



WHERE COMMUNITY AND SPIRIT MEET®

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

Pursuant to notice of meeting duly given by the Mayor, the City Council convened on Thursday, March 7, 2024, at 7:00 p.m. at Kirkwood City Hall, 139 South Kirkwood Road, Kirkwood, Missouri. Present were: Present were Mayor Griffin, Council Members Duwe, Gibbons, Luetzow, 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. Council Member Sears was absent and excused.

INTRODUCTIONS AND RECOGNITIONS

NONE

PRESENTATIONS

NONE

PUBLIC HEARINGS

Public Hearing

Mayor Griffin recessed the meeting for the purpose of conducting a public hearing a request for Special Use Permit and Site Plan amendments for Emil Frei & Associates, 1017 West Adams Avenue, for an addition to the studio. Mr. Hessel entered the following exhibits into the record: An Affidavit of Publication in the Countian on February 16, 2024, as Exhibit 1; An Affidavit of Publication in the Kirkwood-Webster Times on February 16, 2024 as Exhibit 2; a list of properties that were notified of the hearing, as Exhibit 3; an aerial view map showing the subject property, as Exhibit 4; Memorandum from the Planning and Zoning Commission with exhibits dated February 7, 2024, as Exhibit 5; a report from the Planning and Zoning Commission with a vote of 7-0 recommending staff approval of Special Use Permit and Site Plan amendments for Emil Feri & Associates, 1017 West Adams avenue, for and addition to the studio Built in 2021 dated February 8, 2024, as Exhibit 6; and the Kirkwood Code of Ordinances as Exhibit 7.

City Planner II Amy Lowry presented the matter to the Council:

- 2.3 acre site with shared drive with 1021 W. Adams. Emil Frei & Associates has operated a liturgical art studio on its property for decades.
- Previously approved from 2019.
- The City approved: approx. 7,700sf new building (3410 Annex and 4288 Studio). Approx. 2,700 sf accessory building, 14 proposed parking spaces & 1 loading space (modification for parking count
- Emil Frei & Associates seeks to build an addition to the studio that is 2/3 the size of what was previously approved
- This addition, the three building spaces on the property will host a total of 8116 square feet in residence, office, studio and warehouse space



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- New addition meets 50' RYS and 25' SYS, height of 35', and parking requirements
- Landscape plan meets the code
- Plan proposes 8 canopy trees, 4 pine trees for additional buffer along the north property line
- P&Z recommends approval w/ same conditions as previous approvals

The bill will be placed on the March 21, 2024 agenda for first reading consideration.

PUBLIC COMMENTS

1. David Anderson, 521 Taylor Young Dr.; made comments about construction in the Hue Vista Subdivision and Homeowner Association guidelines.

CONSENT AGENDA

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

- 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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UNFINISHED BUSINESS

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 was brought before the City Council.

Roll Call:

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

The bill, having received majority approval of the Council, was adopted and became Ordinance 10851.

NEW BUSINESS

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 was brought before the City Council. Motion was made by Council Member Zimmer and seconded by Council Member Gibbons to accept the bill as read. A discussion took place.

The bill received first reading approval and was held over.

Bill 11027, approving the Budget of the Special Business District for the Fiscal Year April 1, 2024 through March 31, 2025 was brought before the City Council. Motion was made by Council Member Duwe and seconded by Council Member Luetzow to accept the bill as read.

The bill received first reading approval and was held over.

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 was brought before the City Council. Motion was made by Council Member Zimmer and seconded by Council Member Luetzow to accept the bill as read.

The bill received first reading approval and was held over.



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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 was brought before the City Council. Motion was made by Council Member Zimmer and seconded by Council Member Gibbons to accept the bill as read. A discussion took place.

The bill received first reading approval and was held over.

Bill 11030, adopting a revised City of Kirkwood Classification and Pay Plan, effective April 1, 2024 was brought before the City Council. Motion was made by Council Member Duwe and seconded by Council Member Luetzow to accept the bill as read. A discussion took place.

The bill received first reading approval and was held over.

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 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 Sears	Absent
Council Member Wurtz	“Yes”
Council Member Zimmer	“Yes”
Council Member Duwe	“Yes”
Council Member Gibbons	“Yes”
Council Member Luetzow	“Yes”

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 was brought before the City Council. Motion was made by Council Member Duwe and seconded by Council Member Wurtz to accept the Resolution as read. A discussion took place.

Roll Call:

Mayor Griffin	“Yes”
Council Member Sears	Absent
Council Member Wurtz	“Yes”



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Council Member Zimmer	“Yes”
Council Member Duwe	“Yes”
Council Member Gibbons	“Yes”
Council Member Luetzow	“Yes”

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 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 Sears	Absent
Council Member Wurtz	“Yes”
Council Member Zimmer	“Yes”
Council Member Duwe	“Yes”
Council Member Gibbons	“Yes”
Council Member Luetzow	“Yes”

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 was brought before the City Council. Motion was made by Council Member Wurtz and seconded by Council Member Zimmer to accept the Resolution as read.

Roll Call:

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

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 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.



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Roll Call:

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

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 was brought before the City Council. Motion was made by Council Member Gibbons and seconded by Council Member Duwe to accept the Resolution as read. A discussion took place.

Roll Call:

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

CONSENT AGENDA ITEMS FOR DISCUSSION

NONE

CITY COUNCIL REPORTS

Council Member Luetzow wanted to commend City Forester Cory Meyer for a great 7 years of service to the City and Staff Liaison to the Urban Forestry Commission. While working for Kirkwood, Cory helped in developing a Tree Master Plan and a revised Tree Ordinance. He has also been very active in organizing the Arbor Day Event.

Council Member Gibbons informed Council that Library Board will install a new story board at the YMCA.

CHIEF ADMINISTRATIVE OFFICER REPORT

Mr. Hawes had nothing to report.



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CITY ATTORNEY REPORT

Mr. Hessel made a comment in response to the public comment made by David Anderson regarding the City of Kirkwood getting involved in Homeowner Associations. The City of Kirkwood has no authority to enforce private property regulations and does not get involved with any Homeowner Association disputes. Homeowner Associations have to enforce their own Bylaws.

CITY CLERK REPORT

Ms. Asche provided the Planning & Zoning report. 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 City Council is requested.
2. After discussion of a staff-initiated zoning text amendment 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 20th.

As there are no applications for the March 6th meeting, the next meeting of the Planning and Zoning Commission will be held on March 20, 2024.

ADJOURNMENT

There being no further business to come before the Council, the formal meeting was adjourned at 7:49 p.m. The next regular meeting of the Kirkwood City Council will take place at 7:00 p.m. on March 21, 2024.

Laurie Asche
City Clerk

Approved: