



## SPECIAL ANNOUNCEMENT REGARDING CITY COUNCIL MEETINGS

Under Section 610.015 of the Mo. Sunshine Law provides that members of the City Council who are not physically in the Council Chambers can participate and vote on all matters when an emergency exists and the nature of the emergency is stated in the minutes.

The U.S., and the world, is in a state of emergency due to the Coronavirus—Covid-19. Therefore, members of the City Council have elected to participate in this meeting electronically for the public health and safety of each other and the general public.

To follow along with the City Council meeting please see instructions below. To make a comment during the public comment portion of the meeting please either click the hand icon via Zoom to “raise” your hand, or if you are dialing in from a phone you will “raise your hand” by dialing \*9. Raised hands will be called on the order received. ***Any citizen comments received by e-mail by 4:00 p.m. on Thursday, June 3, 2021 will be distributed to the Mayor and City Council.***

You are invited to a Zoom webinar.

**When: Jun 3, 2021 07:00 PM Central Time (US and Canada)**

**Topic: June 3, 2021 City Council Meeting**

Please click the link below to join the webinar:

**<https://us02web.zoom.us/j/83570584621>**

Or to Join by Telephone:

**Dial: +1 301 715 8592 or +1 312 626 6799**

**Enter Webinar ID: 835 7058 4621**

If you are unable to join the webinar the meeting will be live-streamed on the following platforms:

Facebook: [www.facebook.com/cityofkirkwoodmo](http://www.facebook.com/cityofkirkwoodmo)

YouTube: [www.YouTube.com/kirkwoodcitymo](http://www.YouTube.com/kirkwoodcitymo)

Twitter: [@KirkwoodCity](https://twitter.com/KirkwoodCity)

**\*\*SEE THE FOLLOWING PAGES FOR THE AGENDA**



**Kirkwood City Council  
Agenda  
Thursday, June 3, 2021, 7:00 p.m.  
Via Zoom  
Posted on May 28, 2021**

**I. PLEDGE OF ALLEGIANCE – COUNCIL MEMBER GIBBONS**

**II. ROLL CALL**

**III. INTRODUCTIONS AND RECOGNITIONS - NONE**

**IV. PRESENTATIONS - NONE**

**V. PUBLIC HEARINGS**

1. A request for amendments to the Zoning and Subdivision Code regarding Special Use Permit procedures and multi-family in the B-2 Zoning District

**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 May 20, 2021 Council Meeting Minutes
- b) Resolution 62-2021, reappointing and appointing Members to the Arts Commission

**VIII. UNFINISHED BUSINESS**

1. Bill 10881, appropriating funds from Equitable Sharing Fund Balance to the Machinery and Equipment Account for the purchase of four NC350 Traffic Counters for the Police Department (\$6,174)

**IX. NEW BUSINESS**

1. Resolution 63-2021, accepting the bid of Ford Asphalt Co., Inc. for the 2021 Downtown Parking Lots and Alley Asphaltic Concrete Overlays and authorizing and directing the Mayor to enter into a contract (\$88,500)
2. Resolution 64-2021, approving a contract amendment with Murphy Company for the replacement of the HVAC equipment in City Hall – Main Level and authorizing and directing the Mayor to enter into an amended contract (\$110,213)



- X. CONSENT AGENDA ITEMS FOR DISCUSSION (IF ANY)**
- XI. CITY COUNCIL REPORTS**
- XII. CHIEF ADMINISTRATIVE OFFICER REPORTS**
1. An Application for Liquor License from TAVco Holdings I LLC, d/b/a The Wine and Cheese Place, 10461 Manchester Road, to sell intoxicating liquor by the drink plus Sunday.
- XIII. CITY ATTORNEY REPORTS**
- XIV. CITY CLERK REPORTS**
1. Report of the June 2, 2021 meeting of the Planning & Zoning Commission
  2. Upcoming Public Hearings:
- XV. MEETING ADJOURNMENT**
- The next regular meeting of the Kirkwood City Council will take place at **7:00 p.m. on June 17, 2021.**

**CONTINUED ITEMS**  
NONE

**TABLED ITEMS**  
NONE

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

**Contact Information:** For full City Council contact information visit [www.kirkwoodmo.org/council](http://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 amendments to the Zoning and Subdivision Code regarding Special Use Permit procedures and multi-family in the B-2 Zoning District**

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?

**Planning & Development Services Director Jonathan Raiche**

Mayor: Is there anyone from the public wishing to speak regarding this proposal?

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



# AFFIDAVIT OF PUBLICATION

STATE OF MISSOURI  
COUNTY OF ST. LOUIS

} S.S.

Page 1 of 1

Before the undersigned Notary Public personally appeared **Stephen Pope** on behalf of **THE COUNTIAN, ST. LOUIS COUNTY** who, being duly sworn, attests that said newspaper is qualified under the provisions of Missouri law governing public notices to publish, and did so publish, the notice annexed hereto, starting with the **May 13, 2021** edition and ending with the **May 13, 2021** edition, for a total of 1 publications:

05/13/2021

## 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 via Zoom at the hour of 7:00 p.m., Thursday, June 3, 2021 to consider the following:

***A request for amendments to the Zoning and Subdivision Code regarding Special Use Permit procedures and multi-family in the B-2 Zoning District.***

Laurie Asche, CMC/MRCC  
City Clerk

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12000076 County May 13, 2021

*Stephen Pope*

Stephen Pope

Subscribed & sworn before me this 13<sup>th</sup> day of May, 2021  
(SEAL)

*Chanel Jones*

Notary Public

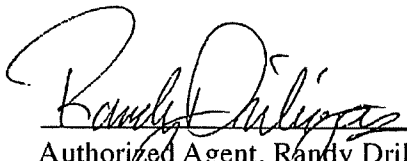
CHANEL JONES  
Notary Public - Notary Seal  
State of Missouri  
Commissioned for St Louis County  
My Commission Expires: August 08, 2022  
Commission Number: 14397721

## AFFIDAVIT OF PUBLICATION

Date: 05/14/21

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 May 14, 2021 edition.

  
Authorized Agent, Randy Drilingas  
Webster-Kirkwood Times



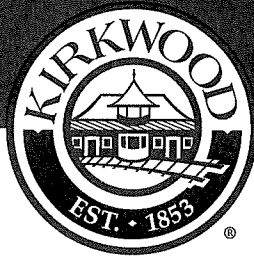
**NOTICE OF PUBLIC HEARING**  
before the City Council of  
City of Kirkwood, MO

The Council of the City of Kirkwood will hold a public hearing via Zoom at the hour of 7:00 p.m., Thursday, June 3, 2021 to consider the following:

***A request for amendments to the Zoning and Subdivision Code regarding Special Use Permit procedures and multi-family in the B-2 Zoning District.***

Laurie Asche, CMC/MRCC  
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WHERE COMMUNITY AND SPIRIT MEET

May 6, 2021

Russell B. Hawes  
Chief Administrative Officer

At the May 5, 2021, meeting of the Planning and Zoning Commission, the following action was taken:

1. The Commission unanimously recommended approval of amendments to the Zoning and Subdivision Code as recommended by Staff's memo dated May 5, 2021, regarding Special Use Permit procedures and multi-family in the B-2 Zoning District.

