



WHERE COMMUNITY AND SPIRIT MEET®

**KIRKWOOD CITY COUNCIL
KIRKWOOD CITY HALL
FEBRUARY 15, 2018
7:00 p.m.**

Pursuant to notice of meeting duly given by the Mayor, the City Council convened on Thursday, February 15, 2018, at 7:00 p.m. at Kirkwood City Hall, 139 South Kirkwood Road, Kirkwood, Missouri. Present were Mayor Griffin, Council Members Duwe, Edman, Luetzow, Sears, Ward, and Zimmer. Also in attendance were Chief Administrative Officer Russell Hawes, Assistant Chief Administrative Officer Georgia Ragland, City Clerk Betty Montaña, and City Attorney John Hessel.

**PRESENTATIONS
NONE**

**INTRODUCTIONS AND RECOGNITIONS
NONE**

PUBLIC HEARINGS

Public Hearing #1

Mayor Griffin recessed the meeting for the purpose of conducting a public hearing regarding a request for a Special Use Permit and Site Plan for the construction of an eight-space parking lot in a residential district at 620 North Geyer Road adjacent to the Geyer Dental Group at 610 North Geyer Road. Mr. Hessel entered the following exhibits into the record: an Affidavit of Publication in the St. Louis Countian on January 24, 2018, as Exhibit 1; an Affidavit of Publication in the Webster Kirkwood Times on January 26, 2018, as Exhibit 2; an aerial view map showing the subject property and the properties that were notified of the hearing, as Exhibit 3; a list of property owners who were sent notice of the public hearing, as Exhibit 4; the report of the Planning and Zoning Commission dated January 18, 2018, as Exhibit 5; the Planning and Zoning Commission Subcommittee Report dated January 17, 2018, as Exhibit 6; and the Kirkwood Code of Ordinances, as Exhibit 7.

City Planner Jonathan Raiche presented information pertaining to the request:

- The petitioner is requesting a Special Use Permit and Site Plan approval for the construction of an 8-space parking lot.
- In conjunction with the project, the applicant is proposing to provide a dumpster enclosure for the existing dumpster located on the adjacent property, which is under common ownership.
- An existing vacant home on the site is proposed to be demolished.
- The property is owned by the same owner of the adjacent property to the south, 610 North Geyer Avenue.
- The proposed parking lot will provide additional parking for the adjacent multi-tenant commercial building.
- The following issues need to be addressed prior to the City Council final approval of the ordinance:
 - Lighting Variance
 - Landscape Plan Revision
 - Cross Access Agreement



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- A tree that is causing a sight obstruction will be removed.
- A discussion ensued.

The bill will be placed on the March 1, 2018 agenda for first reading consideration.

Public Hearing #2

Mayor Griffin recessed the meeting for the purpose of conducting a public hearing regarding a request for amendments to the Special Use Permit and Site Plan for Greenbriar Hills Country Club at 12665 Big Bend Boulevard to replace the existing patio and construct a new patio and covered-roof bar structure. Mr. Hessel entered the following exhibits into the record: an Affidavit of Publication in the St. Louis Countian on January 24, 2018, as Exhibit 1; an Affidavit of Publication in the Webster Kirkwood Times on January 26, 2018, as Exhibit 2; an aerial view map showing the subject property and the properties that were notified of the hearing, as Exhibit 3; a list of property owners who were sent notice of the public hearing, as Exhibit 4; the report of the Planning and Zoning Commission dated January 18, 2018, as Exhibit 5; the Planning and Zoning Commission Subcommittee Report dated January 17, 2018, as Exhibit 6; and the Kirkwood Code of Ordinances, as Exhibit 7.

City Planner Jonathan Raiche presented information pertaining to the request:

- The petitioner is requesting a Special Use Permit Amendment and partial Site Plan Amendment for the existing country club located off of Big Bend Boulevard and west of I-270.
- The request includes reconstruction of the existing patio behind the main club house, installation of a new outdoor pavilion located on the patio, the restriping of two parking spaces in the main parking lot, and the addition of a disabled parking space.
- The addition will serve the existing club membership with no increase in membership expected with this improvement.
- The hours of use will be 11 a.m. to 10 p.m.

The bill will be placed on the March 1, 2018 agenda for first reading consideration.

