



**Kirkwood City Council
Agenda
Kirkwood City Hall
Council Chambers
139 South Kirkwood Road
Kirkwood, MO 63122
Thursday, March 3, 2022, 7:00 p.m.
*Revised & Posted on March 1, 2022***

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL

III. INTRODUCTIONS AND RECOGNITIONS - NONE

IV. PRESENTATIONS - NONE

V. PUBLIC HEARINGS

1. A request for a Zoning Code Text Amendment to add Animal Training as an Accessory Use in Single-Family Residential Zoning Districts

VI. PUBLIC COMMENTS – 3 MINUTE LIMIT PER PERSON

The Public Comments portion of the meeting is an opportunity for the City Council to listen to comments from citizens. It is not a question and answer session and the City Council will not respond to comments or answer questions during this period. The Mayor may refer any matter brought up to the City Council to the Chief Administrative Officer or City Clerk if action is needed.

VII. CONSENT AGENDA

All items within the Consent Agenda will be enacted by one motion of the Council with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request of a member of the City Council. The expenditures listed in the consent agenda are items already approved in the current city budget.

- a) Approval of the February 17, 2022 Council Meeting Minutes
- b) Resolution 15-2022, appointing Sheron Sears as the City of Kirkwood's Representative to serve on the St. Louis County Council for the University of Missouri Extension for a term to March 1, 2024
- c) Resolution 16-2022, accepting the single source proposal of Survalent Technology Corporation in the amount of \$26,765 for Substation Control and Data Acquisition for the Electric Department for an initial term of 12 months with the option to renew for up to four additional 12 month terms pending budgetary approval and authorizing and directing the Director of Procurement to issue a Purchase Order
- d) Resolution 17-2022, accepting the quote of Westport Pools in the amount of \$16,498 for Aquatic Center Competition Pool Repairs and authorizing and directing the Director of Procurement to issue a Purchase Order



- e) Resolution 18-2022, accepting the bid of CCIMW, LLC in the amount of \$61,196 for Aquatic Center Pool Painting and authorizing and directing the Director of Procurement to issue a Purchase Order

VIII. UNFINISHED BUSINESS

1. Bill 10914A, granting a Special Use Permit for an Animal Facility, Major at 455–459 South Kirkwood Road (Woodbine Center), subject to certain conditions
2. Bill 10915, appropriating \$35,000 from the Fleet Service Fund Balance to the Fleet Service Parts Account due to an increase in vehicle repair and parts replacement expenses
3. Bill 10916, vacating an 10' wide easement that exists on Lot 4 of Hawbrook Common, as recorded in Plat book 32, Page 34 of the St. Louis County Recorder of Deeds, located in the City of Kirkwood, St. Louis County, Missouri, and more particularly described on exhibits A and B

IX. NEW BUSINESS

1. Bill 10917, adopting and approving the Operating and Capital Budgets for the City of Kirkwood for the Fiscal Year April 1, 2022 through March 31, 2023
2. Bill 10918, approving the budget of the Special Business District for the Fiscal Year April 1, 2022 through March 31, 2023
3. Bill 10919, appropriating \$1,261,675 from General Fund Fund Balance to the Transfer to Other Funds Account and then to the Capital Improvement Fund Transfer from Other Funds Account for the Fire Department
4. Resolution 19-2022, amending and readopting the City of Kirkwood City Fee Schedules
5. Resolution 20-2022, authorizing the Mayor to enter into a fourth amended Cooperation Agreement with the Cities of Glendale and Oakland for the Kirkwood Aquatic Center through March 31, 2023
6. Resolution 21-2022, accepting the proposal of Lochmueller Group in the amount not to exceed of \$146,525 (which includes a contingency of \$14,000) for a new Midblock Pedestrian Signal at Craig and Craigwoods and authorizing and directing the Mayor to enter into an amended contract
7. Resolution 22-2022, authorizing and directing the Mayor to enter into Multi-Use Approaches Intergovernmental Cooperative Agreement with the Cities of Fenton and Sunset Hills
8. Resolution 23-2022, accepting the bid of Fletcher-Reinhardt in the amount of \$499,025 for the purchase of Single Phase Pole Mount Dual Voltage Transformers for the Electric Department and directing the Director of Procurement to issue a Purchase Order
9. Resolution 24-2022, accepting the proposal of Symetra on a self-insured basis for the City's Health Insurance Stop Loss Coverage for the period of April 1, 2022 through March 31, 2023

X. CONSENT AGENDA ITEMS FOR DISCUSSION (IF ANY)

XI. CITY COUNCIL REPORTS

XII. CHIEF ADMINISTRATIVE OFFICER REPORTS

XIII. CITY ATTORNEY REPORTS



XIV. CITY CLERK REPORTS

1. Planning & Zoning Commission Meeting Reports (if any)
2. Upcoming Public Hearings (if any)

XV. MEETING ADJOURNMENT

The next regular meeting of the Kirkwood City Council will take place at **7:00 p.m. on March 17, 2022.**

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. 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 a Zoning Code Text Amendment to add Animal Training as an Accessory Use in Single-Family Residential Zoning Districts

Mayor: Mr. Hessel, do you wish to enter any exhibits into the record?

Mayor: Mr. Hawes, who will present this issue to the City Council?

City Planner II Amy Lowry

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

Mayor: Is there anyone in the audience that did not complete a card that wishes to speak regarding this issue? (Please be sure to fill out a card before you leave so your name and address is reflected in the record)

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



AFFIDAVIT OF PUBLICATION

STATE OF MISSOURI
COUNTY OF ST. LOUIS

} S.S.

Page 1 of 1

Before the undersigned Notary Public personally appeared **Brandon Crail** 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 **February 11, 2022** edition and ending with the **February 11, 2022** edition, for a total of 1 publications:

02/11/2022

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

The Council of the City of Kirkwood will hold a public hearing in City Hall, 139 South Kirkwood Road, Kirkwood, Missouri at the hour of 7:00 p.m., Thursday, March 3, 2022 to consider the following:

A request for a Zoning Code Text Amendment to add Animal Training as an Accessory Use in Single-Family Residential Zoning Districts.

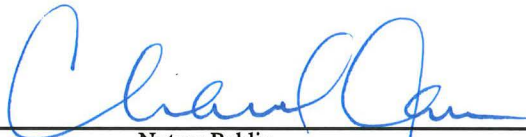
Laurie Asche
City Clerk

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Brandon Crail

Subscribed & sworn before me this 10th day of Feb, 2022
(SEAL)



Notary Public

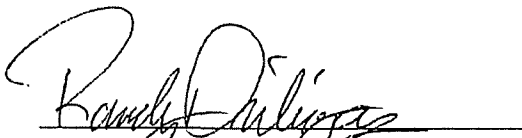
CHANEL JONES
Notary Public - Notary Seal
State of Missouri
Commissioned for St Louis County
My Commission Expires: August 03, 2022
Commission Number: 14397721

AFFIDAVIT OF PUBLICATION

Date: 02/10/22

City of Kirkwood
139 S. Kirkwood Rd.
Kirkwood, MO 63122

I, Randy Drilingas, being duly sworn, both depose and say that I am an authorized representative of the WKTimes LLC, publishers of the Webster-Kirkwood Times Newspaper in the county of St. Louis, MO, and that the advertisement shown below was published in the Webster-Kirkwood Times February 11, 2022 edition.