The next meeting will be held on May 19, 2021, at 7 p.m. via Zoom.

Respectfully submitted,

Jim Adkins, Chair  
Planning and Zoning Commission

# MEMORANDUM

**TO:** P&Z COMMISSION  
**FROM:** JONATHAN D. RAICHE, PLANNING & DEVELOPMENT SERVICES DIRECTOR *JDR*  
**SUBJECT:** STAFF-INITIATED TEXT AMENDMENTS  
**DATE:** MAY 5, 2021  
**CC:** AMY LOWRY, PLANNER II  
ANDI YANCEY, PLANNER I  
PATTI DODEL, ENGINEERING ADMIN. ASSISTANT



WHERE COMMUNITY AND SPIRIT MEET®

On February 18, 2021 the City adopted its new combined Zoning and Subdivision Code after going through a comprehensive review of the previous Codes. During the first couple months of implementation, Staff has identified two items that are recommended to be corrected and/or clarified. Staff will continue to review and monitor the effectiveness of the new Code and bring periodic recommendations to the Planning & Zoning Commission and City Council as needed. A summary of the first recommended text amendments is provided below.

## **Item #1 – Special Use Permit Approval Mechanism [Section 25-20 (d)]**

The newly adopted code uses cross-references for review procedures in an effort to help standardize the City’s review processes for development-related applications. Section 25-20(d) of the new Code provides the review procedures for an application for a Special Use Permit and references the procedures for a Major Site Plan review. The Major Site Plan review procedures specifically mention that the City Council would approve a Major Site Plan by resolution. Historically, the City Council has approved Special Use Permits by ordinance rather than resolution which requires one additional vote by the City Council. This slightly more rigorous review has been utilized for Special Uses due to the nature of those uses.

After consulting with the City Attorney, Staff prepared an ordinance for the consideration of the City Council in regard to the one Special Use Permit application received under our new Code thus far. In an effort to clarify this legislative mechanism, Staff recommends that Section 25-20(d)(1) be revised to reference the fact that City Council would approve a Special Use Permit by ordinance. The revised language is provided in Exhibit 1.

## **Item #2 – Downtown Multifamily Options [25-36(f) and (g)]**

In response to a recommendation from the Downtown Master Plan, the City previously revised the Zoning Code to allow multi-family development on B-2 properties in certain areas of Downtown. In this previous version, the Code was only amended to specifically allow “Dwelling, Multi-family” and did not include “Dwelling, Row” or “Dwelling, Two-family”. The new Code now lists all three multi-family style buildings as “Permitted with Standards” in the B-2 District; however, the standard that references Mandatory Commercial Streets on the Downtown Master Plan’s Framework Plan was not carried through in the standards that apply specifically to “Dwelling, Row” or “Dwelling, Two-family”. Without providing this text amendment, a case could be made that these specific types of multi-family buildings would be permissible on any B-2 property. The revised language for these sections is provided in Exhibit 1.

## **Recommendation**

Staff recommends the following motion: “I move to recommend approval of the Zoning Code Text Amendments found in Exhibit 1 of the Staff memo dated May 5, 2021.”



**Exhibit 1**

**Revised language is indicated in red-colored font.**

**Revise Section 25-20(d)(1) to read:**

- (1) A special use permit application shall be reviewed in the same manner as a major site plan review, as set forth in §25-19(e), **except that the City Council may approve, approve with modifications or supplementary conditions, or deny the application by ordinance.**

**Add the following new subsection (3) to Section 25-36(f):**

- (3) **In the B-2 District, unless otherwise approved as part of a mixed-use development, row dwellings cannot be constructed on properties that are designated as Mandatory Commercial in the Downtown Master Plan & Parking Study's Framework Plan. See Figure 36-A.**

**Add the following new subsection (2) to Section 25-36(g) and numbering the existing subsection as needed:**

- (2) **In the B-2 District, unless otherwise approved as part of a mixed-use development, two-family dwellings cannot be constructed on properties that are designated as Mandatory Commercial in the Downtown Master Plan & Parking Study's Framework Plan. See Figure 36-A.**

BILL

ORDINANCE

AN ORDINANCE AMENDING THE PROVISIONS OF THE MUNICIPAL CODE, CHAPTER 25 – ZONING AND SUBDIVISION, REGARDING REVISIONS TO THE REVIEW PROCEDURES FOR SPECIAL USE PERMITS AND REVISIONS TO THE MINIMUM STANDARDS FOR ROW DWELLINGS AND TWO-FAMILY DWELLINGS IN THE B-2, CENTRAL BUSINESS DISTRICT.

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

WHEREAS, City Staff has identified various items within Chapter 25 that are recommended for revision; and

WHEREAS, the Planning and Zoning Commission did on the 5<sup>th</sup> day of May, 2021, by referencing the Staff Memo dated May 5, 2021 (attached hereto and incorporated by reference herein), recommend the approval of said Zoning Code text amendment; and

WHEREAS, on the 3<sup>rd</sup> day of June, 2021, the City Council did hold a public hearing with respect to such amendments to the Zoning Code after duly advertising and giving proper notice of such hearing.

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

SECTION 1. That the City of Kirkwood Municipal Code of Ordinances, Chapter 25 – Zoning and Subdivision, is hereby amended by replacing the language in Section 25-20(d)(1) with the following language:

- (1) A special use permit application shall be reviewed in the same manner as a major site plan review, as set forth in §25-19(e), except that the City Council may approve, approve with modifications or supplementary conditions, or deny the application by ordinance.

SECTION 2. That the City of Kirkwood Municipal Code of Ordinances, Chapter 25 – Zoning and Subdivision, is hereby amended by adding a new subsection (3) in Section 25-36(f) with the following language:

- (3) In the B-2 District, unless otherwise approved as part of a mixed-use development, row dwellings cannot be constructed on properties that are designated as Mandatory Commercial in the Downtown Master Plan & Parking Study's Framework Plan. See Figure 36-A.

SECTION 3. That the City of Kirkwood Municipal Code of Ordinances, Chapter 25 – Zoning and Subdivision, is hereby amended by adding a new subsection (2) in Section 25-36(g) with the following language:

- (2) In the B-2 District, unless otherwise approved as part of a mixed-use development, two-family dwellings cannot be constructed on properties that are designated as Mandatory Commercial in the Downtown Master Plan & Parking Study’s Framework Plan. See Figure 36-A.

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

PASSED AND APPROVED THIS \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Mayor, City of Kirkwood

ATTEST:

\_\_\_\_\_  
City Clerk

Public Hearing: June 3, 2021

1<sup>ST</sup> Reading:

2<sup>nd</sup> Reading:

# Legislation Request

## Ordinance

Place On The Agenda Of: 6/3/2021

Step #1:

Strategic Plan NO Goal # & Title

### Background To Issue:

Staff has identified two items in the newly adopted Zoning & Subdivision Code that are recommended to be addressed via text amendments. These two items include clarifying the legislative mechanism required for special use permits and providing consistency to all forms of multi-family within the downtown district. Further detail is provided in the Staff memo dated May 5, 2021.

