFICE - 1000 SF X 1 SPACE/300 SF = 3 SPACES EXISTING STUDIOS, EXISTING STORAGE & ADDITION=7,116 SF X 1 SPACE/50 GROSS BUILDING AREA, STORAGE OR WAREHOUSING FIRM, INDOOR = 9 SPACES ACCESSIBLE SPACES = 1 SPACE EXISTING TOTAL PARKING REQUIRED = 14 SPACES PARKING PROVIDED: TOTAL 23 SPACES INCLUDES 7 SPACES ON 1021 WEST ADAMS FLOOD INSURANCE RATE: MAP NUMBER 29189C0308K EFFECTIVE 2/14/2015 / UNSHADED ZONE X MAP: ST LOUIS COUNTY BM18-292 NGVD29 ELEV.=535.90 FTUS "L" ON THE SOUTHWEST CORNER OF A 12' BY 4' SINGLE CHANNEL BOX CULVERT 56' SOUTH OF CENTERLINE INTERSECTION OF WEST ADAMS AND DRIVEWAY TO 1021 AND 1017 WEST ADAMS. STORMWATER MANAGEMENT NOTE: ANY FUTURE LAND DISTURBANCE AND/OR INCREASE IN IMPERVIOUS AREA ON THIS SITE MAY REQUIRE ADDITIONAL STORM WATER MANAGEMENT PER MSD REGULATIONS IN PLACE AT THAT TIME (INCLUDING TOTAL LAND DISTURBANCE AND/OR IMPERVIOUSNESS ADDED ON THIS PLAN.)

STORMWATER MANAGEMENT FLOOD PROTECTION	
TOTAL SITE AREA = 102,172 sf	
EXISTING	
PERVIOUS AREA =	90,281 sf
PERVIOUS PERCENTAGE =	88.4%
15YR-20MIN PI FACTOR =	1.70
PERVIOUS FLOWRATE (Q) =	3.52 cfs
IMPERVIOUS AREA = 11,891 sf	
IMPERVIOUS PERCENTAGE =	11.6%
15YR-20MIN PI FACTOR =	3.54
IMPERVIOUS FLOWRATE (Q) =	0.97 cfs
FLOWRATE (Q) = 4.49 cfs	
PROPOSED	
PERVIOUS AREA =	87,481 sf
PERVIOUS PERCENTAGE =	85.6%
15YR-20MIN PI FACTOR =	1.70
PERVIOUS FLOWRATE (Q) =	3.41 cfs
IMPERVIOUS AREA = 14,691 sf	
IMPERVIOUS PERCENTAGE =	14.4%
15YR-20MIN PI FACTOR =	3.54
IMPERVIOUS FLOWRATE (Q) =	1.19 cfs
FLOWRATE (Q) = 4.60 cfs	
DIFFERENTIAL FLOWRATE	
PROP Q - EX Q =	0.11 cfs < 2 cfs
Qp Not Required	
CHANNEL PROTECTION	
TOTAL SITE AREA = 102,172 sf	
= 2.35 Ac < 5 Ac	
Cp Not Required	
WATER QUALITY	
TOTAL DISTURBED AREA = 16,584 sf	
= 0.38 Ac < 1 Ac	
Wq Not Required	

* CITY OF KIRKWOOD STORMWATER REQUIREMENTS MAY BE REQUIRED

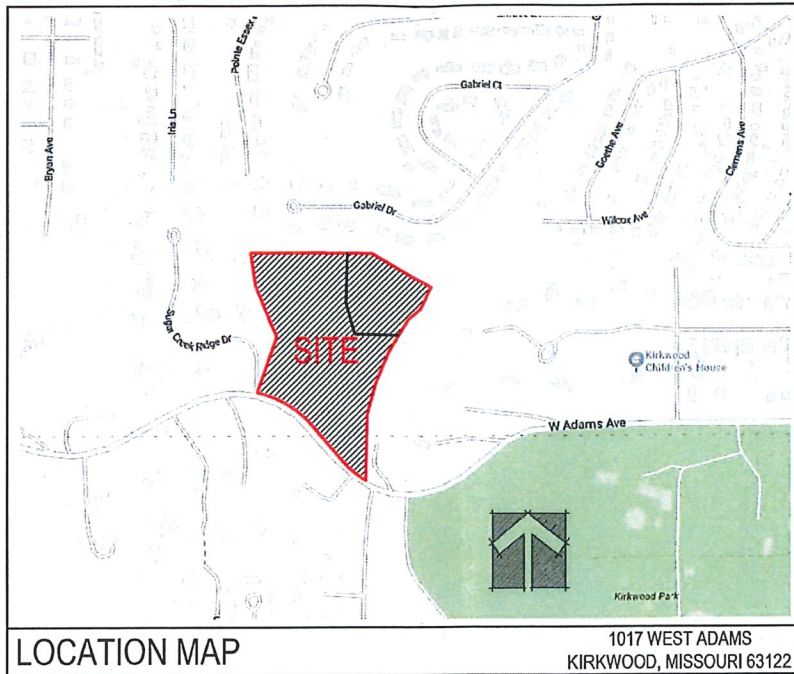


THE UNDERGROUND UTILITIES SHOWN HEREIN WERE PLOTTED FROM AVAILABLE INFORMATION AND FIELD MARKINGS PROVIDED BY THE MEMBER UTILITIES OF THE MISSOURI ONE-CALL SYSTEM (1-800-DIG-RI-TE), AND DO NOT NECESSARILY REFLECT THE ACTUAL EXISTENCE, NONEXISTENCE, SIZE, TYPE, CAPACITY, NUMBER, OR LOCATION OF THESE OR OTHER UTILITIES. NOR THE ABILITY TO SERVE THE EXISTING OR INTENDED USES OF THIS OR ADJACENT SITES. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE ACTUAL LOCATION OF ALL UNDERGROUND UTILITIES IN THE FIELD, SHOWN OR NOT SHOWN, PRIOR TO ANY GRADING, EXCAVATION, OR CONSTRUCTION OF IMPROVEMENTS. THESE PROVISIONS SHALL IN NO WAY ABSOLVE ANY PARTY FROM COMPLYING WITH THE UNDERGROUND FACILITY SAFETY AND DAMAGE PREVENTION ACT, CHAPTER 319, RSMO.

EMIL FREI & ASSOCIATES

1017 & 1021 WEST ADAMS, KIRKWOOD, MISSOURI 63122

A TRACT OF LAND BEING ADJUSTED LOT 1017 OF THE FREI BOUNDARY ADJUSTMENT PLAT PER PLAT BOOK 365 PAGE 401 CITY OF KIRKWOOD ST. LOUIS COUNTY, MISSOURI



INDEX	
1	AMENDED SITE DEVELOPMENT PLAN COVER
2	AMENDED SITE DEVELOPMENT PLAN EXISTING CONDITIONS
3	AMENDED SITE DEVELOPMENT PLAN SITE & GRADING OVERALL
4	AMENDED SITE DEVELOPMENT PLAN SITE & GRADING

ADJUSTED PARCEL 1021 WEST ADAMS:

A Tract of Land being port of the Northwest Quarter and the Northeast Quart81" of Section 2, Township 44 North, Range 5 E:ast, in the City of Kirkcwood, St. Louis County, Missouri, and being more particularly described as follows:

Beginning at a point on the Northerly line of West Adams Avenue, 80 feet wide, at its intersection with the North and South Centerline of said Section 2; thence along the Northerly line of said West Adams Avenue, along a curve to the right having a radius of 370.70 feet and a chord bearing of North 49 degrees 42 minutes 19 seconds West, Northwestwardly, 122.29 feet to a point of tangency; thence continuing along the Northerly line of said West Adams Avenue, North 40 degrees 14 minutes 41 seconds West, 201.70 feet to a point of curve; thence continuing along the Northerly line of said West Adams Avenue, along a curve to the left having a radius of 450.30 feet and a chord bearing North 58 degrees 26 minutes 21 seconds West, Northwestwardly, 285.99 feet to its intersection with the Easterly line of Sugar Creek Estates, according to the Plat thereof recorded in Plat Book 268, Page 43 of the St. Louis County Records; thence along the Easterly line of said Sugar Creek Estates, the following bearings and distances: North 19 degrees 31 minutes 00 seconds East, 253.44 feet; thence North 22 degrees 23 minutes 00 seconds West, 241.70 feet; thence North 09 degrees 44 minutes 00 seconds West, 143.78 feet to the Southerly line of Essex Hill Plat 4 Re-subdivision Boundary Adjustment Of Lots 33 And 34, according to the Plat thereof recorded in Book 353, Page 91 of the St. Louis County Records; thence along the said Southerly line, and the Southerly line of Re-subdivision Of Essex Hill Plat No. 4, according to the Plat thereof recorded in Book 73, Page 29 of the St. Louis County Records, South 89 degrees 37 minutes 00 seconds East, 405.94 feet; thence along a line parallel with the Westerly line of Lot 1017 of FreI Consolidation Plat, according to the Plat thereof recorded in Book 355, Page 401 of the St. Louis County Records, South 01 degrees 32 minutes 00 seconds West, 227.58 feet; thence South 15 degrees 20 minutes 48 seconds East, 148.61 feet; thence South 88 degrees 28 minutes 00 seconds East, 192.85 feet to the Southeastern corner of said Lot 1017, said point being on the Westerly line of Sugar Creek, according to the Plat thereof recorded in Book 201, Page 53 of the St. Louis County Records; thence along the Westerly line of said Sugar Creek, South 29 degrees 16 minutes 00 seconds West, 65.00 feet; thence continuing along the Westerly line of said Sugar Creek and the Westerly line of Quarry Estates, according to the Plat thereof recorded in Book 120, Page 58 of the St. Louis County Records, South 20 degrees 41 minutes 00 second s West, 284.94 feet to its intersection with the said North and South centerline of Section 2; thence along the North and South centerline of said Section 2, South 01 degree 32 minutes 00 second s West, 282.48 feet to the Point of Beginning, according to Survey Number 205507-C, executed by James Surveying Company, during the month of March, 2018, and containing 7.6 Acres, more or less.

ADJUSTED PARCEL 1017 WEST ADAMS:

A Tract of Land being all of Lot 1017 of FreI Consolidation Plat, according to the Plat thereof recorded in Book 365, Page 401 of the St. Louis County Records, and a part of a Tract of Land in the Northwest Quarter and the Northwest Quarter of Section 2, Township 44 North, Range 5 East, in St. Louis County, Missouri, and being more particularly described as follows:

Beginning at o the Northeastern corner of said Lot 1017, said point being on the Southerly line of the Re-subdivision Of Essex Hill Plat No. 4, according to the plat thereof recorded in Plat Book 73, Page 29 of the St. Louis County Records, said point being the Southwestern corner of Lot 28 and the Southeastern corner of Lot 29 of said Re-subdivision Of Essex Hill Plat No. 4, said point also being the Northwesterly corner of Lot 6 of Sugar Creek, according to the plat thereof recorded in Plat Book 201, Page 53 of the St. Louis County Records; thence along the Easterly line of said Lot 1017, the following bearings and distances: South 26 degrees 25 minutes 00 seconds West, 104.38 feet; thence South 52 degrees 13 minutes 00 seconds West, 64.67 feet; thence South 29 degrees 16 minutes 00 seconds West, 100.85 feet to the Southeastern corner of said Lot 1017; thence leaving said Easterly line, North 88 degrees 28 minutes 00 seconds West, 192.85 feet; thence North 15 degrees 20 minutes 48 seconds West, 148.61 feet; thence along o line, parallel with the Westerly line of said Lot 1017, North 01 degree 32 minutes 00 seconds East, 227.58 feet to the Southerly line of said Re-subdivision Of Essex Hill Plat No. 4, said point being 12.30 feet West of the Northwest corner of said Lot 1017; thence along the Southerly line of said Re-subdivision Of Essex Hill Plat No. 4, and the Northerly line of said Lot 1017, South 89 degrees 37 minutes 00 seconds East, 112.30 feet to on angle point in the Northerly line of said lot 1017 thence continuing along the Northerly line of said Lot 1017, South 59 degrees 23 minutes 40 seconds East, 302.75 feet to the Point of Beginning, according to Survey Number 205507-C, executed by James Surveying Company, during the month of March, 2018, and containing 2.4 Acres, more or less.



CITY HALL
139 S KIRKWOOD RD, KIRKWOOD, MO 63122
CITY OFFICES: 314.822.5800



CITY OF KIRKWOOD WATER COMPANY
212 S TAYLOR, KIRKWOOD, MO 63122
MAIN: 314.822-5810



CITY OF KIRKWOOD ELECTRIC
212 S TAYLOR, KIRKWOOD, MO 63122
MAIN: 314.822-5925



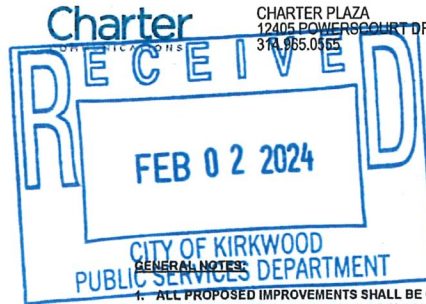
KIRKWOOD FIRE PROTECTION DISTRICT
11804 BIG BEND RD, KIRKWOOD, MO 63122
MAIN: 314.984.5970



METROPOLITAN ST. LOUIS SEWER DISTRICT
2350 MARKET STREET ST. LOUIS, MO 63103-2555
MAIN: 314.768.6260



SPIRE ENRGY
720 OLIVE STREET ST. LOUIS, MISSOURI 63101
MAIN: 314.342.0500



CHARTER PLAZA
12405 POWERS COURT, DRIVE, ST. LOUIS, MISSOURI 63131
314.965.0465

GENERAL NOTES:

- ALL PROPOSED IMPROVEMENTS SHALL BE CONSTRUCTED TO KIRKWOOD STANDARDS.
- ALL GRADING AND DRAINAGE TO BE IN CONFORMANCE WITH KIRKWOOD AND MSD STANDARDS.
- NO SLOPES SHALL EXCEED 3 (HORIZONTAL) TO 1 (VERTICAL), UNLESS JUSTIFIED BY A GEOTECHNICAL REPORT
- STORM WATER SHALL BE DISCHARGED AT AN ADEQUATE NATURAL DISCHARGE POINT. SINKHOLES ARE NOT ADEQUATE DISCHARGE POINTS.
- GENERAL CONTRACTOR TO VERIFY STORM AND SANITARY SEWER LOCATION AND ELEVATIONS PRIOR TO START OF WORK.
- CONTRACTOR IS RESPONSIBLE TO SECURE ALL NECESSARY APPROVALS PRIOR TO THE START OF CONSTRUCTION OPERATIONS.
- DESIGN IS PER MSD RULES AND REGULATIONS DATED FEBRUARY, 2009 AND MUST BE APPROVED BY MSD BEFORE CONSTRUCTION MAY COMMENCE.
- ALL DISTURBED AREAS SHALL BE RESTORED AS SOON AS PRACTICAL. LAWN AREAS SHALL BE SEEDD OR SOODED. SWALES SHALL BE SOODED.
- ALL EROSION CONTROL SHOULD BE MAINTAINED FOR THE DURATION OF PROJECT.
- ALL SILT FENCE AND EROSION CONTROL SHALL BE MAINTAINED UNTIL CONSTRUCTION IS COMPLETE AND SOD IS IN PLACE. CONTRACTOR SHALL PROTECT NEIGHBORING PROPERTIES AND STREETS FROM SILT.
- CONSULT SOILS ENGINEER FOR SOIL COMPACTION RECOMMENDATIONS. ALL GRADES SHALL BE WITHIN 0.2 FEET, PLUS OR MINUS, OF THOSE SHOWN ON THE GRADING PLAN.
- CONTRACTOR IS RESPONSIBLE FOR MONITORING GRADING OPERATION AND ACCURACY OF FINAL ROUGH GRADES.
- SPOT ELEVATIONS SHOWN ARE EXTERIOR FINISHED GRADE ELEVATIONS. EXTERIOR FINISHED GRADE ELEVATIONS SHALL BE A MINIMUM OF 8" BELOW THE TOP OF FOUNDATION.
- ELECTRIC SERVICE TO RESIDENCE SHALL REMAIN UNDERGROUND.
- NO CONSTRUCTION EQUIPMENT OR MATERIALS ARE TO BE TRANSPORTED OR STORED UNDER THE DRIPLINE OF STREET TREES OR OTHER TREE LABELED (UIP).
- ALL WORK IN OR ACROSS THE RIGHT-OF-WAY WILL REQUIRE A PERMIT ISSUED BY THE CITY OF KIRKWOOD PUBLIC WORKS DEPARTMENT.
- ANY UTILITY CUTS IN THE RIGHT-OF-WAY FOR CONNECTING SERVICES SHALL BE RESTORED PER RIGHT-OF-WAY PERMIT. THERE MAY BE EXTRA CHARGES OR DEGRADATION FEES ON THE CUT AREAS OF ROADWAYS.
- ALL UTILITIES SHOWN HAVE BEEN LOCATED FROM AVAILABLE RECORDS. THEIR LOCATION SHOULD BE CONSIDERED APPROXIMATE. THE CONTRACTOR HAS THE RESPONSIBILITY TO NOTIFY ALL UTILITY COMPANIES. PRIOR TO CONSTRUCTION, TO HAVE EXISTING UTILITIES FIELD LOCATED.
- BOUNDARY AND TOPOGRAPHIC SURVEY COMPLETED BY JAMES SURVEYING COMPANY.
- GRADING CONTRACTOR SHALL KEEP EXISTING ROADWAYS CLEAN OF MUD AND DEBRIS.
- ADEQUATE TEMPORARY OFF-STREET PARKING FOR CONSTRUCTION EMPLOYEES SHALL BE PROVIDED. PARKING ON NON-SURFACED AREAS SHALL BE PROHIBITED IN ORDER TO ELIMINATE THE CONDITION WHEREBY MUD FROM CONSTRUCTION AND EMPLOYEES VEHICLES IS TRACKED ONTO THE PAVEMENT CAUSING HAZARDOUS ROADWAY AND DRIVEWAY CONDITIONS.



1017 W ADAMS AVE.
KIRKWOOD, MO 63122
(314) 822-1091

LINK architecture
7412 MANCHESTER RD.
SAINT LOUIS, MO 63112
314.822.7672



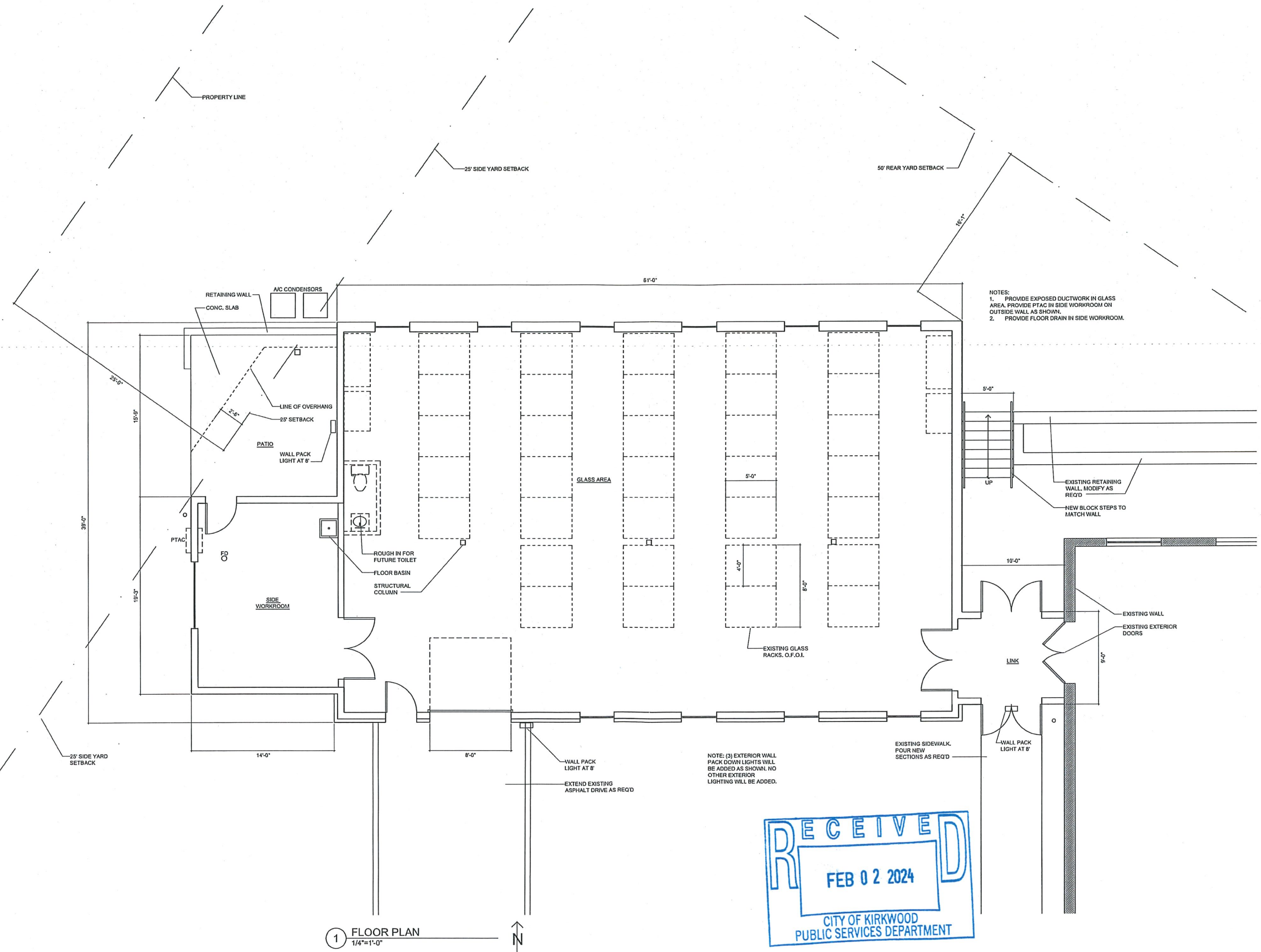
10849 Indian Head Indl. Blvd.
St. Louis, MO 63132
314.426.6212 Main
314.890.1250 Fax
Auditory F203



EMIL FREI & ASSOCIATES

1017 & 1021 WEST ADAMS, KIRKWOOD, MISSOURI 63122

AMENDED SITE DEVELOPMENT PLAN COVER
Locator: 23N240620
Basis Map No. 23N
MSD RECORD # XMSD-000X
Project # 2301
2/2/2024



NOTES:
1. PROVIDE EXPOSED DUCTWORK IN GLASS AREA. PROVIDE PTAC IN SIDE WORKROOM ON OUTSIDE WALL AS SHOWN.
2. PROVIDE FLOOR DRAIN IN SIDE WORKROOM.

NOTE: (3) EXTERIOR WALL PACK DOWN LIGHTS WILL BE ADDED AS SHOWN. NO OTHER EXTERIOR LIGHTING WILL BE ADDED.

1 FLOOR PLAN
1/4"=1'-0"



MISSOURI LICENSE
THOMAS MCGRAW
#2000153838

LINK architecture
7412 manchester ave.
saint louis, missouri 63143
314.435.7257

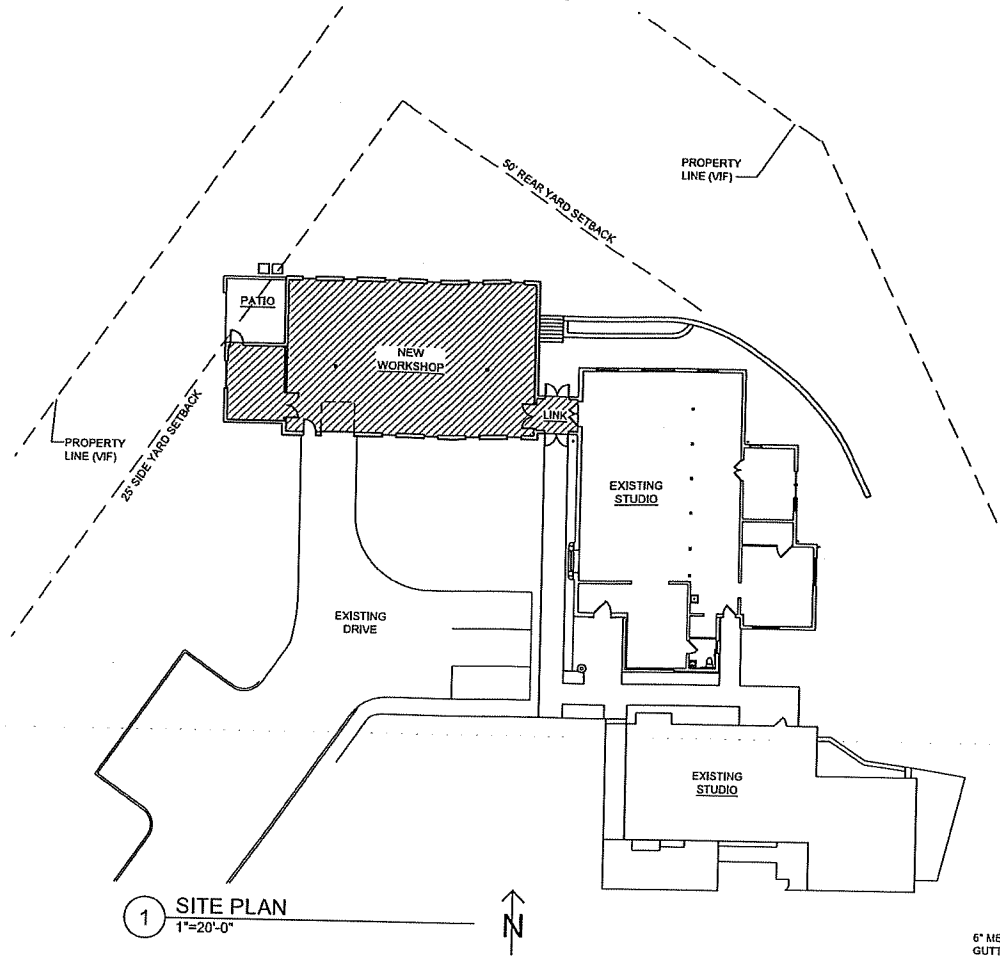
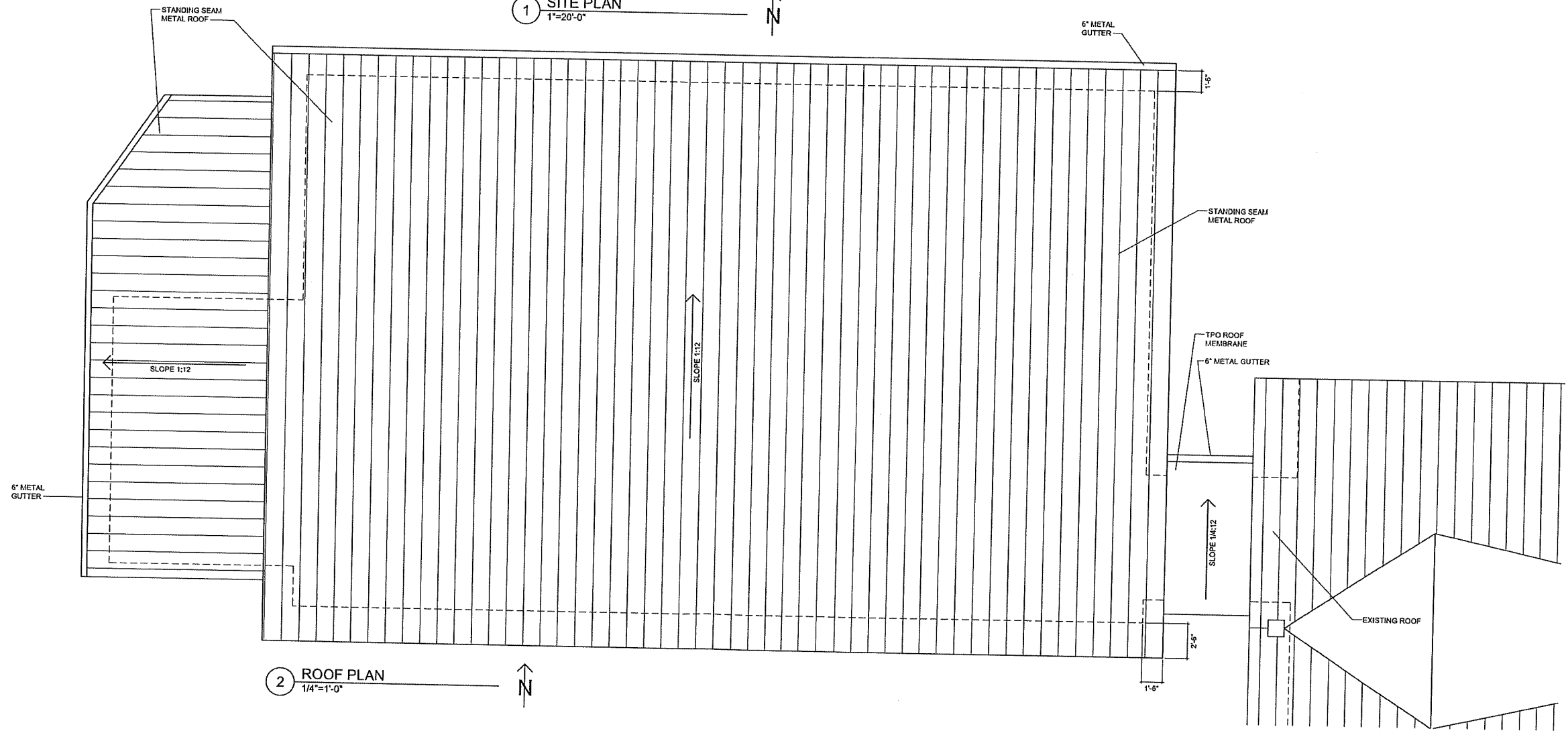
KIRKWOOD PLANNING REVIEW SUBMITTAL

