



WHERE COMMUNITY AND SPIRIT MEET®

**City Council Meeting Minutes - Amended
Kirkwood City Hall
Thursday, December 18, 2025 7:00 p.m.**

Pursuant to notice of meeting duly given by the Mayor, the City Council convened on Thursday, December 18, 2025, at 7:00 p.m. at Kirkwood City Hall, 139 South Kirkwood Road, Kirkwood, Missouri. Present: Mayor Gibbons, Council Members Jaksetic, Luetzow, McLean, Rheinnecker, Schaefer, and Zimmer. Also in attendance were Chief Administrative Officer Russ Hawes, Assistant Chief Administrative Officer David Weidler, Planning and Development Services Director Jonathan Raiche, City Planner II Amy Lowery, Police Captain Gary Baldrige, City Clerk Laurie Asche, Deputy City Clerk Zoe Williams, and City Attorney Jackie Graves.

INTRODUCTIONS AND RECOGNITIONS

NONE

PRESENTATIONS

Mayor Gibbons introduced Police Officer Gary Baldrige, who made a presentation on the annual Shop with a Cop event, which took place on Saturday, December 6, 2025. The Kirkwood Police Department partnered with the Kirkwood School District, and 46 children were selected to participate in the event. Through generous donations, each student was provided with a \$125.00 gift card to Wal-Mart, where they were able to shop for whatever they liked. Wal-Mart generously donated wrapping supplies and snacks for the students.

PUBLIC HEARINGS

Mayor Gibbons recessed the meeting for a request for a Major Site Plan and Special Use Permit for a drive-through restaurant for Dutch Bros at 10300 Manchester Road (Greentree Center). City Attorney Jackie Graves entered the following exhibits into the record: an affidavit of publication showing that the ad was placed in the St. Louis Countian on December 3, 2025, as Exhibit 1; an affidavit of publication showing that the ad was placed in the Legal Ledger on December 3, 2025, as Exhibit 2; an affidavit of publication showing that the ad was placed in the Webster-Kirkwood Times on December 5, 2025, as Exhibit 3; a list of property owners whom notice of the public hearing was sent to as Exhibit 4; a viewer map showing the list of property owners whom notice of the public hearing was sent to as Exhibit 5; a memorandum from City Planner II to the Planning & Zoning Commission dated November 19, 2025, as Exhibit 6; the report of the Planning & Zoning Commission meeting dated November 20, 2025, as Exhibit 7; and the Kirkwood Code of Ordinances as Exhibit 8.

Staff Presentation:

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

- The subject site is a 4.2 acre lot on the corners of Manchester and Woodlawn, in the northeast parcel of Greentree Center



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- Traffic pattern starts on the south side of the building, curves north, and ends on the west side; traffic studies have concluded that traffic impact on Manchester and Woodlawn will be minimal
- Hours proposed by the Planning & Zoning Commission are 5:30 a.m. – 10:00 p.m. Sunday – Thursday, and 5:30 a.m. – 11:00 p.m. Friday – Saturday
- The project is currently in compliance with applicable Zoning Codes and requirements such as landscaping and lighting
- Pedestrian conditions were requested

The applicant, Michael Koch with Novus Development, on behalf of Dutch Bros Coffee, addressed the Council. He spoke on the following:

- The subject site was previously approved in 2016 for a 1,200 square foot Starbucks, consistent with current requested use
- Dutch Bros has a higher annual average unit volume (~2 million) than Starbucks (~1.8 million)
- The drive-through coffee concept is experiencing a boom that may “have a few years left”

Council raised questions and concerns:

- Regarding traffic flow where cars exit onto Manchester
 - While there may be high density in parking areas, moving traffic is not predicted to face impediment
- Regarding crosswalks around Greentree Center
 - Peak hours for nearby businesses trend toward afternoon, while Dutch Bros peak hours are in the early morning, limiting pedestrian-vehicle traffic
- Regarding quantity and movement of cars in drive through lines
 - Each queue lane holds 30 cars; ~140 cars can be serviced in peak hours
 - Two queue lanes and an opt-out lane with timely service from employees should keep traffic from overflowing into the street
 - Trees will control traffic while complying with Codes that require maintenance of aesthetics and plant life
- Regarding construction of the building and parking lot
 - The building will not be modular
 - The Greentree Center parking lot has limited parking spaces
 - Employee parking needs further discussion

Mayor Gibbons closed the public hearing. The bill will be placed on the January 8, 2026 agenda for first reading consideration.