### Recommendations and Action Requested:

The P&Z Commission recommended approval of the text amendments by a vote of 5-0 with 4 Commissioners being absent. A public hearing is requested followed by City Council consideration of the recommended text amendments.

### Alternatives Available:

Does this project have a public information component?  Yes  No

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

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

### Department Head Comments:

BY: Jonathan Raiche

Date: 5/26/2021

Authenticated: raichejd

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



2021-05-05 Chapter25 Amend  
Memo.pdf  
Microsoft Edge PDF Document  
79.0 KB



2021-06-03 PZ-1-22  
Ordinance.doc  
Microsoft Word 97 - 2003  
Document  
31.0 KB

File Attachment

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

Select...

Purchasing Director's Comments:

BY: Select...

Date:

Authenticated:

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

 File Attachment

 File Attachment

 File Attachment

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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:

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



Approve



Disapprove

Chief Administrative Officer's Comments:

BY:

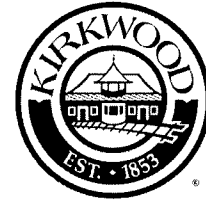


Date:

5-27-21

# MEMORANDUM

**TO:** P&Z COMMISSION  
**FROM:** JONATHAN D. RAICHE, PLANNING & DEVELOPMENT SERVICES DIRECTOR *JDR*  
**SUBJECT:** STAFF-INITIATED TEXT AMENDMENTS  
**DATE:** MAY 5, 2021  
**CC:** AMY LOWRY, PLANNER II  
ANDI YANCEY, PLANNER I  
PATTI DODEL, ENGINEERING ADMIN. ASSISTANT



WHERE COMMUNITY AND SPIRIT MEET<sup>®</sup>

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After consulting with the City Attorney, Staff prepared an ordinance for the consideration of the City Council in regard to the one Special Use Permit application received under our new Code thus far. In an effort to clarify this legislative mechanism, Staff recommends that Section 25-20(d)(1) be revised to reference the fact that City Council would approve a Special Use Permit by ordinance. The revised language is provided in Exhibit 1.

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Staff recommends the following motion: "I move to recommend approval of the Zoning Code Text Amendments found in Exhibit 1 of the Staff memo dated May 5, 2021."

**Exhibit 1**

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**Add the following new subsection (2) to Section 25-36(g) and numbering the existing subsection as needed:**

- (2) In the B-2 District, unless otherwise approved as part of a mixed-use development, two-family dwellings cannot be constructed on properties that are designated as Mandatory Commercial in the Downtown Master Plan & Parking Study's Framework Plan. See Figure 36-A.

# ***THE CONSENT AGENDA IS ATTACHED***

- a) Approval of the May 20, 2021 Council Meeting Minutes
- b) Resolution 62-2021, reappointing and appointing Members to the Arts Commission





WHERE COMMUNITY AND SPIRIT MEET\*

# DRAFT

## Kirkwood City Council Meeting Minutes Via Zoom Thursday, May 20, 2021, 7:00 p.m.

Pursuant to notice of meeting duly given by the Mayor, the City Council convened on Thursday, May 20, 2021, at 7:00 p.m. via Zoom Virtual meeting. Present were Mayor Griffin, Council Member Duwe, Gibbons, Sears, Ward, Wurtz and Zimmer. Also in attendance were Chief Administrative Officer Russell Hawes, Assistant Chief Administrative Officer David Weidler, City Clerk Laurie Asche, Deputy City Clerk Kim Sansegraw, Planning and Development Services Director Jonathan Raiche, City Planner II Amy Lowry, Public Services Director Bill Bensing, Public Information Officer Freddy Doss, and City Attorney John Hessel.

### **ANNOUNCEMENTS FROM CITY ATTORNEY**

City Attorney John Hessel stated for the record that under Section 610.015 of the Mo. Sunshine Law provides that members of the City Council who are not physically in the Council Chambers can participate and vote on all matters when an emergency exists and the nature of the emergency is stated in the minutes.

So, let the minutes reflect that the U.S., and the world, is in a state of emergency due to the Coronavirus—Covid 19. Therefore, members of the City Council have elected to participate in this meeting electronically for the public health and safety of each other and the general public.

### **INTRODUCTIONS AND RECOGNITIONS**

NONE

### **PRESENTATIONS**

NONE

### **PUBLIC HEARINGS**

NONE

### **PUBLIC COMMENTS**

NONE

### **CONSENT AGENDA**

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

- a) Approval of the May 6, 2021 Council Meeting Minutes
- b) Resolution 50-2021, appointing Stephen O'Brien to serve as Municipal Judge for a term of two years to June 2023



WHERE COMMUNITY AND SPIRIT MEET™

# DRAFT

- c) Resolution 53-2021, appointing and reappointing members to various Boards and Commissions
- d) Resolution 54-2021, accepting the bid of Turn-Key Mobile, Inc. (pursuant to Jasper County Sheriff's Department Cooperative Contract) for the purchase of Panasonic Toughbooks for the Police Department and authorizing and directing the Director of Procurement to issue a Purchase Order (\$34,290)
- e) Resolution 58-2021, accepting the bid of Clark Equipment dba Bobcat Company (pursuant to NASPO Cooperative Contract) for the purchase of a Street Pavement Planner for the Street Department and authorizing and directing the Director of Procurement to issue a Purchase Order (\$16,280.40)
- f) Resolution 59-2021, accepting the bid of Clark Equipment dba Bobcat Company (pursuant to NASPO Cooperative Contract) for the purchase of a T4 Bobcat Skid Steer for the Street Department and authorizing and directing the Director of Procurement to issue a Purchase Order (\$31,434.62)
- g) Resolution 60-2021, accepting the bid of Joe Machens Ford (pursuant to Sourcewell Cooperative Contract) for the purchase of a 2021 Ford F550 Dump Body for the Water Department and authorizing and directing the Director of Procurement to issue a Purchase Order (\$66,861)

## UNFINISHED BUSINESS

Bill 10878, an ordinance amending the Kirkwood Code of Ordinances, Chapter 17, Article V "Offenses Concerning Public Peace", Section 17-70 "Conduct Constituting Disturbing Noises", Subsection (j) was brought before the council. A discussion took place.

Roll Call:

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

The bill, having received majority approval of the Council, was adopted and became Ordinance 10714.



WHERE COMMUNITY AND SPIRIT MEET

# DRAFT

Motion was made by Council Member Zimmer and seconded by Council Member Sears to bring Substitute Bill 10879 on the floor for consideration. The motion was unanimously approved.

Substitute Bill 10879, an ordinance granting a Special Use Permit for a liquor store at 10451 Manchester Road subject to certain conditions was brought before the council. A discussion took place.

Roll Call:

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

The bill, having received majority approval of the Council, was adopted and became Ordinance 10715.

Bill 10880, an ordinance appropriating \$22,245 from Equitable Sharing Fund Balance to the Machinery and Equipment Account for the purchase of a Nelson Systems Eventide NexLog 740 System and a Synology NAS Archive Drive for the Police Department was brought before the council.

Roll Call:

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

The bill, having received majority approval of the Council, was adopted and became Ordinance 10716.