Public Hearing #3

Mayor Griffin recessed the meeting for the purpose of conducting a public hearing regarding a request for amendments to the Special Use Permit and Site Plan for Waterway Gas and Wash at 10850 Manchester Road to expand the existing car wash and gas station onto the vacant adjacent property at 10854 Manchester Road. Mr. Hessel entered the following exhibits into the record: an Affidavit of Publication in the St. Louis Countian on January 24, 2018, as Exhibit 1; an Affidavit of Publication in the Webster Kirkwood Times on January 26, 2018, as Exhibit 2; an aerial view map showing the subject property and the properties that were notified of the hearing, as Exhibit 3; a list of property owners who were sent notice of the public hearing, as Exhibit 4; the report of the Planning and Zoning Commission dated January 18, 2018, as Exhibit 5; the Planning and Zoning Commission Subcommittee Report dated January 17, 2018, as Exhibit 6; and the Kirkwood Code of Ordinances, as Exhibit 7.

City Planner Jonathan Raiche presented information pertaining to the request:



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- The petitioner is requesting amendments to the existing Special Use Permit and Site Plan approval for the existing gas station and car wash located at 10850 Manchester Road.
- The adjacent property at 10854 Manchester Road, previously occupied by Claychester Cleaners, is currently vacant and is proposed to host a new gas canopy and additional parking and landscaping to serve the existing Waterway Gas & Wash operations.
- The existing 4-pump gas canopy is proposed to be demolished replaced by a 6-pump gas canopy that would be located on the property at 10854 Manchester.
- In addition to the new gas canopy, the expansion area includes 30 new proposed parking spaces which the business owner indicated will primarily be used to accommodate staff.
- There is an overall reduction in the number of access points currently serving the two subject properties.
- A consolidation of the two subject properties will be required as a part of this project.
- A modification request has been submitted in conjunction with this project in accordance with the City's Site Plan Review Process.
- The proposed gas canopy location encroaches 18.1 feet into the required front yard setback along Manchester Road.
- Questions were asked about the entry off of Maple for the delivery of fuel. It was suggested that signage be placed to keep patrons from entering at that location. Perhaps "Employees Only" and/or "No Access to Pumps" at the other end.

Comments:

1. Rena Girard, 1046 North Clay Avenue, concerned about the amount of water on site. The petitioner advised that there will be underground water detention and green areas to assist in absorbing the water.
2. John Mullen, 316 Charlene, is concerned about the number of towels from the carwash that can be found around the area. The petitioner advised he will speak with the Manager about this issue.

The bill will be placed on the March 1, 2018 agenda for first reading consideration.

Public Hearing #4

Mayor Griffin recessed the meeting for the purpose of conducting a public hearing regarding the City of Kirkwood 2018-2019 Budget. Mr. Hessel entered the following exhibits into the record: an Affidavit of Publication in the St. Louis Countian on January 30, 2018, as Exhibit 1; an Affidavit of Publication in the Webster Kirkwood Times on February 2, 2018, as Exhibit 2; and the Kirkwood Code of Ordinances, as Exhibit 3.

Finance Director John Adams presented information pertaining to the proposed Fiscal Year 2018/2019 budget. The budget process began in July when Department Heads start to enter their capital budget information. In September the Department Heads prepare their proposed budgets and the Citizen Finance Committee meets with various Department Heads. After review of budgets from the departments, the Citizen Finance Committee submits comments and recommendations to the City Council. In January the council begins its review of the proposed budget which is also posted on the City's website. The City of



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Kirkwood received the Certificate of Achievement from the Government Finance Association for the Comprehensive Financial Report. The Strategic Plan is now part of the Annual Budget and departments use this to assist in drafting their budgets. It was requested that information regarding the additional amount for related personnel requests this year versus last year be provided to council.

The bill will be placed on the March 1, 2018 agenda for first reading consideration.

Public Hearing #5

Mayor Griffin recessed the meeting for the purpose of conducting a public hearing regarding the Downtown Special Business District 2018-2019 Budget. Mr. Hessel entered the following exhibits into the record: an Affidavit of Publication in the St. Louis Countian on January 30, 2018, as Exhibit 1; an Affidavit of Publication in the Webster Kirkwood Times on February 2, 2018, as Exhibit 2; and the Kirkwood Code of Ordinances, as Exhibit 3.