NEW STUDIO BUILDING - EMIL FREI & ASSOCIATES
1017 WEST ADAMS AVE.
KIRKWOOD, MISSOURI

REVISIONS:

ISSUE DATE:
29 JAN 2024

A1



KIRKWOOD PLANNING REVIEW SUBMITTAL

NEW STUDIO BUILDING - EMIL FREI & ASSOCIATES

1017 WEST ADAMS AVE.

KIRKWOOD, MISSOURI

REVISIONS:

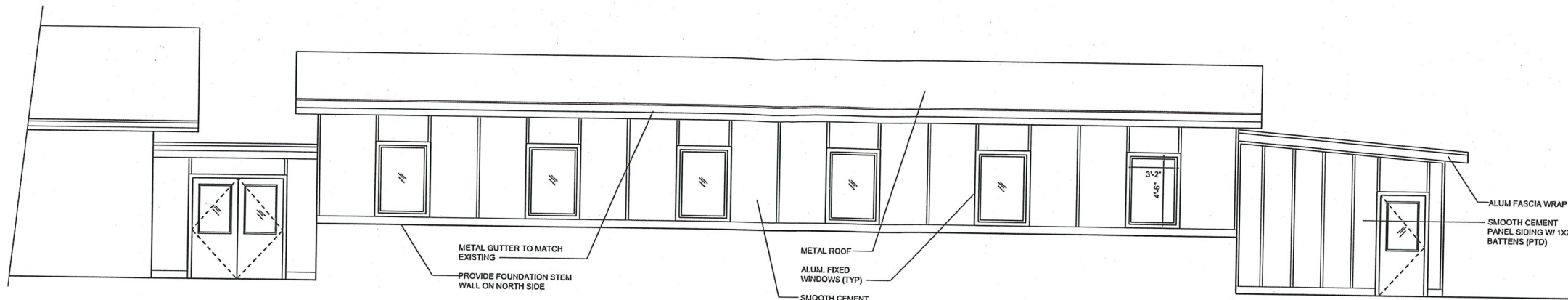
ISSUE DATE:
29 JAN 2024

A2

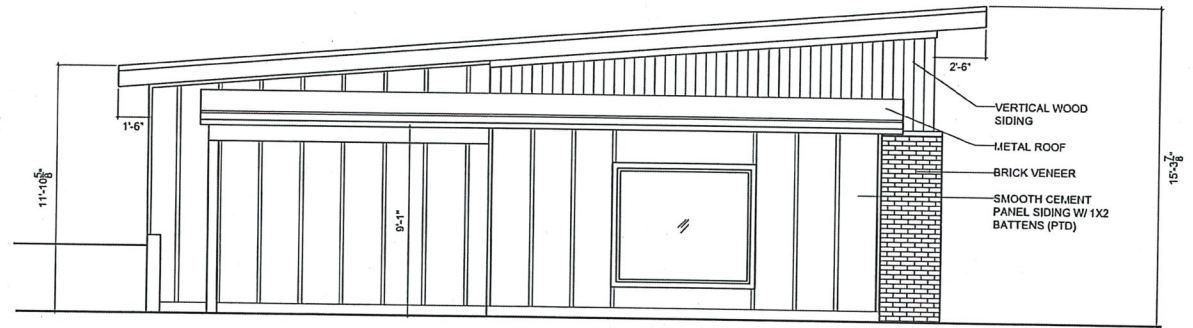
LINK architecture

7412 manchester ave.
saint louis, missouri 63143
314.435.7257

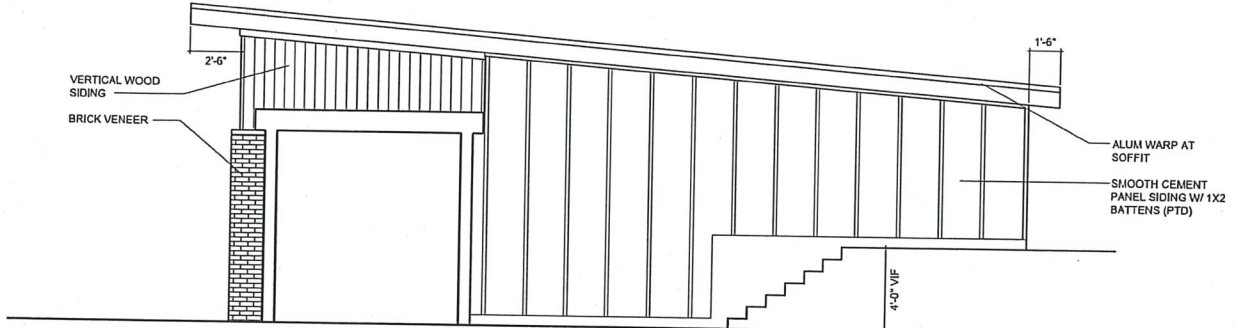
MISSOURI LICENSE
THOMAS MCGRAW
#2000153838



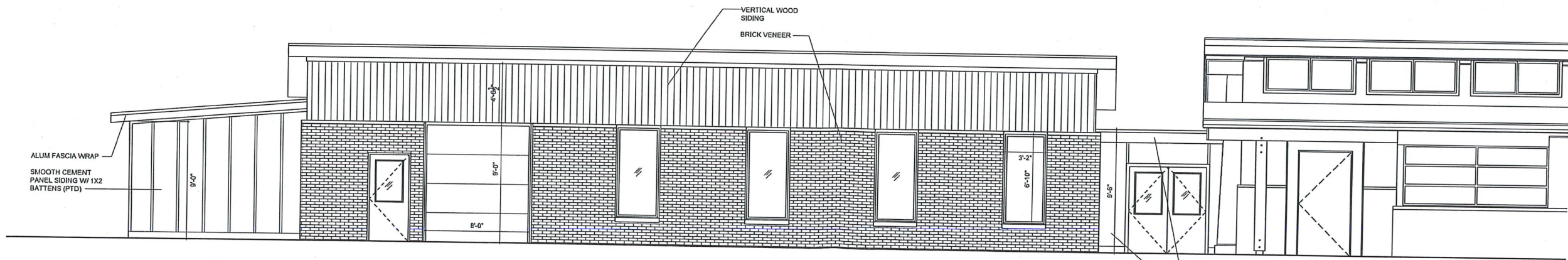
1 NORTH ELEVATION
1/4"=1'-0"



2 WEST ELEVATION
1/4"=1'-0"



3 EAST ELEVATION
1/4"=1'-0"



4 SOUTH ELEVATION
1/4"=1'-0"

MISSOURI LICENSE
THOMAS MCGRAW
#2000153838

LINK architecture
7412 manchester ave.
saint louis, missouri 63143
314.435.7257

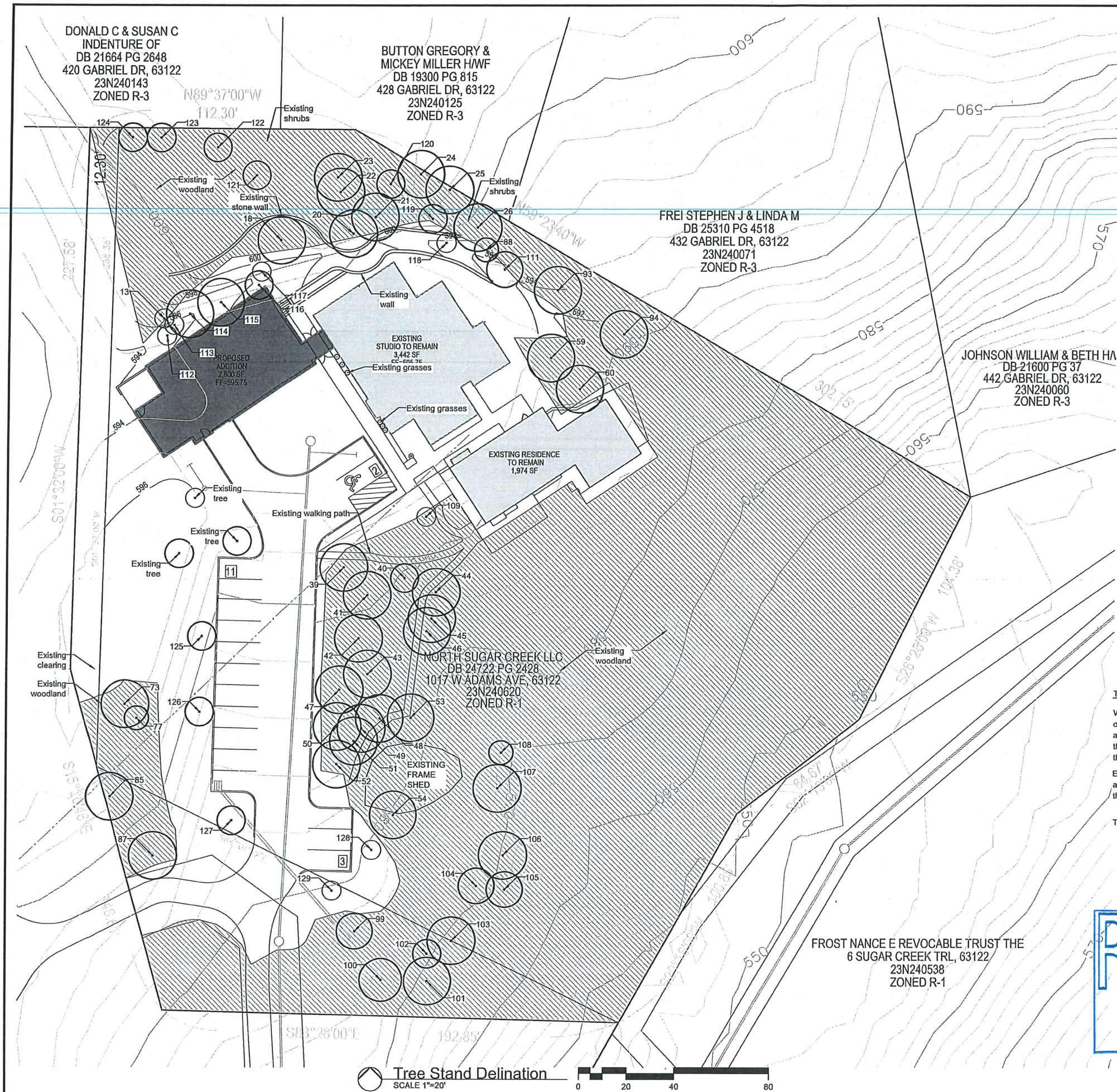
NEW STUDIO BUILDING - EMIL FREI & ASSOCIATES
1017 WEST ADAMS AVE.
KIRKWOOD, MISSOURI

REVISIONS:

ISSUE DATE:
29 JAN 2024

A3

KIRKWOOD PLANNING REVIEW SUBMITTAL



Tree Inventory						
ID	Tree Name	DBH	Canopy Diam.	Condition Rating	Location Rating	Comment
13	Elm	5"	8'	2		
18	Black Cherry	12"	18'	2	SUR	
20	White Oak	34"	40'	2	SUR	
21	Shingle Oak	22"	35'	2	SUR	
22	Red Oak	20"	25'	2	SUR	
23	White Oak	13"	20'	2	SUR	
24	Red Oak	22"	35'	2		
25	Pine	15"	20'	2	SUR	One-sided; High Branched
26	Pine	16"	15'	2	SUR	One-sided; High Branched
39	White Oak	18"	25'	2		
40	Hackberry	10"	12'	2		
41	Red Oak	18"	20'	2		
42	Red Oak	20"	25'	2		
43	Hickory	20"	22'	2		
44	Walnut	20"	30'	2		
45	Hickory	10"	15'	2		
46	White Oak	15"	25'	2		
47	White Oak	18"	25'	2		
48	White Oak	8"	15'	2		
49	White Oak	18"	20'	2		
50	White Oak	20"	25'	2		
51	White Oak	10"	15'	2		
52	Red Oak	10"	15'	2		
53	White Oak	15"	16'	2		
54	Red Oak	10"	15'	2		
59	White Pine	24"	25'	2	SUR	
60	White Pine	20"	25'	2		
73	Red Oak	15"	20'	2		
74	Red Oak	10"	15'	2		
85	Shingle Oak	11"	20'	2		
87	Shingle Oak	14"	20'	2		
88	White Pine	6"	12'	2		
93	White Oak	18"	25'	2		
94	Hickory	12"	25'	2		
99	White Oak	19"	16'	2		
100	White Oak	13"	18'	2		
101	White Oak	14"	20'	2		
102	Walnut	10"	12'	2		
103	White Oak	14"	20'	2		
104	Hickory	8"	15'	2		
105	White Oak	10"	15'	2		
106	Walnut	16"	20'	2		
107	White Oak	24"	20'	2		
108	Hickory	7"	10'	2		
109	Redbud	6"	10'	2		
111	White Oak	13"	15'	2		
112	Oak	5"	2'	2		
113	Oak	4"	2'	2		
114	Oak	12"	2'	2		
115	Oak	18"	2'	2		
116	Oak	18"	2'	2		
117	Hickory	4"	2'	2		
118	Redbud	6"	2'	2		
119	Pine	1.5"	2'	2		
120	Pine	1.5"	2'	2		
121	White Pine	1.5"	2'	2		
122	White Pine	1.5"	2'	2		
123	Evergreen	1.5"	2'	2		
124	Evergreen	1.5"	2'	2		
125	Maldenhalr	2"	2'	2		
126	Maldenhalr	2"	2'	2		
127	Maldenhalr	2"	2'	2		
128	Serviceberry	1.5"	2'	2		
129	Magnolia	1.5"	2'	2		

Tree Stand Delineation Narrative:

Woodland Canopy on this property consists primarily of Oaks (White, Red, Shingle and White) with occasional Hickory, Chinkapin Oak and Black Cherry. Canopy trees range in size from 4"-40" with an average size of 10"-12". Understory trees (dogwood, redbud, serviceberry, hickory) are found throughout the woodland canopy. Significant stands of invasive honeysuckle have established throughout the forest and management techniques should continue to be implemented.

Except for of a small clearing on the west property line the forest canopy nearly covers the entire 2 acre tract. The canopy and is mostly deciduous, with the exception of some large pines found north of the existing residence.

Total Existing Woodland = 62,486 s.f. (1.43 acres)

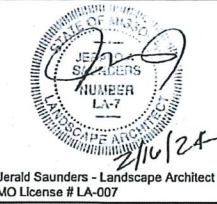
Tree Condition Rating:

Excellent	=	4
Good	=	3
Fair	=	2
Poor	=	1
Dead	=	0



LEGEND:

Symbol	Description
○	Existing Individual Tree
■	Woodland Area



Consultants:

Emil Frei & Associates
Proposed Addition

1017 West Adams
Kirkwood, Missouri

Revisions:

Date	Description	No.
2/16/24	City Comments	1

Drawn: KP
Checked: RS



Sheet Title: Tree Stand Delineation

Sheet No: TSD

Date: 1/22/24
Job #: 897.002

BUTTON GREGORY &
MICKEY MILLER H/WF
DB 19300 PG 815
428 GABRIEL DR, 63122
23N240125
ZONED R-3

FREI STEPHEN J & LINDA M
DB 25310 PG 4518
432 GABRIEL DR, 63122
23N240071
ZONED R-3

JOHNSON WILLIAM & BETH HA
DB-21600 PG 37
442 GABRIEL DR, 63122
23N240060
ZONED R-3

46
NORTH SUGAR CREEK LLC
DB 24722-PG 2428
1017 W ADAMS AVE, 63122
23N240620
53
ZONED R-1

Tree Inventory							To Be	
ID	Tree Name	DBH	Canopy Diam.	Condition Rating	Location Rating	Comment	Preserved	Removed
18	Black Cherry	12"	18'	2	SUR		X	
20	White Oak	34"	40'	2	SUR		X	
21	Shingle Oak	22"	35'	2	SUR		X	
22	Red Oak	20"	25'	2	SUR		X	
23	White Oak	13"	20'	2	SUR		X	
24	Red Oak	22"	35'	2			X	
25	Pine	15"	20'	2	SUR	One-sided; High Branched	X	
26	Pine	16"	15'	2	SUR	One-sided; High Branched	X	
39	White Oak	18"	25'	2			X	
40	Hackberry	10"	12'	2			X	
41	Red Oak	18"	20'	2			X	
42	Red Oak	20"	25'	2			x	
43	Hickory	20"	22'	2			X	
44	Walnut	20"	30'	2			X	
45	Hickory	10"	15'	2			X	
46	White Oak	15"	25'	2			X	
47	White Oak	18"	25'	2			X	
48	White Oak	8"	15'	2			X	
49	White Oak	18"	20'	2			X	
50	White Oak	20"	25'	2			X	
51	White Oak	10"	15'	2			X	
52	Red Oak	10"	15'	2			X	
53	White Oak	15"	16'	2			X	
54	Red Oak	10"	15'	2			X	
59	White Pine	24"	25'	2	SUR		X	
60	White Pine	20"	25'	2			X	
73	Red Oak	15"	20'	2			X	
74	Red Oak	10"	15'	2			X	
85	Shingle Oak	11"	20'	2			X	
87	Shingle Oak	14"	20'	2			X	
94	Hickory	12"	25'	2			X	
99	White Oak	19"	16'	2			X	
100	White Oak	13"	18'	2			X	
101	White Oak	14"	20'	2			X	
102	Walnut	10"	12'	2			X	
103	White Oak	14"	20'	2			X	
104	Hickory	8"	15'	2			X	
105	White Oak	10"	15'	2			X	
106	Walnut	16"	20'	2			X	
107	White Oak	24"	20'	2			X	
108	Hickory	7"	10'	2			X	
109	Redbud	6"	10'	2			X	
119	Pine	1.5"					X	
120	Pine	1.5"					X	
121	White Pine	1.5"					X	
122	White Pine	1.5"					X	
123	Evergreen	1.5"					X	
124	Evergreen	1.5"					X	
125	Maidenhair	2"					X	
126	Maidenhair	2"					X	
127	Maidenhair	2"					X	
128	Serviceberry	1.5"					X	
129	Magnolia	1.5"					X	

Total Existing Woodland = 62,486 s.f. (1.43 acres)
 Total Existing Woodland To Remain = 61,202 s.f. (1.4 acres)
 97.95 % preserved woodland

Tree Protection Notes:

- 1) Pre-construction meeting to be held on-site to include a presentation of tree protection measures to operators, construction supervisors, developer's representative, and city zoning inspector.
- 2) Clearing Limits to be rough staked in order to facilitate location for installation of protection fencing. No early maintenance schedule is required.
- 3) No clearing or grading shall begin in areas where the treatment and preservation measures have not been completed, including the installation of tree protection fencing as shown on the plan. Where necessary, Contractor may perform minor tree clearing prior to installing sill fencing and tree protection fencing provided they maintain tree protection area.
- 4) Tree protection fencing shall enclose the entire area of the Tree Protection Zone (TPZ) of the trees to be protected throughout the duration of the project. Tree Protection Fencing shall be three (3) foot high green mesh fencing. Fencing shall be affixed to five (5) foot long heavy duty steel, green painted T- posts driven into the ground to a depth of a minimum of one (1) foot six (6) inches (18 inches minimum). Posts should be spaced no more than (eight) 8 feet apart.
- 5) No equipment traffic/parking, concrete washout, material storage or other such construction activity shall be permitted to penetrate the protection fencing or disrupt the protected wooded area except for the removal of dead or invasive plant material. All ground plane in planting areas shall be mulched with hardwood bark mulch.
- 6) A Tree Protection Zone warning sign shall be affixed to tree protection fencing and prominently displayed at 20-foot intervals to be visible from all directions. All signs shall be a minimum of 8.5 inches by 11 inches, weatherproof with no holes through the paper signage, and clearly state: "WARNING – TREE PROTECTION ZONE".
- 7) Tree protection measures to be maintained throughout construction sequence.






Tree Protection Action Key Sequence:

- 1) Survey limit of disturbance.
- 2) Perform root pruning.
- 3) Install tree protection fencing.
- 4) Post tree protection signage on fence (No signs will be posted on trees).
- 5) Maintain tree protection area as an off-limits zone.

Tree Condition Rating:

- | | | |
|-----------|---|---|
| Excellent | = | 4 |
| Good | = | 3 |
| Fair | = | 2 |
| Poor | = | 1 |
| Dead | = | 0 |

LEGEND:

Symbol	Description
	Existing Individual Tree To Remain
	Existing Individual Tree (T.B.R.)
	Woodland Area To Remain
	Tree Protection Fence
	Root pruning

Tree protection signage example

Revisions:

[illegible]


Drawn:	KP
Checked:	RS

LOOMIS ASSOCIATES
landscape architects + planners
2950 split 40 park drive, chesterfield, missouri 63005
www.loomis-associates.com
636-519-8668

Sheet Title:	Tree Preservation Plan
-----------------	---------------------------

Sheet No:	TDD
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Date:	1/22/24
Job #:	897,002



Jerald Saunders - Landscape Architect
MO License # LA-007

Consultants:

Emil Frei & Associates
Proposed Addition
1017 West Adams
Kirkwood, Missouri

DONALD C & SUSAN C
INDENTURE OF
DB 21664 PG 2648
420 GABRIEL DR, 63122
23N240143
ZONED R-3

BUTTON GREGORY &
MICKEY MILLER H/WF
DB 19300 PG 815
428 GABRIEL DR, 63122
23N240125
ZONED R-3

FREI STEPHEN J & LINDA M
DB 25310 PG 4518
432 GABRIEL DR, 63122
23N240071
ZONED R-3

JOHNSON WILLIAM & BE
DB 21600 PG 37
442 GABRIEL DR, 63122
23N240060
ZONED R-3

NORTH SUGAR CREEK LLC
DB 24722 PG 2428
1017 W ADAMS AVE, 63122
23N240620
ZONED R-1

FROST NANCE E REVOCABLE TRUST THE
6 SUGAR CREEK TRL, 63122
23N240538
ZONED R-1

PLANTING SCHEDULE

ID	QUANTITY	BOTANICAL NAME	COMMON NAME	SIZE	REMARKS
CANOPY-SHADE TREE					
A	4	Gleditsia triacanthos var. inermis 'Shademaster'	Shademaster Honeylocust	2" caliper	B & B
C	4	Cladrastis kentukea	Yellowwood	2" caliper	B & B
EVERGREEN TREE					
G	2	Pinus strobus	White Pine	6' tall	B & B
K	2	Picea abies	Norway Spruce	6' tall	B & B

PLANTING SCHEDULE

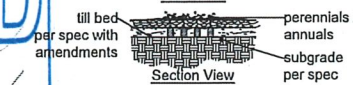
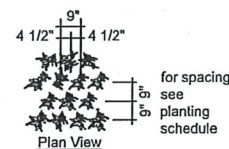
ID	QUANTITY	BOTANICAL NAME	COMMON NAME	SIZE	REMARKS
SHRUBS-ORNAMENTAL GRASSES-PERENNIALS-ANNUALS-GROUND COVER					
c	7	Cornus stolonifera 'Farrow'	Arctic Fire Red Twig Dogwood	18"-24"	Container
d	9	Viburnum carlesii 'SMVCB'	Spice Baby Koreanspice Viburnum	18"-24"	Container
e	13	Spiraea japonica 'SMNSJMFR'	Double Play Red Spirea	18"-24"	Container
f	8	Juniperus virginiana 'Grey Owl'	Grey Owl Juniper	18"-24"	Container
g	4	Pennisetum alopecuroides 'Hameln'	Hameln Fountain Grass	1 gal.	Container

Landscape Notes:

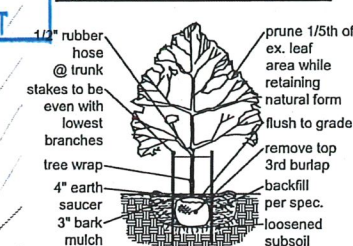
- 1) All mulch to be double ground bark mulch except where noted.
- 2) Sod as noted.
- 3) Seed as noted.
- 4) Soil mix in all shrub beds at 8" depth.
- 5) Topsoil in all disturbed lawn areas at 6" depth.
- 6) Bed edges to be spade cut, except where noted as metal edging.

General Notes:

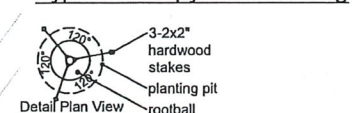
- 1) Per City of Kirkwood, the following general guidelines shall be followed when installing trees as regulated by the City Code:
 - a) Prior to digging, all utilities shall be located and marked in accordance with all Federal, State, and local law.
 - b) No trees other than those listed in the Approved Street Tree Planting Guide shall be planted.
 - c) All newly installed public trees must meet the American Standard for Nursery Stock. The trees must be free from disease, insects, and any other disfigurements.
 - d) All trees must be planted following the International Society of Arboriculture's Best Management Practices - Tree Planting.
 - e) Any planting holes drilled with an auger must have the sides of the holes "roughened" with a shovel to reduce compaction and the effects of "glazed wall".
- 2) Per City of Kirkwood, when planting trees, all non-biodegradable material shall be removed from the tree. This includes but is not limited to:
 - a) All rope and twine wrapped around the ball and/or trunk.
 - b) The top 1/3 of burlap shall be cut and removed from the root ball.
 - c) The top 1/3 of any wire baskets shall be cut and removed from the root ball.



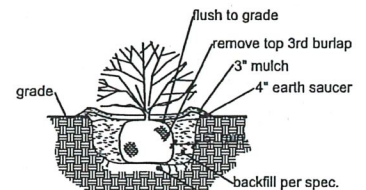
Typical Perennial Planting



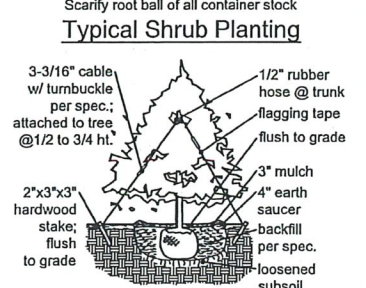
Typical Canopy Tree Planting



Detail Plan View



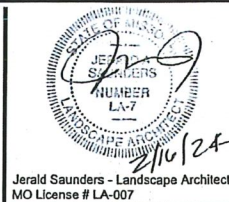
Typical Shrub Planting



Typical Evergreen Planting

LEGEND:

Symbol	Description
○	Existing Individual Tree
■	Woodland Area



Consultants:

Emil Frei & Associates
Proposed Addition
1017 West Adams
Kirkwood, Missouri

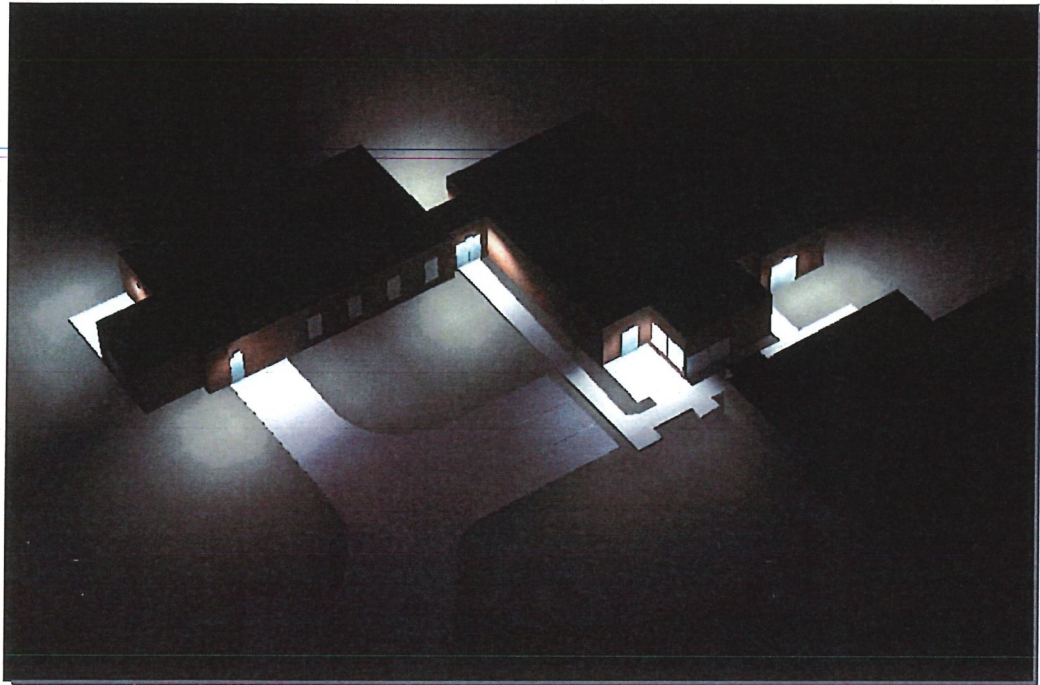
Date	Description	No.
2/16/24	City Comments	1

Drawn: KP
Checked: RS



Sheet Title:	Landscape Plan
Sheet No:	L1.01
Date:	1/22/24
Job #:	897.002

INFORMATION CONTAINED IN THIS DOCUMENT IS FOR REVIEW PURPOSES ONLY. REFERENCES, RECOMMENDED PRACTICES, AND INDUSTRY STANDARDS ARE FOR LIGHT LEVEL & CALCULATION PURPOSES. THE USE OF THIS DOCUMENT FOR FINAL CONSTRUCTION DOCUMENTS IS STRICTLY PROHIBITED.