WHERE COMMUNITY AND SPIRIT MEET\*

# DRAFT

## NEW BUSINESS

Bill 10881, an ordinance appropriating \$6,174 from Equitable Sharing Fund Balance to the Machinery and Equipment Account for the purchase of four NC350 Traffic Counters for the Police Department was brought before the council. Motion was made by Council Member Duwe and seconded by Council Member Gibbons to accept the bill for first reading approval.

The bill received first reading approval and was held over.

Resolution 51-2021, a resolution authorizing the Mayor to execute Tolling Agreements and granting further authority was brought before the council. Motion was made by Council Member Wurtz and seconded by Council Member Duwe to accept the bill for first reading approval.

### Roll Call:

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

Resolution 52-2021, a resolution authorizing the City of Kirkwood to execute a Confidentiality and Nondisclosure Agreement and granting further authority was brought before the council. Motion was made by Council Member Zimmer and seconded by Council Member Wurtz to accept the bill for first reading approval.

### Roll Call:

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

Resolution 55-2021, a resolution accepting the bid of Elliott Equipment in the amount of \$270,280.13 (pursuant to Sourcewell Cooperative Contract) for the purchase of a 2022 Side Loader Sanitation Truck for the Sanitation Department and authorizing and directing the Director of Procurement to issue a Purchase Order was brought before the council. Motion was made by Council Member Gibbons and seconded by



WHERE COMMUNITY AND SPIRIT MEET\*

# DRAFT

Council Member Duwe to accept the bill for first reading approval. A discussion took place.

## Roll Call:

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

Resolution 56-2021, a resolution authorizing the City of Kirkwood to provide Insurance Coverage at an annual cost of \$596,446, effective June 1, 2021 was brought before the council. Motion was made by Council Member Wurtz and seconded by Council Member Zimmer to accept the bill for first reading approval.

## Roll Call:

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

Resolution 57-2021, a resolution accepting the bid of Elliott Equipment in the amount of \$207,500 (pursuant to Sourcewell Cooperative Contract) for the purchase of a 2020 Rear Loader Sanitation Truck for the Sanitation Department and authorizing and directing the Director of Procurement to issue a Purchase Order was brought before the council. Motion was made by Council Member Gibbons and seconded by Council Member Duwe to accept the bill for first reading approval.

## Roll Call:

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



WHERE COMMUNITY AND SPIRIT MEET\*

# DRAFT

Council Member Zimmer	"Yes"
Council Member Ward	"Yes"

Resolution 61-2021, a resolution accepting the proposal of Horner and Shifrin in the not to exceed amount of \$150,000 (which includes a contingency of \$5,119) for Engineering Services for Grant's Trail Conceptual Design and authorizing and directing the Mayor to enter into a contract was brought before the council. Motion was made by Council Member Gibbons and seconded by Council Member Duwe to accept the bill for first reading approval.

### Roll Call:

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

### CONSENT AGENDA ITEMS FOR DISCUSSION NONE

### CITY COUNCIL REPORTS

Council Member Duwe gave a report about the Vision Zero progress. The subcommittee and staff have met three times in the last month. The first meeting was April 12<sup>th</sup>, which included the Council subcommittee and staff. The intent was to meet prior to meeting with our Consultant. After a year or so of little or no activity due to COVID, the goal was to catch everyone up and identify a very broad plan. The 2nd meeting was on April 20<sup>th</sup> and included Alta. We very generally discussed early actions, including among many topics: 1) the creation of a Steering Committee, 2) a kick-off event, and 3) a project schedule. The subcommittee, staff, and Alta met on May 19<sup>th</sup> and Alta presented the project schedule, within which discussion took place regarding getting crash data from both MoDOT and the Kirkwood Police Department. The kick-off event will be mid to late Aug.

Council Member Duwe stated that she will also be reporting to Smart Growth America and the Champion Project on the 1st, 3rd, and 6th months to keep them updated and get any input from them

Council Member Gibbons reported that the Downtown Special Business District Advisory Commission met this week and discussed the following: 1) two new businesses coming to Kirkwood, new restaurant Poke Doke and new bakery Afandi Sweets and Café, 2) there will be a Sidewalk Sale on July 17, 2021, 3) the Summer



WHERE COMMUNITY AND SPIRIT MEET\*

# DRAFT

Concert Series will start on July 1, 2021 and will run every other week for 5 concerts, 4) there will be a band at the Kirkwood Farmers' Market on Saturday, May 29, 2021.

## CHIEF ADMINISTRATIVE OFFICER REPORT

Mr. Hawes reported that the City received an Application for a Liquor License from Chicken Out Kirkwood, 10461 Manchester Road, to sell intoxicating liquor by the drink plus Sunday. Motion was made by Council Member Duwe and seconded by Council Member Wurtz to approve the application. The motion was unanimously approved.

## CITY ATTORNEY REPORT

Mr. Hessel had nothing to report.

## CITY CLERK REPORT

Ms. Asche read the report of the May 19, 2021 meeting of the Planning & Zoning Commission. The following action was taken:

1. After a presentation by staff and Harmony Homes for a Special Use Permit for a nursing home and Site Plan Review, Commissioners Evens, Feiner, and Salzer-Lutz were appointed to a Subcommittee. The Subcommittee will meet via Zoom on May 25 at 9:30 a.m.

Ms. Asche reported that a Public Hearing regarding a request for amendments to the Zoning and Subdivision Code regarding Special Use Permit procedures and multi-family in the B-2 Zoning District is scheduled for June 3, 2021.

## ADJOURNMENT

There being no further business to come before the Council, the meeting was adjourned at 7:19 p.m. The next regular council meeting is scheduled for June 3, 2021 at 7:00 p.m.

---

Laurie Asche, CMC/MRCC  
City Clerk

**Approved:**

RESOLUTION 62-2021

A RESOLUTION REAPPOINTING AND APPOINTING MEMBERS TO THE ARTS COMMISSION.

WHEREAS, per Ordinance 10729 the membership for the Arts Commission was changed from seven members to nine, with the option to allow for up to three non-Kirkwood resident members, nominated by the Kirkwood Arts Commission and approved by the City Council, and

WHEREAS, the Arts Commission makes the following recommendations for reappointment and appointments:

Glenda Hares	Reappointed	June 2024
Deanna Stevenson	Reappointed	June 2024
Ericka Whittaker	New Appointment	June 2024
April Morris	New Appointment	June 2023

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

SECTION 1. The following reappointment and appointments to the Arts Commission are hereby accepted and approved:

Glenda Hares	Reappointed	June 2024
Deanna Stevenson	Reappointed	June 2024
Ericka Whittaker	New Appointment	June 2024
April Morris	New Appointment	June 2023

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

PASSED AND APPROVED THIS 3<sup>RD</sup> DAY OF JUNE 2021.

\_\_\_\_\_  
Mayor, City of Kirkwood

ATTEST:

\_\_\_\_\_  
City Clerk



# Legislation Request

## Resolution

Place On The Agenda Of: 6/3/2021

Step #1:

Strategic Plan Select... Goal # & Title

Background To Issue:

The Arts Commission makes recommends for appointments and reappointments to the Commission

Recommendations and Action Requested:

Appoint and reappoint members to the Arts Commission.