Authorized Agent, Randy Drilingas
Webster-Kirkwood Times



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

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Laurie Asche, City Clerk

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WHERE COMMUNITY AND SPIRIT MEET[®]

February 3, 2022

Russell B. Hawes
Chief Administrative Officer

At the February 2, 2022, meeting of the Planning and Zoning Commission, the following action was taken:

1. The Commission recommended denial of a Zoning Code Text Amendment to add Animal Training as an Accessory Use in Single-Family Residential Zoning Districts.

Due to lack of business, the February 16 meeting was cancelled. The next meeting will be held on March 2, 2022.

Respectfully submitted,

James Diel, Vice Chair
Planning and Zoning Commission

**CITY OF KIRKWOOD
PLANNING AND ZONING COMMISSION
SUBCOMMITTEE REPORT
February 2, 2022**

PETITION NUMBER: PZ-12-22

ACTION REQUESTED: ZONING CODE TEXT AMENDMENT TO ADD ANIMAL TRAINING AS AN ACCESSORY USE IN SINGLE-FAMILY RESIDENTIAL DISTRICTS

APPLICANT: LYNN THIELE

PROPERTY LOCATION: CITY WIDE

ZONING: SINGLE-FAMILY RESIDENTIAL

DESCRIPTION OF PROJECT:

The applicant is requesting that the Zoning Code text be amended to add animal training as an accessory use in single-family residential districts. This would allow a resident to operate such a business on their property similar to a home occupation, but with additional regulations in place. The applicant proposes such an accessory use be permitted with standards, but is not averse to the requirement of a Special Use Permit so that the Planning and Zoning Commission and City Council would have the opportunity to impose site-specific regulations as well as the general use-specific standards that would be added to the Zoning Code. Should the Planning and Zoning Commission or City Council recommend the accessory use amendment be approved as a special use, Staff recommends that the Special Use Permit for the applicant's property be reviewed concurrently with the text amendment. While this report includes information specific to the applicant's property, it is important to emphasize that the proposed text amendment would apply to all properties in any of the single-family residential zoning districts.

COMPREHENSIVE PLAN, LAND USE AND ZONING:

The applicant's property at 551 North Clay Avenue is zoned R-3, Single-Family Residential. Surrounding land uses and zoning include the following:

- To the north: Immediately north and across West Essex Avenue are single-family residences zoned R-3.
- To the south: Single-family residences zoned R-3.
- To the east: Directly across North Clay Avenue are single-family residences zoned R-3 and a condominium development zoned R-5, Multifamily Residential.
- To the west: Single-family residences zoned R-3.

DEPARTMENTAL/AGENCY COMMENTS:

None at this time.

DISCUSSION:

The request was introduced at the Planning and Zoning Commission meeting held virtually via Zoom on January 19, 2022. Mr. Klippel, Ms. Salzer-Lutz, and Ms. Washington were appointed to a subcommittee and a subcommittee meeting was conducted on site on January 25, 2022. A list of attendees of the subcommittee meeting may be seen in Exhibit A; Ms. Salzer-Lutz did not attend the meeting due to an unexpected emergency. At the subcommittee meeting, the following items were reviewed and discussed:

1. The subcommittee was advised of the operating standards that the applicant proposed for animal training, including the following:
 - a. Permitted home occupations shall not create an adverse effect on the residential character of the zoning district or interfere with the reasonable enjoyment of adjoining properties.
 - b. Animal training is limited to Monday - Friday between the hours of 8 am and 5 pm.
 - c. There shall not be more than one training facility within 1,000 feet of each other and no more than 10 in the City of Kirkwood.
 - d. The trainer must be an occupant of the house.
 - e. One client at a time may be on the premises, but animals may be dropped off on the property without an owner present.
 - f. At no time should animals be left unsupervised.
 - g. Having a detached structure is needed in order to provide structured training and a safe place during inclement weather and other safety-related issues.
 - h. No more than 10 animals including those residing on the premises are allowed.
 - i. There shall be no signage, including any window displays on the property.
 - j. Traffic shall not be generated in significantly greater volume than would be normally expected in the residential neighborhood.
 - k. Property must be maintained and all waste needs to be disposed of in a sanitary and safe manner.
 - l. No equipment shall be used which will create any dust, noise, odors, glare, vibrations, or electrical disturbances beyond the lot.
 - m. Long continual barking is prohibited.
 - n. Random inspections of the property are recommended but not required.
2. The applicant clarified her training procedures, including the details that she is with the dogs the entire time they are on her property; some dogs stay from 8 a.m. to 1 p.m. and others from 8 a.m. to 5 p.m. on two days a week; the dogs are both in the rear fenced yard and in the detached garage throughout the day. She believes training works best with a pack of dogs with well-behaved dogs training the newer dogs.
3. The subcommittee observed the existing conditions of the property including the fencing surrounding the rear yard, the turf in the rear yard, and the access to the basement if a storm should arise.
4. The applicant stated that she has liability insurance.
5. If the request for the Zoning Code amendment were to be approved, the subcommittee agreed that such approval should be as a special use in order to review each proposed animal training location and impose site-specific standards.
6. The animal training business as proposed by the applicant should also be considered as a daytime boarding facility as the dogs are at the applicant's house for much of the day without their owners in attendance.

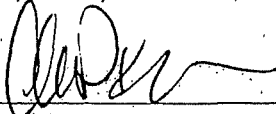
After consideration of the information presented, the subcommittee is not in favor of the text amendment request based upon the following considerations that informed their decision:

1. The Zoning Code as adopted less than one year ago in February 2021 prohibits animal boarding and grooming facilities as home occupations, but does not address animal training. The subcommittee concluded that the animal training/daytime boarding being proposed here is more invasive in a residential environment than the already-prohibited animal grooming. The subcommittee does not believe that the proposed amendment is necessary or desirable due to changing conditions, new planning concepts, or other social or economic conditions (review criteria for text amendment Section 25-17(e)(2)(ii)).
2. While the subcommittee observed that the applicant's business appears to be well-run based on her statements and the testimonials she provided, they were uncomfortable with the animal training/daytime boarding business in a residential setting due to potential negative impacts on public health, safety, and general welfare (review criteria for text amendment Section 25-17(e)(2)(iii)). The subcommittee's concerns about noise, the outdoor use being inharmonious with the existing land use and the change in the essential character of residential neighborhoods that would result if this use was allowed as special use cannot be overcome by any conditions or limitations that would accompany such a special use. The subcommittee determined that the applicant could apply to operate the business in a commercially-zoned space.
3. Several of the proposed restrictions (e.g. traffic volumes similar to typical neighborhoods and prohibition of long continual barking) are not easily defined or enforceable. Similarly, if allowed as a special use, the Planning and Zoning Commission and City Council should require, at a minimum, all of the standards set forth above and should place additional minimum conditions, such as a requirement that any outdoor training area be fully enclosed by fencing, and any others that could serve to minimize the concerns expressed above.

RECOMMENDATION:

The Subcommittee recommends that this application be denied.