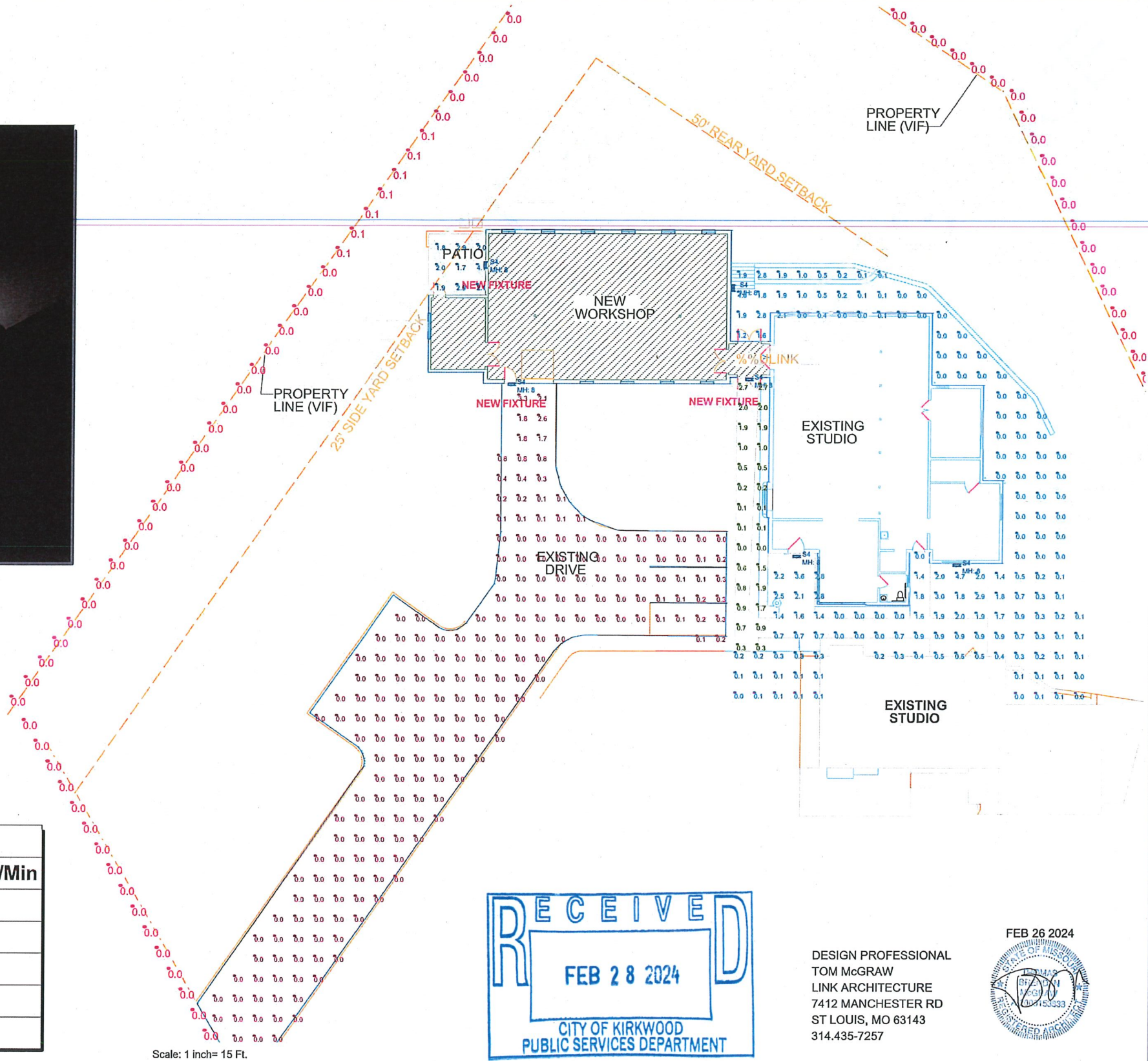
FRONT ENTRANCE BIRDS EYE VIEW

ASSUMPTIONS:
Average: 1-2 FC Avg.
Max to Min. <15/1
Mounting: 8'-0"
Reflectance's:
 Building: 20%
 Asphalt: 37%
Calculation Plane: @ Grade
Kelvin Temperature: 4000°K

CALCULATION SUMMARY					
Area	Units	Avg	Max	Min	Max/Min
DRIVE LIGHTING	Fc	0.1	3.3	0.0	N.A.
EXISTING STUDIO	Fc	0.6	4.7	0.0	N.A.
PATIO	Fc	2.4	4.1	1.7	2.4
PROPERTY LINE	Fc	0.0	0.1	0.0	N.A.
WALKWAY	Fc	1.0	2.7	0.0	N.A.

LIGHTING FIXTURE SCHEDULE							
Tag	Qty.	Syb.	Model	Description	LLF	Watts	Lumens
S4	6		LNC-7LU-4K-4	CURRENT-EXO-LNC LED WALL MOUNT-4000°K-TYPE IV	0.900	17.4	1535

LIGHTING CALCULATIONS - PHOTOMETRICS



THIS DRAWING AND DESIGNS THEREON SHALL NOT BE DUPLICATED, USED OR DISCLOSED TO OTHERS FOR PROCUREMENT OR OTHER PURPOSES, EXCEPT AS OTHERWISE AUTHORIZED BY CONTRACT, WITHOUT EXPRESS WRITTEN CONSENT OF CONVERGENCE PARTNERS, INC. ALL REPRODUCTIONS SHALL BEAR THIS NOTICE.



103 E 18th Avenue
North Kansas City, MO 64116
Phone: (816) 581-6300

EMIL FREI & ASSOCIATES
1017 West Adams Ave.
Kirkwood, Missouri, 63122

DESIGNED BY:	DJT
REVISIONS	
REV-01: EDIT FCs	
DATE:	2/21/2024

REV-01

CALC-0169-EMIL FREI & ASSOCIATES-KIRKWOOD-MO







THE CONSENT AGENDA IS ATTACHED

- a) Approval of the February 15, 2024 Council Meeting Minutes
- b) Resolution 27-2024, appointing John Baker to the Urban Forestry Commission for a partial term to June 2025
- c) Resolution 28-2024, accepting the bid of Budrovich Contracting Co. in the amount of \$50,150 for the purchase of Electric Utility Transformer Storage and Transportation for the Sugar Creek Substation for the Electric Department, pending budgetary approval, and authorizing and directing the Director of Procurement to issue a Purchase Order
- d) Resolution 29-2024, accepting the bid of Sunbelt-Solomon Solutions in the amount of \$161,240 for the purchase of Single Phase and Three Phase Pad Mount Dual Voltage Transformers for the Electric Department, pending budgetary approval, and authorizing and directing the Director of Procurement to issue a Purchase Order
- e) Resolution 30-2024, accepting the bid of PanAmerica Supply, Inc. In the amount of \$265,640 for the purchase of Single Phase Pole Mount Transformers for the Electric Department, pending budgetary approval, and authorizing and directing the Director of Procurement to issue a Purchase Order
- f) Resolution 31-2024, accepting the single source proposal of Survalent Technology Corporation in the amount of \$30,945 for Substation Control and Data Acquisition Software Services for the Electric 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 Director of Procurement to issue a Purchase Order



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**City Council Meeting Minutes
Kirkwood City Hall
Thursday, February 15, 2024, 7:00 p.m.**

Pursuant to notice of meeting duly given by the Mayor, the City Council convened on Thursday, February 15, 2024, 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, Wurtz, and Zimmer. Also in attendance were Chief Administrative Officer Russ Hawes, Assistant Chief Administrative Officer David Weidler, City Clerk Laurie Asche, Deputy City Clerk Bridget Waters, and City Attorney John Hessel.

**INTRODUCTIONS AND RECOGNITIONS
NONE**

PRESENTATIONS

Geoff Morrison, Chair of the Human Right Commission, presented Thomas Ptacek with the 2023 Denis Hart Award of Excellence.

PUBLIC HEARINGS

Public Hearing #1

Mayor Griffin recessed the meeting for the purpose of conducting a public hearing regarding the City of Kirkwood 2024-2025 Budget. Mr. Hessel entered the following exhibits into the record: An Affidavit of Publication in the Countian on January 31, 2024, which included a summary of the proposed Operating Budget for the Special Business District, as Exhibit 1; An Affidavit of Publication in the St. Louis County Legal Ledger on January 31, 2024, which included a summary of the proposed operating Budget and Capital Budgets, as Exhibit 2; an Affidavit of Publication in the Webster-Kirkwood Times on February 2, 2024, which included a summary of the proposed Operating Budget and Capital Budgets, as Exhibit 3; and the Kirkwood Code of Ordinances as Exhibit 4.

Assistant Director of Finance Jennifer Forgy presented the matter to the council:

- The proposed budget is balanced in accordance with Missouri State statute.
- A copy of the proposed FY24/25 budget is available on the City's website.
- The budget process started in late July/early August 2023 and presented to the Citizens Finance Committee.
- The Citizens Finance Committee met from September through January 2024, going over the proposed budget and presented recommendations to the City Council on January 18, 2024.
- The proposed budget included anticipated income/reserves available to fund the total City-wide appropriation request of \$122,457,000 with the General Fund and Electric Fund comprising 29%.
- The General Fund provides the funding for all general City services, which includes public safety.



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- The proposed budget projects grant revenues in the amount of \$5,161,000 for the various City street improvement projects.
- The proposed budget includes an appropriation in the amount of \$4,727,000 for lease payments due on various leases.
- The proposed budget includes a request to re-appropriate \$9,680,000 for previously approved projects that will be incomplete as of March 31, 2024.

A discussion took place.

The bill will be placed on the March 7, 2024 agenda for first reading consideration.

Public Hearing #2

Mayor Griffin recessed the meeting for the purpose of conducting a public hearing regarding the Downtown Kirkwood Special Business 2024-2025 Budget. Mr. Hessel entered the following exhibits into the record: An Affidavit of Publication in the Countian on January 31, 2024, which included a summary of the proposed Operating Budget for the Special Business District, as Exhibit 1; An Affidavit of Publication in the St. Louis County Legal Ledger on January 31, 2024, which included a summary of the proposed operating Budget and Capital Budgets, as Exhibit 2; an Affidavit of Publication in the Webster-Kirkwood Times on February 2, 2024, which included a summary of the proposed Operating Budget for the Special Business District, as Exhibit 3; and the Kirkwood Code of Ordinances as Exhibit 4.

Director of the Special Business District Donna Poe presented the matter to the City Council:

- Total revenues and other financing sources are \$401,950.
- Total expenditures and other financing uses are \$401,950.
- Revenues are generated from property owner and business licenses in the Downtown Kirkwood Business District.
- Expenses are generally for administration.
- The Special Business District employs 2 full-time staff and 1 part-time staff member.
- The Kirkwood Farmer's Market will open on April 6th for the Spring season.

The bill will be placed on the March 7, 2024 agenda for first reading consideration.

PUBLIC COMMENTS

1. Phyllis Koch, 555 Couch Ave; made comments asking Council that are members of St. Peter to recuse themselves from voting on New Business, Bill 11025
2. Dave Powell, 80 Forest Glen; made comments opposed to vacating a 60' wide right-of-way (New Business, Bill 11025)
3. Mike Fitzgerald, 729 Cleveland Ave; made comments opposed to vacating a 60' wide right-of-way (New Business, Bill 11025)
4. Ty Wilson, 918 Mindy Ln; made comments opposed to vacating a 60' wide right-of-way (New Business, Bill 11025)



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5. Brian Dentinger, 520 E. Monroe Ave; made comments in favor of vacating a 60' wide right-of-way (New Business, Bill 11025)
6. Travis Rodden, 117 N. Harrison Ave; made comments in favor of vacating a 60' wide right-of-way (New Business, Bill 11025)
7. Jeremy Cozart, 432 N. Van Buren Ave; made comments in favor of vacating a 60' wide right-of-way (New Business, Bill 11025)
8. James Hawk, 2362 Maybrook Ln; made comments opposed to vacating a 60' wide right-of-way (New Business, Bill 11025)
9. Jennifer Clement, 319 W. Jefferson; made comments opposed to vacating a 60' wide right-of-way (New Business, Bill 11025)
10. Alan Frost, 571 McLain Ln; made comments opposed to vacating a 60' wide right-of-way (New Business, Bill 11025)
11. James Lewis, 234 W. Jefferson Dr.; made comments in favor of vacating a 60' wide right-of-way (New Business, Bill 11025)
12. Allen Klippel, 235 E Jefferson; made comments in favor of vacating a 60' wide right-of-way (New Business, Bill 11025)
13. Craig Danforth, 241 W. Monroe Ave; made comments opposed to vacating a 60' wide right-of-way (New Business, Bill 11025)
14. John Pennington, 354 E. Bodley; made comments in favor of vacating a 60' wide right-of-way (New Business, Bill 11025)
15. Paul Ardekani, 711 Club Ln; made comments in favor of vacating a 60' wide right-of-way (New Business, Bill 11025)

CONSENT AGENDA

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

Council Member Luetzow stated for the record in regards to item a), Resolution 21-2024, pertaining to her and her husband having a small amount of stock in Core & Main in which the value does not come close to the financial thresholds that would require a recusal.

- a) Approval of the February 1, 2024 Council Meeting Minutes
- b) Resolution 15-2024, reappointing Sheron Sears as the City of Kirkwood's Representative to serve on the St. Louis County Council for the University of Missouri Extension for a two year term beginning March 1, 2024 to February 28, 2026
- c) Resolution 16-2024, accepting the proposal of Leon Uniform Company at the rates provided in the rate sheet for Fire Department Uniforms, pending budgetary approval, and authorizing and directing the Mayor to enter into a contract
- d) Resolution 17-2024, amending the Purchase Order with ETAP by increasing the Purchase Order amount by \$20,163 for a total not to exceed amount of \$58,650 for additional software licensing for the Electric



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- Department, pending budgetary approval, and authorizing and directing the Director of Procurement to issue an amended Purchase Order
- e) Resolution 18-2024, authorizing and directing the Mayor to enter into an Amended Joint Use Pole Agreement between Kirkwood Electric and Everstream Solutions LLC for upgraded fiber installation for Kirkwood Electric
 - f) Resolution 19-2024, accepting the bid of Anixter, Inc. in the amount of \$84,865 for the purchase of 35kV and 15kV ERP Cable for the Electric Department, pending budgetary approval, and authorizing and directing the Director of Procurement to issue a Purchase Order
 - g) Resolution 20-2024, accepting the bid of Schulte Supply at the rates provided in the rate sheet for water stock items for the Water Department on an as needed basis, 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
 - h) Resolution 21-2024, accepting the bid of Core & Main at the rates provided in the rate sheet for water stock items for the Water Department on an as needed basis, 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

UNFINISHED BUSINESS

Bill 11023, appropriating \$300,000 from the Certificates of Participation Series 2024 to the Parks and Recreation Building and Site Improvements Account for Community Center Renovations was brought before the City Council.

Roll Call:

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

The bill, having received majority approval of the Council, was adopted and became Ordinance 10850.

NEW BUSINESS

Bill 11024, appropriating \$300,000 from the Certificates of Participation Series 2024 to the Parks and Recreation Building and Site Improvements Account for Community Center Renovations 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.



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The bill received first reading approval and was held over.

Bill 11025, vacating a 60' wide right-of-way located between Blocks 16 and 21, of the Town of Kirkwood and dedicating to the City of Kirkwood portions of a tract of land being part of Lot A of St. Peter's South Boundary Adjustment Plat as recorded in Plat Book 350, Page 657 and a tract of land being part of Lot A of St. Peter's North Boundary Adjustment Plat as recorded in Plat Book 350, Page 658 of the St. Louis County records, all located in Section 1, Township 44 North, Range 5 East of the Fifth Principal Meridian, City of Kirkwood, St. Louis County, Missouri 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. A discussion took place.

The bill failed with Mayor Griffin in favor. Council Members Duwe, Gibbons, Luetzow, Sears, Wurtz and Zimmer were opposed.

Resolution 22-2024, amending Resolution 13-2024 with Graybar Electric Co. by increasing the Purchase Order amount by \$1,215 for a total not to exceed amount of \$25,284 for the purchase of 6' 15kV Line Guards for the Electric Department and authorizing and directing the Director of Procurement to issue an amended Purchase Order was brought before the City Council. Motion was made by Council Member Zimmer and seconded by Council Member Duwe to accept the Resolution as read.

Roll Call:

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

Resolution 23-2024, accepting the bid of Anixter, Inc. in the amount of \$138,107.75 for the purchase of Electric Stock for underground work for the Aria Condominiums on Monroe Avenue, pending budgetary approval, 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 Gibbons to accept the Resolution as read. A discussion took place.

Roll Call:

Mayor Griffin	"Yes"
Council Member Luetzow	"Yes"
Council Member Sears	"Yes"
Council Member Wurtz	"Yes"
Council Member Zimmer	"Yes"



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Council Member Duwe	"Yes"
Council Member Gibbons	"Yes"

Resolution 24-2024, accepting the proposal of Bazan Painting Company in the amount not to exceed of \$182,000 (which includes a contingency of \$2,000) for Kirkwood Aquatic Center Leisure Pool and Lazy River Sandblasting and Painting and authorizing and directing the Mayor to enter into a contract was brought before the City Council. Motion was made by Council Member Duwe and seconded by Council Member Luetzow to accept the Resolution as read.

Roll Call:

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

Resolution 25-2024, accepting the proposal of Navigate Building Solutions in the amount of \$331,000 for Design and Construction Services for the future Public works building on Leffingwell Avenue, pending budgetary approval, and authorizing and directing the Mayor to enter into an amended contract was brought before the City Council. Motion was made by Council Member Zimmer and seconded by Council Member Luetzow to accept the Resolution as read.

Roll Call:

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

Resolution 26-2024, accepting the bid of Degel Truck Center in the amount of \$26,000 (which includes a contingency of \$3,068.67) for repairs of Sanitation 2017 Isuzu 8YD Rear Loader truck 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 Gibbons to accept the Resolution as read.



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Roll Call:

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

CONSENT AGENDA ITEMS FOR DISCUSSION
NONE

CITY COUNCIL REPORTS

Council Member Gibbons reminded everyone about the Art Installation at the Kirkwood Performing Art Center.

Council Member Luetzow reminded everyone that Saturday, Feb. 17th, the Kirkwood Historical Society is sponsoring a Black History Month Event.

CHIEF ADMINISTRATIVE OFFICER REPORT

Mr. Hawes had nothing to report.

CITY ATTORNEY REPORT

Mr. Hessel had nothing to report.

CITY CLERK REPORT

Ms. Asche provided the Planning & Zoning report. The following action was taken:

1. By a vote of 7-0, the Commission recommended approval of Special Use Permit and Site Plan amendments for Emil Frei & Associates, 1017 West Adams Avenue, for an addition to the studio built in 2021. A public hearing is scheduled for March 7, 2024.

ADJOURNMENT

There being no further business to come before the Council, the formal meeting was adjourned at 8:37 p.m. The next regular meeting of the Kirkwood City Council will take place at 7:00 p.m. on March 7, 2024.

Laurie Asche
City Clerk

Approved:

RESOLUTION 27-2024

A RESOLUTION APPOINTING JOHN BAKER TO THE URBAN FORESTRY COMMISSION FOR A PARTIAL TERM TO JUNE 2025.

WHEREAS, the City Council believes that John Baker should be appointed to the Urban Forestry Commission for a partial term to June 2025.

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

SECTION 1. John Baker is hereby appointed to the Urban Forestry Commission for a partial term to June 2025.

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

PASSED AND APPROVED THIS 7TH DAY OF MARCH 2024.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Legislation Request

Resolution

Place On The Agenda Of: 3/7/2024

Step #1:

Strategic Plan NO

Goal # & Title

Background To Issue:

There is currently a vacancy on the Urban Forestry Commission.

Recommendations and Action Requested:

Appoint John Baker to the Urban Forestry Commission for a partial term to June 2025.

Alternatives Available:

Does this project have a public information component? ☐ Yes ☒ No

Cost: \$0.00

Account #: 000000000000000000

Project #:

If YES, Budgeted Amount: \$0.00

If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

Budgeted: YES

BY: Laurie Asche

Date: 2/16/2024

Authenticated: Aschelb

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).**

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:

3-1-24

RESOLUTION 28-2024

A RESOLUTION ACCEPTING THE BID OF BUDROVICH CONTRACTING CO. IN THE AMOUNT OF \$50,150 FOR THE PURCHASE OF ELECTRIC UTILITY TRANSFORMER STORAGE AND TRANSPORTATION FOR THE SUGAR CREEK SUBSTATION FOR THE ELECTRIC DEPARTMENT, PENDING BUDGETARY APPROVAL, 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 Electric Utility Transformer Storage and Transportation for the Sugar Creek Substation for the Electric Department, and

WHEREAS, the most responsible bid received was that of Budrovich Contracting Co. in the amount of \$50,150, which bid acceptance is approved by the Chief Administrative Officer and recommended by the Director of Procurement and the Director of Electric, and

WHEREAS, funds are available in Account #501-20-250-254-000-620080 (Distribution System Improvements), contingent upon approval of Fiscal Year 2024/2025 Budget

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

SECTION 1. The bid of Budrovich Contracting Co. in the amount of \$50,150 for the purchase of Electric Utility Transformer Storage and Transportation for the Sugar Creek Substation for the Electric Department is hereby accepted and approved.

SECTION 2. The Director of Procurement is hereby authorized and directed to issue a Purchase Order to Budrovich Contracting Co. in the amount of \$50,150 for the purchase of Electric Utility Transformer Storage and Transportation for the Sugar Creek Substation for the Electric Department.

SECTION 3. This Resolution is contingent upon council approval of the Fiscal Year 2024/2025 Budget.

SECTION 4. This Resolution shall be in full force and effect after its passage and approval.

PASSED AND APPROVED THIS 7TH DAY OF MARCH 2024.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Legislation Request

Resolution

Place On The Agenda Of: 3/7/2024

Step #1:

Strategic Plan YES

Goal # & Title Goal 1,, Objective 1D: Monitor Infrastructure to ensure accomm...

Background To Issue:

Kirkwood Electric has order the new Sugar Creek Substation transformers. The new transformers will arrive this summer prior to the shut down and construction of the new substation. The Procurement Department has solicited bids for Kirkwood Electric to obtain storage and transportations services so that the new transformers can be received this summer and transported to the new construction site this fall.

Recommendations and Action Requested:

Approval of a resolution authorizing and directing the Procurement Director to enter into an agreement with Budrovich in the amount of \$50,150 for substation transformer storage and transportation.

Alternatives Available:

The transformers will be received on time and stored in a secure place prior to their installation. Storing these transformers and transporting them to the new substation site will enable the department to meet its commissioning time-line and system preparation for the summer peak season.

Does this project have a public information component? ☐ Yes ☒ No

Cost: \$50,150.00

Account #: 501-20-250-254-000-620080

Project #:

If YES, Budgeted Amount: \$50,150.00

If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

Budgeted: YES

The Electric Department recommends approval of the resolution.

BY: Mark Petty

Date: 2/20/2024

Authenticated:

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

 File Attachment

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 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: 2/27/2024

Authenticated: sfo

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



202402270937.pdf
Adobe Acrobat Document
34.3 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:

Contingent on the passing of the FY24/25 budget, budgetary appropriation is available and sufficient for \$50,150 in account 501-20-250-254-000-620080, Distribution System Improvement to approve the above as requested.

BY: Sandra Stephens

Date: 2/28/2024

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: 3-1-24

February 23, 2024

To: Russell B. Hawes, Chief Administrative Officer

For Your Consideration: Electric Utility Transformer Storage and Transportation for Sugar Creek Substation - 14016

On January 29, 2024, the Procurement Department went out to bid for an experienced contractor to store the transformers for Sugar Creek Substation. When ready, the contractor will also need to transport the transformers to the new substation.


<u>Vendor</u>	<u>Amount</u>
Budrovich Contracting Co.	\$50,150
HWP Rigging	\$66,000

Bid requests were sent to a total of 368 suppliers through our eProcurement platform; however, only those mentioned above have submitted.

The bids were provided to Mark Petty, Electric Director, for review. It is recommended that the bid be awarded to Budrovich Contracting Co., as theirs was the lowest reasonable and responsive bid meeting specifications.

Attached is a request from Mark Petty for a resolution authorizing a purchase order to be issued to Budrovich Contracting Co. for \$50,150 for the storage and subsequent transfer of the transformers to the new Sugar Creek Substation.

Respectfully,

A handwritten signature in black ink, appearing to read 'Sara Foan-Oliver', written in a cursive style.

Sara Foan-Oliver
Procurement Director

RESOLUTION 29-2024

A RESOLUTION ACCEPTING THE BID OF SUNBELT-SOLOMON SOLUTIONS IN THE AMOUNT OF \$161,240 FOR THE PURCHASE OF SINGLE PHASE AND THREE PHASE PAD MOUNT DUAL VOLTAGE TRANSFORMERS FOR THE ELECTRIC DEPARTMENT, PENDING BUDGETARY APPROVAL, 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 Single Phase and Three Phase Pad Mount Dual Voltage Transformers for the Electric Department, and

WHEREAS, the most responsible bid received was that of Sunbelt-Solomon Solutions in the amount of \$161,240, which bid acceptance is approved by the Chief Administrative Officer and recommended by the Director of Procurement and the Director of Electric, and

WHEREAS, funds are available in Account #501-20-250-254-000-620080 (Distribution System Improvements), contingent upon approval of Fiscal Year 2024/2025 Budget

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

SECTION 1. The bid of Sunbelt-Solomon Solutions in the amount of \$161,240 for the purchase of Single Phase and Three Phase Pad Mount Dual Voltage Transformers for the Electric Department is hereby accepted and approved.

SECTION 2. The Director of Procurement is hereby authorized and directed to issue a Purchase Order to Sunbelt-Solomon Solutions in the amount of \$161,240 for the purchase of Single Phase and Three Phase Pad Mount Dual Voltage Transformers for the Electric Department.

SECTION 3. This Resolution is contingent upon council approval of the Fiscal Year 2024/2025 Budget.

SECTION 4. This Resolution shall be in full force and effect after its passage and approval.

PASSED AND APPROVED THIS 7TH DAY OF MARCH 2024.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Legislation Request

Resolution

Place On The Agenda Of: 3/7/2024

Step #1:

Strategic Plan YES

Goal # & Title Goal 1, Objective 1D - Monitor infrastructure to ensure accomm...

Background To Issue:

The procurement department solicited bids for single phase and three phase pad mount transformers for the Aria Project.

Recommendations and Action Requested:

Approval of a resolution authorizing the Director of Procurement to enter into an agreement with Sunbelt Solomon in the amount of \$161,240.00 for single phase and three phase pad mount transformers for the Aria project.

Alternatives Available:

The single phase and three phase pad mount transformers step down the primary distribution system voltage delivered on Monroe to provide service to the Aria project and are required.

Does this project have a public information component? ☐ Yes ☒ No

Cost: \$161,240.00 Account #: 501-20-250-254-000-620080

Project #:

If YES, Budgeted Amount: \$161,240.00

If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

Budgeted: YES

The department recommends approval of the resolution. Bond funds are available for the purchase.

BY: Mark Petty

Date: 2/26/2024

Authenticated:

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: 2/27/2024

Authenticated: sfo

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



Resolution 14018.pdf
Adobe Acrobat Document
42.3 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:

Contingent on the passing of the FY24/25 budget, budgetary appropriation is available and sufficient for \$161,240 in account 501-20-250-254-000-620080, Distribution System Improvements, to approve the above as requested.

BY: Sandra Stephens

Date: 2/28/2024

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: 3-1-24

February 27, 2023

To: Russel B. Hawes, Chief Administrative Officer

For Your Consideration: Single Phase and Three Phase Pad Mount Dual Voltage Transformers
- #14018

Bids were opened on February 15, 2024. The bid tabulation is as follows:

<u>Vendor</u>	<u>Totals</u>
Jerry's Electric, Inc. (only responded to 3 lines)	\$17,285.00
Sunbelt-Solomon Solutions	\$161,240.00
PanAmerica Supply, Inc.	\$181,000.00
MP Predictive Technologies Inc.	\$230,425.88
C.B.M. (CLEAVES-BESSMER-MARIETTI, INC)	\$232,799.99
Cape Electrical Supply	\$236,611.00
Graybar Electric Co	\$243,719.95
Anixter, Inc.	258,330.00
Fletcher-Reinhardt Company	\$260,276.58

Bid requests were sent to a total of 139 suppliers through our eProcurement system, however, only those as mentioned above submitted.

The bids were provided to Mark Petty, Electric Director, for evaluation. It is recommended that the bid be awarded to Sunbelt-Solomon Solutions, as their bid of \$161,240 is the lowest responsible bid meeting specifications.

Attached is a request from Mark Petty for a resolution authorizing a purchase order to be issued to Sunbelt-Solomon Solutions in the amount of \$161,240 for Single Phase and Three Phase Pad Mount Dual Voltage Transformers.