Alternatives Available:

Does this project have a public information component?  Yes  No

Cost: \$0.00 Account #: 000000 Project #: Budgeted: YES

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

Department Head Comments:

BY: Laurie Asche

Date: 5/12/2021

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

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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:

5-26-21

**CITY OF KIRKWOOD**

**Volunteer Profile**

**139 S. Kirkwood Road, Kirkwood, Missouri 63122**

**(314) 822-5802 Fax: (314) 822-5863 Website: www.kirkwoodmo.org**

\*The website address contains information on the various boards that may assist in making your decision.

**PLEASE NOTE: The City Council is committed to Board and Commission Members being trained in the aspects of their responsibilities. If you are appointed to a Board or Commission you may be required to attend training sessions.**

Supplying the following information will assist the Mayor and City Council in considering your interest in a City Board or Commission. (Forms remain on file with the City Clerk for two years). The information provided is considered public information. Submission of a completed form does not guarantee placement on a Board or Commission. You must reside in the City of Kirkwood to be considered for placement on a Board of Commission (\*with exception for the Arts Commission per Ordinance 10571).

**Personal/Home Information**

**Date:** March 26, 2021

**Name:** Erika Whittaker

**Address:** 140 Maple Hill Lane

**Employment Information:**

**Employer's Name:** Avid

**Address:** Burlington, MA (I work remotely)

**Contact Information:**

**Day Phone:** 314-805-9448

**Evening Phone:** 314-805-9448

**Fax:**

**Email:** erika.1967@live.com

**Part I: Please indicate the areas in which you have an interest:**

Write (1) for STRONG INTEREST or (2) for MODERATE INTEREST. Leave blank if limited or no interest.

	Aquatic Advisory Council		Landmarks Commission
	Architectural Review Board		Library Board
	Board of Adjustment		Local Housing Authority
	Civil Service Commission		Farmers' Market Advisory Committee
	Finance Committee		Park Board
	Greentree Festival Committee		Civilian Pension Board
	Human Rights Commission*		Planning and Zoning Commission
	Industrial Development Authority		Urban Forestry Commission
✓	Arts Commission		Public Facilities Authority

**Part II: Background Information:** This section is designed to learn more information about you – your community interests and your educational and professional background. If you have a resume, please attach a copy to this form. Please note, some appointments must be filled by specific professionals (engineer, attorney, architect, etc.) This information is available through the City Clerk at 314-822-5802.

**Education & Employment Information:**

B.A. in Communication - University of Missouri, Columbia (1989)  
Kirkwood High School Graduate (1985); Served as co-president of the KH Players; 3-year member of A Cappella choir; student accompanist, director of Girls Triple Trio  
Employment: Content Management Systems Specialist at Avid

**Previous Board and Commission Appointments:**

N/A

**Community Activities:**

I was the Assoc. Director of Contemporary Worship at Kirkwood United Methodist for 10 years. (2008-2017)

I served as president of the Tillman PTO for two years (2006-2008)

**Other Information:**

I am a professional musician (vocalist and pianist) with a lifelong passion for music, theater and the arts. I am well-known within the Kirkwood Community and would be honored to serve on the Kirkwood Arts

**Please return completed form to:**

**Laurie Asche, City Clerk**  
139 S. Kirkwood Road  
Kirkwood, MO 63122  
(314) 822-5802 Fax: (314) 822-5863



# CITY OF KIRKWOOD

## Volunteer Profile

139 S. Kirkwood Road, Kirkwood, Missouri 63122

(314) 822-5802 Fax: (314) 822-5863 Website: [www.kirkwoodmo.org](http://www.kirkwoodmo.org)

\*The website address contains information on the various boards that may assist in making your decision.

**PLEASE NOTE: The City Council is committed to Board and Commission Members being trained in the aspects of their responsibilities. If you are appointed to a Board or Commission you may be required to attend training sessions.**

Supplying the following information will assist the Mayor and City Council in considering your interest in a City Board or Commission. (Forms remain on file with the City Clerk for two years). The information provided is considered public information. Submission of a completed form does not guarantee placement on a Board or Commission. You must reside in the City of Kirkwood to be considered for placement on a Board of Commission (\*with exception for the Arts Commission per Ordinance 10571).

### Personal/Home Information

Name: April J Morris

Date: 3/25/2021

Address: 232 East Adams Avenue

### Employment Information:

Employer's Name: Retired

Address: 232 East Adams Avenue

### Contact Information:

Day Phone: \_\_\_\_\_

Evening Phone: 3149607533

Fax: \_\_\_\_\_

Email: [graphicstatements@sbcglobal.net](mailto:graphicstatements@sbcglobal.net)

### Part I: Please indicate the areas in which you have an interest:

Write (1) for STRONG INTEREST or (2) for MODERATE INTEREST. Leave blank if limited or no interest.

	Aquatic Advisory Council		Landmarks Commission
	Architectural Review Board		Library Board
	Board of Adjustment		Local Housing Authority
	Civil Service Commission		Farmers' Market Advisory Committee
	Finance Committee		Park Board
	Greentree Festival Committee		Civilian Pension Board
	Human Rights Commission*		Planning and Zoning Commission
	Industrial Development Authority		Urban Forestry Commission
✓	Arts Commission		Public Facilities Authority

**Part II: Background Information:** This section is designed to learn more information about you – your community interests and your educational and professional background. If you have a resume, please attach a copy to this form. Please note, some appointments must be filled by specific professionals (engineer, attorney, architect, etc.) This information is available through the City Clerk at 314-822-5802.

### Education & Employment Information:

Recently retired. Ursuline Academy graduate. BA communications (1995) from Maryville University. Adjunct Professor Communications at Webster University for 11 years. 20 years self-employed as software trainer, creative writer, art director, graphic designer and digital production artist.

### Previous Board and Commission Appointments:

### Community Activities:

### Other Information:

Please return completed form to:

Laurie Asche, City Clerk

139 S. Kirkwood Road

Kirkwood, MO 63122

(314) 822-5802 Fax: (314) 822-5863

BILL 10881

ORDINANCE

AN ORDINANCE APPROPRIATING \$6,174 FROM EQUITABLE SHARING FUND BALANCE TO THE MACHINERY AND EQUIPMENT ACCOUNT FOR THE PURCHASE OF FOUR NC350 TRAFFIC COUNTERS FOR THE POLICE DEPARTMENT.

WHEREAS, the Police Department wishes to add four traffic counters to the inventory currently in service, which will enhance the ability to capture accurate data to assist in studying traffic patterns,

WHEREAS, the Police Department recommends the purchase a four NC350 Traffic Counters from Hoosier Company in the amount of \$6,174, and

WHEREAS, funds in the amount of \$6,174 needs to be appropriated from the Equitable Sharing Fund Balance to Account #205-1201-429.75.05 (Machinery & Equipment).

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

SECTION 1. Funds in the amount of \$6,174 are hereby appropriated from the Equitable Sharing Fund Balance to Account #205-1201-429.75.05 (Machinery & Equipment) for the purchase of four NC350 Traffic Counters for the Police Department.

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 2021.