PUBLIC COMMENTS

1. John Hessel, 1923 Sunny Drive, congratulated Russ Hawes on his retirement from the City of Kirkwood and wished everyone a happy holidays.
2. Ellen Edman, 965 North Harrison Avenue, congratulated Russ Hawes on his retirement.
3. Betty Montañó, 104 Alta Mira Court, congratulated Russ Hawes on his retirement.



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4. Paul Ward, 300 New York Street, congratulated Russ Hawes on his retirement.
5. Art McDonnell, 598 North Taylor Avenue, congratulated Russ Hawes on his retirement.

CONSENT AGENDA

Motion was made by Council Member Zimmer and seconded by Council Member McLean to approve the Consent Agenda. It was requested that item a) be removed from the Consent Agenda for further discussion. The Consent Agenda was approved with item a) removed.

- a) Approval of November 20, 2025 Council Meeting Minutes ***(moved to the end of the agenda for further discussion)***
- b) Approval of December 4, 2025 Council Meeting Minutes

UNFINISHED BUSINESS

Council Member Zimmer motioned and Council Member Schaefer seconded to bring Substitute Bill 11099 to the floor for consideration.

Substitute Bill 11099, adopting the 2021 International Building Code, with modifications, as the Building Code of the City of Kirkwood was brought before the City Council. A discussion took place.

Roll Call:

Mayor Gibbons	“Yes”
Council Member Jaksetic	“Yes”
Council Member Luetzow	“Yes”
Council Member McLean	“Yes”
Council Member Rheinnecker	“Yes”
Council Member Schaefer	“Yes”
Council Member Zimmer	“Yes”

The Bill, having received majority approval of the Council, was adopted and became Ordinance 10918.

Council Member Zimmer motioned and Council Member Luetzow seconded to bring Substitute Bill 11100 to the floor for consideration.

Substitute Bill 11100, adopting the 2021 International Existing Building Code, with modifications, as the Existing Building Code of the City of Kirkwood was brought before the City Council.



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Roll Call:

Mayor Gibbons	“Yes”
Council Member Jaksetic	“Yes”
Council Member Luetzow	“Yes”
Council Member McLean	“Yes”
Council Member Rheinnecker	“Yes”
Council Member Schaefer	“Yes”
Council Member Zimmer	“Yes”

The Bill, having received majority approval of the Council, was adopted and became Ordinance 10919.

Council Member Schaefer motioned and Council Member Luetzow seconded to bring Substitute Bill 11101 to the floor for consideration.

Substitute Bill 11101, adopting the 2021 International Mechanical Code, with modifications, as the Mechanical Code of the City of Kirkwood was brought before the City Council.

Roll Call:

Mayor Gibbons	“Yes”
Council Member Jaksetic	“Yes”
Council Member Luetzow	“Yes”
Council Member McLean	“Yes”
Council Member Rheinnecker	“Yes”
Council Member Schaefer	“Yes”
Council Member Zimmer	“Yes”

The Bill, having received majority approval of the Council, was adopted and became Ordinance 10920.

Council Member Zimmer motioned and Council Member McLean seconded to bring Substitute Bill 11102 to the floor for consideration.

Substitute Bill 11102, adopting the 2021 International Fuel Gas Code, with modifications, as the Fuel Gas Code of the City of Kirkwood was brought before the City Council. A discussion took place.

Council Member Schaefer motioned and Council Member Zimmer seconded to continue Substitute Bill 11102 to the January 8, 2026 Council meeting. The motion passed with all in favor.



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Council Member Luetzow motioned and Council Member Zimmer seconded to bring Substitute Bill 11103 to the floor for consideration.

Substitute Bill 11103, adopting the 2021 International Energy Conservation Code, with modifications, as the Energy Conservation Code of the City of Kirkwood was brought before the City Council.