Respectfully,



Sara Foan-Oliver
Director of Procurement

RESOLUTION 30-2024

A RESOLUTION ACCEPTING THE BID OF PANAMERICA SUPPLY, INC. IN THE AMOUNT OF \$265,640 FOR THE PURCHASE OF SINGLE PHASE POLE MOUNT TRANSFORMERS FOR THE ELECTRIC DEPARTMENT, PENDING BUDGETARY APPROVAL, 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 Single Phase Pole Mount Transformers for the Electric Department, and

WHEREAS, the most responsible bid received was that of PanAmericia Supply, Inc. in the amount of \$265,640, which bid acceptance is approved by the Chief Administrative Officer and recommended by the Director of Procurement and the Director of Electric, and

WHEREAS, funds are available in Account #501-20-250-254-000-620080 (Distribution System Improvements), contingent upon approval of Fiscal Year 2024/2025 Budget

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

SECTION 1. The bid of PanAmerica Supply, Inc. in the amount of \$265,640 for the purchase of Single Phase Pole Mount Transformers for the Electric Department is hereby accepted and approved.

SECTION 2. The Director of Procurement is hereby authorized and directed to issue a Purchase Order to PanAmerica Supply, Inc. in the amount of \$265,640 for the purchase of Single Phase Pole Mount Transformers for the Electric Department.

SECTION 3. This Resolution is contingent upon council approval of the Fiscal Year 2024/2025 Budget.

SECTION 4. This Resolution shall be in full force and effect after its passage and approval.

PASSED AND APPROVED THIS 7TH DAY OF MARCH 2024.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Legislation Request

Resolution

Place On The Agenda Of: 3/7/2024

Step #1:

Strategic Plan YES

Goal # & Title Goal 1, Objective 1D - Monitor infrastructure to ensure accomm...

Background To Issue:

The procurement department solicited bids for pole mount transformers.

Recommendations and Action Requested:

Approval of a resolution authorizing the Director of Procurement to enter into an agreement with PanAmerica Supply, Inc. in the amount of \$265,640.00 for pole mount transformers for Kirkwood Electric's distribution system modernization project.

Alternatives Available:

Pole mount transformers are a critical system component in the distribution system for delivering power to the customers..

Does this project have a public information component? ☐ Yes ☒ No

Cost: \$265,640.00

Account #: 501-20-254-000-620080

Project #:

If YES, Budgeted Amount: \$265,640.00

If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

Budgeted: YES

The department recommends approval of the resolution. Bond funds are available for the purchase. the transformers will not arrive for 38 weeks so they will arrive in the new fiscal year.

BY: Mark Petty

Date: 2/27/2024

Authenticated:

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: 2/28/2024

Authenticated: sfo

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



202402281427.pdf
Adobe Acrobat Document
37.0 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:

Contingent on the passing of the FY24/25 budget, budgetary appropriation is available and sufficient for \$265,640 in account 501-20-250-254-000-620080, Distribution System Improvements, to approve the above as requested.

BY: Sandra Stephens

Date: 2/28/2024

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: 3-1-24

February 27, 2024

To: Russel B. Hawes, Chief Administrative Officer

For Your Consideration: Single Phase Pole Mount Dual Voltage Transformers - #14021

Bids were opened on February 26, 2024. The bid tabulation is as follows:

<u>Vendor</u>	<u>Totals</u>
PanAmerica Supply, Inc.	\$265,640.00
Sunbelt-Solomon Solutions	\$375,730.00
Cape Electrical Supply	\$431,388.00
Graybar Electric Co.	\$439,151.78
Fletcher-Reinhardt Company	\$487,200.06
Anixter, Inc.	\$487,460.00

Bid requests were sent to a total of 138 suppliers through our eProcurement system, however, only those as mentioned above submitted.

The bids were provided to Mark Petty, Electric Director, for evaluation. It is recommended that the bid be awarded to PanAmerica Supply, Inc., as their bid of \$265,640.00 is the lowest responsible bid meeting specifications.

Attached is a request from Mark Petty for a resolution authorizing a purchase order to be issued to PanAmerica Supply, Inc in the amount of \$265,640.00 for Single Phase Pole Mount Transformers.

Respectfully,



Sara Foan-Oliver
Director of Procurement

RESOLUTION 31-2024

A RESOLUTION ACCEPTING THE SINGLE SOURCE PROPOSAL OF SURVALENT TECHNOLOGY CORPORATION IN THE AMOUNT OF \$30,945 FOR SUBSTATION CONTROL AND DATA ACQUISITION SOFTWARE SERVICES FOR THE ELECTRIC 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 DIRECTOR OF PROCUREMENT TO ISSUE A PURCHASE ORDER.

WHEREAS, the City Council approved Resolution 16-2022 on March 2, 2022 authorizing a Purchase Order to be issued to Survalent Technology Corporation in the amount of \$26,765 for Substation Control and Data Acquisition Software Services for the Electric Department, and

WHEREAS, the support services term is expiring and the Electric Department would like to renew the support services with the Substation Control system vendor, and

WHEREAS, Survalent Technology Corporation submitted a proposal in the amount of \$30,945 for Substation Control and Data Acquisition Software Services for the Electric 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

WHEREAS, Survalent Technology Corporation is the sole provider of Substation Control and Data Acquisition Software Services, therefore is the single source provider of the City, and

WHEREAS, funds are available in Account #501-20-250-254-000-620080 (Distribution System Improvements), contingent upon approval of Fiscal Year 2024/2025 Budget.

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

SECTION 1. The single source proposal of Survalent Technology Corporation in the amount of \$30,945 for Substation Control and Data Acquisition Software Support Services for the Electric Department for an initial term of 12 months with the option to renew for up to four additional 12 month terms is hereby accepted and approved.

SECTION 2. The Director of Procurement is hereby authorized and directed to issue a purchase order to Survalent Technology Corporation in the amount of \$30,945 for Substation Control and Data Acquisition Software Support Services for the Electric Department for an initial term of 12 months with the option to renew for up to four additional 12 month terms.

SECTION 3. This Resolution is contingent upon council approval of the Fiscal Year 2024/2025 Budget.

SECTION 4. This Resolution shall be in full force and effect after its passage and approval.

PASSED AND APPROVED THIS 7TH DAY OF MARCH 2024.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Legislation Request

Resolution

Place On The Agenda Of: 3/7/2024

Step #1:

Strategic Plan YES

Goal # & Title Goal 1,, Objective 1D: Monitor Infrastructure to ensure accomm...

Background To Issue:

Kirkwood Electric has a Survalent Supervisory Control and Data Acquisition (SCADA) system that controls and collects data associated with its substations and high distribution system lines throughout the entire network. Survalent systems are an industry standard and Kirkwood has used this Survalent system for almost 15 years with a significant degree of success.

Recommendations and Action Requested:

Approval of a resolution authorizing and directing the Procurement Director to enter into an agreement with Survalent in the amount of \$30,945 for software support for the Kirkwood Electric SCADA system.

Alternatives Available:

A SCADA system is required to operate the distribution system.

Does this project have a public information component? ☐ Yes ☒ No

Cost: \$30,945.00

Account #: 501-20-250-254-000-620080

Project #:

If YES, Budgeted Amount: \$30,945.00

If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

Budgeted: YES

The Electric Department recommends approval of the resolution. The expenditure will not actually take place until the new fiscal year (April 1, 2024).

BY: Mark Petty

Date: 2/20/2024

Authenticated:

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: 2/28/2024

Authenticated: sfo

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



Resolution 501164 (2).pdf
Adobe Acrobat Document
37.3 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:

Contingent on the passing of the FY24/25 budget, budgetary appropriation is available and sufficient for \$30,945 in account 501-20-250-254-000-620080, Distribution System Improvements, to approve the above as requested.

BY: Sandra Stephens

Date: 2/28/2024

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: 3-1-24

February 27, 2024

To: Russell Hawes, Chief Administrative Officer

For Your Consideration: Substation Control and Data Acquisition Software Services Renewal - #501164

Survallent Technology Corporation is the provider of Substation Control and Data Acquisition for Kirkwood's Electric Department. The Substation Control System provides control and system status information for the City's substations that comprise the Kirkwood Electric distribution system. Kirkwood Electric is required by Federal Energy Regulatory Commission to have a Substation Control System in place.

Since the annual software support services term will be expiring in April, 2024, Kirkwood Electric would like to renew the support services for another (12) twelve-month term in the amount of \$30,945.

Attached is a request from Mark Petty, Electric Director, for a request to enter into an agreement with Survallent Technology Corporation for Substation Control and Data Acquisition and to issue a purchase order for \$30,945 for the upcoming annual needs of software support services.

Respectfully

A handwritten signature in black ink, appearing to read 'Sara Foan-Oliver', with a stylized, flowing script.

Sara Foan-Oliver
Director of Procurement

BILL 11024

ORDINANCE

AN ORDINANCE APPROPRIATING \$101,000 FROM THE PARK IMPROVEMENT FUND TO THE PARKS AND RECREATION BUILDING AND SITE IMPROVEMENT ACCOUNT, PROJECT #PR2402, FOR KIRKWOOD AQUATIC CENTER LEISURE POOL AND LAZY RIVER SANDBLASTING AND PAINTING.

WHEREAS, the Parks and Recreation Department is requesting funds be appropriated for Kirkwood Aquatic Center Leisure Pool and Lazy River Sandblasting and Painting, and

WHEREAS, funds in the amount of \$101,000 needs to be appropriated from the Park Improvement Fund to Account #302-08-080-000-000-620020 (Building and Site Improvement), Project #PR2402.

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

SECTION 1. Funds in the amount of \$101,000 are hereby appropriated from the Park Improvement Fund to Account #302-08-080-000-000-620020 (Building and Site Improvement), Project #PR2402.

SECTION 2. 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: 2/15/2024

Step #1:

Strategic Plan NO

Goal # & Title

Background To Issue:

This memo serves as a request for funds to repair the Lazy River/Leisure Pool Surface. This will be the 25th season of operation for the Kirkwood Aquatic Center and during that timeframe, these two pools have been painted a minimum of ten times. Before the beginning of the 2023 season, the multiple layers of paint began to delaminate from the surface. This delamination would create thousands of small air bubbles under the surface that would eventually burst. Each of these spots would then become broken areas of paint with razor sharp edges that could easily cut bare feet. Using staff and hired contractors last year, we were able to prepare the surface just enough to open. However, this safety concern will continue to worsen if the paint is not removed down to the original concrete.

There is an amount of \$81,000 in the current fiscal year budget that can be used for pool repairs. An additional amount is required to be appropriated in order to keep this project on schedule so these pools can open for the season.

Recommendations and Action Requested:

The specific legislative request is to appropriate an additional amount of \$101,000 from the Park Improvement Fund to the Capital Expenditures – Building & Site Improvement Account, 302-08-080-000-000-620020 PR2402.

Alternatives Available:

Does this project have a public information component? ☐ Yes ☒ No

Cost: \$101,000.00 Account #: 302-08-080-000-000-620020

Project #: PR2402

If YES, Budgeted Amount: \$101,000.00

If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

Budgeted: NO

Note the Budget amount and call Kyle for further information if needed.

BY: Kyle Henke

Date: 2/7/2024

Authenticated:

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).**

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).**

Appropriation

From Account # or Fund Name: Park Improvement Fund

To Account # or Fund Name: 302-08-080-000-000-620020 PR2402.

Finance Director's Comments:

Park Improvement Fund 302 fund balance is sufficient and available to appropriate \$101,000 from fund balance to GL account 302-08-080-000-000-620020, Building & Site Improvement, Project PR2402, Aquatic Facility Maint & Improvements to approve the above as requested.

BY: Sandra Stephens

Date: 2/8/2024

Authenticated: stephesf

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



Approve



Disapprove

Chief Administrative Officer's Comments:

BY:

Date:

2-8-24

BILL 11026

ORDINANCE

AN ORDINANCE ADOPTING AND APPROVING THE OPERATING AND CAPITAL BUDGETS FOR THE CITY OF KIRKWOOD FOR THE FISCAL YEAR APRIL 1, 2024 THROUGH MARCH 31, 2025, AND APPROPRIATING SUCH SUMS AS ARE SET FORTH HEREIN FOR ALL DEPARTMENTS AND THE ACCOUNTS THEREIN SPECIFIED, FOR ALL EXPENDITURES OF THE CITY OF SUCH YEAR, WHICH APPROPRIATIONS TOTAL \$123,417,819, CAPITAL PROJECTS OF \$29,227,424, APPROPRIATING THE SUM OF \$199,350 FOR PAYMENT OF PRINCIPAL FOR PERFORMING ARTS CENTER INTERFUND LOAN FROM THE GENERAL FUND; AND REAPPROPRIATING \$10,175,690 FOR PREVIOUSLY APPROVED PROJECTS THAT WILL BE INCOMPLETE AS OF MARCH 31, 2024.

WHEREAS, the Chief Administrative Officer has made a determination that the anticipated income/reserves of the City available for appropriation shall be in the sum of \$124,277,656, and

WHEREAS, the Citizen's Finance Committee has made an investigation of the financial needs of the City and the various departments thereof and has consulted with the Chief Administrative Officer and department heads and, after such deliberations, made recommendations to the Council, and

WHEREAS, the Council did on the 15th day of February 2024, hold a public hearing with respect to the proposed 2024/2025 budget after duly advertising and giving proper notice of such hearing, and

WHEREAS, funds will be expended in the amount of \$199,350, from the general fund for the payment of principal, and interest on interfund loan for the performing arts center, and

WHEREAS, in 2012 a lease was entered into in the amount of \$3,520,000 for construction of the water distribution system with Missouri American Water Company and the operating budget includes funds to pay lease rental payments due in the forthcoming renewal term, thereby authorizing the renewal of such lease for an additional one-year term, and

WHEREAS, in 2014 a lease was entered into in the amount of \$3,605,000 for the water automatic meter reading project. The operating budget includes funds to pay lease rental payments due in the forthcoming renewal term, thereby authorizing the renewal of such lease for an additional one-year term, and

WHEREAS, in 2017 a lease was entered into in the amount of \$23,515,000 for the Performing Arts Center and improvements to facilities in Kirkwood Park. The operating budget includes funds to pay lease rental payments due in the forthcoming renewal term, thereby authorizing the renewal of such lease for an additional one-year term, and

WHEREAS, in 2018 a lease was entered into in the amount of \$2,631,273 for the water Swan Avenue pump station project. The operating budget includes funds to pay lease rental

payments due in the forthcoming renewal term, thereby authorizing the renewal of such lease for an additional one-year term, and

WHEREAS, in 2019 a lease was entered into in the amount of \$3,335,000 for construction of a water tower and water main replacement and the operating budget includes funds to pay lease rental payments due in the forthcoming renewal term, thereby authorizing the renewal of such lease for an additional one-year term, and

WHEREAS, in 2022 a lease was entered into in the amount of \$17,290,000 for acquisition, construction, and installation certain improvements to the City's Electric System and acquisition and installation of equipment on various public safety vehicles and equipment. The operating budget includes funds to pay lease rental payments due in the forthcoming renewal term, thereby authorizing the renewal of such lease for an additional one-year term, and

WHEREAS, in 2024 a lease Series 2024A was entered into in the amount of \$18,345,000 for the acquisition of a fire truck, improvements to recreational facilities, and improvements to the City's water system. The operating budget includes funds to pay lease rental payments due in the forthcoming renewal term, thereby authorizing the renewal of such lease for an additional one-year term, and

WHEREAS, in 2024 a lease Series 2024B, was entered into in the amount of \$5,730,000 for financing a portion of cost of acquiring a building for use as a future public works building. The operating budget includes funds to pay lease rental payments due in the forthcoming renewal term, thereby authorizing the renewal of such lease for an additional one-year term, and

WHEREAS, certain funds as set forth in the exhibits attached herein, were previously appropriated for projects that will be incomplete as of March 31, 2024, and

WHEREAS, it is necessary to reappropriate \$10,175,690 in order to complete these projects.

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

Section 1. That the budget attached hereto and by reference made a part hereof is hereby adopted for the fiscal year commencing April 1, 2024 through March 31, 2025.

Section 2. That the expenditures for all departments as set forth in the budget herein approved are hereby appropriated for the departments and accounts as therein indicated which appropriations total \$122,456,601 which includes the operating and capital budgets.

Section 3. There is hereby appropriated from the General Fund the sum of \$199,450 for payment of principal for the Performing Arts Center interfund loan for the fiscal year ending March 31, 2025.

Section 4. There is hereby appropriated the sum of \$4,726,970 which represents the rental payments due on the 2012, 2014, 2017, 2018, 2019, 2022, 2024A, and 2024B leases described herein for the fiscal year ended March 31, 2025.

Section 5. There is hereby appropriated \$9,679,690 to provide funding for the previously approved expenditures as per the exhibits attached hereto and incorporated herein by reference.

Section 6. That a dividend is transferred to the General Fund in the amounts of \$2,000,000 is made from the Electric Fund (1,600,000) and Park Capital Improvement Fund (400,000).

Section 7. That a dividend is transferred to the Capital Improvement Fund in the amounts of \$2,487,500 is made from various funds for infrastructure as per exhibits attached hereto and incorporated herein by reference.

Section 8. That a capital transfer to the Park Capital Improvement Fund in the amount of \$1,000,000 is made from the General Fund from American Rescue Plan Act funds.

Section 9. That an operating transfer to the Park Fund in the amount of \$550,000 is made from the Park Capital Improvement Fund.

Section 10. That pursuant to Section 67.050 R.S.Mo. (1986) appropriated funds may be transferred between accounts in accordance with the procedures established by the City Council.

Section 11. That the Council may from time to time revise the approved budget or the appropriations contained herein pursuant to Section 37.030 R.S.Mo. (1986) provided that in no event shall the total authorized expenditures exceed estimated revenues plus any unencumbered balance.

Section 12. This ordinance shall be in full force and effect after its passage and approval, as provided by law.

PASSED AND APPROVED THIS ____TH DAY OF MARCH, 2024.

Mayor, City of Kirkwood

ATTEST:

City Clerk Laurie Asche

Public Hearing: February 15, 2024

1st Reading: March 7, 2024

2nd Reading: March 21, 2024

Legislation Request

Ordinance

Place On The Agenda Of: 3/7/2024

Step #1:

Strategic Plan YES

Goal # & Title Strategic Plan

Background To Issue:

The proposed 2024/2025 budget was prepared starting in August. Reviewed by the Citizens Finance Committee with their report and recommendations given to Council in January. Work sessions with Council have been devoted exclusively to reviewing the proposed budget. The budget document has been online for our citizens to review at their leisure.

Recommendations and Action Requested:

Council approve the 2024/2025 budget. Attached are the proposed budget summary, proposed reappropriations listing and proposed budget ordinance.

Alternatives Available:

Should Council not approve a budget we would start off April 1, 2024 with the previous fiscal years operating budget in accordance with our charter.

Does this project have a public information component? ☐ Yes ☒ No

Cost: \$0.00

Account #: various

Project #:

If YES, Budgeted Amount:

If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

Budgeted: YES

I recommend approval of the proposed budget

BY: Sandra Stephens

Date: 2/9/2024

Authenticated: stephesf

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



BudgetOrdinance
FY2025.docm
Microsoft Word Macro-
Enabled Document
18.4 KB



Reappropriation FY23-24 V1
2024-02-09.pdf
Adobe Acrobat Document
128 KB



City-wide Summary Revised
2024-01-26.pdf
Adobe Acrobat Document
44.9 KB

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**).

Budgetary Approval

From Account # or Fund Name:

To Account # or Fund Name:

Finance Director's Comments:

I recommend Council approve the proposed 2024/2025 operating budgets and five-year capital plans.

BY: Sandra Stephens

Date: 2/9/2024

Authenticated: stephesf

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



Approve



Disapprove

Chief Administrative Officer's Comments:

BY:

Date:

2-9-24

**CITY OF KIRKWOOD, MISSOURI
REAPPROPRIATION SUMMARY
REAPPROPRIATION REQUESTS FROM FISCAL YEAR 20223/2024 FOR
FISCAL YEAR 2024/2025**

Revised 2024-03-01

FUND DESCRIPTION	AMOUNT REQUESTED
General Fund/Equitable Sharing Fund/ Capital Improvement Fund	\$ 1,262,403
Park Capital Improvement Fund	2,800,985
Electric Fund	4,582,543
Water Fund	719,359
Sanitation Fund	775,400
Workers Comp Fund	35,000
Total Reappropriation Requests	<u>10,175,690</u>

CITY OF KIRKWOOD, MISSOURI
GENERAL FUND AND CAPITAL IMPROVEMENT FUND
REAPPROPRIATION REQUESTS FROM FISCAL YEAR 2023/2024 FOR FISCAL YEAR 2024/2025

Item #	Account Number	Object	Project Number	Original Fiscal Year Budgeted	Department	Project Description	Reason Codes ⁽¹⁾	Amount
1	101-01-015-000-000-	620040		2023	Administration	City-wide ERP System	PIP	850,000
2	101-06-075-000-000-	520075		2024	Planning & Dev. Svcs.	Streetscape Design Plan	PIP	85,000
3	101-08-080-090-000-	520090		2024	KPAC	Kirkwood Arts Commission - Sculpture	PIP	14,000
4	301-02-050-000-000-	620050		2024	Police	Chevy Tahoe	DD	52,867
5	301-03-060-000-000-	620050	FD2401	2024	Fire	Command Vehicle	DD	58,500
6	301-05-070-000-000-	620050		2024	Streets	Freightliner M2 Chassis	DD	99,300
7	301-05-070-000-000-	620050		2024	Streets	Freightliner M2 Viking Dump Body	DD	102,736
8								
9								
10								
11								
12								
13								
14								
	Total Reappropriations							1,262,403

NOTES:

- (1) Reason Codes
- | | |
|----------------------------------|--------------------------------------------|
| PIP - Project in Progress | RPP - Reoccurring Purchase Program |
| WD - Weather Delay | CP - COVID Pandemic Deferral |
| DD - Delivery Delay | PS - Project Scope Pending |
| | RM - Reoccurring Repair/Maintenance |

CITY OF KIRKWOOD, MISSOURI
PARKS AND RECREATION CAPITAL IMPROVEMENT (FUND 302)
REAPPROPRIATION REQUESTS FROM FISCAL YEAR 2023/2024 FOR FISCAL YEAR 2024/2025

Item #	Account Number	Object	Project Number	Original Fiscal Year Budgeted	Department	Project Description	Reason Codes ⁽¹⁾	Amount
1	302-08-080-000-000-	620020	PR2405	2023	Recreation	Community Center-Owner Rep.	PIP	44,000
2	302-08-080-000-000-	620020	PR2405	2024	Recreation	Community Center-Roofing	PIP	1,169,702
3	302-08-080-000-000-	620020	PR2405	2024	Recreation	Community Center-Abatement	PIP	56,400
4	302-08-080-000-000-	620020	PR2405	2024	Recreation	Community Center-Material Testing	PIP	15,000
5	302-08-080-000-000-	620020	PR2405	2023	Recreation	Community Center-Design	PIP	443,216
6	302-08-080-000-000-	620020	PR2405	2024	Recreation	Community Center-Construction Manager	PIP	320,482
7	302-08-080-000-000-	620020	PR2204	2021	Recreation	Seal Parking Lot-Maint./Improve.	PIP	30,700
8	302-08-080-000-000-	620020	PR2402	2023	Recreation	Pool Painting & Repairs-Maint./Improve.	PIP	177,485
9	302-08-080-000-000-	620040	PR2404	2023	Recreation	CC Tables/Chairs/Rack - FF&E	PS	62,000
10	302-08-080-000-000-	620020	COP24	2024	Recreation	Community Center-Improvements	PIP	300,000
11	302-08-080-000-000-	620020	PR2402	2024	Recreation	Pool Sandblasting & Painting	PIP	182,000
12								
13								
14								
15								
	Total Reappropriations							2,800,985

NOTES:

(1) Reason Codes

PIP - Project in Progress

WD - Weather Delay

DD - Delivery Delay

RPP - Reoccurring Purchase Program

CP - COVID Pandemic Deferral

PS - Project Scope Pending

RM - Reoccurring Repair/Maintenance

CITY OF KIRKWOOD, MISSOURI
ELECTRIC FUND
REAPPROPRIATION REQUESTS FROM FISCAL YEAR 2023/2024 FOR FISCAL YEAR 2024/2025

Item #	Account Number	Object	Project Number	Original Fiscal Year Budgeted	Department	Project Description	Reason Codes ⁽¹⁾	Amount
1	501-20-250-254-000-	620040	EL2024	2024	Electric	Rental Aerial Lift	PIP	29,800
2	501-20-250-254-000-	620050	EL2024	2024	Electric	KPAC Generator/Aerial Lift	PIP	364,000
3	501-20-250-254-000-	620080	EL2024	2024	Electric	Circuit Upgrades/Sugar Creek	PIP	4,188,743
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
Total Reappropriations								4,582,543

NOTES:

- (1) Reason Codes
- | | |
|----------------------------------|--------------------------------------------|
| PIP - Project in Progress | RPP - Reoccurring Purchase Program |
| WD - Weather Delay | CP - COVID Pandemic Deferral |
| DD - Delivery Delay | PS - Project Scope Pending |
| | RM - Reoccurring Repair/Maintenance |

CITY OF KIRKWOOD, MISSOURI
WATER FUND
REAPPROPRIATION REQUESTS FROM FISCAL YEAR 2023/2024 FOR FISCAL YEAR 2024/2025

Item #	Account Number	Object	Project Number	Original Fiscal Year Budgeted	Department	Project Description	Reason Codes ⁽¹⁾	Amount
1	505-30-300-304-000-	620050		2024	Water	Service Body	PIP	15,200
2	505-30-300-304-000-	620050		2024	Water	2024 F550	DD	91,621
3	505-30-300-304-000-	620080		2024	Water	Kirkwood Road Main Replacement	PIP	75,000
4	505-30-300-304-000-	620080		2024	Water	Park #1 Pump Station Design	PIP	275,000
5	505-30-300-304-000-	620080		2024	Water	Rayner Road Watermain Design	PIP	6,538
6	505-30-300-304-000-	620080		2024	Water	W Essex Watermain Replacement	PIP	200,000
7	505-30-300-304-000-	620080		2024	Water	Water Materials	DD	56,000
8								
9								
10								
11								
12								
13								
14								
	Total Reappropriations							719,359

NOTES:

(1) Reason Codes

PIP - Project in Progress

WD - Weather Delay

DD - Delivery Delay

RPP - Reoccurring Purchase Program

CP - COVID Pandemic Deferral

PS - Project Scope Pending

RM - Reoccurring Repair/Maintenance

CITY OF KIRKWOOD, MISSOURI
SANITATION FUND
REAPPROPRIATION REQUESTS FROM FISCAL YEAR 2023/2024 FOR FISCAL YEAR 2024/2025

Item #	Account Number	Object	Project Number	Original Fiscal Year Budgeted	Department	Project Description	Reason Codes ⁽¹⁾	Amount
1	509-40-350-354-000-	620040		2024	Sanitation	Baler	PIP	115,000
2	509-40-350-354-000-	620050		2024	Sanitation	Sideloader Sanitation Truck	DD	279,200
3	509-40-350-354-000-	620050		2024	Sanitation	Rear Loader	DD	70,000
4	509-40-350-354-000-	620050		2024	Sanitation	2024 Freightliner M2	DD	311,200
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
	Total Reappropriations							775,400

NOTES:

- (1) Reason Codes
- | | |
|----------------------------------|--------------------------------------------|
| PIP - Project in Progress | RPP - Reoccurring Purchase Program |
| WD - Weather Delay | CP - COVID Pandemic Deferral |
| DD - Delivery Delay | PS - Project Scope Pending |
| | RM - Reoccurring Repair/Maintenance |

CITY OF KIRKWOOD, MISSOURI
WC CAPITAL IMPROVEMENT FUND
REAPPROPRIATION REQUESTS FROM FISCAL YEAR 2023/2024 FOR FISCAL YEAR 2024/2025

Item #	Account Number	Object	Project Number	Original Fiscal Year Budgeted	Department	Project Description	Reason Codes ⁽¹⁾	Amount
1	602-01-450-451-000-	620050		2024	Safety	Safety Vehicle	DD	35,000
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
Total Reappropriations								35,000

NOTES:

- (1) Reason Codes
- | | |
|----------------------------------|--------------------------------------------|
| PIP - Project in Progress | RPP - Reoccurring Purchase Program |
| WD - Weather Delay | CP - COVID Pandemic Deferral |
| DD - Delivery Delay | PS - Project Scope Pending |
| | RM - Reoccurring Repair/Maintenance |

CITY OF KIRKWOOD, MISSOURI
CASH BASIS BUDGET OF REVENUES, EXPENDITURES AND OTHER SOURCES/USES
FISCAL YEAR 2024/2025 OPERATING BUDGET

Revised 2024-03-01

Descriptions	General Fund	Electric Fund	Water Fund	Sanitation Fund	Worker's Comp. Fund	Fleet Services Fund	Medical Self-Insurance	Police/Fire Pension	Sewer Lateral Fund	Capital Imp. Fund	Park Cap. Imp. Fund	Total
Reserves	2,687,151	1,950,130	938,895	6,795	-	-	-	-	54,957	1,614,982	6,904,298	14,157,208
Operating Revenues	#####	#####	8,465,587	3,965,522	1,798,368	1,376,024	4,492,000	1,380,750	276,000	#####	4,367,500	104,148,455
Transfers from:												
Electric	1,615,000									710,000		2,325,000
Water										710,000		710,000
Park/Rec Cap. Imp.	400,000									-	1,000,000	1,400,000
Sanitation										200,000		200,000
General Fund								469,493		867,500		1,336,993
Total Revenue/ Other Sources	#####	#####	9,404,482	3,972,317	1,798,368	1,376,024	4,492,000	1,850,243	330,957	#####	#####	124,277,656
Operating Expenditures	#####	#####	8,694,482	3,772,317	1,387,869	1,331,886	4,086,800	1,850,243	330,957	#####	#####	116,869,026
Transfers to:												
Capital Imp. Fund	867,500	710,000	710,000	200,000								2,487,500
Park/Rec Cap. Imp.	1,000,000											1,000,000
General Fund		1,615,000									400,000	2,015,000
Park Fund	26,800										550,000	576,800
Police/Fire Pension	469,493											469,493
SBD ¹												-
Total Expenditures/ Transfers	#####	#####	9,404,482	3,972,317	1,387,869	1,331,886	4,086,800	1,850,243	330,957	#####	#####	123,417,819
Revenues Over/(Under) Expenditures/Uses (Cash Basis)	-	-	-	-	410,499	44,138	405,200	-	-	-	-	859,837

PROCEDURE FOR PUBLIC HEARING

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

City of Kirkwood Budget for Fiscal Year 2024/2025

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?