Special Business District Executive Director Donna Poe, presented information pertaining to the Special Business District Budget for Fiscal Year 2018/2019. The budget notice included a summary of the proposed operating revenues and expenditures. The draft budget totals \$383,150. Revenue is generated by the businesses in the Downtown Business District through taxes and business licenses. Some of the goals of the Special Business District are:

- Support local businesses
- Enhance Downtown Kirkwood
- Advertising/Marketing
- Winter Fireworks
- Have a partnership with the Gaylord Foundation for improvements to Ken Conner Park
- Will have the Route 66 Cars and Guitars event again this year
- E-Cab service will return
- The façade program is being used but not as much as previous years

The bill will be placed on the March 1, 2018 agenda for first reading consideration.

PUBLIC COMMENTS

1. David Anderson, 521 Taylor Young Drive, spoke about deer population and suggested that the City survey citizens to have them report where they see deer in their areas to assist in issue with the number of deer in Kirkwood.
2. Alan Frost, 6 Sugar Creek Trail, is concerned about the number of plastic bags being dumped in landfill areas. Suggested that the City add a two-cent tax on each plastic bag that the business owners would pay.
3. John Mullen, 316 Charlene, thanked everyone involved with the 10-year remembrance ceremony.

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.



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- a) Approval of the February 1, 2018 City Council Meeting Minutes
- b) Resolution 15-2018, transferring funds from the Water Department Capital Rolling Stock Account to Supplies Inventory Adjustments Water Meter and Service Line Supplies (\$15,000)
- c) Resolution 16-2018, transferring funds from the Street Department Operating Supplies/Salt Calcium Account to the Health Insurance Account for an increase in insurance costs (\$27,766)
- d) Resolution 17-2018, transferring funds from multiple accounts for additional training for the Police Department (\$6,000)
- e) Resolution 20-2018, appointing Bill Ruppert as the City of Kirkwood’s Representative to serve on the St. Louis County Council for the University of Missouri Extension for a term to March 1, 2020.
- f) Resolution 21-2018, transferring funds from various Police Department operating accounts to other accounts for the Traffic Division of the Police Department as listed in Exhibit “A” (\$82,221)
- g) Resolution 22-2018, accepting the proposal of Brentwood Services Administrators, Inc., for Worker’s Compensation and Liability Claims Administration Services and authorizing and directing the Mayor to enter into a contract (at the unit prices listed on the attached proposal)
- h) Resolution 23-2018, transferring funds from the AMI Account #501-2115-480.75.15, Project #EL1805 to the Interdepartmental Transfers Account #501-2110-491.10.10 for the Electric Department’s sponsorship of the Greentree Festival (\$10,000)
- i) Resolution 24-2018, transferring funds from multiple accounts to the Building and Grounds Account #101-2002-451.43.12 for HVAC, electrical and plumbing repairs for the Community Center (\$5,000)
- j) Resolution 25-2018, accepting the bid of IT Design Consulting, Inc. for Unitrends Backup Enterprise Plus Server Licenses and Installation Services for the MIS Department and authorizing and directing the Director of Procurement to issue a Purchase Order (\$28,107.55)
- k) Resolution 26-2018, authorizing and directing the Mayor to enter into a contract with Shahpatel, Inc. to provide Concession Stand Services to the Ice Rink and Aquatic Center for a term of one year with the option to renew for four additional years

OLD BUSINESS

Bill 10613, vacating a 10’ wide public utility easement in Lot D of Franklin Subdivision as recorded in Plat Book 49, Page 14, St. Louis County, Missouri, was brought before the council.

Roll Call Vote as Follows:

Mayor Griffin	“Yes”
Council Member Sears	“Yes”
Council Member Ward	“Yes”
Council Member Zimmer	“Yes”



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Council Member Duwe	“Yes”
Council Member Edman	“Yes”
Council Member Luetzow	“Yes”

The bill, having received majority approval of the council, was adopted and became Ordinance 10459.

NEW BUSINESS

Bill 10614, appropriating \$8,484 from the Equitable Sharing Fund Balance to Account #205-1201-429.75.05 for 75 Streamlight Strion LED HL Lights and Leather Belts from ED Roehr Safety Products for the Police Department, was brought before the council. Motion was made by Council Ward and seconded by Council Member Edman to accept the bill for first reading approval. The motion was unanimously approved.

The bill received first reading approval and was held over.

Bill 10615, appropriating \$25,000 from the General Fund – Fund Balance to the Legal Account #101-1116-413.32.01 for payment of Municipal Court Legal Bills, was brought before the council. Motion was made by Council Duwe and seconded by Council Member Edman to accept the bill for first reading approval. The motion was unanimously approved.

The bill received first reading approval and was held over.