Roll Call:

Mayor Gibbons	“Yes”
Council Member Jaksetic	“Yes”
Council Member Luetzow	“Yes”
Council Member McLean	“Yes”
Council Member Rheinnecker	“Yes”
Council Member Schaefer	“Yes”
Council Member Zimmer	“Yes”

The Bill, having received majority approval of the Council, was adopted and became Ordinance 10921.

Council Member Schaefer motioned and Council Member Zimmer seconded to bring Substitute Bill 11104 to the floor for consideration.

Substitute Bill 11104, adopting the 2021 International Plumbing Code, with modifications, as the Plumbing Code of the City of Kirkwood was brought before the City Council.

Roll Call:

Mayor Gibbons	“Yes”
Council Member Jaksetic	“Yes”
Council Member Luetzow	“Yes”
Council Member McLean	“Yes”
Council Member Rheinnecker	“Yes”
Council Member Schaefer	“Yes”
Council Member Zimmer	“Yes”

The Bill, having received majority approval of the Council, was adopted and became Ordinance 10922.

Council Member Schaefer motioned and Council Member Zimmer seconded to bring Substitute Bill 11105 to the floor for consideration.



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Substitute Bill 11105, adopting the 2021 International Swimming Pool and Spa Code, with modifications, as the Swimming Pool and Spa Code of the City of Kirkwood was brought before the City Council.

Roll Call:

Mayor Gibbons	“Yes”
Council Member Jaksetic	“Yes”
Council Member Luetzow	“Yes”
Council Member McLean	“Yes”
Council Member Rheinnecker	“Yes”
Council Member Schaefer	“Yes”
Council Member Zimmer	“Yes”

The Bill, having received majority approval of the Council, was adopted and became Ordinance 10923.

Council Member Zimmer motioned and Council Member Luetzow seconded to bring Substitute Bill 11106 to the floor for consideration.

Substitute Bill 11106, adopting the 2021 International Private Sewage Disposal Code, with modifications, as the Private Sewage Disposal Code of the City of Kirkwood was brought before the City Council.

Council Member Schaefer motioned and Council Member Jaksetic seconded to amend the bill by amending Sections 101.3, 101.3.1, and 101.3.2 to change where it states “300 feet” to “500 feet”. A discussion took place. The motion to amend passed with Council Member Zimmer opposed.

Roll Call:

Mayor Gibbons	“Yes”
Council Member Jaksetic	“Yes”
Council Member Luetzow	“Yes”
Council Member McLean	“Yes”
Council Member Rheinnecker	“Yes”
Council Member Schaefer	“Yes”
Council Member Zimmer	“Yes”

The Bill, as amended, having received majority approval of the Council, was adopted and became Ordinance 10924.

Council Member Luetzow motioned and Council Member Zimmer seconded to bring Substitute Bill 11107 to the floor for consideration.



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Substitute Bill 11107, adopting the 2021 International Residential Code, with modifications, as the Residential Code of the City of Kirkwood was brought before the City Council. A discussion took place.

Roll Call:

Mayor Gibbons	“Yes”
Council Member Jaksetic	“Yes”
Council Member Luetzow	“Yes”
Council Member McLean	“Yes”
Council Member Rheinnecker	“Yes”
Council Member Schaefer	“Yes”
Council Member Zimmer	“Yes”

The Bill, having received majority approval of the Council, was adopted and became Ordinance 10925.

Council Member Schaefer motioned and Council Member Luetzow seconded to bring Substitute Bill 11108 to the floor for consideration.

Substitute Bill 11108, adopting the 2021 International Property Maintenance Code, with modifications, as the Residential Code of the City of Kirkwood was brought before the City Council.

Roll Call:

Mayor Gibbons	“Yes”
Council Member Jaksetic	“Yes”
Council Member Luetzow	“Yes”
Council Member McLean	“Yes”
Council Member Rheinnecker	“Yes”
Council Member Schaefer	“Yes”
Council Member Zimmer	“Yes”

The Bill, having received majority approval of the Council, was adopted and became Ordinance 10926.