---

Mayor, City of Kirkwood

ATTEST:

---

City Clerk  
1<sup>st</sup> Reading:  
2<sup>nd</sup> Reading:

# Legislation Request

## Ordinance

Place On The Agenda Of: 5/20/2021

Step #1:

Strategic Plan NO Goal # & Title

Background To Issue:

The Police Department wishes to add four traffic counters to the inventory currently in service. Doing so will enhance our ability to capture accurate data to assist in studying traffic patterns in areas of interest/concern to the City and to public safety.

Recommendations and Action Requested:

The Police Department is requesting Council approval of the appropriation from Equitable Sharing of \$6,174 for the purchase of four (4) NC350 Traffic Counters from the Hoosier Company. These are the same type as those we presently use, and operate on the same software platform. These counters are only available from the Hoosier Company.

Alternatives Available:

Not make the purchase

Does this project have a public information component?  Yes  No

Cost: \$6,174.00 Account #: 20512014297505 Project #: Budgeted: NO

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

Department Head Comments:

BY: Brian Murphy

Date: 5/4/2021

Authenticated: folluojd

*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: David Weidler

Date: 5/11/2021

Authenticated: mulladbd

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: Equitable Sharing Fund Balance

To Account # or Fund Name: 20512014297505

Finance Director's Comments:

Equitable Sharing Fund Balance is available and sufficient for \$6,174 to be appropriated to account 205-1201-429-75-05, Machinery and Equipment from the Equitable Sharing Fund Balance as requested above.

BY: John Adams

Date: 5/11/2021

Authenticated: stephesf

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

Approve     Diasapprove

Chief Administrative Officer's Comments:

BY: 

Date: 5-13-21

RESOLUTION 63-2021

A RESOLUTION ACCEPTING THE BID OF FORD ASPHALT CO., INC. IN THE AMOUNT OF \$88,500 (WHICH INCLUDES A CONTINGENCY OF \$13,500) FOR THE 2021 DOWNTOWN PARKING LOTS AND ALLEY ASPHALTIC CONCRETE OVERLAYS AND AUTHORIZING AND DIRECTING THE MAYOR TO ENTER INTO A CONTRACT.

WHEREAS, pursuant to law, the City solicited bids for the 2021 Downtown Parking Lots and Alley Asphaltic Concrete Overlays, and

WHEREAS, the most responsible bid received were that of Ford Asphalt Co., Inc. in the amount of \$88,500 (which includes a contingency of \$13,500), 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 #301-1401-600.75.14, Project #PW2205.

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

SECTION 1. The bid of Ford Asphalt Co., Inc. in the amount of \$88,500 (which includes a contingency of \$13,500) for the 2021 Downtown Parking Lots and Alley Asphaltic Concrete Overlays is hereby accepted and approved.

SECTION 2. The Mayor is hereby authorized and directed to enter into a contract with Ford Asphalt Co., Inc. in the amount of \$88,500 (which includes a contingency of \$13,500) for the 2021 Downtown Parking Lots and Alley Asphaltic Concrete Overlays.

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

PASSED AND APPROVED THIS 3<sup>RD</sup> DAY OF JUNE 2021.

\_\_\_\_\_  
Mayor, City of Kirkwood

ATTEST:

\_\_\_\_\_  
City Clerk



# Legislation Request

## Resolution

Place On The Agenda Of: 6/3/2021

Step #1:

Strategic Plan YES

Goal # & Title Goal 5. Invest for the future through infrastructure. Objective C.2

### Background To Issue:

The Engineering Department assembled a bid package to complete a mill and overlay in the alley and city owned parking lot that connects Argonne to Clay. Also included is the eastern portion of the parking lot in the 100 Block East Jefferson. See attached map for specific areas. Concrete improvements that include dumpster pads and a new curb ramp behind Bisso Park are also included in the project. Bid Advertisements for construction of the project were sent to contractors through the Purchasing Department. Ford Asphalt Co., Inc. submitted the low bid of \$75,000. Ford Asphalt Co. has successfully completed projects for the City of Kirkwood previously.

### Recommendations and Action Requested:

It is recommended that the City Council accept the bid submitted by Ford Asphalt Co., Inc. for construction services and authorize an additional amount of \$13,500 in contingency for a total authorized amount of \$88,500.

### Alternatives Available:

Does this project have a public information component?  Yes  No

Cost: \$88,500.00 Account #: 30114016007514 Project #: PW2205 Budgeted: YES

If YES, Budgeted Amount: \$150,000.00 If NO, or if insufficient funding (Complete Step #3).

### Department Head Comments:

BY: Christopher Krueger

Date: 5/25/2021

Authenticated: kruegeca

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



Project Map.pdf  
Microsoft Edge PDF Document  
372 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: Brian Mullady

Date: 5/26/2021

Authenticated: mulladbd

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



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

Budgetary Approval

From Account # or Fund Name:

To Account # or Fund Name:

Finance Director's Comments:

Budgetary appropriation is sufficient and available for \$88,500 in account 301-1401-600-75-14, Streets, Project PW2205, Downtown Parking to approve the above request as submitted.

BY: Sandra Stephens

Date: 5/26/2021

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: 5-27-21

May 25, 2021

**To:** Russell B. Hawes, Chief Administrative Officer

**For Your Consideration:** 2021 Downtown Parking Lots & Alley Asphaltic Concrete Overlay,  
Bid # 13824

Sealed bids were publicly opened on May 25, 2021. The bid tabulation is as follows:

<u>Vendor</u>	<u>Total Base Bid</u>
Ford Asphalt Co., Inc.	\$75,000.00
Spencer Contracting	\$76,883.90
Krupp Construction	\$89,872.10
Leritz Contracting	\$91,693.90
Gershenson Construction Cp.	\$92,285.00

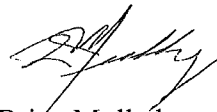
Bid requests were also sent to a total of 111 additional suppliers from the E-Procurement program, Ionwave; however only the above are those submitted.

The bids were provided to Chris Krueger, City Engineer, for review. It is recommended that the bid be awarded to Ford Asphalt Co., Inc. as their bid of \$75,000.00 is the lowest responsive and responsible bid meeting specifications.

Funds are available in account number 301-1401-600.75-14, project number PW2205, in the amount of \$150,000.00

Attached is a request from Chris Krueger, City Engineer, for a resolution authorizing a contract to be issued to Ford Asphalt Co., Inc. in the amount of \$75,000.00 with a contingency of \$13,500.00 for a total of \$88,500.00, for the 021 Downtown Parking Lots & Alley Asphaltic Concrete Overlays.