Bill 10616, appropriating \$1,213,223 from the Electric Fund – Fund Balance to the Purchase Power Account #501-2111-480.62.01 for the Electric Department, was brought before the council. Motion was made by Council Sears and seconded by Council Member Ward to accept the bill for first reading approval. The motion was unanimously approved.

The bill received first reading approval and was held over.

Bill 10617, vacating a 16’ wide easement in Lot 8 of Highland Terrance Subdivision as recorded in Deed Book 5066, Page 125, located in the City of Kirkwood, St. Louis County, Missouri, was brought before the council. Motion was made by Council Luetzow and seconded by Council Member Zimmer to accept the bill for first reading approval. The motion was unanimously approved.

The bill received first reading approval and was held over.

Bill 10618, authorizing and directing the Mayor to enter into an agreement with the Missouri Highways and Transportation Commission and BNSF Railway Company to allow the City to make improvements to the sidewalk within the BNSF Railway right-of-way, was brought before the council. Motion was made by Council Sears and seconded by Council Member Luetzow to accept the bill for first reading approval. The motion was unanimously approved.

The bill received first reading approval and was held over.



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Bill 10619, granting a Special Use Permit amendment for a restaurant with outdoor seating at 343 South Kirkwood Road subject to certain conditions, was brought before the council. Motion was made by Council Ward and seconded by Council Member Duwe to accept the bill for first reading approval. The motion was unanimously approved.

The bill received first reading approval and was held over.

Bill 10620, amending Chapter 18, Section 18-101 (D) of the Kirkwood Code of Ordinances regarding Ice Rink Fees, was brought before the council. Motion was made by Council Edman and seconded by Council Member Luetzow to accept the bill for first reading approval. The motion was unanimously approved.

The bill received first reading approval and was held over.

Bill 10621, authorizing and directing the Mayor to enter into an agreement with the Missouri Highways and Transportation Commission in the amount of \$22,000 for upgrades to the poles, mast arms, and signage at Kirkwood Road and Manchester Road, was brought before the council. Motion was made by Council Ward and seconded by Council Member Edman to accept the bill for first reading approval. The motion was unanimously approved.

The bill received first reading approval and was held over.

Resolution 18-2018, authorizing the submission of a grant application for the City of Kirkwood's share of costs for the I-44 Pedestrian Bridge Project, was brought before the council. Motion was made by Council Member Duwe and seconded by Council Member Luetzow to accept the Resolution as read.

Roll Call Vote as Follows:

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

Resolution 19-2018, approving the amended Site Plan for a building addition and parking lot expansion on the properties known as 505 South Kirkwood Road; 124 W. Woodbine Avenue; and 504, 512, 518 and 520 South Clay Avenue subject to certain conditions, was brought before the council. Motion was made by Council Member Zimmer and seconded by Council Member Edman to accept the Resolution as read.

Roll Call Vote as Follows:



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

CONSENT AGENDA ITEMS FOR DISCUSSION

NONE

CITY COUNCIL REPORTS

Mayor Griffin and the City Council each complimented staff on the 10-year remembrance ceremony.

Mayor Griffin announced that there will be a Public Information Meeting regarding Proposition R that will be on the April 3, 2018 ballot. City staff and a representative from LAGERS will answer questions about Proposition R and about the City’s pension plans. The meeting will take place at 7 p.m. on February 22, 2018 at City Hall.

Mayor Griffin advised that DPZ will present their final report on the Downtown Master Plan to the City Council, members of the Planning and Zoning Commission and members of the Industrial Development Authority at 5 p.m. on March 1, 2018 at City Hall.

CHIEF ADMINISTRATIVE OFFICER REPORT

Mr. Hawes reported that the City of Kirkwood received an Application for Temporary Outdoor Promotional Variance from the Alpine Shop, 440 North Kirkwood Road, for its Spring Swap from April 27, 2018 through April 30, 2018. Motion was made by Council Member Luetzow and seconded by Council Member Zimmer to approve the application. The application was unanimously approved.

CITY ATTORNEY REPORT

Mr. Hessel had nothing to report.

CITY CLERK REPORT

Mrs. Montaño had nothing to report.

ADJOURNMENT

There being no further business to come before the Council, the meeting was adjourned at 8:57 p.m. The next regular council meeting is scheduled for March 1, 2018, at 7:00 p.m.

Betty Montaño, MMC/MPCC
City Clerk

Approved: March 1, 2018