Respectfully submitted,



Allen Klippel

Mary Lee Salzer-Lutz

Sandy Washington

**EXHIBIT A
SUBCOMMITTEE MEETINGS ATTENDEES**

P&Z Subcommittee Meeting
 Project:
 Date:
 Location:

PZ 12-22 Animal Training Text Amendment
 January 25, 2022 9:00am.
 551 N. Clay Ave

Name	Organization
Karen Coulson	130 w Bodley Ave
Sandy Washington	417 Delshire Place
Allen K. Lippell	P&Z
LYNN THIELE	Home owner
David Engstrom	P&Z
Amy Lowry	City Staff

BILL
ORDINANCE

AN ORDINANCE AMENDING THE PROVISIONS OF THE MUNICIPAL CODE, CHAPTER 25 – ZONING AND SUBDIVISION, TO ADD ANIMAL TRAINING HOMES AS AN ACCESSORY USE THAT WOULD BE “PERMITTED WITH STANDARDS” IN SINGLE-FAMILY RESIDENTIAL ZONING DISTRICTS.

WHEREAS, Lynn Thiele made application (PZ-12-22) for a text amendment to the Zoning Code to allow animal training as an Accessory Use that would be “Permitted with Standards” in single-family residential zoning districts; and

WHEREAS, the Planning and Zoning Commission did on the 2nd day of February, 2022, by a vote of 7-0, recommended approval of the Planning & Zoning Commission subcommittee report dated February 2, 2022 with a recommendation of denial of the applicant’s request (attached hereto and incorporated by reference herein), and, by a vote of 0-7, failed to recommend approval of said Zoning Code text amendment after finding that the request failed to meet the criteria listed in Section 25-17(e)(2) of the Zoning and Subdivision Code; and

WHEREAS, on the 3rd day of March, 2022, the City Council did hold a public hearing with respect to such text amendment to the Zoning and Subdivision Code after duly advertising and giving proper notice of such hearing; and

WHEREAS, the City Council has considered the requested text amendment of the applicant and does find by a favorable vote of two-thirds of all members of City Council after a recommendation of denial from the Planning and Zoning Commission in accordance with Section 25-17(d)(4)(iv)(a) that the granting of such text amendment would meet the criteria listed in Section 25-17(e)(2) of the Zoning and Subdivision Code; and

WHEREAS, the Council does further find that the general welfare requires that such amendment be subject to the minimum standards hereinafter set out.

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 adding the definition of “Animal Training Homes” in Section 25-104 with the following language:

Animal Training Homes

An accessory use in a single-family residential building, related accessory structure, and/or yard (the premises) for the daytime care and training of domestic pets. Training services include training and handling of an animal for the purposes of behavior modification or

enhancement, assistance for the disabled, or any other type of training service. Daytime boarding of domestic pets being provided training may also occur.

SECTION 2. That the City of Kirkwood Municipal Code of Ordinances, Chapter 25 – Zoning and Subdivision, is hereby amended by inserting a row in Table 44-1: Permitted Accessory Uses and Structures in Section 25-44 to add “Animal Training Homes” in alphabetical order as an accessory use that would be designated as a permitted use with standards (“PS”) in single-family residential zoning districts, and to add “Section 25-45(d)” in the Use-Specific Standard in Section column of said table, re-lettering the existing rows as needed as in the portion of Table 44-1 reprinted below with changes in red:

TABLE 44-1: PERMITTED ACCESSORY USES AND STRUCTURES								
Use Category and Use Type P = Permitted Use PS = Permitted Use with Standards S = Special Use	R-1, R-2, R-3 or R-4	R-5, R-6, or R-MM	B-1	B-2, B-3, B-4, B-5, or I-1	Downtown Master Plan Study Area	F-1	Yards Permitted F = Front S = Side R = Rear	Use-Specific Standards in Section:
Accessibility Ramps	PS	PS	PS	PS	PS	PS	F, S, or R	<u>§25-45 (a)</u>
Accessory Dwelling Units	S						S or R	<u>§25-45 (b)</u>
Amateur Radio Towers and Antennae	PS	PS	PS	PS	PS	PS	S or R	<u>§25-45 (c)</u>
Animal Training Homes	PS						S or R	<u>§25-45 (d)</u>
Catering Establishment	PS	PS						<u>§25-45 (e)</u>

SECTION 3. That the City of Kirkwood Municipal Code of Ordinances, Chapter 25 – Zoning and Subdivision, is hereby amended by adding a new subsection (d) in Section 25-45, Standards for Specific Accessory Uses and Structures, with the following language, re-lettering the existing subsections as needed:

- (d) **Animal Training Homes**
- (1) Permitted animal training homes shall not create an adverse effect on the residential character of the zoning district or interfere with the reasonable enjoyment of adjoining properties.
 - (2) Animal training shall be limited to Monday - Friday between the hours of 8 a.m. and 5 p.m.
 - (3) Such training homes shall be located a minimum of 1,000 feet from another training home of the same type measured property line to property line.
 - (4) At least one resident of the dwelling shall operate the training home and there may be up to one employee on site who does not reside on the premises.
 - (5) The operator of a training home in a rental unit shall be able to demonstrate that the property owner has authorized the use of the premises for animal training.
 - (6) One client at a time may be on the premises. Animals may be on the premises without an owner present, but must be supervised at all times. No more than

- 10 animals including those residing on the premises are allowed.
- (7) There shall be no signage, including any window displays on the property.
 - (8) Traffic shall not be generated in significantly greater volume than would be normally expected in the residential neighborhood.
 - (9) Fencing shall be required for the rear and/or side yard for any outdoor training area.
 - (10) The premises shall be maintained and all waste shall be disposed of in a safe and sanitary manner.
 - (11) No equipment shall be used which will create any dust, noise, odors, glare, vibrations, or electrical disturbances beyond the lot.
 - (12) Said training use shall be clearly secondary to the principle use of single-family residential.
 - (13) When said training use results in an undesirable condition interfering with the general welfare of the surrounding residential area, such training use may be terminated by the Director of Public Services.

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 _____, 2022.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Introduced: March 3, 2022

1st Reading:

2nd Reading:

Legislation Request

Ordinance

Place On The Agenda Of: 3/3/2022

Step #1:

Strategic Plan NO Goal # & Title

Background To Issue:

Lynn Thiele of 551 N. Clay Avenue submitted an application to amend the Zoning Code to add animal training as an accessory use in single-family residential districts. This would allow a resident to operate such a business on their property similar to a home occupation, but with use-specific standards for animal training. Ms. Thiele requested such an accessory use be Permitted with Standards, but is not averse to the accessory use requiring a Special Use Permit (which would also allow site-specific standards). The Ordinance as drafted would allow for an accessory use Permitted with Standards. The standards are from Ms. Thiele's proposed operating standards as well as City Staff's suggestions in consultation with the City Attorney.

Recommendations and Action Requested:

The Planning and Zoning Commission recommended by a vote of 7-0 that the text amendment be denied as an accessory use Permitted with Standards in single-family residential districts. The Commission also declined to review the accessory use as one that would require a Special Use Permit. Because the request was denied by the Planning and Zoning Commission, City Council must approve the application with a favorable vote of 2/3 of all members.

Alternatives Available:

Does this project have a public information component? Yes No

Cost: \$0.00 Account #: n/a Project #: n/a Budgeted: YES

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

Department Head Comments:

BY: Amy Lowry

Date: 2/23/2022

Authenticated: lowryag

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



2022-03-03 PZ-12-22
Ordinance.doc
Microsoft Word 97 - 2003
Document
51.5 KB



2022-02-02 PZ-12-22
Report.pdf
Adobe Acrobat Document
1.48 MB



PZ-12-22 Application
Materials.pdf
Adobe Acrobat Document
6.60 MB

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

Select...