Assistant Director of Finance Jen Forgy

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.



THE ST. LOUIS
COUNTIAN

See Page 2 for ad proof

}

}

13

Lina Fowler

LISA FOWLER
Notary Public - Notary Seal
St Louis County - State of Missouri
Commission Number 20129779
My Commission Expires Oct 12, 2024

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

The Council of the City of Kirkwood will hold a public hearing at City Hall, 139 South Kirkwood Road, Missouri, at the hour of 7:00 p.m. on Thursday evening, February 15, 2024, to consider the proposed 2024/2025 Operating Budgets and Capital Programs for the City of Kirkwood. The proposed budgets are subject to change pending action of the City Council.

Summary of Proposed Operating and Capital Budgets - Fiscal Year
2024/2025 Revenues and other financing sources:

General Fund 35,872,314
Electric Fund 35,346,383
Water Fund 9,259,530
Sanitation Fund 3,965,522
Sewer Lateral Fund 338,699
Equitable Sharing -
Capital Improvement Fund 16,955,626
Park/Recreation Capital Improvement Fund 12,271,798
Fleet Services 1,376,024
Worker's Compensation Fund 1,798,368
Medical Self Insurance 4,492,000
Police & Fire Pension Fund 1,656,380
Total revenues and other financing sources \$ 123,332,644

Expenditures:

General Fund 35,872,314
Electric Fund 35,346,383
Water Fund 9,259,530
Sanitation Fund 3,963,041
Sewer Lateral Fund 338,699
Equitable Sharing -
Capital Improvement Fund 16,955,626
Park/Recreation Capital Improvement Fund 12,271,798
Fleet Services 1,319,474
Worker's Compensation Fund 1,386,556
Medical Self Insurance 4,086,800
Police & Fire Pension Fund 1,656,380
Total expenditures and other financing uses \$ 122,456,601

Copies of the Operating and Capital Program budgets are available for public inspection at the City Clerk's Office in City Hall between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday and online at www.kirkwoodmo.org/government/departments/finance

Laurie Asche

City Clerk

St. Louis, MO, January, 2024

2576455 County Jan. 31, 2024

St. Louis County

Legal Ledger

AFFIDAVIT OF PUBLICATION

State of Missouri

ss

County of St. Louis

SEE ATTACHED

Before the undersigned, a Notary Public of Jackson County, Missouri, duly commissioned, qualified and authorized by law to administer oaths, personally appeared

John Wingo

Publisher of the St. Louis County *Legal Ledger*, a daily newspaper of general circulation published in the County of St. Louis, Missouri, that he is authorized to make this affidavit and sworn statement; that the notice of

Notice of Public Hearing

a true copy of which is attached hereto, was published in the St. Louis County *Legal Ledger*, on the following dates:

January 31, 2024

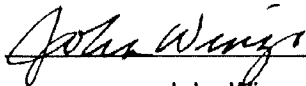
in volume

16

and numbered

121

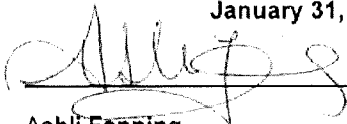
and that the said newspaper in which such notice, was published was, at the time of each and every such publication, a newspaper meeting the requirements and qualifications of Chapter 443, Revised Statutes of Missouri and Chapter 493 including Section 493.050



John Wingo

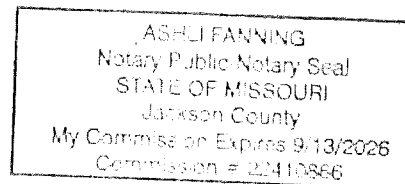
Sworn to and subscribed
before me this

January 31, 2024



Ashli Fanning

Notary Public-Jackson County, State of Missouri
My commission expires September 13, 2026
Commission No. 22410866



AFFIDAVIT OF PUBLICATION

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

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Revenues and other financing sources:

General Fund	35,872,314
Electric Fund	35,346,383
Water Fund	9,259,530
Sanitation Fund	3,965,522
Sewer Lateral Fund	338,699
Equitable Sharing	-
Capital Improvement Fund	16,955,626
Park/Recreation Capital Improvement Fund	12,271,798
Fleet Services	1,376,024
Worker's Compensation Fund	1,798,368
Medical Self Insurance	4,492,000
Police & Fire Pension Fund	1,656,380

Total revenues and other financing sources	<u>\$ 123,332,644</u>
--------------------------------------------	-----------------------

Expenditures:

General Fund	35,872,314
Electric Fund	35,346,383
Water Fund	9,259,530
Sanitation Fund	3,963,041
Sewer Lateral Fund	338,699
Equitable Sharing	-
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Police & Fire Pension Fund	1,656,380

Total expenditures and other financing uses	<u>\$ 122,456,601</u>
---------------------------------------------	-----------------------

Copies of the Operating and Capital Program budgets are available for public inspection at the City Clerk's Office in City Hall between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday and online at www.kirkwoodmo.org/government/departments/finance

Laurie Asche
City Clerk
St. Louis, MO, January, 2024

January 31, 2024
121---Wednesday

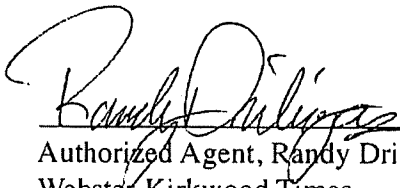
M2671

AFFIDAVIT OF PUBLICATION

Date: 2/1/24

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 February 2, 2024 edition.


Authorized Agent, Randy Drilingas
Webster-Kirkwood Times



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

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Medical Self Insurance	4,492,000
Police & Fire Pension Fund	1,656,380
Total Revenues and other financing sources	\$123,332,644
Expenditures:	
General Fund	35,872,314
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Police & Fire Pension Fund	1,656,380
Total Expenditures and other financing uses	\$122,456,601

Copies of the Operating and Capital Program budgets are available for public inspection at the City Clerk's Office in City Hall between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday and online at www.kirkwoodmo.org/government/departments/finance

Laurie Asche
City Clerk
St. Louis, MO, January, 2024

BILL 11027

ORDINANCE

AN ORDINANCE APPROVING THE BUDGET OF THE SPECIAL BUSINESS DISTRICT FOR THE FISCAL YEAR APRIL 1, 2024 THROUGH MARCH 31, 2025.

WHEREAS, pursuant to Section 6-38(d) of the Code of Ordinance, the Advisory Commission of the Special Business District shall submit to the City Council its proposed budget subject the approval of the Council, and

WHEREAS, the Council did on the 15th day of February 2024, hold a public hearing with respect to the proposed 2024/2025 budget after duly advertising and giving proper notice of such hearing, and

WHEREAS, the proposed budget allocates \$401,950 for activities to promote the Special Business District, identified in the proposed budget attached hereto, and

WHEREAS, the City Council has reviewed the proposed budget of the Special Business District.

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

Section 1. The proposed budget of the Special Business District for the period April 1, 2024 through March 31, 2025, attached hereto and incorporated by reference herein, is hereby approved.

Section 2. Said budget may be modified from time to time by approval of the City Council upon application of the Advisory Commission of the Special Business District.

Section 3. This ordinance shall be in full force and effect after its passage and approval, as provided by law.

PASSED AND APPROVED THIS ____TH DAY OF.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Public Hearing: February 15, 2024

1st Reading:

2nd Reading:

Legislation Request

Ordinance

Place On The Agenda Of: 3/7/2024

Step #1:

Strategic Plan Select... Goal # & Title

Background To Issue:

Each year Council approves the operating budget for the Kirkwood Special Business District.

Recommendations and Action Requested:

I recommend council approve the proposed Fiscal Year 2024/2025 Special Business District Budget.

Alternatives Available:

N/A

Does this project have a public information component? ☐ Yes ☒ No

Cost: \$0.00

Account #: various

Project #:

If YES, Budgeted Amount:

If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

Budgeted: YES

I recommend approval of the proposed budget

BY: Sandra Stephens

Date: 2/9/2024

Authenticated: stephesf

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



BudgetOrdinance SBD
FY2025.docm
Microsoft Word Macro-
Enabled Document
14.9 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**).

Budgetary Approval

From Account # or Fund Name:

To Account # or Fund Name:

Finance Director's Comments:

I recommend Council approve the Special Business District's Fiscal Year 2024/2025 operating budget as submitted.

BY: Sandra Stephens

Date: 2/9/2024

Authenticated: stephesf

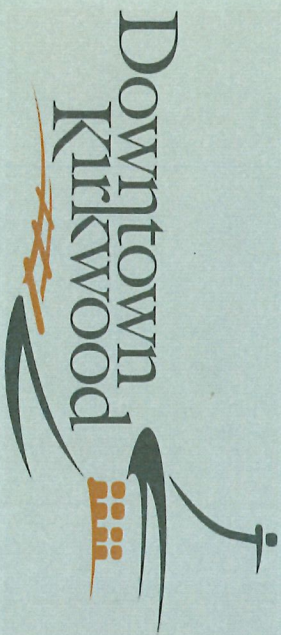
Step #4: All Requests Require Chief Administrative Officer Approval for Placement on Meeting Agenda.

☒ Approve ☐ Disapprove

Chief Administrative Officer's Comments:

BY: 

Date: 2-9-24



Special Business District

FY 2024-2025 PROPOSED BUDGET PRESENTATION:

Kirkwood City Council



February 2024

VISION AND MISSION



Vision

To be the most vibrant regional destination for shopping, dining, living and working.



Mission

Promote business and support the community through innovative cultural, social and economic opportunities that benefit our membership.

(Revised, October 2016.)

DOWNTOWN KIRKWOOD ADVISORY COMMISSION

Officers:

Frances "Bud" Pennington III,

Pennington Shea, LC, Chairperson

Beth Forsee, sammysoap, Vice Chair

Kirk Hutchison, Royal Banks, Treasurer

Commissioners:

Mark Dischinger, C.W. Rea Insurance

John Jackson,

John Jackson Neighborhood Real Estate

Carrie Menendez, Sunset 44 Bistro + Banquet

JoAnne Warren, Property Owner

Zach Woolsey, Kent Jewelry Design

Marilyn Zipfel, Lass and Laddie

SPECIAL BUSINESS DISTRICT STAFF

Donna E. Poe, Executive Director

Kori Andert, Market Master & Event Coordinator

John Schwartz, Admin. & Farmers' Market Assistant,
part-time

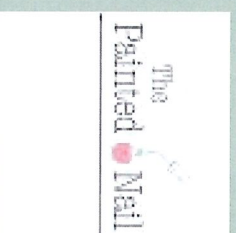


WELCOME NEW BUSINESSES

While our vacancy rate in Downtown Kirkwood continues to be very low, in 2023 we had new businesses move into the district that elevated the the use of the properties. Former professional offices are now the locations of Fox and Hound Antiques and Sweet Peace Yoga.

Other new businesses to the SBD include Alibi Cookies, The Painted Nail, Terra Nova Builds and professional offices.

Most important, Downtown Kirkwood businesses continue to thrive and properties in and around the district continue to improve in value and appearance.



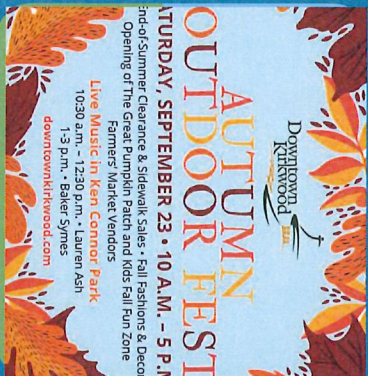


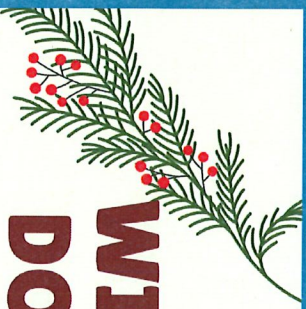
2023 IN REVIEW

In 2023, we regularly promoted Downtown Kirkwood businesses through advertising and special events.

We continued many of our long-time and legacy events such as the Summer Concert Series, Sidewalk Sale and Peach Festival, Halloween Walk and Holiday Walk.

Newer events and activities such as Autumn Outdoor Fest, the Fall Wine Walk and Holiday Cheer, are gaining popularity and bringing more people to shop and dine in our district.





FALL WINE WALK DONATION UPDATE

Thank you to everyone who attended our Fall Wine Walk on November 4, 2023. Because of your support and that of several Downtown Kirkwood businesses, we sent a check for **\$9690.40 to St. Louis Area Foodbank**-- the proceeds from the Fall Wine Walk.





PLAYING OUTSIDE

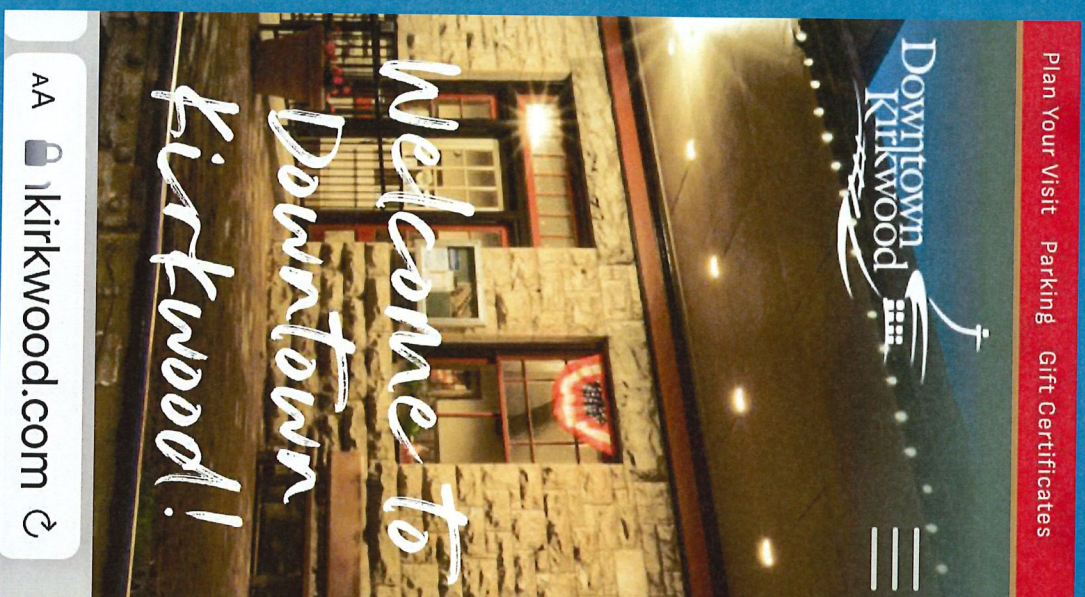
Kirkwood Farmers' Market regularly attracts thousands of visitors each year, the Summer Concert Series is a popular week-night activity for residents

Kirkwood Route 66 Festival: Cars & Guitars continues to be extremely popular. Nearly 17,000 people were in the district on the day of the event last June.



NEW WEBSITE IN 2023

We completed the lengthy process to redesign and improve our website in 2023. Updated branding, better functionality, more photos and promoting gift certificate sales are features of the new site.

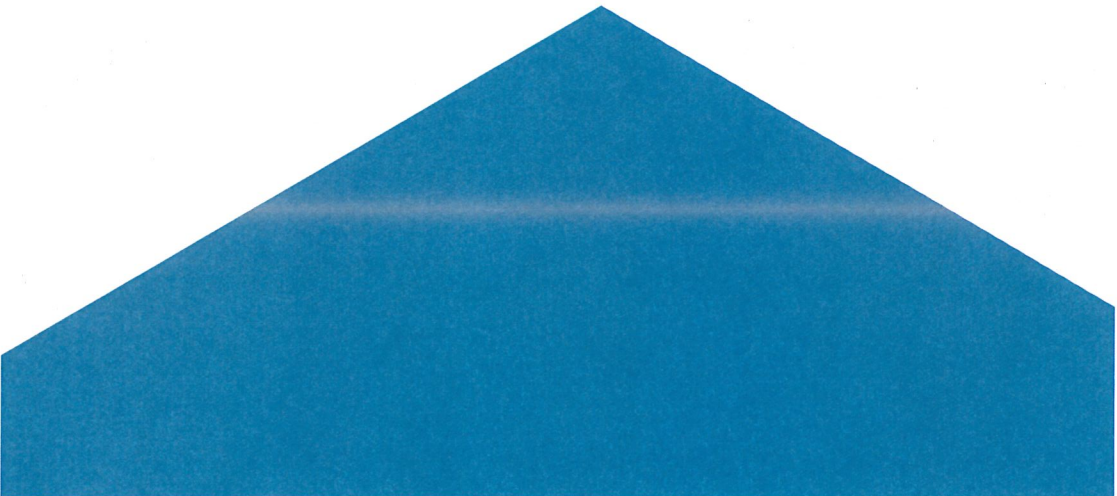


FISCAL YEAR BUDGET

April 1, 2024-March 31, 2025

REVENUE

Description	FY2024 Budget	FY2024 YTD	Balance	FY2025 Budget	Notes
Property Taxes	147,750.00	101,079.00	46,671.00	159,700.00	
Business Licenses	97,500.00	23,312.00	74,182.00	99,000.00	
SBD Non Retail Dues	500.00	0.00	500.00	300.00	
Interest Revenue	2,000.00	2,352.00	-352.00	2,550.00	
Donations Other	1,000.00	0.00	1,000.00	1,000.00	
Sponsorship	3,000.00	3,350.00	-350.00	3,600.00	
Facility Rental Other	16,200.00	13,500.00	2,700.00	16,200.00	office tenant
Merchandise Sales	100.00	30.00	70.00	100.00	
Farmers Market	108,000.00	101,215.00	6,785.00	98,000.00	no Winter Market
Advertising	11,000.00	15,363.00	-4,363.00	18,000.00	includes Wine Walk
Miscellaneous Revenue	3,500.00	1,573.00	1,937.00	3,000.00	
Transfer from Electric	850.00	0.00	850.00	500	
TOTAL:	391,400.00	261,774.00	129,626.00	\$ 401,950.00	



SBD EXPENSES

Description	17/2024 Budget	17/2024 YTD	Available Budget	17/2025				
Wages Full Time Children	66,686.00	61,560.17	15,125.83	66,686.00				
Social Security	6,000.00	4,797.00	1,213.00	6,673.00				
Miscellaneous	1,462.00	1,021.61	280.09	1,442.00				
Pension Children	5,837.00	5,024.47	912.53	6,843.00				
Insurance Health	6,500.00	10,523.61	-4,023.61	7,500.00				
Bank & Credit Card Fees	0.00	677.88	-677.88	900.00				
Professional Services	0.00	0.00	0.00	1,000.00				
Equipment Maintenance	1,500.00	775.82	724.18	1,700.00				
Telephone & Cellular	2,800.00	2,262.06	537.94	3,200.00				
Rentals Facilities	26,000.00	23,663.75	2,336.25	26,000.00				
Advertising	36,000.00	37,431.32	-1,431.32	38,000.00				
Printing	2,600.00	3,561.64	-1,061.64	3,700.00				
Special Events	13,200.00	10,977.37	2,222.63	14,000.00				
Travel	1,000.00	0.00	1,000.00	1,000.00				
Office Supplies	700.00	1,194.82	-394.82	900.00				
Building & Grounds Supplies	2,000.00	1,840.46	159.54	1,000.00				
Food	2,300.00	409.17	1,890.83	2,300.00				
Postage	400.00	22.64	377.36	400.00				
General Supplies	16,000.00	16,126.00	-126.00	16,000.00				
Electricity	1,600.00	1,417.81	382.19	1,653.00				
Natural Gas	2,400.00	1,677.82	722.18	2,400.00				
Membership Dues	1,000.00	896.40	113.60	800.00				
Administration Fees	5,150.00	4,716.00	434.00	5,150.00	Finance Dept. Service			
Subscription	7,600.00	7,228.06	771.94	8,000.00				
Water Charges	3,000.00	5,883.68	-2,883.68	3,300.00				
Transfers to Other Funds	24,000.00	0.00	24,000.00	24,000.00	profits for landscape services			
General Corp Office Furniture	1,200.00	0.00	1,200.00	200.00				
Building & Site Improvements	11,000.00	3,500.00	7,500.00	11,000.00	Facade Improvement Program			
Sitework Improvements	1,200.00	0.00	1,200.00	1,000.00				
TOTAL:	271,485.00	227,268.66	54,216.34	283,641.00				

EXPENSE DETAILS

Many of our administrative expenses are fixed amounts related to running our office, utilities for the district and management of Kirkwood Farmers' Market.

Our marketing expenses is the area where we have the greatest discretion. Here is how we are proposing to utilize our marketing funds in FY 2024-25:

Advertising

Print: Webster-Kirkwood Times Group Ad Series and event ads, Missouri Life Magazine, Playbill...

Social: Facebook and Instagram

Radio: Promoting holiday and possibly other events

Ongoing Investments: website, e-newsletter, graphics subscription

Printing

Downtown Kirkwood Gift Certificates, banners, brochures, visitor information and more

Special Events

In 2024, we will be rescheduling the events and activities we produced in 2023. Expenses associated with these events include talent payments, event materials, refreshments, decorations, promotional items...

FARMERS' MARKET EXPENSES

Description	FY2023 Budget	FY2023 YTD	Available Budget	FY2025	
Wages Full Time Clerk	\$6,800.00	49,837.15	9,353.85	60,885.00	
Social Security	3,683.00	2,872.19	790.21	3,034.00	
Medicare	898.00	671.81	184.09	738.00	
Pension Civilian	3,718.00	3,146.77	571.23	3,642.00	
Insurance Health	5,500.00	7,405.59	-1,905.59	7,300.00	
Custodial Services	0.00	0.00	0.00	0.00	
Equipment Maintenance	177.00	0.00	177.00	200.00	
Telephone & Cellular	0.00	0.00	0.00	0.00	
Advertising	800.00	0.00	800.00	900.00	
Printing	100.00	0.00	100.00	100.00	
Special Events	3,600.00	3,352.25	207.75	3,800.00	
Building & Grounds Supplies	1,200.00	1,068.81	130.89	200.00	
Janitorial Supplies	300.00	49.00	250.10	200.00	
Merchandise	\$50.00	0.00	\$50.00	100.00	
General Supplies	0.00	0.00	0.00	0.00	
Electricity	16,500.00	17,891.10	-1,381.10	18,000.00	
Sanitation	11,500.00	8,895.00	2,595.00	12,000.00	
Water Charges	2,800.00	185.80	2,614.20	2,000.00	
Building & Site Improvements	175.00	510.14	1304.86	1,000.00	
TOTAL	118,816.00	95,538.81	15,975.19	122,898.00	

NEW IN 2024

Downtown Kirkwood businesses are looking forward to the addition of new residents to the district. We began a Welcome Package program for new residents moving into The James. This will continue with the two other residential developments coming to the district in 2024.

We are working on a new Coffee Klatch event for this year too.



RETURNING IN 2024

SPRING/SUMMER 2024

UPCOMING EVENTS

APRIL 6 Kirkwood Farmers' Market Grand Opening

APRIL 20 Arbor Day Celebration

MAY 11 Sweets on Every Street event

JUNE : 6, 13, 20, 27 6:30-9:00 p.m. Concerts at Station Plaza

Kirkwood Route 66 Festival on **June 8**

JULY 20 Sidewalk Sale and Peach Festival



FALL/HOLIDAY 2024 *

UPCOMING EVENTS

September 21 Autumn Outdoor Festival

October 24 Halloween Walk

November 9 Fall Wine Walk

November 23 Holiday Walk

December 14 Holiday Cheer

Herd On The Street Contest

January Snowflake Sale



*Tentative and subject to change



KIRKWOOD FARMERS' MARKET 2024

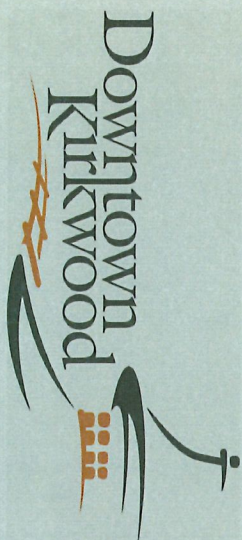
We are excited about the 48th season of Kirkwood Farmers' Market. We kicking off the season with a Grand Opening Celebration on April 6.

The unique experiences and offerings of farm-fresh foods and specialty items will continue to attract shoppers from our community and well beyond to Downtown Kirkwood.



OPPORTUNITIES FOR ENHANCING THE DISTRICT AND SUPPORTING BUSINESSES IN 2024

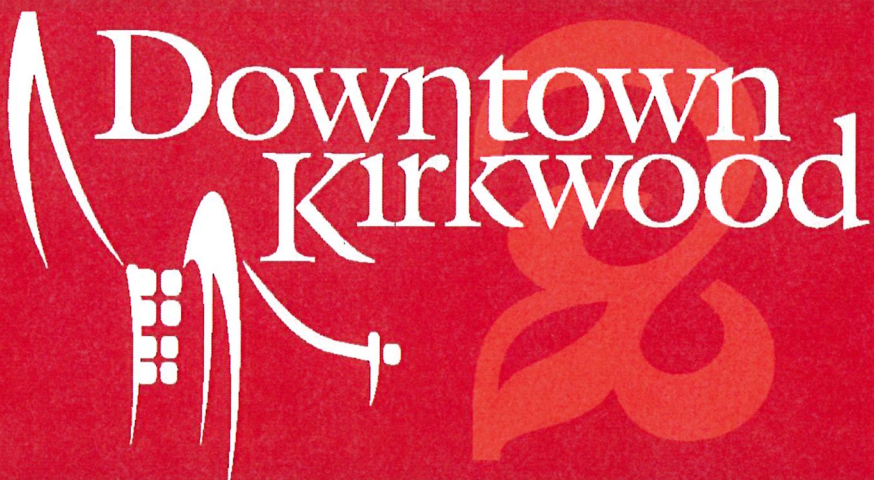
We are planning to continue to promote and increase our gift certificate program--one that benefits our district and members in many ways. We'd also like to replant Bisso Park, as many of the plants have died or been removed. And, we will continue to look for ways to grow attendance at Kirkwood Farmers' Market and add to our popular holiday decorations and activities.



Please join us!

Reservations:

depoe@downtownkirkwood.com



DOWNTOWN KIRKWOOD
SPECIAL BUSINESS DISTRICT

MEMBERS'

ANNUAL MEETING



5:30PM - 7:30 PM



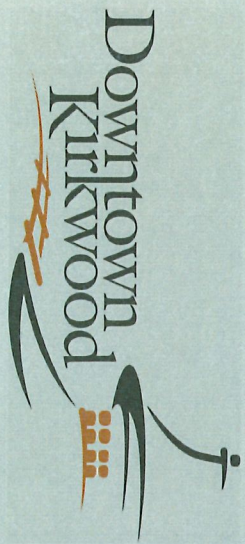
Wednesday, February 28



Sunset 44 Bistro + Banquet



Networking, presentation of fiscal
year budget and programming,
updates on 2024 construction
projects and more.



Thank you to
Kirkwood City Council
members and to Team
Kirkwood for your
ongoing support to
Downtown Kirkwood
business and property
owners.



PROCEDURE FOR PUBLIC HEARING

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

Downtown Special Business District Budget for Fiscal Year 2024/2025

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?

Assistant Director of Finance Jen Forgy

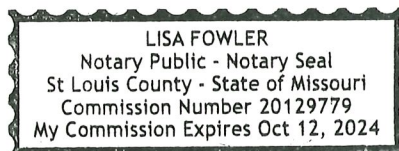
Mayor: David, has anyone completed a card to speak regarding this proposal?

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.



THE ST. LOUIS
COUNTIAN



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

The Council of the City of Kirkwood will hold a public hearing at City Hall, 139 South Kirkwood Road, Missouri, at the hour of 7:00 p.m. on Thursday evening, February 15, 2024, to consider the proposed 2024/2025 Operating Budget for the Special Business District. The proposed budgets are subject to change pending action of the City Council.