Bill 11109, appropriating \$49,965 in Blue Shield Grant Funds into the Police Department Machinery and Equipment Account #301-02-050-000-000-620040 and in Grant Revenue Account #301-00-000-000-000-420005 was brought before the City Council.



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Roll Call:

Mayor Gibbons	“Yes”
Council Member Jaksetic	“Yes”
Council Member Luetzow	“Yes”
Council Member McLean	“Yes”
Council Member Rheinnecker	“Yes”
Council Member Schaefer	“Yes”
Council Member Zimmer	“Yes”

The Bill, having received majority approval of the Council, was adopted and became Ordinance 10927.

NEW BUSINESS

Bill 11110, appropriating \$20,000 from the Equitable Sharing Fund Balance to the Police Department Law Enforcement Account #301-02-050-000-000-620040 for the outfitting of new uniformed Police Officers and replenishing essential gear was brought before the City Council. Motion was made by Council Member Schaefer and seconded by Council Member Rheinnecker to accept the Bill as read. A discussion took place.

The Bill received first reading approval and was held over.

Bill 11111, amending the Kirkwood code of ordinances, Chapter 14, Article VIII, Section 14-393 “Schedule C: No Parking Zones” by removing the limited parking restriction of “No parking school days only, 7am to 4pm” on the south side of Dougherty Ferry Road between Applewood Drive and the east property line of 522 Dougherty Ferry Road was brought before the City Council. Motion was made by Council Member Schaefer and seconded by Council Member Zimmer to accept the Bill as read.

The Bill received first reading approval and was held over.

Bill 11112, adopting a revised City of Kirkwood Classification and Pay Plan, effective January 12, 2026 was brought before the City Council. Motion was made by Council Member Luetzow and seconded by Council Member Zimmer to accept the Bill as read. A discussion took place.

The Bill received first reading approval and was held over.

Resolution 112-2025, accepting the single source proposal of GovWorx, Inc. in the amount of \$22,500.00 for the purchase of the CommsCoach Software 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 McLean to accept the Resolution as read.



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Roll Call:

Mayor Gibbons	“Yes”
Council Member Jaksetic	“Yes”
Council Member Luetzow	“Yes”
Council Member McLean	“Yes”
Council Member Rheinnecker	“Yes”
Council Member Schaefer	“Yes”
Council Member Zimmer	“Yes”

Resolution 113-2025, accepting the proposal of George Butler Associates, Inc. (GBA) in the not to exceed amount of \$152,611.80 (which includes a 10% contingency in the amount of \$13,873.80) for Monroe Avenue Water Main Replacement Design Services and authorizing and directing the Mayor to enter into a contract was brought before the City Council. Motion was made by Council Member Luetzow and seconded by Council Member Zimmer to accept the Resolution as read. A discussion took place.

Roll Call:

Mayor Gibbons	“Yes”
Council Member Jaksetic	“Yes”
Council Member Luetzow	“Yes”
Council Member McLean	“Yes”
Council Member Rheinnecker	“Yes”
Council Member Schaefer	“Yes”
Council Member Zimmer	“Yes”

Resolution 114-2025, accepting the proposal of Cochran Engineering in the not to exceed amount of \$80,866.50 (which includes a 10% contingency in the amount of \$7,351.50) for Couch Avenue and Bach Avenue Water Main Replacement Design Services 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. A discussion took place.

Roll Call:

Mayor Gibbons	“Yes”
Council Member Jaksetic	“Yes”
Council Member Luetzow	“Yes”
Council Member McLean	“Yes”
Council Member Rheinnecker	“Yes”
Council Member Schaefer	“Yes”
Council Member Zimmer	“Yes”



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Resolution 115-2025, accepting the proposals for the renewal of employee benefits for the period of April 1, 2026 through March 31, 2027 was brought before the City Council. Motion was made by Council Member Schaefer and seconded by Council Member Zimmer to accept the Resolution as read.