Purchasing Director's Comments:

BY: Select...

Date:

Authenticated:

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

 File Attachment

 File Attachment

 File Attachment

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

Select...

From Account # or Fund Name:

To Account # or Fund Name:

Finance Director's Comments:

BY: Select...

Date:

Authenticated:

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

Approve Disapprove

Chief Administrative Officer's Comments:

BY: 

Date: 2-23-22

**CITY OF KIRKWOOD
PLANNING AND ZONING COMMISSION
SUBCOMMITTEE REPORT
February 2, 2022**

PETITION NUMBER: PZ-12-22

ACTION REQUESTED: ZONING CODE TEXT AMENDMENT TO ADD ANIMAL TRAINING AS AN ACCESSORY USE IN SINGLE-FAMILY RESIDENTIAL DISTRICTS

APPLICANT: LYNN THIELE

PROPERTY LOCATION: CITY WIDE

ZONING: SINGLE-FAMILY RESIDENTIAL

DESCRIPTION OF PROJECT:

The applicant is requesting that the Zoning Code text be amended to add animal training as an accessory use in single-family residential districts. This would allow a resident to operate such a business on their property similar to a home occupation, but with additional regulations in place. The applicant proposes such an accessory use be permitted with standards, but is not averse to the requirement of a Special Use Permit so that the Planning and Zoning Commission and City Council would have the opportunity to impose site-specific regulations as well as the general use-specific standards that would be added to the Zoning Code. Should the Planning and Zoning Commission or City Council recommend the accessory use amendment be approved as a special use, Staff recommends that the Special Use Permit for the applicant's property be reviewed concurrently with the text amendment. While this report includes information specific to the applicant's property, it is important to emphasize that the proposed text amendment would apply to all properties in any of the single-family residential zoning districts.

COMPREHENSIVE PLAN, LAND USE AND ZONING:

The applicant's property at 551 North Clay Avenue is zoned R-3, Single-Family Residential. Surrounding land uses and zoning include the following:

To the north: Immediately north and across West Essex Avenue are single-family residences zoned R-3.

To the south: Single-family residences zoned R-3.

To the east: Directly across North Clay Avenue are single-family residences zoned R-3 and a condominium development zoned R-5, Multifamily Residential.

To the west: Single-family residences zoned R-3.

DEPARTMENTAL/AGENCY COMMENTS:

None at this time.

DISCUSSION:

The request was introduced at the Planning and Zoning Commission meeting held virtually via Zoom on January 19, 2022. Mr. Klippel, Ms. Salzer-Lutz, and Ms. Washington were appointed to a subcommittee and a subcommittee meeting was conducted on site on January 25, 2022. A list of attendees of the subcommittee meeting may be seen in Exhibit A; Ms. Salzer-Lutz did not attend the meeting due to an unexpected emergency. At the subcommittee meeting, the following items were reviewed and discussed:

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 - c. There shall not be more than one training facility within 1,000 feet of each other and no more than 10 in the City of Kirkwood.
 - d. The trainer must be an occupant of the house.
 - e. One client at a time may be on the premises, but animals may be dropped off on the property without an owner present.
 - f. At no time should animals be left unsupervised.
 - g. Having a detached structure is needed in order to provide structured training and a safe place during inclement weather and other safety-related issues.
 - h. No more than 10 animals including those residing on the premises are allowed.
 - i. There shall be no signage, including any window displays on the property.
 - j. Traffic shall not be generated in significantly greater volume than would be normally expected in the residential neighborhood.
 - k. Property must be maintained and all waste needs to be disposed of in a sanitary and safe manner.
 - l. No equipment shall be used which will create any dust, noise, odors, glare, vibrations, or electrical disturbances beyond the lot.
 - m. Long continual barking is prohibited.
 - n. Random inspections of the property are recommended but not required.
2. The applicant clarified her training procedures, including the details that she is with the dogs the entire time they are on her property; some dogs stay from 8 a.m. to 1 p.m. and others from 8 a.m. to 5 p.m. on two days a week; the dogs are both in the rear fenced yard and in the detached garage throughout the day. She believes training works best with a pack of dogs with well-behaved dogs training the newer dogs.
3. The subcommittee observed the existing conditions of the property including the fencing surrounding the rear yard, the turf in the rear yard, and the access to the basement if a storm should arise.
4. The applicant stated that she has liability insurance.
5. If the request for the Zoning Code amendment were to be approved, the subcommittee agreed that such approval should be as a special use in order to review each proposed animal training location and impose site-specific standards.
6. The animal training business as proposed by the applicant should also be considered as a daytime boarding facility as the dogs are at the applicant's house for much of the day without their owners in attendance.

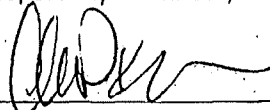
After consideration of the information presented, the subcommittee is not in favor of the text amendment request based upon the following considerations that informed their decision:

1. The Zoning Code as adopted less than one year ago in February 2021 prohibits animal boarding and grooming facilities as home occupations, but does not address animal training. The subcommittee concluded that the animal training/daytime boarding being proposed here is more invasive in a residential environment than the already-prohibited animal grooming. The subcommittee does not believe that the proposed amendment is necessary or desirable due to changing conditions, new planning concepts, or other social or economic conditions (review criteria for text amendment Section 25-17(e)(2)(ii)).
2. While the subcommittee observed that the applicant's business appears to be well-run based on her statements and the testimonials she provided, they were uncomfortable with the animal training/daytime boarding business in a residential setting due to potential negative impacts on public health, safety, and general welfare (review criteria for text amendment Section 25-17(e)(2)(iii)). The subcommittee's concerns about noise, the outdoor use being inharmonious with the existing land use and the change in the essential character of residential neighborhoods that would result if this use was allowed as special use cannot be overcome by any conditions or limitations that would accompany such a special use. The subcommittee determined that the applicant could apply to operate the business in a commercially-zoned space.
3. Several of the proposed restrictions (e.g. traffic volumes similar to typical neighborhoods and prohibition of long continual barking) are not easily defined or enforceable. Similarly, if allowed as a special use, the Planning and Zoning Commission and City Council should require, at a minimum, all of the standards set forth above and should place additional minimum conditions, such as a requirement that any outdoor training area be fully enclosed by fencing, and any others that could serve to minimize the concerns expressed above.

RECOMMENDATION:

The Subcommittee recommends that this application be denied.