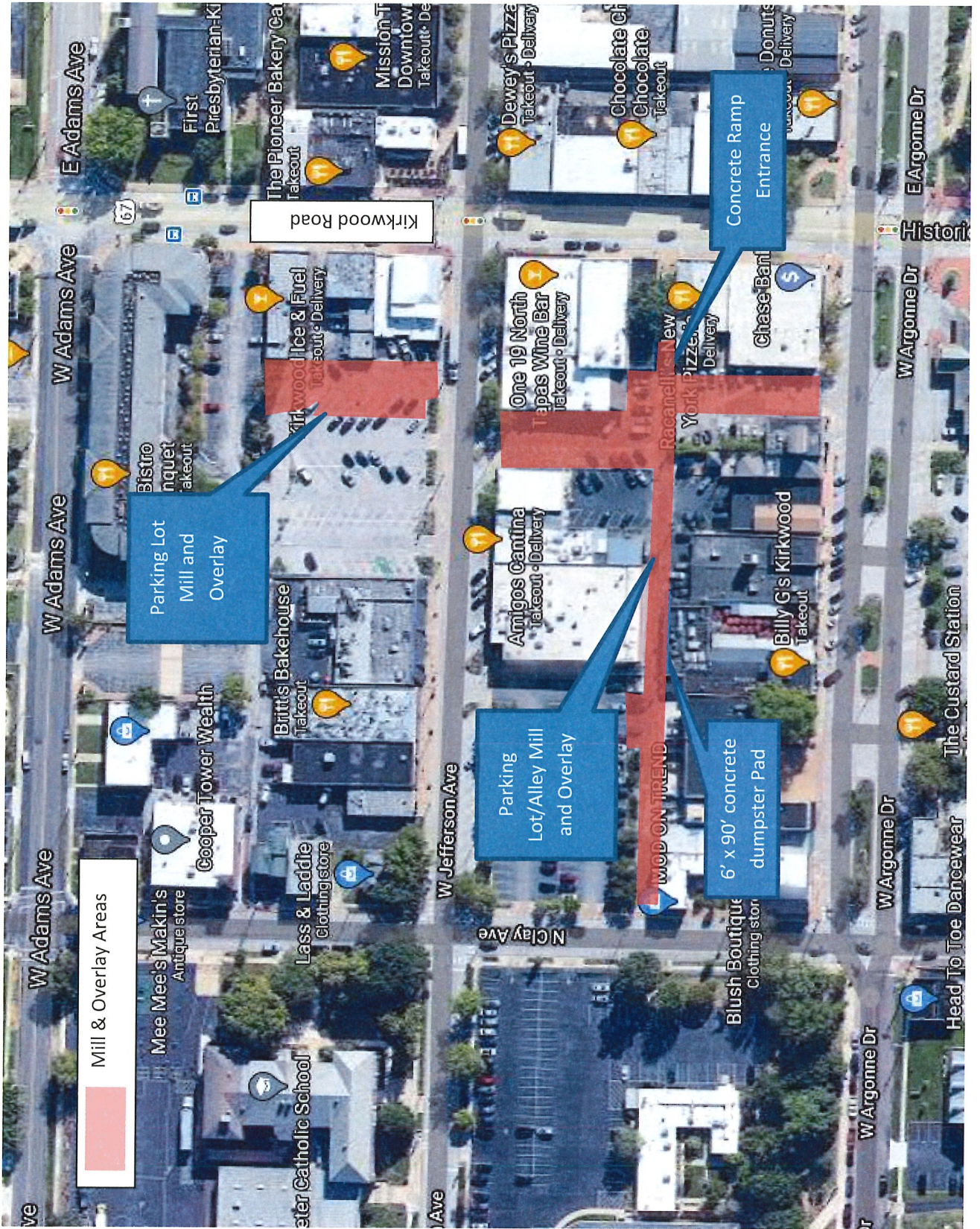
Respectfully,



Brian Mullady  
Procurement Director



2021 Downtown Kirkwood Parking Lot & Alley  
Asphaltic Concrete Overlay Project



RESOLUTION 64-2021

A RESOLUTION APPROVING A CONTRACT AMENDMENT WITH MURPHY COMPANY IN THE AMOUNT OF \$110,213 FOR THE REPLACEMENT OF THE HVAC EQUIPMENT IN CITY HALL – MAIN LEVEL AND AUTHORIZING AND DIRECTING THE MAYOR TO ENTER INTO AN AMENDED CONTRACT.

WHEREAS, the City of Kirkwood competitively bid and awarded HVAC Services and Maintenance to Murphy Company on May 6, 2021 with the option to renew annually for four additional years, and

WHEREAS, the HVAC equipment needs to be replaced in City Hall on the Main Level, and

WHEREAS, a Request for Proposals was developed and a proposal was received for replacement of the HVAC Equipment in City Hall – Main Level, and

WHEREAS, a Selection Committee consisting of the Director of Procurement, Assistant Director of Procurement, Procurement Officer Analyst, and Superintendent of Facilities Operations reviewed the proposal, and

WHEREAS, the Selection Committee recommends Murphy Company as the most qualified for the replacement of the HVAC equipment in City Hall – Main Level, and

WHEREAS, it is recommended that council approve a contract amendment in the amount of \$110,213 with Murphy Company for the replacement of the HVAC equipment in City Hall – Main Level, and

WHEREAS, funds will be available in Account #301-1704-600.75.05, Project #FO2203.

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

SECTION 1. The proposal of Murphy Company in the amount of \$110,213 for the replacement of the HVAC equipment in City Hall – Main Level is hereby accepted and approved.

SECTION 2. The Mayor is hereby authorized to enter into an amended contract with Murphy Company in the amount of \$110,213 for the replacement of the HVAC equipment in City Hall – Main Level.

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

PASSED AND APPROVED THIS 3<sup>RD</sup> DAY OF JUNE 2021.

---

Mayor, City of Kirkwood

ATTEST:

---

City Clerk



# Legislation Request

## Resolution

Place On The Agenda Of: 6/3/2021

Step #1:

Strategic Plan Select... Goal # & Title HVAC Amendment #1 -

Background To Issue:

In May 2021 the City awarded a contract to Murphy & Co for HVAC Services and Maintenance . City Hall is in need of HVAC equipment on the main level. A quote was requested based on the contract pricing put in place in May.

Recommendations and Action Requested:

City Hall main level HVAC equipment is in need of replacement. Procurement requested a quote from Murphy & Co as our current contracted vendor. A proposal of \$110,213.00 was received. Legislation is being requested to accept this proposal in the amount of \$110, 213.00 with a contingency of \$3,787.00 for a total not to exceed amount of \$114,000.00

Alternatives Available:

Does this project have a public information component?  Yes  No

Cost: \$110,213.00 Account #: 30117046007505 Project #: FO2203 Budgeted: YES

If YES, Budgeted Amount: \$114,000.00 If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

BY: Brian Mullady

Date: 5/25/2021

Authenticated: foanolsm

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

 File Attachment

 File Attachment

 File Attachment

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

Approve

Purchasing Director's Comments:

BY: Brian Mullady

Date: 5/25/2021

Authenticated: mulladbd

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



13812 - Amendment 1 -  
Resolution Letter-signed.pdf  
Microsoft Edge PDF Document  
860 KB

File Attachment

File Attachment

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

Budgetary Approval

From Account # or Fund Name:

To Account # or Fund Name:

Finance Director's Comments:

Budgetary appropriation is sufficient and available for \$114,000 in account 301-1704-600-75-05, Machinery, Project FO2203, City Hall HVAC to approve the above request as submitted.

BY: Sandra Stephens

Date: 5/26/2021

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: 5-27-21

May 17, 2021

**To:** Russell B. Hawes, Chief Administrative Officer

**For Your Consideration:** Replacement of HVAC Equipment at City Hall Main Level, Contract #13812 - Amendment 1.

City Hall Main Level is in need of HVAC services to complete the replacement of HVAC Equipment. A proposal for the work required has been received from Murphy Company, currently under contract with the City for providing HVAC Services and Maintenance.