Summary of Proposed Special Business District Operating Budget - Fiscal Year 2024/2025
Total revenues and other financing sources \$ 401,950

Total expenditures and other financing uses \$ 401,950

Copy of the Special Business District Operating budget is available for public inspection at the City Clerk's Office in City Hall between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday and online at www.kirkwoodmo.org/government/departments/finance

Laurie Asche

City Clerk

St. Louis, MO, January, 2024

2576462 County Jan. 31, 2024

St. Louis County

Legal Ledger

AFFIDAVIT OF PUBLICATION

State of Missouri

ss

County of St. Louis

SEE ATTACHED

Before the undersigned, a Notary Public of Jackson County, Missouri, duly commissioned, qualified and authorized by law to administer oaths, personally appeared

John Wingo

Publisher of the St. Louis County *Legal Ledger*, a daily newspaper of general circulation published in the County of St. Louis, Missouri, that he is authorized to make this affidavit and sworn statement; that the notice of

Notice of Public Hearing

a true copy of which is attached hereto, was published in the St. Louis County *Legal Ledger*, on the following dates:

January 31, 2024

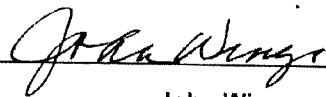
in volume

16

and numbered

121

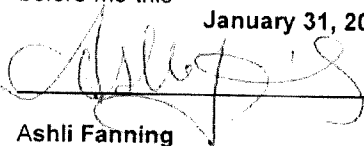
and that the said newspaper in which such notice, was published was, at the time of each and every such publication, a newspaper meeting the requirements and qualifications of Chapter 443, Revised Statutes of Missouri and Chapter 493 including Section 493.050



John Wingo

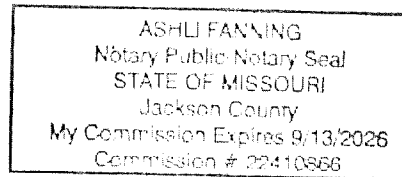
Sworn to and subscribed
before me this

January 31, 2024



Ashli Fanning

Notary Public-Jackson County, State of Missouri
My commission expires September 13, 2026
Commission No. 22410866



AFFIDAVIT OF PUBLICATION

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

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Summary of Proposed Special Business District Operating Budget – Fiscal Year 2024/2025

Total revenues and other financing sources	\$ 401,950
--------------------------------------------	------------

Total expenditures and other financing uses	\$ 401,950
---------------------------------------------	------------

Copy of the Special Business District Operating budget is available for public inspection at the City Clerk's Office in City Hall between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday and online at www.kirkwoodmo.org/government/departments/finance

January 31, 2024
121—Wednesday

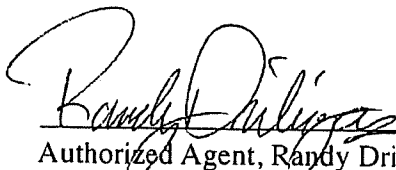
M2672

AFFIDAVIT OF PUBLICATION

Date: 2/1/24

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 February 2, 2024 edition.


Authorized Agent, Randy Drilingas
Webster-Kirkwood Times



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

The Council of the City of Kirkwood will hold a public hearing at City Hall, 139 South Kirkwood Road, Missouri, at the hour of 7:00 p.m. on Thursday evening, February 15, 2024, to consider the proposed 2024/2025 Operating Budget for the Special Business District. The proposed budgets are subject to change pending action of the City Council.

**Summary of Proposed Special Business District
Operating Budget - Fiscal Year 2024/2025**

Total revenues
and other financing sources.....\$401,950

Total expenditures
and other financing sources.....\$401,950

Copy of the Special Business District Operating budget is available for public inspection at the City Clerk's Office in City Hall between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday and online at www.kirkwoodmo.org/government/departments/finance

Laurie Asche, City Clerk
St. Louis, MO., January, 2024

BILL 11028

ORDINANCE

AN ORDINANCE APPROPRIATING \$11,516.40 FROM THE EQUITABLE SHARING FUND – FUND BALANCE TO THE POLICE DEPARTMENT SMALL CAPITAL ACCOUNT, AND ACCEPTING THE BID OF COLOR ART FURNITURE IN THE AMOUNT OF \$11,516.40 (PURSUANT TO OMNIA PARTNERS COOPERATIVE CONTRACT) FOR THE PURCHASE OF TWENTY CONFERENCE ROOM CHAIRS FOR THE POLICE 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 Omnia Partners Cooperative Contract, and

WHEREAS, staff recommends that the City purchase twenty conference room chairs for the Police Department from Color Art Furniture in the amount of \$11,516.40 under Omnia Partners Cooperative Contract #R191813, and

WHEREAS, funds in the amount of \$11,517 needs to be appropriated from the Equitable Sharing Fund – Fund Balance to Account #205-02-050-000-000-610060 (Small Capital).

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

SECTION 1. Funds in the amount of \$11,517 are hereby appropriated from the Equitable Sharing Fund - Fund Balance to Account #205-02-050-000-000-610060 (Small Capital).

SECTION 2. The Director of Procurement is hereby authorized and directed to issue a Purchase Order in the amount of \$11,516.40 to Color Art Furniture under Omnia Partners Cooperative Contract #R191813 for the purchase of twenty conference room chairs for the Police Department.

SECTION 3. 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: 3/7/2024

Step #1:

Strategic Plan NO

Goal # & Title

Background To Issue:

Replace chairs in conference room at Police Department. Current chairs in conference room are over thirty years old.

Recommendations and Action Requested:

The police department is requesting City Council approval of the appropriation of \$11,516.40 from the Equitable Sharing fund balance for the purchase of new chairs for the conference room.

Alternatives Available:

Not purchase needed chairs.

Does this project have a public information component? ☐ Yes ☒ No

Cost: \$11,516.40

Account #: 20502050000000610060

Project #:

If YES, Budgeted Amount: \$0.00

If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

Budgeted: YES

BY: Brian Murphy

Date: 2/12/2024

Authenticated:

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



Chair quote.pdf
Adobe Acrobat Document
899 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: 2/27/2024

Authenticated: sfo

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



Resolution 501158.pdf
Adobe Acrobat Document
32.0 KB

File Attachment

File Attachment

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

Appropriation

From Account # or Fund Name:

To Account # or Fund Name:

Finance Director's Comments:

Equitable Sharing Fund fund balance is available and sufficient to appropriate \$11,517 to GL account 205-02-050-000-000-610060, Small Capital in FY25 as requested above.

BY: Sandra Stephens

Date: 2/29/2024

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: 2-29-24



Color Art Furniture
1325 N. Warson Rd., St. Louis, MO 63132
314 432 3000 • color-art.com

Quotation 202866

Quote Date 02/09/24
Customer 053727
Terms 60% Dep; Bal Net 15
Account Representative MEREDITH JONES

Quote To

DAN GATTI
CITY OF KIRKWOOD
212 S. TAYLOR AVE.
KIRKWOOD MO 63122-0000

Ship To

DENISE COX
CITY OF KIRKWOOD
212 S. TAYLOR AVE.
KIRKWOOD MO 63122-0000

Phone +1 (314) 616-8816
GATTIDF@KIRKWOODMO.ORG

Phone +1 (314) 822-5867

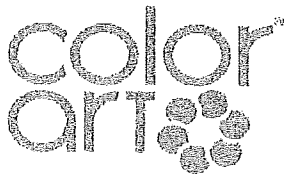
Sales Location Color Art Furniture
POLICE DEPT CONF RM

Description	Quantity	Unit Price	Extended Price
1 F67038 - Rein Armless 22.75x25.25x32.5 Side with Upholstered Back, Single Textile Finish: EBY: Ebony (EBY) Grade: 6: Grade 6 Material ETC6: Graded-In, Grade 6 Material ==>DTEX, HASHTAG 3662 - OAK 103 Tag For F67038	20	556.92	11,138.40
2 HANDLING - WAREHOUSE/HANDLING	1	378.00	378.00

COLOR-ART INTEGRATED INTERIORS IS PLEASED TO PRESENT THE FOLLOWING FOR YOUR REVIEW AND ACCEPTANCE. A 60% DEPOSIT IS REQUIRED PRIOR TO ORDER ENTRY. **A CONVENIENCE FEE WILL BE CHARGED IF THE METHOD OF PAYMENT IS ANYTHING OTHER THAN COMPANY CHECK OR EFT. *** PASS THROUGH TAXES WILL APPLY IF APPLICABLE. PURCHASE IS SUBJECT TO STATE SALES TAX. SELLER RETAINS A SECURITY INTEREST.
DUE TO THE INCREASING COMMODITY PRICES, INCREASED FREIGHT RATES AND LABOR PRESSURE, THIS QUOTE WILL ONLY BE VALID FOR 30 DAYS UNLESS NOTED OTHERWISE.
IF DELIVERY & INSTALLATION IS QUOTED, THE PRICING IS BASED ON DELIVERY AND INSTALLATION DURING NORMAL WORKING HOURS, MON-FRI 8:00 AM - 3:00 PM UNLESS NOTED OTHERWISE.
IF YOUR ORDER IS QUOTED TO SHIP DIRECT TO SITE AND NEEDS TO BE REROUTED TO OUR WAREHOUSE TO RECEIVE, ADDITIONAL HANDLING AND DELIVERY CHARGES WILL BE APPLIED.
IF PRICING IS BASED ON PRODUCT SHIPPING DIRECTLY TO THE CUSTOMER TO RECEIVE, OFFLOAD AND PLACE/INSTALL. COLOR ART TO BE NOTIFIED OF ANY DAMAGES (VISIBLE OR CONCEALED) WITHIN 7 DAYS OF RECEIPT.
PRODUCT LEAD TIMES WILL DEPEND ON FABRIC AVAILABILITY AT THE TIME OF ORDER ENTRY.
FAILURE TO FOLLOW THE RECOMMENDED TEXTILES CLEANING PROTOCOLS PUBLISHED BY THE TEXTILE

By signing below, you are agreeing to our full Terms and Conditions of sale located here: <http://www.color-art.com/terms>

ACCEPTED BY _____ TITLE _____ DATE _____



Color Art Furniture

1325 N. Warson Rd., St. Louis, MO 63132
314 432 3000 • color-art.com

Quotation 202866

Page 2 / 2 (cont'd)

MANUFACTURERS WILL VOID THE TEXTILE WARRANTY. COLOR ART WILL NOT BE RESPONSIBLE FOR ANY FAILED UPHOLSTERY WHEN CLIENT CHOOSES TO OPERATE OUTSIDE THE WARRANTY. BY ACCEPTING THIS QUOTE, YOU ARE AGREEING TO OUR FULL TERMS & CONDITIONS LOCATED HERE: WWW.COLOR-ART.COM/TERMS. WE APPRECIATE YOUR BUSINESS AND IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR ACCOUNT MANAGER.

Quotation Totals

Sub Total

11,516.40

Grand Total

11,516.40

End of Quotation

By signing below, you are agreeing to our full Terms and Conditions of sale located here: <http://www.color-art.com/terms>

ACCEPTED BY _____ TITLE _____ DATE _____

February 20, 2024

To: Russel B. Hawes, Chief Administrative Officer

For Your Consideration: Police Department Conference Room Chairs; Cooperative Bid # 501158

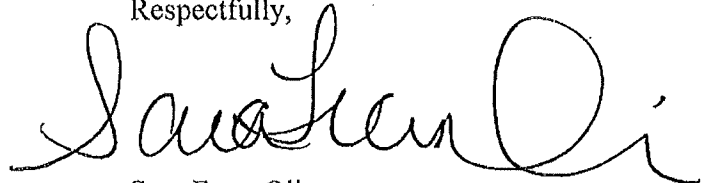
The Police Department is requesting approval to replace the current chairs in their conference room. The current chairs are over 30 years old.

The purchase and installation of the requested conference room chairs are available through OMNIA Partners cooperative contract # R191813.

The Police Department is requesting that Council approve the appropriation from Equitable sharing in the amount of \$11,516.40 for this purchase.

Attached is a request from Brian Murphy, Police Chief, authorizing a purchase order be issued to Color Art Furniture in the amount of \$11,516.40 for the purchase of 20 new conference room chairs.

Respectfully,

A handwritten signature in black ink, appearing to read 'Sara Foan-Oliver', written in a cursive style.

Sara Foan-Oliver
Procurement Director

BILL 11029

ORDINANCE

AN ORDINANCE APPROPRIATING \$19,152 FROM THE CAPITAL IMPROVEMENT FUND BALANCE TO THE FIRE DEPARTMENT BUILDING AND SITE IMPROVEMENTS ACCOUNT, AND ACCEPTING THE BID OF FEATHERSHARK IN THE AMOUNT OF \$19,151.16 FOR AUDIO AND VISUAL EQUIPMENT UPGRADES FOR THE FIRE DEPARTMENT STATION #2 TRAINING ROOM AND AUTHORIZING AND DIRECTING THE DIRECTOR OF PROCUREMENT TO ISSUE A PURCHASE ORDER.

WHEREAS, pursuant to law, the City solicited bids for audio and visual equipment upgrades for the Fire Department Station #2 Training Room, and

WHEREAS, the most responsible bid received was that of Feathershark in the amount of \$19,151.16, which bid acceptance is approved by the Chief Administrative Officer and recommended by the Director of Procurement and the Fire Chief, and

WHEREAS, there are proceeds from the Certificates of Participation Series 2022 available and sufficient to appropriate from the Capital Improvement Fund Balance for the project, and

WHEREAS, funds in the amount of \$19,152 needs to be appropriated from the Capital Improvement Fund Balance to Account #301-03-060-000-000-620020 (Building & Site Improvements).

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

SECTION 1. Funds in the amount of \$19,152 are hereby appropriated from the Capital Improvement Fund Balance to Account #301-03-060-000-000-620020 (Building & Site Improvements).

SECTION 2. The bid of Feathershark in the amount of \$19,151.16 for audio and visual equipment upgrades for the Fire Department Station #2 Training Room is hereby accepted and approved.

SECTION 3. The Director of Procurement is hereby authorized and directed to issue a Purchase Order to Feathershark in the amount of \$19,151.16 for audio and visual equipment upgrades for the Fire Department Station #2 Training Room.

SECTION 4. This Resolution shall be in full force and effect after its passage and approval.

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: 3/7/2024

Step #1:

Strategic Plan Select... Goal # & Title

Background To Issue:

The Kirkwood Fire Department maintains a highly trained and proficient staff of firefighter-paramedics. To meet this demand, crews train on a daily basis to include classroom and video based training. The Kirkwood Fire Department has a training space at Station 2 to accommodate this training however it currently lacks the technology needed to meet the demands of today's training environment.

Recommendations and Action Requested:

It is the recommendation of the Fire Department to accept the bid of Feathershark for \$19,151.16 for technology upgrades to include monitors, audio upgrades, video conferencing, plug-in play technology as well as full installation and training on the system. To fund this project, the fire department is requesting to use 2022 Certificate of Participation Bonds in the amount of \$19,152.00.

Alternatives Available:

Alternatives to this plan are to leave the training room as is with old technology. This would hinder the ability to provide high quality training and advance the fire department.

Does this project have a public information component? ☐ Yes ☒ No

Cost: \$19,151.16 Account #: 30103060000000620020

Project #:

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

Department Head Comments:

Budgeted: NO

BY: James Silvernail

Date: 2/28/2024

Authenticated:

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



Bid Tabulation by Line Item
Spreadsheet (22).xlsx
Microsoft Excel Worksheet
12.3 KB

File Attachment

File Attachment

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

Approve

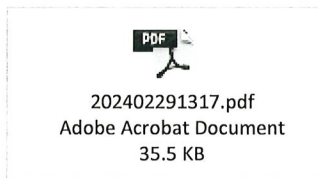
Purchasing Director's Comments:

BY: Sara Foan-Oliver

Date: 2/29/2024

Authenticated: sfo

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**).

Appropriation

From Account # or Fund Name:

To Account # or Fund Name:

Finance Director's Comments:

Certificates of Participation are available and sufficient in FY25 for Council to appropriate \$19,152 from Capital Improvement Fund balance to GL account 301-03-060-000-000-620020, Building & Site Improvements to approve the above as requested.

BY: Sandra Stephens

Date: 2/29/2024

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:

3-1-24

Event Number	14022 - FY23	Organization	City of Kirkwood Procurement Department
Event Title	Fire Department Audio/Visual Training Room	Workgroup	Purchasing
Event Description	The City of Kirkwood (hereafter noted as "the City")	Event Owner	Nick Morris
Event Type	IFB	Email	morrisnt@kirkwoodmo.org
Issue Date	2/14/2024 03:42:44 PM (CT)	Phone	(314) 984-5982
Close Date	2/23/2024 03:30:00 PM (CT)	Fax	

Responding Supplier	City	State	Response Submitted	Lines Responded	Response Total
Interworld Highway LLC DBA To Long Branch,		NJ	2/22/2024 09:24:32 AM (CT)	10	\$9,130.27
FeatherShark	Chesterfield	MO	2/22/2024 08:36:52 AM (CT)	18	\$19,251.16

Please note: Lines Responded and Response Total only includes responses to specification. No alternate response data is included.

1	Class Crystal UHD AU8000 Series - 4K UHD HDR 65"						
	Supplier	QTY	UOM	Estimated	Unit Price	Extended	Supplier Notes
	FeatherShark	2	EA		\$799.00	\$1,598.00	
	Interworld Highway LLC DBA Tot 2	EA			\$1,400.00	\$2,800.00	
2	USX MOUNT Full Motion TV Wall Mount for 37"-90" TVs						
	Supplier	QTY	UOM	Estimated	Unit Price	Extended	Supplier Notes
	FeatherShark	2	EA		\$149.99	\$299.98	
	Interworld Highway LLC DBA Tot 2	EA			\$502.00	\$1,004.00	This is the pricing for an alternative option t
3	Logitech Tap with Cat5e Kit - HDMI In - USB - Tabletop, Wall Mountable, Riser Mount						
	Supplier	QTY	UOM	Estimated	Unit Price	Extended	Supplier Notes
	FeatherShark	1	EA		\$999.00	\$999.00	
	Interworld Highway LLC DBA Tot 1	EA			No Bid		
4	AVer TR333 v2 Auto-Tracking/Live Streaming 4K PTZ Camera with 30x Optical Zoom						
	Supplier	QTY	UOM	Estimated	Unit Price	Extended	Supplier Notes
	FeatherShark	1	EA		\$3,199.00	\$3,199.00	
	Interworld Highway LLC DBA Tot 1	EA			\$3,199.99	\$3,199.99	
5	LG-MT Large Camera Wall Mount						
	Supplier	QTY	UOM	Estimated	Unit Price	Extended	Supplier Notes
	Interworld Highway LLC DBA Tot 1	EA			\$99.00	\$99.00	This is the pricing for an alternative option t
	FeatherShark	1	EA		\$139.99	\$139.99	
6	ATEN UEH4002A 4-Port USB 2.0 Cat 5 Extender (up to 100m)						
	Supplier	QTY	UOM	Estimated	Unit Price	Extended	Supplier Notes
	FeatherShark	1	EA		\$389.99	\$389.99	
	Interworld Highway LLC DBA Tot 1	EA			\$547.00	\$547.00	
7	Wall mount volume control						
	Supplier	QTY	UOM	Estimated	Unit Price	Extended	Supplier Notes
	FeatherShark	1	EA		\$89.99	\$89.99	
	Interworld Highway LLC DBA Tot 1	EA			\$194.00	\$194.00	This is the pricing for an alternative option t
8	MuxLab 1x4 4K HDMI Splitter						
	Supplier	QTY	UOM	Estimated	Unit Price	Extended	Supplier Notes
	FeatherShark	1	EA		\$210.95	\$210.95	

9	2.0 HDMI Audio Extractor HDMI Audio Extractor 4K 60Hz SPDIF Supports PCM2.0, up to Dolby Digital and DTS 5.1 Built in CEC Controller from HDV						
Supplier		QTY	UOM	Estimated	Unit Price	Extended	Supplier Notes
FeatherShark		1	EA		\$64.99	\$64.99	
Interworld Highway LLC DBA Tot 1			EA		No Bid		
10	StarTech 2x1 2-Port 4K HDMI Switch						
Supplier		QTY	UOM	Estimated	Unit Price	Extended	Supplier Notes
FeatherShark		1	EA		\$68.85	\$68.85	
Interworld Highway LLC DBA Tot 1			EA		\$169.00	\$169.00	This is the pricing for an alternative option t
11	Bogen X300 70v Amplifier						
Supplier		QTY	UOM	Estimated	Unit Price	Extended	Supplier Notes
FeatherShark		1	EA		\$1,039.50	\$1,039.50	
Interworld Highway LLC DBA Tot 1			EA		No Bid		
12	Carbon Systems Black 11th Gen Core i5 Desktop						
Supplier		QTY	UOM	Estimated	Unit Price	Extended	Supplier Notes
FeatherShark		1	EA		\$950.00	\$950.00	
Interworld Highway LLC DBA Tot 1			EA		No Bid		
13	Logitech Wireless Mouse and Keyboard Combo						
Supplier		QTY	UOM	Estimated	Unit Price	Extended	Supplier Notes
FeatherShark		1	EA		\$69.99	\$69.99	
Interworld Highway LLC DBA Tot 1			EA		\$79.00	\$79.00	This is the pricing for an alternative option t
14	HDMI Extender Over Cat5e/6a/7						
Supplier		QTY	UOM	Estimated	Unit Price	Extended	Supplier Notes
FeatherShark		3	EA		\$58.99	\$176.97	
Interworld Highway LLC DBA Tot 3			EA		No Bid		
15	Maker hart Just Mic 4 mini Microphone Mixer 4 channels / Portable Phantom power / Audio Interface						
Supplier		QTY	UOM	Estimated	Unit Price	Extended	Supplier Notes
FeatherShark		1	EA		\$89.99	\$89.99	
Interworld Highway LLC DBA Tot 1			EA		No Bid		
16	SoundTech CM-1000 3.5 mm Omni-Directional Conference Microphone						
Supplier		QTY	UOM	Estimated	Unit Price	Extended	Supplier Notes

FeatherShark	2	EA	\$74.49	\$148.98	
Interworld Highway LLC DBA Tot 2	EA		\$170.00	\$340.00	This is the pricing for an alternative option t

17	Wireless Lapel Microphone for Computer, Alvoxcon USB lavalier Mic				
Supplier	QTY	UOM	Estimated	Unit Price	Extended
FeatherShark	1	EA		\$64.99	\$64.99
Interworld Highway LLC DBA Tot 1	EA			\$698.28	\$698.28
					This is the pricing for an alternative option t

18	Installation and Configuration				
Supplier	QTY	UOM	Estimated	Price	Extended
FeatherShark	1	EA		\$9,650.00	\$9,650.00
Interworld Highway LLC DBA Tot 1	EA			No Bid	
					Scope: Mounting TVsEthernet Drops to TVs

February 28, 2024

To: Russell B. Hawes, Chief Administrative Officer

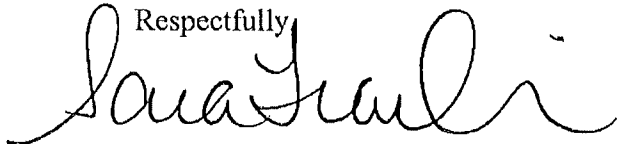
For Your Consideration: Fire Department Audio/Visual Training Room Upgrades Bid # 14022.

The Kirkwood Fire Department maintains a highly trained staff of firefighter-paramedics. The crews train on a daily basis, including classroom and video based training. The City currently has a training room at Station 2 but it lacks the technology needed to support proper training.

A request for proposal was sent out on our eProcurement platform, Ionwave on Feb 14th, 2024. Our request was for equipment and install for necessary upgrades. The City received two vendor responses, however; one vendor replied no bid to most of the line items. Feathershark was the most responsive and responsible bid of \$19,151.16.

Attached is a request from James Silvernail, Fire Chief, authorizing the City to issue a purchase order to Feathershark, for equipment upgrades and installation at the Station 2 training room in the amount of \$19,151.16.

Respectfully

A handwritten signature in black ink, appearing to read "Sara Foan-Oliver". The signature is fluid and cursive, with a long horizontal stroke at the end.

Sara Foan-Oliver
Procurement Director

BILL 11030

ORDINANCE

AN ORDINANCE ADOPTING A REVISED CITY OF KIRKWOOD CLASSIFICATION AND PAY PLAN, EFFECTIVE APRIL 1, 2024.

WHEREAS, the City of Kirkwood's pay classification system is structured to receive an annual cost of living increase in January of each year, and a merit increase coinciding with each fiscal year in April, and

WHEREAS, the City of Kirkwood's current pay classifications were developed in conjunction with McGrath Human Resources Group, and

WHEREAS, the City engaged McGrath Human Resources Group to assist in the evaluation of current market conditions to determine appropriate changes for fiscal year 2025, and

WHEREAS, after review of market conditions it is recommended that the current Pay Classification Plan for Civilian, Police, and Fire employees be updated, which also includes an increase in Deferred Compensation match by the City from 2% to 3% of an employee's annual salary, and

WHEREAS, staff recommends approval of the changes to the City of Kirkwood Classification and Pay Plan (a copy of which is attached hereto and incorporated by reference herein), effective April 1, 2024.

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

SECTION 1. The revised City of Kirkwood Classification and Pay Plan (a copy of which is incorporated by reference herein and attached hereto), effective April 1, 2024 is hereby adopted and approved effective upon passage of this Ordinance.

SECTION 2. 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: 3/7/2024

Step #1:

Strategic Plan YES

Goal # & Title

Background To Issue:

Our current pay classification schedules were developed in conjunction with McGrath Human Resources Group. The City engaged McGrath to assist in the evaluation of current market conditions to determine appropriate compensation for the City's employees. After review of market conditions staff, in conjunction with a recommendation from McGrath Human Resources, is recommending an update of the current pay classification plan for civilian, police, and fire employees along with an increase in deferred compensation match by the City from 2% to 3% of an employee's annual salary effective April 1, 2024. These classification changes include updates to the current civilian pay range schedule and police and fire step schedules, along with grade changes for several positions and the reclassification of an Human Resources Assistant position to a Human Resources Generalist position. There is a cost to bring certain employees up to the new minimums and adjust employees within their schedules due to their years of service at the City, which are included in the proposed budget.

Recommendations and Action Requested:

Staff is recommending adoption of a new pay classification ordinance and adjustment of employees compensation within the new schedules.