Respectfully submitted,



Allen Klippel

Mary Lee Salzer-Lutz

Sandy Washington

**EXHIBIT A
SUBCOMMITTEE MEETINGS ATTENDEES**

P&Z Subcommittee Meeting
 Project:
 Date:
 Location:

PZ 12-22 Animal Training Text Amendment
 January 25, 2022 9:00am.
 551 N. Clay Ave

Name	Organization
Karen Coulson	130 W Bodley Ave
Sandy Washington	417 Delshire Place
Allen KLIFFEL	P&Z
LYNN THIELE	Home owner
David Engstrom	P&Z
Amy Lowry	City Staff



WHERE COMMUNITY AND SPIRIT MEET®

January 11, 2022

Lynn Thiele
551 N. Clay Avenue
Kirkwood, MO 63122

SENT VIA EMAIL: lynntkanuja@gmail.com

SUBJECT: PZ-12-22, REQUEST FOR ZONING CODE AMENDMENT TO ADD ANIMAL TRAINING AS AN ACCESSORY USE IN RESIDENTIAL ZONING DISTRICTS

Dear Ms. Thiele:

The City of Kirkwood Public Services Department is in receipt of your petition for an amendment to the Zoning Code to add animal training as an accessory use in residential zoning districts. This item will be placed on the Planning and Zoning Commission agenda for its **7:00 p.m. meeting Wednesday, January 19, 2022. The meeting will be held via Zoom virtual meeting and we will send you an agenda and Zoom link before the meeting.** City Staff will make an introduction presentation regarding the request at this meeting. You, or your representative, should attend this meeting to present your information to the Commission and answer any questions the Commission members may have.

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

1. Please submit the remainder of the application fee in the amount of \$500.
2. Please revise the applicant's cover letter to clarify that the application is being made to the Planning and Zoning Commission for an amendment of the Zoning Code to add an accessory use in residential zoning districts.
3. All work related to this petition must comply with all Kirkwood Ordinances including, but not limited to, building/sign and fire codes.

This is a preliminary review of the application. The Planning and Zoning Commission and Public Services Department will review the application in detail and provide further comments as necessary. This preliminary review is not an approval or acceptance of any part of the application submitted.

The applicant is further advised that it is your responsibility to follow the petition through the entire process and to satisfy all submittal requirements and deadlines. Also note, this application and review does not grant the applicant any special rights, privileges, or immunities, and that all provisions of the Kirkwood Code of Ordinances shall apply.

Sincerely,

CITY OF KIRKWOOD



Amy Lowry, AICP

Planner II

314-822-5815

lowryag@kirkwoodmo.org



APPLICATION FOR PLANNING AND ZONING REVIEW

DATE: 12/30/21 CASE NUMBER: PZ-12-22
ZONING DISTRICT: R3 LOCATOR NUMBER:
PROJECT ADDRESS: 551 N. CLAY AVE
PROJECT NAME: CANINE COACHING

ACTION REQUESTED

- CUP, Development Plan or Final Site Plan (circle one)
Development Plan, B4, B5, or R6 (circle one)
Final Site Plan, B4, B5, or R6 (circle one)
Site Plan Review, Minor or Major (circle one)
Site Plan Modification
Alternative Equivalency
Special Use Permit, Category:
Subdivision, Major
Subdivision Modification
Text Amendment Animal Training
Vacation, Right-of-Way or Easement (circle one)
Zoning Map Amendment, From to
Comments:

PETITIONER INFORMATION

I (We) hereby certify that I (we) have legal interest in the hereinabove described property and that all information given herein is true and a statement of fact
Name (Print): LYNN E. THIELE Signature: Lynn E Thiele Phone No.: (573) 429-2084
Mailing Address: 551 N. CLAY AVE City: Kirkwood State: MO Zip: 63122
E-mail Address: LYNN.TKHANUSJA@gmail.com
Petitioner's Status: Corporation Partnership Individual
Relationship of Petitioner to Property: Owner Tenant Option Holder (Attach Copy of Contract) Other

AGENT INFORMATION

Agent's Name: Signature: Phone No.:
Mailing Address: City: State: Zip:
E-mail Address:
(NOTE: The petitioner's agent, if listed, shall receive all official communication)

PROPERTY OWNERS

Signature required or submit proof petitioner has legal interest in property.
Name: LYNN E. THIELE Name:
Signature: Lynn E. Thiele Signature:
Address: 551 N. CLAY Address:
City/State/Zip: Kirkwood, MO 63122 City/State/Zip:
Phone: (573) 429-2084 Phone:

FOR CITY USE ONLY

Date Received: 12-30-2021 Total Received: \$1000 Agenda Date: 1-19-2022
B-4/B-5 Development Plan: \$1,000 + Acres @ \$25/Acre or portion over one acre) = \$
B-4/B-5 Final Site Plan: \$1,000
B-4/B-5 Final Site Plan Amendment (when public hearing is not required): \$500
CUP (Single family), Dev Plan/Preliminary Plat: \$1,000 + Lots @ \$500/Lot = \$
CUP (Single family), Final Site Plan/Final Plat: Lots @ \$100/Lot = \$ + 1-1/4% of \$ = \$
CUP, (Multi family), Development Plan/Prel. Plat: \$1,000 + Dwelling units @ \$20/Each = \$
CUP, (Multi family), Final Site Plan/Final Plat: \$500 + 1-1/4% of = \$
CUP, Final Site Plan/Final Plat Amendment: Public Hearing required \$800, Public Hearing not required \$500
CUP, Final Site Plan Time Extension: \$300
Mixed Use in B2 Development Plan: \$1,000 (includes SPR fee) + \$25/acre or portion over one acre
Mixed use in B2 Final Site Plan: \$500
Mixed use in B2 Final Site Plan Amendment: Public Hearing required \$800, Public Hearing not required \$500
R6 Development Plan: \$1,000 + Dwelling units @ \$20/Unit = \$
R6 Final Site Plan: \$500
Sidewalk Waiver on feet @ \$30/Foot = \$ = \$
Site Plan Review (Major): \$1,000
Site Plan Review (Major): Amendment \$800 or Extension: \$300
Site Plan Review (Minor): \$500
Site Plan Review (Minor) Amendment \$500 or Extension: \$300
Special Use Permit: \$1,000 (waived if submitted with Site Plan Review)
Special Use Permit Amendment: \$800 (waived if submitted with Site Plan Review)
Subdivision (Major), Preliminary Plat Lots @ \$500/Lot = \$
Subdivision (Major), Final Plat/Improvement Plans: Lots @ \$100/Lot + 1.25% of \$ = \$
Subdivision (Major) Amendment to Final Plat or Improvement Plans: \$200
Vacation, Easement: \$100
Vacation, Right-of-way: \$200
Zoning Code Text Amendment: \$1,000
Zoning Map Amendment: \$1,000
SUBCOMMITTEE ()



APPLICATION FOR PLANNING AND ZONING REVIEW
APPLICATION CHECKLIST (NON SUBDIVISION)
MARCH 2021

MUST BE SIGNED AND ATTACHED TO APPLICATION FORM

The Planning and Zoning Commission meets on the first and third Wednesdays of each month at 7:00 p.m. in the Council Chambers at Kirkwood City Hall, 139 South Kirkwood Road (see attached schedule). Submittal of a petition authorizes the City to place a Zoning Matters sign on the premises advising the public of the petition.