Roll Call:

Mayor Gibbons	“Yes”
Council Member Jaksetic	“Yes”
Council Member Luetzow	“Yes”
Council Member McLean	“Yes”
Council Member Rheinnecker	“Yes”
Council Member Schaefer	“Yes”
Council Member Zimmer	“Yes”

CONSENT AGENDA ITEMS FOR DISCUSSION

Motion was made by Council Member Zimmer and seconded by Council Member Schaefer to approve the November 20, 2025 minutes. A motion was made by Council Member Luetzow and seconded by Council Member Jaksetic to amend the minutes by amending the vote under Resolutions 106-2025 and 107-2025 to change Council Members Jaksetic and Schaefer’s votes from “yes” to “no”. The motion to amend passed unanimously.

The minutes as amended passed with all in favor.

CITY COUNCIL REPORTS

Mayor Gibbons requested that Chief Administrative Officer Russ Hawes give an update on the Essex Road Project. Mr. Hawes reported that the projected December 9 completion date has fallen behind schedule due to crew scheduling and inclement weather. The City is working with the contractor to complete certain punch-listed items before the project reaches full completion and to receive fair compensation for unfounded delays,

The Mayor reported that the Chamber of Commerce now has maps of the City of Kirkwood.

The Mayor reported that Kirkwood’s Amtrak Station has surpassed the St. Louis station in number of boardings, making it the second most utilized station in Missouri.

The Mayor discussed a desire to foster community connection as we move into the new year.



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Mayor Gibbons and Council Members Luetzow, Schaefer, and Zimmer gave their thanks, gratitude, and goodbyes to CAO Russ Hawes as he retires from the City of Kirkwood. The Mayor and Council Members praised Mr. Hawes for his performance in his role, and noted particular moments of outstanding achievement.

Council Member Schaefer reported on Board of Adjustment cases as follows:

- Case #07-25. The case was continued to the January 12, 2026 Board of Adjustment meeting, pending further information on a 1.75 deck setback and how it will affect neighboring properties.
- Case #05-25. Variance was unanimously approved for a new front porch.
- Case #08-25. Variance was unanimously denied for takedown of a 1-car garage and breezeway and construction of a 2-car garage and mudroom. The 2-car garage could be added to the house without required variance if the mudroom is moved elsewhere.
- Case #09-25. Variance was denied by a vote of 1-4 for a garage façade width limited to 55%, unanimously denied for a garage projection limited to 8 feet, and unanimously denied for an addition of a 1-car garage onto an existing 2-car garage.

CHIEF ADMINISTRATIVE OFFICER REPORTS

Mr. Hawes reported that the City received an application for Temporary Outdoor Promotional Variance from Patriot Builds, 811 S. Kirkwood Road, to place a 30' x 20' tent on their parking lot for a private holiday party on December 19, 2025 from 6:00 p.m. to 9:00 p.m. Motion was made by Council Member Schaefer and seconded by Council Member Zimmer to approve the application. The application was unanimously approved.

Mr. Hawes gave honors to all City of Kirkwood employees, mayors, and Councils he has worked with in his career with the City, naming Mayor Liz Gibbons, Mayor Tim Griffin, and Mayor Art McDonnell. He expressed pride for the City, its culture, its public servants, and several departments and department heads:

- Police Department
- Fire Department
- Public Services Director Chris Krueger
- Planning & Zoning Director Jonathan Raiche
- Finance Director Mary Sprung
- Parks and Recreation Director Kyle Henke
- Assistant Chief Administrative Officer David Weidler
- And others.

CITY ATTORNEY REPORTS

Ms. Graves expressed appreciation for Russ Hawes and his work.



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CITY CLERK REPORTS

Ms. Asche read the report of the December 3, 2025 Planning & Zoning Commission. The following action took place:

1. After a presentation by Staff and review of the B-2 Mixed-Use Final Site Plan of TriStar Properties at 300 N. Kirkwood Road, the Commission recommended approval in accordance with the Staff memorandum on the final site plan by a vote of 7-0. Because the final site plan is consistent with the approved development plan, a public hearing before City Council is not required on this application, and City Council may consider the application in a public meeting.

Ms. Asche expressed her pleasure for having worked with Russ Hawes and wished him the best in his retirement.

ADJOURNMENT

There being no further business to come before the Council, the formal meeting was adjourned at 9:16 p.m. The next regular meeting of the Kirkwood City Council will take place at 7:00 p.m. on Thursday, January 8, 2026.

Laurie Asche
City Clerk