Alternatives Available:

Does this project have a public information component? ☐ Yes ☒ No

Cost: \$243,100.00 Account #: various

Project #:

If YES, Budgeted Amount: \$243,100.00 If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

Budgeted: YES

BY: David Weidler

Date: 3/4/2024

Authenticated: weidledc

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



Final PayClass April 2024.pdf
Adobe Acrobat Document
478 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:

Date:

3-4-24

City of Kirkwood
Classification and Pay Plan
All civilian employees Excluding IBEW No. 2 (Electric) and dispatch personnel, plus fire department command staff
Effective April 1, 2024

Title	Pay Grade	Minimum	Market	Midpoint (60%)	Maximum
Parking Control Attendant	10	\$38,331	\$41,816	\$45,998	\$53,664
Recycling Center Worker					
Custodian - Facilities	15	\$40,248	\$43,907	\$48,297	\$56,347
Custodian - Recreation					
Custodian/Recreation Attendant					
Horticulture Assistant	20	\$42,260	\$46,102	\$50,712	\$59,164
Maintenance Worker I - Parks					
Maintenance Worker I - Streets					
Horticulture Assistant	25	\$44,373	\$48,407	\$53,248	\$62,123
Maintenance Worker - Ice Rink					
Maintenance Worker - Recreation					
Maintenance Worker I - Parks					
Maintenance Worker I - Streets					
Police Records Clerk					
Administrative Associate	30	\$46,592	\$50,828	\$55,910	\$65,229
Customer Service Associate					
Maintenance Worker II - Parks					
Maintenance Worker II - Streets					
Permit Clerk					
Assistant Court Clerk	35	\$48,922	\$53,369	\$58,706	\$68,490
Code Enforcement Specialist					
Maintenance Worker II - Parks					
Maintenance Worker II - Streets					

City of Kirkwood
Classification and Pay Plan
All civilian employees Excluding IBEW No. 2 (Electric) and dispatch personnel, plus fire department command staff
Effective April 1, 2024

Title	Pay Grade	Minimum	Market	Midpoint (60%)	Maximum
Police/Prosecutor Clerk					
Recreation Specialist					
Sanitation Driver					
Traffic Sign Technician					
Water Distribution System Worker I					
Accounting Technician	40	\$51,368	\$56,037	\$61,641	\$71,915
Administrative & Operations Asst.- Sanitation					
CALEA Accreditation Asst./Grant Manager P/T					
Deputy City Clerk					
Human Resources Assistant					
KPAC Guest Relations Coordinator					
Lead Worker- Streets					
Permit Technician					

City of Kirkwood
Classification and Pay Plan
All civilian employees Excluding IBEW No. 2 (Electric) and dispatch personnel, plus fire department command staff
Effective April 1, 2024

Title	Pay Grade	Minimum	Market	Midpoint (60%)	Maximum
Deputy City Clerk	45	\$53,936	\$58,839	\$64,723	\$75,510
Lead Worker-Sanitation					
Lead Worker-Streets					
Maintenance Technician - Facilities					
Maintenance Technician - Parks					
Office Manager					
Procurement Officer/Analyst					
Water Distribution System Worker II					
Assistant Ice Arena Manager*	50	\$59,330	\$64,723	\$71,196	\$83,061
Assistant Urban Forester					
Human Resources Generalist					
KPAC Technical Coordinator					
Lead Worker—Facilities Maintenance Technician					
Lead Park Ranger					
Security Officer					
Sr. Code Enforcement Specialist					
Water Equipment Technician					
Accountant	55	\$62,296	\$67,959	\$74,755	\$87,215
Fleet Service Mechanic					
GIS Technician					
Horticulturalist					
Ice Arena Manager*					
Inspector I					
IT Systems Administrator					
KPAC Operations Manager*					
Lead Worker - Facilities Maintenance Technician					

City of Kirkwood
Classification and Pay Plan

All civilian employees Excluding IBEW No. 2 (Electric) and dispatch personnel, plus fire department command staff
Effective April 1, 2024

Title	Pay Grade	Minimum	Market	Midpoint (60%)	Maximum
Lead Worker - Water Equipment Technician					
Lead Worker - Water Distribution					
Parks Supervisor					
Recreation Facilities Manager*					
Recreation Programs Manager *					
Sr. Procurement Officer/Analyst					
Urban Forester					
Communications Manager*	60	\$65,411	\$71,357	\$78,493	\$91,575
Electric Distribution Planning Technician					
Engineering Technician - Water					
GIS Technician					
Inspector II					
IT Systems Administrator					

City of Kirkwood

Classification and Pay Plan

All civilian employees Excluding IBEW No. 2 (Electric) and dispatch personnel, plus fire department command staff
Effective April 1, 2024

Title	Pay Grade	Minimum	Market	Midpoint (60%)	Maximum
Inspector III	65	\$68,681	\$74,925	\$82,418	\$96,154
Municipal Court Clerk					
Streets Division Supervisor					
Water Distribution Supervisor					
Water Support Services Supervisor					
Inspector III	70	\$72,116	\$78,672	\$86,539	\$100,962
IT Analyst					
Planner I*					
Plans Examiner/Inspector*					
Procurement Asst. Director*					
Sr. IT Systems Administrator					
Facilities Division Superintendent*	75	\$79,327	\$86,539	\$95,193	\$111,058
Parks Division Superintendent*					
Planner II*					
Project Engineer*					
Recreation Division Superintendent*					
Safety & Emergency Management Coordinator*					
Sanitation Division Superintendent*					
Streets Division Superintendent*					
Water Division Superintendent*					
Assistant City Engineer *	80	\$91,226	\$99,519	\$109,471	\$127,717
Electrical Engineer*					
Electric Operations Superintendent*					
Finance Assistant Director*					
Fire Marshal*					

City of Kirkwood

Classification and Pay Plan

All civilian employees Excluding IBEW No. 2 (Electric) and dispatch personnel, plus fire department command staff
Effective April 1, 2024

Title	Pay Grade	Minimum	Market	Midpoint (60%)	Maximum
Fleet Services Director*					
Human Resources Manager*					
KPAC General Manager*					
Procurement Director*					
Battalion Chief	85	\$98,524	\$107,481	\$118,229	\$137,934
Building Commissioner*					
Electric Engineer (PE)*					
City Engineer*	90	\$108,377	\$118,229	\$130,052	\$151,727
Deputy Fire Chief*					
Director of Planning & Development Services					
Electric Line Superintendent*					

**City of Kirkwood
Classification and Pay Plan**

All civilian employees Excluding IBEW No. 2 (Electric) and dispatch personnel, plus fire department command staff
Effective April 1, 2024

Title	Pay Grade	Minimum	Market	Midpoint (60%)	Maximum
Assistant Fire Chief*	95	\$119,214	\$130,052	\$143,057	\$166,900
IT Director*					
Parks and Recreation Director*					
Assistant CAO *	100	\$131,136	\$143,057	\$157,363	\$183,590
Finance Director*					
Fire Chief*	105	\$137,693	\$150,210	\$165,231	\$192,770
Police Chief*					
Public Services Director*					

City of Kirkwood
 Classification and Pay Plan
 Dispatch Operations
 Effective April 1, 2024

Dispatcher	Training \$50,951	1 \$54,008	2 \$58,058	3 \$62,413	4 \$66,157	5 \$70,127	6 \$71,179	7 \$72,246
Lead Dispatcher		1 \$64,387	2 \$66,480	3 \$68,640	4 \$70,871	5 \$73,174	6 \$75,552	7 \$78,008

City of Kirkwood
Classification and Pay Plan
Police Employees (excluding Police Chief)
Effective April 1, 2024

Police Officer	Training \$65,379	1 \$70,111	2 \$72,775	3 \$75,541	4 \$78,411	5 \$81,391	6 \$84,484	7 \$87,694
Sergeant		1 \$85,536	2 \$88,786	3 \$92,160	4 \$95,662	5 \$99,298	6 \$103,071	7 \$106,988
Lieutenant		1 \$98,366	2 \$101,809	3 \$105,372	4 \$109,060	5 \$112,877	6 \$116,828	7 \$120,917
Captain		1 \$113,121	2 \$117,080	3 \$121,178	4 \$125,419	5 \$129,809	6 \$134,352	7 \$139,055

City of Kirkwood
 Classification and Pay Plan
 Fire Employees (excluding Command Staff)
 Effective April 1, 2024

Firefighter/EMT		1	2	3	4	5	6	7
		\$68,487	\$70,987	\$73,578	\$76,263	\$79,047	\$81,932	\$84,923
Firefighter/Paramedic	Training	1	2	3	4	5	6	7
	\$68,986	\$73,979	\$76,679	\$79,478	\$82,379	\$85,386	\$88,502	\$91,733
Engineer		1	2	3	4	5	6	7
		\$73,979	\$76,679	\$79,478	\$82,379	\$85,386	\$88,502	\$91,733
Captain		1	2	3	4	5	6	7
		\$92,474	\$95,572	\$98,774	\$102,082	\$105,502	\$109,037	\$112,689

RESOLUTION 32-2024

A RESOLUTION ACCEPTING THE PROPOSAL OF VETTA RACQUET SPORTS CONCORD FOR RACQUET SPORTS PROGRAM DIRECTOR SERVICES FOR AN INITIAL TERM OF 12 MONTHS WITH THE OPTION TO RENEW FOR UP TO FOUR ADDITIONAL 12 MONTH TERMS AND AUTHORIZING AND DIRECTING THE MAYOR TO ENTER INTO A CONTRACT.

WHEREAS, a Request for Proposal was developed and proposals were received for the Racquet Sports Program Director Services, and

WHEREAS, a Selection Committee consisting of the Director of Procurement, Director of Parks and Recreation, Recreation Superintendent, Recreation Supervisor, and Buyer/supply Management Analyst reviewed the proposals, and

WHEREAS, the Selection Committee recommends Vetta Racquet Sports Concord as the most qualified to perform Racquet Sports Program Director Services with the City of Kirkwood receiving 35% of the gross revenue from programs and a minimum of \$5 and maximum \$10 court rental fee.

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

SECTION 1. The proposal of Vetta Racquet Sports Concord for Racquet Sports Program Director Services with the City of Kirkwood receiving 35% of the gross revenue from programs and a minimum of \$5 and maximum \$10 court rental fee for an initial term of 12 months with the option to renew for up to four additional 12 month terms is hereby accepted and approved.

SECTION 2. The Mayor is hereby authorized and directed to enter into a contract with Vetta Racquet Sports Concord for Racquet Sports Program Director Services for an initial term of 12 months with the option to renew for up to four additional 12 month terms.

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

PASSED AND APPROVED THIS 7TH DAY OF MARCH 2024.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Legislation Request

Resolution

Place On The Agenda Of: 3/7/2024

Step #1:

Strategic Plan NO

Goal # & Title

Background To Issue:

A Request For Proposal process was initiated to identify an individual or organization that could provide high quality racquet sports lessons and programs for the 2024 season. As the result of the process it is recommended that Vetta Racquet Sports be contracted with to provide these services.

Recommendations and Action Requested:

This is a request to enter into a contract with Vetta Concord Tennis to provide Program Director services for the Racquet Sports Center the 2024 season as per their proposal submitted that is attached below.

Alternatives Available:

The Recreation program staff could attempt to hire instructors and supervisory staff for tennis related programs at the courts.

Does this project have a public information component? ☐ Yes ☒ No

Cost: \$0.00

Account #: 101-08-080-087-000-520075

Project #:

If YES, Budgeted Amount: \$0.00

If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

Budgeted: YES

See Attached Memo.

BY: Kyle Henke

Date: 2/12/2024

Authenticated: HenkeKk

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



Racquet Sports Services
Director 2024 .doc
Microsoft Word 97 - 2003
Document
96.5 KB



Vetta - 2024 Kirkwood RFP
Proposal.pdf
Adobe Acrobat Document
142 KB

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: 2/27/2024

Authenticated: sfo

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



Resolution 14003.pdf
Adobe Acrobat Document
43.7 KB



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: Sandra Stephens

Date: 2/27/2024

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: 3-1-24

From the desk of...
Kyle Henke, Director of Parks & Recreation
111 S. Geyer Road, Kirkwood, Missouri 63122
Phone: 314.822.5856 Fax: 314.984.5931
E-mail: henkekk@kirkwoodmo.org



Memo

To: Kirkwood City Council
From: Kyle Henke
CC: Sara Foan-Oliver, Sandra Stephens, Russ Hawes, Brenton Ward
Date: 2/12/2024
Re: Racquet Sport Director Services

A request for proposal was sent out on January 9, 2024 to solicit proposals to provide racquet sport director services at the Kirkwood Park Racquet Sports Center. The responsibility of the vendor will be to oversee and staff the day to day operations of the tennis lessons and other organized racquet sport programs. Vetta Racquet Sports was the only submission for this request for proposal.

The Vetta Racquet Sports proposal offered the same agreement that has been honored since 2013. The revenue split from the racquet sports programs would be a 65% - 35% split. The City will receive 35% of all group lessons and special tennis programming and a minimum of \$5 and maximum of \$10 court rental fee for private and semi-private lessons. Based on a recent experience this arrangement is expected to generate approximately \$80,000 annually. Vetta has held the contract for these services since 2013, and they have done an excellent job of providing racquet sports instruction and programs. They are easy to work with and responsive.

The City will continue to control the sale of season passes and daily admissions. The City will take registration for all group lessons programs and will work hand in hand to offer a balanced level of programs and open play court time. The City will continue to honor current use agreements with the Kirkwood School District, Kirkwood Women's Tennis Association, and inter-club teams that currently share use of the facility.

The contract will be for one year, and the agreement allows for four additional one year extensions.

LETTER OF INTEREST

Vetta Racquet Sports Concord is proposing to continue to act as the Racquet Sports Program Director and provide racquet sports program services for the City of Kirkwood. Vetta Racquet Sports Concord would operate within the guidelines outlined in the Request For Proposal For Racquet Sports Program Director Services (14003 - FY23). *Vetta Racquet Sports Concord has acted as the Racquet Sports Program Director for the City of Kirkwood since 2013 and appreciates the opportunity to continue to serve at the Racquet Sports Program Director for the next 5 years.*

Vetta Racquet Sports Concord

- Vetta Racquet Sports Concord is the result of combining **high quality instructors**, with a **40 year commitment** to tennis, racquetball, and pickleball, and **forward thinking** management/ownership.
- Our brand history has shown us to be a **“recreation” focused brand** across all of our sports; tennis, racquetball, fitness, swim, and soccer. This has been recognized by multiple organizations both locally and nationally...
 - **2004 Gateway Tennis Association Club of the Year**
 - **2007 USA Racquetball National Club of the Year**
 - **2012 St. Louis Magazine “Best Summer Camp” Readers Pick**
 - **2016 USTA - St. Louis District Facility of the Year**
 - **2018 & 2019 USTA - St. Louis “Contributor to Youth Programs” Award Recipient**
 - **2018, 2019, 2020, 2021, 2022, 2023 St. Louis Post-Dispatch “Top Workplaces”**
- Vetta Racquet Sports Concord is more concerned about adults and juniors having an **“enjoyable” racquet sports experience**, than trying to stir up an extreme competitive fire in our players. **We focus on EVERYONE**, not just the top of the pyramid players.
- Our nine person leadership team has weekly meetings to assure we stay progressive. **We are committed to tennis, racquetball, and pickleball.**
- The Vetta Racquet Sports team has demonstrated our ability to work as a great partner with the City of Kirkwood over the last 11 years while serving as the Racquet Sports Program Director.

9 Person Leadership Team

Vetta Racquet Sports Concord has a nine person leadership team that brings different opinions and perspectives to our weekly meetings.

We have six Racquet Sports Pros each with a unique, focused strategic approach in addition to their group and private lessons.

- **Jason Falzone**
 - **Tennis Director** that develops and grows **Quickstart** programs for 10 and under juniors.
 - **Champions and schedules entire tennis pro staff across multiple locations.** We don't have person-centric programs, but we do ensure engaging teaching professionals. Jason trains our pro staff to provide quality control while sustaining our Vetta Racquet Sports culture and standards.
- **Valentina Emiliani**
 - **Pickleball Director.** Oversees and creates all of our pickleball programming at all indoor and outdoor Vetta Racquet Sports locations. Champions and schedules our entire pickleball pro staff and ensures consistency with regard to culture and standards.
- **Lindsay Smith**
 - **St. Louis Adult Tennis Director.** Oversees and creates adult tennis programming at both Vetta Concord and Vetta Sunset. Works with introducing new players to the game through our **beginner clinics**, programs with St. Louis Community College's Meramec campus, and through **Cardio Tennis** classes.
 - Coaches our **Women's Interclub** team.
- **Mike Scharf**
 - **Assistant Director of Pickleball.** Oversees and creates all of our pickleball programming at both Vetta Concord and Vetta Sunset. Manages and builds new player programs, develops curriculums, and schedules and creates pickleball events.
- **Sam Lhotak**
 - **Junior Tennis Director.** Organizes and designs all of our programs.
 - Additionally is the **Head Coach of the Kirkwood High School Boys & Girls Tennis teams.**
- **Daniel Witt**
 - **Tennis & Racquetball Teaching Pro**
 - **Assistant Coach for Kirkwood High School Boys & Girls Tennis teams**
 - **Co-Head Coach for Kirkwood High School Boys & Girls Racquetball teams**

We also have three individuals on the nine person leadership team with management expertise.

- **Hanna Schuermann**
 - **Operations Support Manager for Vetta Racquet Sports Concord.** Concord has two entrances/desks and requires two Desk Attendants during hours of operation.
 - Hanna **recruits, hires, trains, reviews, and provides continuing education and marketing information for all staff.**
 - Handles Vetta Racquet Sports Concord' staffing, monthly billing, program sign-ups, website management, payroll, and most **administrative and marketing tasks.**
 - Manages "Club Automation", Vetta Racquet Sports Concord's online member portal. This membership database software allows for online program sign-ups and reservations.
- **Dan Whitley**
 - **General Manager for Vetta Racquet Sports** which includes Tennis, Racquetball, and Pickleball at three locations: Concord, Sunset, and West.
 - **Co-Head Coach for Kirkwood High School Boys & Girls Racquetball teams**
- **John Spanos**
 - **Owner** that actively participates in our weekly racquet sports meetings.

Our plan is to continue to invest the expertise of *our entire nine person leadership team* into making Vetta Racquet Sports Concord the Racquet Sports Program Director for the City of Kirkwood. We have enjoyed the last 11 years working with the City of Kirkwood as the Racquet Sports Program Director. We will, once again, dedicate all of our resources to helping this working relationship maintain its past success. We continue to see a mutually beneficial relationship based on the commitment both groups (Kirkwood and Vetta Racquet Sports) have to providing programming for recreational players of all ages and offering a variety of developmental programs for new players.

Main Point of Contact:

Dan Whitley
General Manager
Vetta Racquet Sports Concord
12320 Old Tesson Road
St. Louis, MO 63128
Office: 314-842-3111 ext. 1102
Cell: 314-276-1853
E-Mail: dwhitley@vettasports.com

REQUESTED INFORMATION

SCOPE OF SERVICES

Racquet Sports Program Director Operations: Vetta Racquet Sports Concord' nine-person leadership team will equip and operate racquet sports programs on a daily basis. Dan Whitley, General Manager, will be the manager of the anticipated contract. Jason Falzone, Valentina Emiliani, Lindsay Smith, Sam Lhotak, and Daniel Witt will all coordinate or serve as Head Pros for different clinics. Jason Falzone, Tennis Director, will serve as the Primary Point of Contact for the Head Tennis Pros. Valentina Emiliani, Pickleball Director, will serve as the Primary Point of Contact for the Head Pickleball Pros. This will assure that all clinics have assigned pros and that Assistant pros will be brought in where needed. Hanna Schuermann will help with Vetta Racquet Sports Concord Administration. John Spanos, Vetta owner, will also participate in our strategic meetings.

Court Schedule and Hours of Operation: Vetta Racquet Sports Concord will work within the guidelines of the Court Schedule and Hours of Operation as listed in the RFP. All city run programs and schedule limitations will be recognized.

Program Equipment: Vetta Racquet Sports Concord will supply all equipment necessary for the operation of the racquet sports programs not specifically provided by the city (as listed by exhibit A in the RFP).

Responsibility for Expenses: Vetta Racquet Sports Concord assume the following cost of operations and will furnish the City monthly operating statements showing the same:

- a. Labor
- b. Employee benefits and insurance
- c. Products and public liability insurance and other operating insurances
- d. Miscellaneous supplies

Notification of Disrepair of Equipment or Facility: Vetta Racquet Sports Concord will conduct daily and weekly walk through inspections. All issues and deficiencies in regard to the condition of the courts, Racquet Shop, or City provided equipment will be dated and documented in writing and communicated directly to the Recreation Supervisor.

Additional Personnel: Vetta Racquet Sports Concord will utilize additional assistant pros and racquet sports personnel as needed at our expense.

ADA Compliance: Vetta Racquet Sports Concord will not discriminate on the basis of disability while conducting racquet sports programs for the City of Kirkwood. Vetta Racquet Sports Concord will, at our expense, provide reasonable accommodations when needed for people with disabilities.

Purchasing of Products and Supplies: Vetta Racquet Sports Concord agrees to purchase all supplies in its own name from sources of our choice.

Evaluation of Service: Vetta Racquet Sports Concord will encourage and provide suggestions on how to evaluate customer satisfaction on a continual basis. Our goal in this relationship is to grow and develop programs and players. Information collection is essential to constantly striving to improve the product.

Required Meetings: Dan Whitley will be the acting Program Manager representing Vetta Racquet Sports Concord. He will agree to meet on a monthly basis to discuss all matters of importance relative to the racquet sports operations.

REQUIREMENTS, QUALIFICATIONS, EXPERIENCE, AND COST

Management: Vetta Racquet Sports Concord' nine-person leadership team will equip and operate racquet sports programs on a daily basis. Dan Whitley, General Manager, will be the manager of the anticipated contract. Jason Falzone, Valentina Emiliani, Lindsay Smith, Sam Lhotak, and Daniel Witt will all coordinate or serve as Head Pros for different clinics. Jason Falzone, Tennis Director, will serve as the Primary Point of Contact for the Head Tennis Pros. Valentina Emiliani, Pickleball Director, will serve as the Primary Point of Contact for the Head Pickleball Pros. This will assure that all clinics have assigned pros and that Assistant pros will be brought in where needed. Hanna Schuermann will help with Vetta Racquet Sports Concord Administration. John Spanos, Vetta owner, will also participate in our strategic meetings.

Financial Information: Financial statements will be available upon request from an Accountant.

Experience: **Vetta Racquet Sports** has managed Concord Racquetball & Tennis for nearly 30 years. The racquetball, pickleball, and tennis complex has been around for over 40 years. Dan Whitley, General Manager, has been with Vetta Sports for over 20 years.

Equipment: Vetta Racquet Sports Concord will provide additional equipment as necessitated by programming demands.

Programming and Pricing Plan:

- **Kirkwood Racquet Sports Programming** Our plan is to use similar pricing and a similar class offering as we provided for Kirkwood for their racquet sports program during the 2023 season. Over the previous 11 years of programming, we have modified and combined classes where necessary. We feel comfortable with where we are at from both a programming and a pricing standpoint, but would continue to want to reassess on an annual basis.
- **Kirkwood Racquet Sports Program Pricing** The per-class rate for all programs/classes could continue to be \$16 per-class for residents and \$19 per-class for nonresidents. We can discuss if it's a good time, based on demand exceeding supply in programs, to implement a 6-8% increase in pricing.
- **Kirkwood Camps** We would appreciate the opportunity to include a racquet sports portion in any Kirkwood Parks and Recreation Summer Camps, specifically a Summer Sports Camp. We would also like to promote racquet sports within or introduce racquet sports to any of Kirkwood's other summer youth programs.
- **Existing Vetta Racquet Sports Programs** We also want to continue to offer our existing Vetta Racquet Sports Concord advanced clinics and programming outside, and this relationship would allow us to continue to bring some of our current advanced indoor programs to Kirkwood during summer months. We would direct all interested beginners to enroll in Kirkwood Racquet Sports programs.
- **Existing Vetta Racquet Sports Program Pricing** Vetta would continue to pay a rental fee of \$10 per hour per court for our advanced classes and events.
- **Private & Group Lessons** Our pros appreciate the opportunity to offer private lessons, managed and scheduled by Vetta Racquet Sports Concord, on the Kirkwood outdoor tennis and racquetball courts. We would like to continue with the current pricing model. Private class court rental fees are \$5 for one student, \$7 for two students, \$9 for three students, and \$10 for 4 students.
- **New Event(s)** We would like the opportunity to continue hosting a racquet sports tournament or a series of tournaments as part of the Greentree Festival or a standalone event. We would like to continue pursuing a combined racquetball, handball, tennis, and pickleball tournament concept as part of the Greentree Festival. We propose having a work session to determine best dates, audience, and format for any additional events (ie pickleball tournament that is requested on page 4, IV, item e.). We would not want to map out an event of any large scale without coordinating to ensure alignment with the other activities going on in the park and in the Kirkwood area.

COMPENSATION AND PAYMENTS

Vetta Racquet Sports Concord is proposing that payment to the City of Kirkwood would continue to be as a percentage of Gross Sales. We propose that the City of Kirkwood would receive thirty-five percent (35%) of Gross Sales and Vetta Racquet Sports Concord receive sixty-five percent (65%) of Gross Sales.

EVALUATION

Specialized Experience & Qualifications:

- John Spanos, Owner, has served for **twenty-plus years as the Treasurer for the Gateway Tennis Ownership Association**. This demonstrates a trust in Vetta from all St. Louis area club owners for over a decade.

Experience of Key Management:

- Dan Whitley, General Manager, has been the **League Director for the Missouri High School Racquetball Association for 22 years**. He manages programming agreements and relationships at all St. Louis area racquetball clubs.
 - In addition, Dan has served as the President of the Missouri Racquetball Association since 2004 and is the Chairperson for USA Racquetball's National High School Racquetball Committee.
 - Dan has been on the Planning Team for the first three US Open Pickleball Championships in East Naples Park in Naples, Florida in April 2016, 2017 & 2018.
 - Dan was on the **USA Racquetball Board of Directors 2016-2022** and served as the **President of USA Racquetball 2016-2022**.

Quality of Work & Ability to Perform:

- Vetta Racquet Sports has served the City of Kirkwood as the Tennis Program Director for the last 5 years.
- Vetta Racquet Sports has owned/managed Concord Tennis and Racquetball for 28 years.
- The Tennis complex has been around for over 40 years.
- Dan Whitley, General Manager, has been with Vetta Sports for over 20 years.

Familiarity with Kirkwood:

- Vetta Racquet Sports and our 9 Person Leadership Team have served as the Tennis Program Director for the City of Kirkwood for the last 11 years.
- Dan Whitley, General Manager, and his family reside in Kirkwood.
- Dan's wife, Meghan (Anglim) Whitley worked for Kirkwood in several capacities between 2002-2009. Meghan managed the Kirkwood Farmers Market and worked for Downtown Kirkwood.

- Sam Lhotak, our Junior Director, has been the Kirkwood High School Tennis Head Coach (Boys and Girls teams) since Summer 2019.
- Daniel Witt has been the Kirkwood High School Tennis Assistant Coach (Boys and Girls) since Summer 2019 and is a Journalism teacher at Nipher Middle School
- John Spanos, Owner, along with Dan Whitley have their kids enrolled in Kirkwood Schools.
- Kirkwood High School's Racquetball team, coached by Dan Whitley and Daniel Witt, has run their team practices at Vetta Racquet Sports Concord for over 25 years.
- Since September 2017 Vetta Sports has been the Kids' Day Sponsor at the Greentree Festival providing inflatables annually at the event.
- Vetta Racquet Sports had a float in the 2022 & 2023 Greentree Parade. Kirkwood area Tennis, Pickleball, and Racquetball players marched with us. We plan to continue to do this annually going forward to showcase the racquet sports athletes in Kirkwood.
- In Spring 2023 Vetta Racquet Sports donated \$7,500 worth of equipment to enhance the new pickleball center in Kirkwood Park. These items included padding for 4 light poles, a message board, 5 scoreboards, 5 paddle holders, and 4 benches.

Methods of Measuring Customer Satisfaction:

- We use Survey Monkey.

Recent Income/Balance Sheet:

- Financial statements will be available upon request from an Accountant.

City of Kirkwood Tennis Program Revenue: (For Lesson & League Programs with registration through Kirkwood Parks and Recreation Department)

- **Years Before Vetta Racquet Sports**
 - 2008 -- \$21,309
 - 2009 -- \$17,218
 - 2010 -- \$18,808
 - 2011 -- \$17,643
 - 2012 -- \$13,702
- **Years During Vetta Racquet Sports Kirkwood Racquet Sports Program Oversight**
 - 2013 -- \$25,906
 - 2014 -- \$31,068
 - 2015 -- \$30,975
 - 2016 -- \$29,264
 - 2017 -- \$27,609
 - 2018 -- \$18,827
 - 2019 -- \$21,484
 - 2020 -- \$16,050
 - 2021 -- \$66,451
 - 2022 -- \$87,643

We were still finalizing 2023 at the time of submission

Alternative Bids:

- We want to do a great job for the City of Kirkwood and will utilize our entire nine person leadership team to ensure the success of the relationship.

February 21, 2024

To: Russel B. Hawes, Chief Administration Officer

For Your Consideration: Racquet Sports Program Director Services, RFP# 14003

On December 21, 2023, a Request for Proposal for Racquet Sports Program Director Services was issued to 54 suppliers.

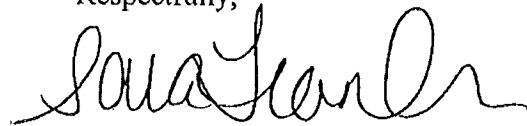
A proposal was received from Vetta Racquet Sports Concord.

The Request for Proposal was initiated to identify an individual or organization to provide high quality racquet sport lessons and programs, and oversee and staff the day-to-day operations of the Kirkwood Park Racquet Center for the 2024 season and beyond. The Recreation Department's long-term goal is to continue to provide quality customer service, maximize revenue, and limit the liability of the City.

The initial term of the contract is for one (1) year and the City will have the option to renew for up to four (4) additional one year terms under the same terms and conditions upon mutual agreement.

Attached is a request from Kyle Henke, Director of Parks and Recreation, requesting a contract to be issued to Vetta Racquet Sports Concord to provide the Racquet Sports Program Director Services. Program Director will pay Kirkwood Parks & Recreation an amount of 35% percent of the gross sales from programs with additional program and rental fees at the rates provided in their proposal response.

Respectfully,

A handwritten signature in black ink, appearing to read "Sara Foan-Oliver", written in a cursive style.

Sara Foan-Oliver
Director of Procurement

RESOLUTION 33-2024

A RESOLUTION ACCEPTING THE BID OF URBAN SDK IN THE AMOUNT OF \$24,500 (PURSUANT TO GSA COOPERATIVE CONTRACT) FOR THE PURCHASE OF A SPEED DATA PACKAGE 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 GSA Cooperative Contract, and

WHEREAS, the Street Codes Issues Team (SCIT) frequently receives complaints regarding speeding throughout the City of Kirkwood, and

WHEREAS, SCIT spends valuable staff time investigating the complaints and completing speed studies, and

WHEREAS, SCIT can use the data provided by Urban SDK to evaluate speeding complaints, prioritize street safety and measure effectiveness of traffic calming measures, and

WHEREAS, staff recommends that the City purchase a Speed Data Package from Urban SDK in the amount of \$24,500 under GSA Cooperative Contract #47QTCA20D00AP, and

WHEREAS, funds are available in Account #301-05-070-000-000-620070 (Capital Improvements).

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 \$24,500 to Urban SDK under GSA Cooperative Contract #47QTCA20D00AP for the purchase of a Speed Data Package.

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

PASSED AND APPROVED THIS 7TH DAY OF MARCH 2024.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Legislation Request

Resolution

Place On The Agenda Of: 3/7/2024

Step #1:

Strategic Plan YES

Goal # & Title Quality of Life: Goal 3, Objective 1

Background To Issue:

The Street Codes Issues Team (SCIT) frequently receives complaints of speeding throughout Kirkwood. SCIT spends valuable staff time completing speed studies to determine if there is actually a speed issue, or if it is an anomaly. Urban SDK can provide speed data for every Kirkwood Street that is current and for the last 12 months. SCIT can use the Urban SDK data to quickly evaluate public speed complaints, prioritize street safety and measure effectiveness of traffic calming measures. Urban SDK has provided a proposal to the City of Kirkwood using a government contract at an annual cost of \$24,500.

Recommendations and Action Requested:

It is recommended that City Council approve a 1 year contract in the amount of \$24,500 for Speed Data in Kirkwood.

Alternatives Available:

Does this project have a public information component? ☐ Yes ☒ No

Cost: \$24,500.00 Account #: 301-05-070-000-000-620070

Project #:

If YES, Budgeted Amount: \$24,500.00

If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

Budgeted: YES

BY: Christopher Krueger

Date: 2/23/2024

Authenticated: Ckrueger

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



City of Kirkwood MO - Urban
SDK.pdf
Adobe Acrobat Document
64.1 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: 2/27/2024

Authenticated: sfo

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



202402271547.pdf
Adobe Acrobat Document
37.4 KB

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:

Budgetary appropriation is available and sufficient in FY24 for \$24,500 in GL account 301-05-070-000-000-620070, Capital Improvements to approve the above as requested.