— An applicant shall complete and submit the following items to the Public Services Department according to the attached schedule. **These are the minimum submittal requirements needed for review. Failure to provide all information will result in the application being delayed or returned.**

- APPLICATION FORM.** All forms must be completed in full, including signature of property owners. A copy of the Contract between the property owner and petitioner will suffice. Incomplete or partial applications will not be accepted and will be returned to the petitioner. *All designated spaces on the forms must be appropriately filled in prior to filing of the application.*
- COVER LETTER.** A one-page letter describing the project in detail, including nature of business, proposed use, hours of operation, number of employees, etc.
- PROOF OF OWNERSHIP.** A copy of the title, deed, title commitment, or survey which includes the legal description of the property and present ownership only if the owner's signature does not match County records.
- DRAWINGS.**
 - (a) **Site plan** shall be signed and sealed by a Professional Engineer and shall show all required information as noted on attached checklist.
 - (1) 16 sets 11"x17" (folded into 8.5"x11"); and
 - (2) 3 sets 24"x36" (folded into 12"x9").
 - (b) **Floor plan**, if applicable - 16 copies 11"x17", folded.
 - (c) **Landscaping plan** showing the required information as noted on attached checklist (Article VIII Sections 25-58 through 25-61 of the Zoning and Subdivision Code)
 - (1) 16 sets 11"x17" (folded into 8.5"x11") and
 - (2) 3 sets 24"x36" (folded into 12"x9").
 - (d) **Lighting Plan** shall be signed and sealed by a registered design professional and include all information as required in Section 25-52 of the Zoning and Subdivision Code.
 - (1) 16 sets 11"x17" (folded into 8.5"x11") and
 - (2) 3 sets 24"x36" (folded into 12"x9")
- TREE STUDY.** Study shall be signed by a certified forester, certified arborist, or landscape architect and include value of significant trees and protection methods. Trees on abutting public rights-of-way and private property within five feet of all property lines shall also be shown on study.
- PHOTOGRAPHS.** Two sets of color photographs of site frontage, adjacent properties, and significant site features, including significant trees.
- PROCESSING FEE.** See Application for filing fee required for application



Signature

12/30/21

Date



Canine Coaching Proposal

12.30.2021

Lynn Thiele
Canine Coaching
551 N. Clay Ave
Kirkwood, MO 63122

Overview

Canine Coaching is a business that provides coaching to families and individuals who have dogs in need of training and socialization. The sole purpose of this training is to not only work with the dogs but with the humans in order to create a dog that is well adjusted at home and in the community. Providing in-home visits as well as training sessions in a realistic environment allows the dogs to better adjust to social situations.

Goals

1. To provide a space indoors and out that allows me to work with dogs as a healthy socialized pack. Using strict standards and positive behavioral strategies, ensures the safety and balanced state of each dog and owner.
2. To have well adjusted dogs that are calm and confident and able to walk the streets of Kirkwood, Glendale, and surrounding areas peacefully. The ability to provide a space that has realistic sites, sounds, and smells creates that atmosphere. These dogs then have learned socially appropriate behaviors while with children, other dogs, and out in the community at outdoor events, as well as being able to better manage the outside noises such as trains, ambulances, traffic, and lawn services, not to mention our mail men and women.

Milestones

I. Successes

This idea and endeavor started as Covid hit and anxieties grew. As the pandemic forced everyone to be home, current dog owners struggled with, not only their own anxiety, but that of their dog. Also, the amount of families who adopted dogs during the pandemic increased significantly. According to the AVMA the St. Louis area saw a 30 - 40% increase in dog ownership within this pandemic, and those numbers are predicted to climb. Coaching began in homes but quickly it was realized that these dogs needed some structured socialization and training. In April of 2020 dogs were invited into my backyard and garage. The needs grew quickly as owners were referring more families to me as they were at a loss of how to socialize their pups and curb growing anxiety and related negative behaviors. The positive feedback made it evident how important this work was. Neighbors were incredibly supportive and were bringing their dogs as well. These socialization training sessions, or "camps" have been thriving since April of 2020.

II. Mail Carrier Response

The mail carrier for my home was very positive about the pack of dogs. He stated, "these dogs are the most well behaved dogs in Kirkwood. I have been so impressed with what you are doing." This positive response shows that having a realistic atmosphere for these dogs helps them in their own home. Having a mail carrier who is not fearful of the family pet is a huge win for our community. This spills over to well adjusted dogs with lawn services, delivery services, and others that the dogs may encounter in a day.

III. Client feedback

Attached is a petition and letters from clients and neighbors. These letters give the feedback necessary to approve Canine Coaching at 551 N. Clay Ave.

Specifications and Standards

I filed an application for a Home Occupation for a dog training business. The Kirkwood Zoning Code does not specifically call out "animal training" as a prohibited home occupation. However, the city staff denied my application because animal training, in their opinion, was very similar to animal grooming and therefore was determined to be a prohibited home occupation. Dog training is very different from dog

grooming and medical hospitals. My proposed business model is more reflective of an in-home day care setting.

Canine Coaching is an in-home business run by myself with no other employees where 70% of the business is conducted off site at the dog owners' homes. 30% of my business is conducted on my property Monday - Friday 8 am - 5 pm, no more than 40 hours per week. I use my 3-car garage that has a loft above as my office and training facility. This indoor space has been adapted for this purpose. See attached pictures and survey that provides measurements.

I am providing a training model that is holistic and accessible for Kirkwood residents as well as other communities. Using a pack mentality of dogs in a realistic setting rather than a warehouse gives more opportunity for positive and effective training. Owners have the opportunity to observe first hand strategies to use with their dogs upon arrival and pick up as well as see the progress the dogs are making while interacting with different sizes and breeds. Continued core coaching is provided through at home visits with the families.

Therefore, I am applying to the Planning and Zoning Commission to propose changing the zoning code language to allow in-home dog training as an accessory use in residentially zoned districts.

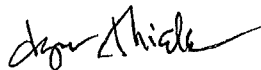
I propose the following operating standards for an in home animal training business:

- Permitted home occupations shall not create an adverse effect on the residential character of the zoning district or interfere with the reasonable enjoyment of adjoining properties.
- Animal training is limited to Monday - Friday between the hours of 8 am and 5 pm.
- There shall not be more than one training facility within 1,000 feet of each other and no more than 10 in the city of Kirkwood.
- The trainer must be an occupant of the house
- One client at a time may be on the premises, but animals may be dropped off on the property without an owner present.
- At no time should animals be left unsupervised.
- Having a detached structure is needed in order to provide structured training and a safe place during inclement weather and other safety related issues.
- No more than 10 animals including those residing on the premises are allowed.
- There shall be no signage, including any window displays on the property.
- Traffic shall not be generated in significantly greater volume than would be normally expected in the residential neighborhood.
- Property must be maintained and all waste needs to be disposed of in a sanitary and safe manner.
- No equipment shall be used which will create any dust, noise, odors, glare, vibrations, or electrical disturbances beyond the lot. Long continual barking is prohibited.
- Random inspections of the property are recommended but not required.

In conclusion, I encourage you to look through the packet of information I have provided to you. The letters and petition show the great support I have for my dog training program. This support is not only from my adjacent neighbors it comes from the broader community. For all of these reasons I am asking the Planning and Zoning Commission to consider my application to amend the zoning code to permit dog training as an accessory use in

residentially zoned districts. Thank you for your time in reviewing this. During this trying time in our society this unique service is a tremendous benefit to the community and City of Kirkwood.