The City of Kirkwood competitively bid and awarded HVAC Services and Maintenance to Murphy Company. The current Renewal Agreement #13812 was issued for the term of May 7, 2021 through May 6, 2022.

Per Article VI. Procurement of the City of Kirkwood's Code of Ordinances, a selection committee was appointed by the Chief Administrative Officer and chaired by the Director of Procurement to review and recommend to Council a qualified company to perform the Replacement of HVAC Equipment at City Hall Main Level.

A Selection Committee consisting of Brian Mullady, Director of Procurement, Sara Foan-Oliver, Asst. Director of Procurement, Dan Gatti, Procurement Officer Analyst, and Trace Walls, Superintendent of Facilities Operations, reviewed the proposal.

The Selection Committee reviewed and evaluated the proposal response on:

- A. The specialized experience and technical competence of the company with respect to the type of services required;
- B. The capacity and capability of the company to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project;
- C. The past record of performance of the company with respect to such factors as control of costs, quality of work and ability to meet schedules;
- D. The company's proximity to and familiarity with the area in which the project is located.
- E. Proposed schedule of fees.

After review of the qualified company's proposal to perform these types of services, the Selection Committee is recommending Murphy Company to perform replacement of HVAC Equipment at City Hall Main Level based on the criteria listed above. This selected qualified company will provide Replacement of HVAC Equipment in the amount of not to exceed 114,000.00, which includes a contingency of \$3,787.00.



Funds are available in account number 301-1704-600-75.05, project number FO2203 for total budgeted amount of \$114,000.00.

Attached is a request from Brian Mullady, Director of Procurement, authorizing a contract amendment to be issued to Murphy Company in the amount of \$110,213.00 for Replacement of HVAC Equipment at City Hall Main Level.

Respectfully,

A handwritten signature in black ink, appearing to read "B. Mullady", written in a cursive style.

Brian Mullady  
Director of Procurement

RESOLUTION 46-2021

A RESOLUTION ACCEPTING THE PROPOSAL OF MURPHY COMPANY AT THE RATES PROVIDED IN THE MEMO (A COPY OF WHICH IS ATTACHED HERETO AND INCORPORATED BY REFERENCE HEREIN) FOR HVAC SERVICES AND MAINTENANCE 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, a Request for Proposals was developed and proposals were received for HVAC Services and Maintenance, and

WHEREAS, a Selection Committee consisting of the Assistant Director of Procurement, Assistant Chief Administrative Officer, Superintendent of Facilities Operations, and Procurement Officer reviewed the proposals, and

WHEREAS, the Selection Committee recommends Murphy Company as the most qualified to provide HVAC Services and Maintenance 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

WHEREAS, funds are available in Account #101-1704-429.31.10.

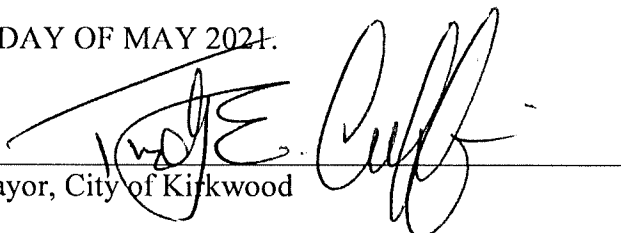
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KIRKWOOD, MISSOURI, AS FOLLOWS:

SECTION 1. The proposal of Murphy Company at the rates provided in the memo (a copy of which is attached hereto and incorporated by reference herein) for HVAC Services and Maintenance 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.

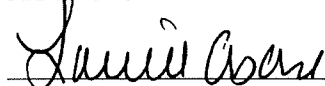
SECTION 2. The Mayor is hereby authorized and directed to enter into a contract with Murphy Company at the rates provided in the memo (a copy of which is attached hereto and incorporated by reference herein) for HVAC Services and Maintenance for an initial term of 12 months with the option to renew for 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 6<sup>TH</sup> DAY OF MAY 2021.

  
\_\_\_\_\_  
Mayor, City of Kirkwood

ATTEST:

  
\_\_\_\_\_  
City Clerk

13766  
\$575.00



CITY OF KIRKWOOD  
139 S. Kirkwood Road  
Kirkwood, MO 63122

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

- NEW
- RENEWAL

APPLICATION FOR LIQUOR LICENSE

Type of License Requested:

All applicants must pay \$20 Background check plus a \$20 check must be made out to: Mo Highway Patrol

- Intoxicating Liquor by the Drink, Not including Sunday \$450.00
- Intoxicating Liquor by the Drink, Plus Sunday \$550.00
- Intoxicating Liquor in Original Package, Not including Sunday \$150.00
- Intoxicating Liquor in Original Package, Plus Sunday \$450.00
- Malt Liquor by Drink, Not Including Sunday \$200.00
- Malt Liquor by Drink, Plus Sunday \$500.00
- Malt Liquor in Original Package, Not including Sunday \$22.50
- Malt Liquor in Original Package, Including Sunday \$322.50
- Malt Liquor and Wine by the Drink, Not including Sundays \$225.00
- Malt Liquor and Wine by the Drink, Including Sundays \$525.00
- Wholesaler/Distributor Intoxicating Liquor, All Kinds \$375.00
- Wholesaler/Distributor Intoxicating Liquor, =<2% Alcohol by Weight \$150.00
- Wholesaler/Distributor Intoxicating Liquor, =<5% Alcohol by Weight \$75.00

PAID  
MAY 25 2021

Picnic License (\$25.00 for first day, \$10.00 for each additional day) No organization shall obtain permits for more than 7 days per year. Date of event: \_\_\_\_\_ Place event will be held: \_\_\_\_\_

\*\*Establishments licensed to sell intoxicating liquor in the original package may apply for and obtain a license to conduct wine tasting on the premises of the licensed establishment for an additional fee of \$25.00.

Name of Company: TAVCO Holdings I LLC d/b/a The Wine and Cheese Place

Location Address: 10461 MANCHESTER RD Phone: 314 447 9463

Name of Owner of Business: Vijay Shroff Phone: 917 684 5809

Address of Owner: 448 HAWTHORNE AVE, WEBSTER GROVES MO 63119

Name of Managing Officer: Vijay Shroff Phone: \_\_\_\_\_

Address of Managing Officer: 448 HAWTHORNE AVE, WEBSTER GROVES MO 63119

Date of Birth: 1/11/1977 Place of Birth: St. Louis MO

Driver's License #: \_\_\_\_\_ Social Security 111-111-1111

Do you have an interest in any liquor license which is now in Yes  
 If so, give details We have licenses in Town & Country, Clayton & Creve Coeur & Rock Hill where our locations are

Have you previously held a liquor license of any type? \_\_\_\_\_  
If so, give details see above

Have you ever had a liquor license suspended or revoked? NO  
If so, give details \_\_\_\_\_

Have you ever been convicted of any violation of a federal law, state statute or local ordinance relating to toxicating liquor? NO  
If so, give details \_\_\_\_\_

Signature of Applicant

Vijay Shroff  
Print Applicant's Name

- TASTING License Requested (\$25)
- Effective Oct 1, 2021