BY: Sandra Stephens

Date: 2/28/2024

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:

3-1-24

City of Kirkwood, MO

City of Kirkwood

139 South Kirkwood Road
Kirkwood, MO 63122
United States

Quote created: February 13, 2024

Quote expires: April 13, 2024

Quote created by: Mason Yost

Sales Development Representative
mason.yost@urbansdk.com

Christopher Krueger

kruegeca@kirkwoodmo.org
314-822-5820

Comments from Mason Yost

Urban SDK will provide speed data for every roadway in the city. The speed data will include 12 months of backfilled data starting from the month prior to the contract sign date. Additional reports will be provided monthly on an ongoing basis. In addition historical data provided by the city will be uploaded into the platform.

Products & Services

Item & Description	Quantity	Unit Price	Total
Insights Plan	1	\$24,500.00	\$24,500.00 / year
Base plan for Urban SDK with 13 Months Data Archive.		/ year	for 1 year
Includes:			
- Traffic Speed Data Updated Monthly			
- 85% Speed Functional Road Classes 1-5			
- 95% Speed Functional Road Classes 1-5			
- Average and Free Flow Speed Functional Road			
Classes 1-5			
- Workspace			
- Data Hub			
- Studio			
- Portfolio			

Item & Description	Quantity	Unit Price	Total
Traffic Volumes	1	\$0.00 /year	\$0.00 /year
Traffic Volume Data			for 1 year
- AADT Range Estimates Functional Road Classes 1-5			
- Updated Annually			
- 1 Year Data Archive			
Data Storage	1	\$0.00 /year	\$0.00 /year
24 Months of Data Storage			for 1 year
Annual subtotal			\$24,500.00
Total			\$24,500.00

Terms and Conditions

Our agreement is effective as of the Effective Date set forth below, is entered into by and between the entity identified as Customer below ("Customer") and Urban SDK, Inc., a Delaware corporation, with its principal place of business located at 100 N Laura St, Ste 602, Jacksonville, FL 32202 ("Urban SDK"). The parties acknowledge and agree that they have read and understand this Agreement and, upon execution, are legally bound by it.

The terms and conditions both parties agreed to or any other ordering document referencing this Agreement, the Terms and Conditions agreed to, all statements of work entered into in connection with this Agreement ("Statement(s) of Work").

Signature

Signature

Date

Printed name

February 27, 2024

To: Russell B. Hawes, Chief Administrative Officer

For Your Consideration: Speed Data for Kirkwood Streets - #501162

The City of Kirkwood may use cooperative contracts that are competitively bid. GSA competitively bid speed data information and Urban SDK was the lowest responsible and responsive bid. The GSA contract number is 47QTCA20D00AP.

Our Street Code Issues Team received numerous complaints about speeding in the City of Kirkwood. The team spends valuable time and resources investigating each of these complaints for validity. SCIT can use data from Urban SDK to evaluate speeding complaints, prioritize street safety and measure effectiveness of traffic calming measures. Urban SDK has provided a government-approved contract to the City of Kirkwood for an annual spend of \$24,500.

Attached is a request from Chris Krueger, Public Services Director, for a resolution authorizing a purchase order be issued to Urban SDK for \$24,500 for the purchase of their data package to evaluate speeding complaints more efficiently and effectively.

Respectfully,

A handwritten signature in black ink, appearing to read 'Sara Foan-Oliver', written in a cursive style.

Sara Foan-Oliver
Procurement Director

RESOLUTION 34-2024

A RESOLUTION ACCEPTING THE BID OF OZARK BUILDING MATERIALS AT THE RATES PROVIDED IN THE MEMO (A COPY OF WHICH IS ATTACHED HERETO AND INCORPORATED BY REFERENCE HEREIN) FOR READY MIX CONCRETE 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.

WHEREAS, pursuant to law, the City solicited bids for Ready Mix Concrete for the Street Department, and

WHEREAS, the most responsible bid received were that of Ozark Building Materials at the rates provided in the memo (a copy of which is attached hereto and incorporated by reference herein) for an initial term of 12 months with the option to renew for up to four additional 12 month terms, pending budgetary approval, and which bid acceptance is approved by the Chief Administrative Officer and recommended by the Director of Procurement and the Director of Public Services, and

WHEREAS, funds are available in Account #101-05-070-000-000-533090, pending budgetary approval.

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

SECTION 1. The bid of Ozark Building Materials at the rates provided in the memo (a copy of which is attached hereto and incorporated by reference herein) for Ready Mix Concrete 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, is hereby accepted and approved.

SECTION 2. The Mayor is hereby authorized and directed to enter into a contract with Ozark Building Materials at the rates provided in the memo (a copy of which is attached hereto and incorporated by reference herein) for Ready Mix Concrete 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.

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

PASSED AND APPROVED THIS 7TH DAY OF MARCH 2024.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Legislation Request

Resolution

Place On The Agenda Of: 3/7/2024

Step #1:

Strategic Plan YES

Goal # & Title Quality of Life: Goal 3

Background To Issue:

The Street Department completes selective concrete street slab and curb work using city labor forces. The procurement department put a bid out for concrete materials and received one bid from Ozark Building Materials.

Recommendations and Action Requested:

It is recommended that the City Council approve a one year term contract with the option to renew up to four additional one year terms with Ozark Building Materials at the rates provided to provide concrete for the Street Department, not to exceed budgeted funds.

Alternatives Available:

Does this project have a public information component? ☐ Yes ☒ No

Cost: \$0.00

Account #: 101-05-070-000-000-533090

Project #: n/a

If YES, Budgeted Amount: \$140,000.00

If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

Budgeted: YES

BY: Christopher Krueger

Date: 2/27/2024

Authenticated: Ckrueger

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: 2/27/2024

Authenticated: sfo

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



Resolution 13990.pdf
Adobe Acrobat Document
38.9 KB



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: Sandra Stephens

Date: 2/28/2024

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: 3-1-24

February 27, 2024

To: Russell B. Hawes, Chief Administrative Officer

For Your Consideration: Ready Mix Concrete - 13990


Sealed bids were opened on November 3, 2023. The invitation for bid was sent to 274 suppliers, however, only 1 vendor responded. The detailed bid response is below:

Ozark Building Material

PCCP-01	\$163.00
PCCP-02-WR	\$163.00
PPCCPHE-033	\$169.00
PCCPHE-034-WR	\$169.00
Minimum load charge for deliveries of 2 CY or less	\$200.00
Minimum load charge of 2.1 CY to 10 CY	\$125.00

The bid was provided to Jeremy Collier, Streets Superintendent, and Chris Krueger, Director of Public Services for evaluation. It is recommended that the bid be awarded to Ozark Building Materials, as their bid is the lowest responsible bid meeting specifications.

Attached is a request from Chris Krueger for a resolution authorizing a contract to be issued to Ozark Building Materials with an estimated annual spend of \$15,000.00 or as budget allows. The contract term is for one (1) year with the option to renew for up to four (4) additional one (1) year terms pending budgetary approval for Ready Mix Concrete.

Respectfully,

Sara Foan-Oliver
Procurement Director

RESOLUTION 35-2024

A RESOLUTION AMENDING THE CONTRACT WITH CLC ENGINEERING, LLC BY INCREASING THE AMOUNT BY \$55,683 (WHICH INCLUDES A CONTINGENCY OF \$7,263) FOR A NOT TO EXCEED AMOUNT OF \$158,421 FOR PROFESSIONAL DESIGN SERVICES FOR THE SUGAR CREEK SUBSTATION AND AUTHORIZING AND DIRECTING THE MAYOR TO ENTER INTO AN AMENDED CONTRACT.

WHEREAS, the City Council approved Resolution 61-2023 on May 18, 2023, entering into a contract with CLC Engineering, LLC in the amount not to exceed of \$102,738 for Professional Design Services for the Sugar Creek Substation, and

WHEREAS, in preparing the civil designs for this project, there are some changes that need to be made to the initial proposal, such as, accommodating pole placement of the sub transmission metering equipment, placement of perimeter driveway, avoidance of railroad right-of-way, and position of new increased transformer capacity, and

WHEREAS, staff recommends amending the contract with CLC Engineering, LLC by increasing the amount by \$55,683 (which includes a contingency of \$7,263) for a not to exceed amount of \$158,421 for Professional Design Services for the Sugar Creek Substation, and

WHEREAS, funds are available in Account #501-20-250-254-000-620080 (Distribution System Improvements).

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 CLC Engineering, LLC by increasing the amount by \$55,683 (which includes a contingency of \$7,263) for a not to exceed amount of \$158,421 for Professional Design Services for the Sugar Creek Substation.

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

PASSED AND APPROVED THIS 7TH DAY OF MARCH 2024.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Legislation Request

Resolution

Place On The Agenda Of: 3/7/2024

Step #1:

Strategic Plan YES

Goal # & Title Goal 1;, Objective 1D: Monitor Infrastructure to ensure accomm...

Background To Issue:

On May 8, 2023, the Kirkwood City Council approved a resolution in the amount of \$102,738 for CLC to develop the civil design for the new Sugar Creek substation. During the design process multiple iterations were necessary to accommodate the pole placement of the subtransmission metering equipment, the placement of perimeter driveway, the avoidance of the railroad right-of-way, and positioning of the new increased transformer capacity. Nonetheless, the design is almost complete (83%) as per our schedule and just requires specifications and structural steel computer modelling for the steel buss work. These drawings will then be used to procure a construction contractor for the fall start date. This is also a good time to ensure that the contract contains dollars for the design staff to interact with the construction contractor that will be obtained during the upcoming bid process in May.

Recommendations and Action Requested:

Approval of a resolution authorizing and directing the Procurement Director to amend the current agreement with CLC to add an additional \$48,420 with an additional 15% contingency of \$7,263. This will bring the total of the new agreement to \$158,421, enable the department to purchase the steel bus work, and provide the department with design prints that can be issued to a contractor for construction in the fall and commissioning of the new substation in the summer of 2025.

Alternatives Available:

The current civil design in on schedule and this final piece is needed to complete the design, order the steel, and get a contractor for construction. Bond funds are available for the completion of this design. The design must be completed as soon as possible so that the steel can be ordered.

Does this project have a public information component? ☐ Yes ☒ No

Cost: \$55,683.00

Account #: 501-20-250-254-000-620080

Project #:

If YES, Budgeted Amount: \$55,683.00

If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

Budgeted: YES

The project is currently on schedule. The substation transformers are being inspected and are to be delivered this summer. The switchgear is being inspected and is expected to be delivered this fall. this last portion of the design marks the end of the design phase, the end of the large material procurement phase, and the beginning of the construction phase. The Electric Department recommends approval of the resolution.

BY: Mark Petty


Date: 2/20/2024

Authenticated:

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: 2/27/2024

Authenticated: sfo

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



202402270938.pdf
Adobe Acrobat Document
36.1 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:

Electric Fund total budget appropriation is available and sufficient for \$55,683 in account 501-20-250-254-000-620080, Distribution System Improvements to approve the above as requested.

BY: Sandra Stephens

Date: 2/28/2024

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: 3-1-24

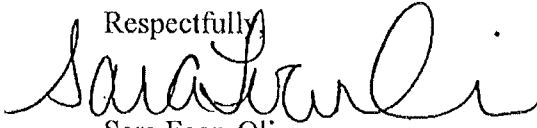
February 23, 2024

To: Russell B. Hawes, Chief Administrative Officer

For Your Consideration: Amendment to Contract 13953 – Professional Design Services for Sugar Creek Substation

The Electric Department is working with CLC Engineering on the design for the Sugar Creek Substation that will begin construction in 2025. In preparing the civil designs for this project, there are some changes that need to be made to the initial proposal, such as, accommodating pole placement of the sub transmission metering equipment, placement of perimeter driveway, avoidance of railroad right-of-way and position of new increased transformer capacity. Adding more money to this contract ensures the design staff will be able to work with the contractor when building starts in the summer of 2025.

Attached is a request from Mark Petty, Electric Director, for a resolution authorizing an amendment to contract 13953 with CLC Engineering for a not to exceed amount of \$158,421, which includes an additional \$48,420 and a 15% contingency of \$7,263.

Respectfully,

Sara Foan-Oliver
Procurement Director

RESOLUTION 36-2024

A RESOLUTION ACCEPTING THE PROPOSAL OF VOLTUS, INC. IN THE AMOUNT NOT TO EXCEED OF \$1,198,020 FOR THE PURCHASE OF SHORT-TERM CAPACITY FOR THE ELECTRIC DEPARTMENT FOR THE MISO PLANNING YEARS 2025/2026 AND 2026/2027, PENDING BUDGETARY APPROVAL, AND AUTHORIZING AND DIRECTING THE DIRECTOR OF PROCUREMENT TO ISSUE A PURCHASE ORDER.

WHEREAS, the City of Kirkwood passed and approved Resolution 26-2019 on February 7, 2019 entering into a contract with GDS Associates, Inc. for Power Supply Planning Services for the Electric Department, and

WHEREAS, Voltus, Inc. submitted a proposal in the amount of \$1,198,020 for the purchase of short-term capacity for the Electric Department for MISO planning years 2025/2026 and 2026/2027, and

WHEREAS, funds are to be available in Account #501-20-250-252-000-531005 (Electricity), contingent upon passage of the Fiscal Year 2024/2025 Budget.

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

SECTION 1. The proposal of Voltus, Inc. in the amount not to exceed of \$1,198,2020 for the purchase of short-term capacity for the Electric Department for the MISO planning years 2025/2026 and 2026/2027 is hereby accepted and approved.

SECTION 2. The Director of Procurement is hereby authorized and directed to issue a purchase order to Voltus, Inc. in the amount not to exceed of \$1,198,2020 for the purchase of short-term capacity for the Electric Department for the MISO planning years 2025/2026 and 2026/2027.

SECTION 3. This Resolution is contingent upon council approval of the Fiscal Year 2024/2025 Budget.

SECTION 4. This Resolution shall be in full force and effect after its passage and approval.

PASSED AND APPROVED THIS 7TH DAY OF MARCH 2024.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Legislation Request

Resolution

Place On The Agenda Of: 3/7/2024

Step #1:

Strategic Plan YES

Goal # & Title Goal 4: Objective 1C - Explore Alternative Energy sources and Co...

Background To Issue:

Kirkwood Electric's power planning consultant GDS Associates has obtained indicative offers for short term capacity. Kirkwood Electric is now ready to transact.

Recommendations and Action Requested:

Approval of a resolution authorizing the Procurement Director to generate a purchase order in an amount not to exceed \$1,198,020 (\$599,010 for 25-26 MISO planning year and \$599,010 for 26-27 MISO planning year) for short term capacity with Voltus.

Alternatives Available:

Kirkwood Electric is required to obtain capacity to do energy transactions in the MISO market.

Does this project have a public information component? ☐ Yes ☒ No

Cost: \$599,010.00 Account #: 501-20-250-252-000-531005

Project #:

If YES, Budgeted Amount: \$22,549,744.00 If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

Budgeted: YES

The capacity is at a favorable market price and protects a portion of our capacity portfolio from market volatility. The department recommends approval of the resolution.

BY: Mark Petty

Date: 2/26/2024

Authenticated:

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



Voltus_Signed -
Kirkwood_Voltus - Capacity
Confirm Feb 22 2024.pdf
Adobe Acrobat Document
500 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: 2/27/2024

Authenticated: sfo

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



Resolution 501164.pdf
Adobe Acrobat Document
27.4 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:

Contingent on the passing of the FY24/25 budget, budgetary appropriation is available and sufficient for \$599,010 in account 501-20-250-252-000-531005, Electricity, to approve the above as requested.

BY: Sandra Stephens

Date: 2/28/2024

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: 3-1-24

EEI MASTER AGREEMENT CONFIRMATION

The terms of this agreement are deemed to be confidential for the purposes of disclosure of price and resource identified to the extent permissible by law.

This confirmation letter ("Confirmation") shall confirm and govern solely the transaction ("Transaction") agreed to on March 7, 2024 ("Effective Date") between Voltus, Inc. ("Seller") and City of Kirkwood ("Buyer") (collectively, the "Parties") regarding the sale/purchase of the Product as set forth below. Capitalized terms used herein, unless otherwise defined herein, shall have the same meaning as such terms defined by the EEI General Terms or the MISO Documents as that term is defined below.

The general terms and conditions of the "Master Power Purchase and Sale Agreement" (version 2.1, modified 4/25/00), published by the Edison Electric Institute (the "EEI General Terms"), as modified in this Confirmation, are hereby incorporated by reference herein and made part of this Confirmation. Only the following elections are made on the Cover Sheet:

- (1) The Parties make applicable the optional provision in Section 2.4;
- (2) Make applicable the Accelerated Payment of Damages in Article 4;
- (3) No cross defaults for either party and elect Option C (no setoff) in Article 5;
- (4) No election for Article 8.1(a) and 8.2(a);
- (5) Elect applicable for Article 8.1(b) and 8.2 (b);
- (6) Elect not applicable for Article 8.1(c), and (d) and Article 8.2 (c), and (d);
- (7) Make the Confidentiality provisions in Article 10 applicable; and,
- (8) No election for Schedule M.

The Parties agree that this Confirmation (and the and the incorporated EEI General Terms) form a single, stand-alone discrete agreement governing solely and exclusively this Transaction, and shall be carved out from, and independent of, any other transaction the Parties have entered into, or may enter into, under a "Master Power Purchase and Sale Agreement," or any other agreement.

The terms and conditions of the Transaction are as follows:

Seller: Voltus, Inc.

Buyer: City of Kirkwood

Product: Zonal Resource Credits ("ZRCs"), as defined in the MISO Documents. All ZRCs shall be sourced from a Capacity Resource located within Local Resource Zone 4 as defined in the MISO Documents, as such zone exists on the Effective Date (regardless of any new or different designation given to such zone by MISO after the Effective Date).

One ZRC shall represent one megawatt ("MW") of Unforced Capacity ("Capacity"), as defined in the MISO Documents that may be used to satisfy the resource adequacy requirements of Local Resource Zone 4 or Effective Date Local Resource Zone, as applicable, for one Planning Year (as defined below).

“MISO Documents” means the Midcontinent Independent System Operator, Inc.’s (“MISO”) (i) Open Access Transmission, Energy and Operating Reserve Markets Tariff (“ASM Tariff”) on file with the FERC, as may be amended from time to time; and (ii) the MISO Business Practice Manuals, as the same may be amended from time to time. In the event of any inconsistency in the MISO Documents, the ASM Tariff shall prevail

Delivery Term: June 1, 2025 through and including May 31, 2027 (such annual period commencing June 1 and ending May 31 a “Planning Year”)

The Product specifications for the Product being transferred hereunder shall be as follows:

Planning Year	Contract Quantity (# of ZRC per Day)	Contract Price (\$ per ZRC-Day)	Resulting Purchase Price (\$)
2025/2026	10	164	598,600
2026/2027	10		598,600
Total			1,197,200

Special Conditions:

1. Delivery and Receipt.

Seller shall accomplish delivery of the Product by submitting the appropriate transaction(s) in MISO’s Module E Capacity Tracking Tool, or any successor system (“MECT”) to electronically assign the Product to Buyer. Buyer shall accomplish receipt of the Product by confirming the appropriate transaction(s) submitted by Seller in the MECT. With respect to each Planning Year, Seller shall accomplish delivery of the Product by submitting and confirming the appropriate transaction(s) in the MECT ten (10) Business Days prior to the Planning Resource Auction (“Transfer Deadline”). Buyer shall confirm full, or partial, receipt or non-receipt of the Product within five (5) Business Days after receipt of written notice from Seller (which, for the avoidance of doubt, may be made by electronic mail) that the Seller has completed the appropriate transaction(s) in the MECT to transfer the Product to Buyer. The submission and confirmation of the appropriate transaction(s) in the MECT shall be conducted by the Parties in accordance with the requirements of the MISO Documents and other applicable rules adopted by the MISO from time to time regarding the MECT.

2. Payment Terms:

Seller shall invoice Buyer on a monthly basis for the Quantity commencing upon delivery of the seasonal Quantity for each Planning Year. The monthly payment amount shall equal the seasonal Quantity multiplied by the seasonal Contract Price multiplied by 1000. Payment timing shall be in

accordance with Section 6.2 of the Master Agreement. Each invoice shall be due and payable by Buyer within thirty (30) days of Buyer's receipt of such invoice.

3. Failures to Deliver and/or Receive.

(a) Seller's Failure to Deliver. In the event that Seller fails to deliver all or part of the Product by the Transfer Deadline, and such failure is not excused by Buyer's failure to perform, Seller shall pay Buyer, within five (5) Business Days of invoice receipt, the positive difference, if any, obtained by subtracting the Contract Price from the Replacement Price and multiplying such positive difference, if any, by the portion of the Product which Seller failed to deliver.

In any case of a failure by Seller to deliver all or part of the Product by the Transfer Deadline, Buyer shall use commercially reasonable efforts to purchase replacement Product for the quantity which Seller failed to deliver.

The invoice from Buyer to Seller for any amount owed by Seller to Buyer pursuant to this provision shall include a written statement explaining in reasonable detail the calculation of such amount. The Parties acknowledge and agree that with respect to this Transaction only, the definition of "Replacement Price" set forth in the Master Agreement shall be amended to delete all references to "at the Delivery Point" and "to the Delivery Point" contained in such definition.

(b) Buyer's Failure to Receive.

In the event that Buyer fails to receive all or part of the Product by the Transfer Deadline, and such failure is not excused by Seller's failure to perform, then Buyer shall pay Seller, within five (5) Business Days of invoice receipt, an amount equal to the positive difference, if any, obtained by subtracting the Sales Price from the Contract Price and multiplying such positive difference, if any, by the portion of Product which Buyer failed to receive; provided, however, that if Seller, after using commercially reasonable efforts, is unable to resell all or a portion of the Product which Buyer failed to receive, the Sales Price with respect to such quantity that Seller is unable to resell shall be deemed to be equal to zero (0).

The invoice from Seller to Buyer for any amount owed by Buyer to Seller pursuant to this provision shall include a written statement explaining in reasonable detail the calculation of such amount. The Parties acknowledge and agree that with respect to this Transaction only, of the definition of "Sales Price" set forth in the Master Agreement shall be amended to delete all references to "at the Delivery Point" contained in such definition.

(c) Limitation of Remedies. The Parties acknowledge and agree that the remedies set forth herein regarding failures to deliver/receive shall supersede and replace the remedies for failure to deliver/receive set forth in Sections 4.1 and 4.2 of the EEI Master Agreement General Terms and Conditions with respect to this Transaction only; except that if "Accelerated Payment of Damages" is specified on the Cover Sheet, then that acceleration aspect of Article 4 of the EEI General Terms and Conditions shall be deemed to remain in effect and not be superseded by the remedies set forth in paragraph 3 above.

This Confirmation evidences a complete and binding agreement between Buyer and Seller as to the terms of the Transaction to which this Confirmation relates.

4. Change in Law

- (a) If, during the Term, there occurs a change in the MISO Documents or applicable federal law, and such change results in the elimination of, or otherwise has a material adverse effect on, a material right or obligation of a Party, then the Parties shall negotiate in good faith in an attempt to amend this Confirmation to accommodate such change in the MISO Documents. Any such amendment shall be designed to reflect, as closely as reasonably possible, the intent and substance of the economic bargain reached by the Parties prior to such change.

VOLTUS, INC_

CITY OF KIRKWOOD

By: _____

By: _____

Its: _____

Its: Mayor, City of Kirkwood

February 27, 2024

To: Russell B. Hawes, Chief Administrative Officer

For Your Consideration: Future Purchase for Electric Capacity - #501164

The Electric Department is contracted with GDS & Associates to obtain offers for future capacity rates for the City of Kirkwood. GDS obtained competitive rates for the MISO short-term capacity planning year '25-'26 for \$599,010 and planning year '26-'27 for \$599,010.

Due to the volatility of the market, Mark Petty, Electric Director, asks for a resolution authorizing a purchase order be issued to Voltus, Inc. for a not to exceed amount of \$1,198,020 for short-term electric capacity for the MISO planning years '25-'26 and '26-'27.

Respectfully,

A handwritten signature in black ink, appearing to read "Sara Foan-Oliver". The signature is fluid and cursive, with the first name "Sara" being more prominent and the last name "Foan-Oliver" written in a more compact, connected style.

Sara Foan-Oliver
Procurement Director

RESOLUTION 37-2024

A RESOLUTION ACCEPTING THE PROPOSAL OF HYDRO DYNAMICS CORP. IN THE AMOUNT OF \$12,350, PLUS \$149.00 PER HOUR FOR TIME AND COSTS FOR ADDITIONAL MATERIALS, PENDING BUDGETARY APPROVAL, FOR THE RELOCATION OF THE MAIN LINE IRRIGATION SYSTEM ALONG THE MEMORIAL WALKWAY AND AUTHORIZING AND DIRECTING THE MAYOR TO ENTER INTO A CONTRACT.

WHEREAS, a Request for Proposals was developed and proposals were received for the relocation of the main line irrigation system along the Memorial Walkway, and

WHEREAS, the most responsible proposal received was that of Hydro Dynamics Corp. in the amount of \$12,350, plus \$149.00 per hour for time and costs for additional materials, pending budgetary approval, for the relocation of the main line irrigation system along the Memorial Walkway and which bid acceptance is approved by the Chief Administrative Officer and recommended by the Director of Procurement and the Director of Electric, and

WHEREAS, funds are available in Account #501-20-250-254-000-620080 (Distribution System), 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 Hydro Dynamics Corp. in the amount of \$12,350, plus \$149.00 per hour for time and costs for additional materials, pending budgetary approval, for the relocation of the main line irrigation system along the Memorial Walkway is hereby accepted and approved.

SECTION 2. The Mayor is hereby authorized and directed to enter into a contract with Hydro Dynamics Corp. in the amount of \$12,350, plus \$149.00 per hour for time and costs for additional materials, pending budgetary approval, for the relocation of the main line irrigation system along the Memorial Walkway.

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

PASSED AND APPROVED THIS 7TH DAY OF MARCH 2024.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Legislation Request

Resolution

Place On The Agenda Of: 3/7/2024

Step #1:

Strategic Plan Select... Goal # & Title

Background To Issue:

Last year while upgrading light pole at City Hall and PD our irrigation system sustained some damage. The damage was unavoidable due to the close proximity of the irrigation system to the poles.

Recommendations and Action Requested:

It is recommended that the mainline be re-routed and damages repaired before the upcoming watering season. It is recommended by the Facilities Superintendent that the City enter into an agreement with Hydro Dynamics Corp, to re-locate the lines and repair damages. The cost will be \$12,350 plus time (\$149 per hour) and materials for any additional work uncovered during this project but not to exceed budgeted amount.

Alternatives Available:

Does this project have a public information component? ☐ Yes ☒ No

Cost: \$12,350.00

Account #: 501-20-250-254-000-620080

Project #:

If YES, Budgeted Amount:

If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

Budgeted: YES


BY: Sara Foan-Oliver

Date: 2/28/2024

Authenticated: sfo

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: 2/28/2024

Authenticated: sfo

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



202402281556.pdf
Adobe Acrobat Document
42.9 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:

Electric Fund total budget appropriation is available and sufficient for \$12,350 in account 501-20-250-254-000-620080, Distribution System Improvements to approve the above as requested.

BY: Sandra Stephens

Date: 2/29/2024

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: 2-29-24

February 28, 2024

To: Russell B. Hawes, Chief Administrative Officer

For Your Consideration: City Hall/Police Station/Memorial Walk Way Irrigation Systems,
Request for Proposal # 14014

During the light pole upgrades at City Hall and the Police Station last year, the irrigation system sustained unavoidable damages due to the close proximity of the system to the light poles.

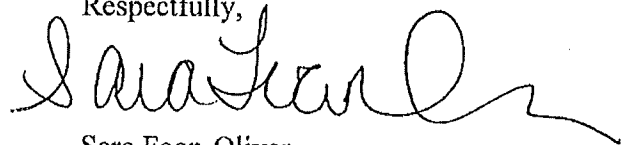
A request for proposal was issued to 135 suppliers on January 31, 2024, to identify a supplier who is capable of re-routing the main irrigation line and perform necessary repairs to any damages.

A proposal was received by Hydro Dynamics Corp. upon closure of this opportunity on February 21, 2024.

It is recommended that the irrigation mainline be re-routed and damages repaired before the upcoming watering season. The cost of the mainline re-route will be \$12,350.00, plus time (\$149.00 per hour) and materials for all necessary repairs.

Attached is a request from Trace Walls, Facility Superintendent, for a resolution authorizing the City to enter into an agreement with Hydro Dynamics Corp. to re-locate the mainline and repair necessary damages. The cost will be \$12,350, plus time (\$149.00 per hour) and materials for any additional work uncovered during this project but not to exceed budgeted amount.

Respectfully,

A handwritten signature in black ink, appearing to read 'Sara Foan-Oliver', with a long horizontal flourish extending to the right.

Sara Foan-Oliver
Director of Procurement



WHERE COMMUNITY AND SPIRIT MEET™

February 22, 2024

Russell B. Hawes
Chief Administrative Officer

At the February 21, 2024 meeting of the Planning and Zoning Commission, the following action was taken:

1. By a vote of 6-2, the Commission recommended denial of an application for a Major Subdivision Preliminary Plat (2-Lot Split) at 1956 Westview Ave. The applicant seeks approval with a modification from the required rear yard setback for an existing house to remain on the property. A public meeting before the City Council is requested.
2. After discussion of a staff-initiated zoning text amendment to add hours of operation to the use specific standards for the Personal and Commercial Service use in the B-1 zoning district, the Commission voted to continue the matter to the next meeting on March 20.

As there are no applications for the March 6 meeting, the next meeting of the Planning and Zoning Commission will be held on March 20, 2024.

Respectfully submitted,

Jim Adkins, Chair
Planning and Zoning Commission