Sincerely,



Lynn Thiele



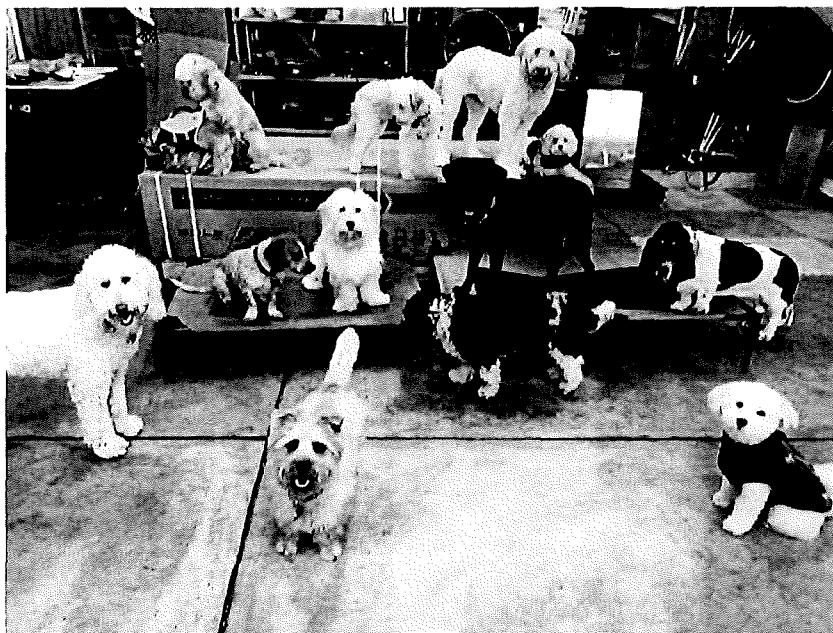
"Dogs do speak, but only to those who know how to listen"

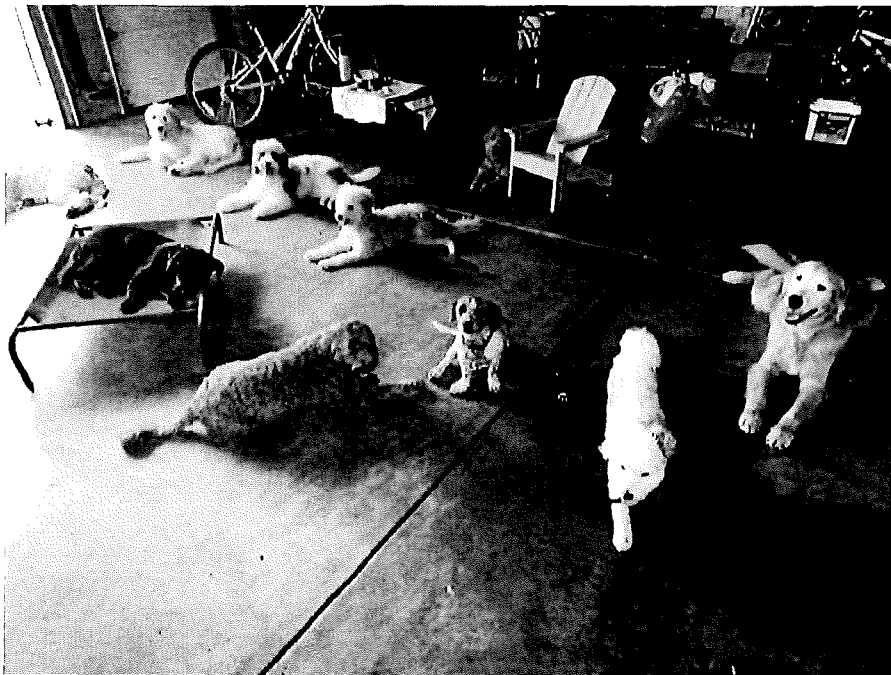


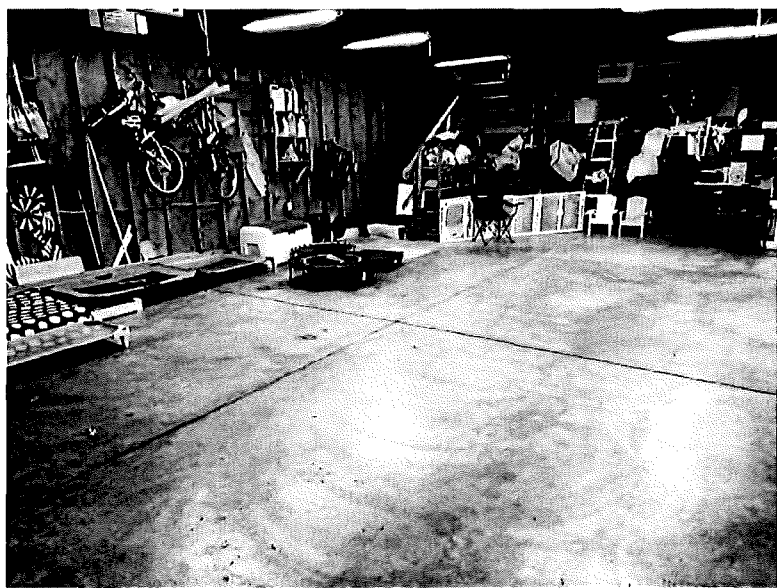




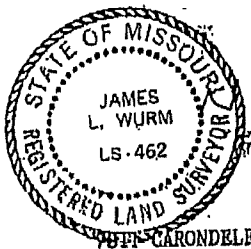
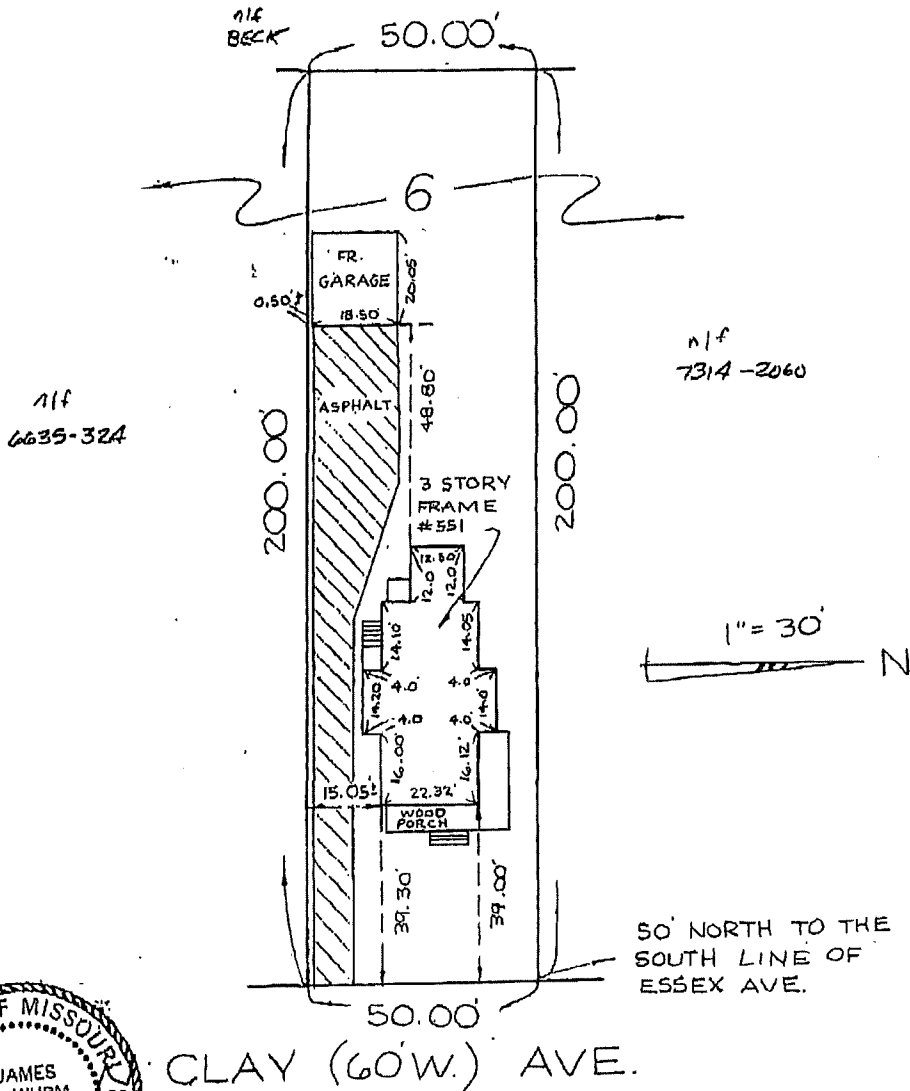








LEFFINGWILL'S FIRST ADDITION



11f BECK 50.00'
 11f 7314-2060
 6635-324
 200.00' 200.00'
 1" = 30'
 N
 50' NORTH TO THE SOUTH LINE OF ESSEX AVE.
 CLAY (60W.) AVE.

11f CARONDELET AVENUE, SUITE 101, CLAYTON, MISSOURI 63105, OFFICE 727-4008

This is to certify that at the request of Community Title
 we have, on the 8th day of June, 1988 made a survey on Pt. of Lot
6 of Leffingwill's First Add. as recorded in Plat Bk. B pg. 80 of the
St. Louis County Records
 in St. Louis County, Missouri, and that the result of said survey is represented
 upon this plat.
 Survey By: D. Adams
 Survey No.: 69557
 Drafted By: P. Wagaman

JAMES ENGINEERING & SURVEYING COMPANY, INC.
 By: James L. Wurm
 JAMES L. WURM, L.S. 462, PRESIDENT

An agreement has been made by James Engineering & Surveying Company, Inc. and Community Title to exclude this survey work from the following requirements of the current Missouri Minimum Standards for Property Boundary Surveys: (1) The surveyor will not monument any corners of the parcel; (2) The plat may not show the legal description of the parcel; (3) The survey will not be referenced to corners of the original subdivision or the government surveys; (4) No fence lines will be shown; (5) The dimensions of the parcel and other features will be insufficient to establish property lines.

Law Office of Virginia L. Busch

Attorney at Law
819 S. Main Street
St. Charles, MO 63301

Legal Assistant
Linda Clements
lclements@stcfamilylaw.com

Telephone: (636) 947-9444
Facsimile: (636) 947-1651

December 9, 2021

City of Kirkwood
ATTN: Appeals Board
139 S. Kirkwood Road
Kirkwood, Missouri 63122

RE: Lynne Thiele and Canine Coaching

Dear Sir or Madam:

I understand that Lynne Thiele is applying for an occupancy permit. Please accept my unequivocal endorsement of Lynne Thiele and Canine Coaching. Kirkwood is well known throughout the St. Louis Metropolitan area as one of the most desirable places to reside. It is a community that is family friendly, child friendly, dog friendly, and with a rich historical appeal. The city is green with wide streets and historical houses and a great school system.

Lynne Thiele is an integral, well-respected member of the community. Lynne, who is a psychologist by profession, has acquired training as an animal behavioralist. Lynne utilizes many of the techniques that she utilizes when counseling children and adolescents. Often, she combines her training with cognitive behavior techniques to combat separation anxiety and fears.

I personally have witnessed her approach with my rowdy six month old Labrador puppy. Under Lynne's tutelage, he has become quite the well behaved "gentleman".

Canine Coaching, her training and socialization company, was borne out of a need during the COVID period. Dog owners wanted and needed a professional who could train and socialize their dogs.

No one else offers the unique service that Lynne does. She travels to individual homes to initially provide puppy training. As the puppy gets older, she provides a realistic environment to socialize the dogs with other dogs and teaches them appropriate behaviors to co-exist in the community with people and other animals. The dogs learn proper behaviors not only in a family setting but in a setting where they will encounter other dogs outside of the home environment.

The dogs learn at her camp to be well behaved canine citizens whose owners can take them to the various cafes and parks in Kirkwood. This is a tremendous benefit to the dog owners and the City of Kirkwood

E-Mail: ybusch@stcfamilylaw.com and ybusch@stcmmediation.com

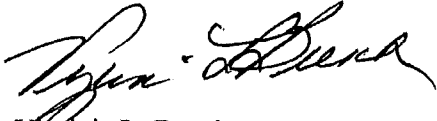
RE: Lynne Thiele
December 9, 2021
Page Two

community.

Kirkwood is known for its uniqueness and Canine Coaching provides a valuable service to help pet owners become responsible pet owners with happy, well-behaved dogs and this clearly provides a valuable service to the community.

I trust you will strongly consider approving her application

Yours truly,

A handwritten signature in black ink, appearing to read "Virginia L. Busch", written in a cursive style.

Virginia L. Busch
Attorney at Law

VLB/lc

Lindsey Turner
547 N Clay Ave
St. Louis, MO 63122

October 12, 2021

To whom it may concern,

I am writing this on behalf of my neighbor Lynn. About a week and a half ago, a woman passing by our homes reported a noise disturbance and ferocious barking coming from Lynn's backyard. I would like to assure you that as her neighbor, I have never been inconvenienced or felt as if barking coming from her home was a disturbance. I have a lot of children including one that still naps. At no time has his nap been interrupted because of outside noise. I am not implying that the dogs in Lynn's yard do not bark. I can assure you though that they are no more of a disturbance than any dog barking including my own. I can also assure you that the report of ferocious barking is simply not true. One of the wonderful things about the service Lynn offers is her willingness to educate anyone regardless of age on appropriate ways to work with dogs. My children who range in age from 13 to 2 spend quite a bit of time with Lynn learning about training dogs and feeling as though they are an asset in helping Lynn with her training. If at any time I would have felt that a dog was "ferocious," I would not allow my children to go help, but that simply has not happened. My kids have developed relationships with these dogs and their families, so much so that when they spot them out on walks in the community, they are quick to say hello. Lynn is adored by anyone that meets her. She genuinely wants what is best for this community. The service she offers helps to socialize these dogs not only with other dogs but with other adults and children as well.

I ask you to allow Lynn to continue with her training because it truly is a benefit to this community that we have grown to love.

Thank you,

Lindsey, Matt, Noah, Quinn, Sloan, Mya, Bryn, and Lincoln Turner

October 8, 2021

City of Kirkwood Appeals Board
139 Kirkwood Road
Kirkwood, MO 63122

To Whom it may concern,

I'm writing to express my support for issuing a permit for my next door neighbor to continue to provide dog training services from her home. During the pandemic, so many people got dogs in our area and with that came a real need to socialize and train puppies. When Lynn helped out a couple of neighbors with that task, it became apparent that she is tremendously talented and that she not only was helping the dogs but also helping humans. Not only does she help the families with the dogs, but during a time of continued social distancing and persistent periods of isolation, our youngest son benefited greatly from the ability to interact with dogs that have visited next door.

I urge you to work with Lynn to find a satisfactory resolution to the issue of passersby being startled by dogs barking. Just as Lynn is a good neighbor to those of us living right next door, I know she wants to put neighborhood walkers minds at ease. Perhaps some movable signage in her front yard could solve the issue?

I love Kirkwood, and this neighborhood service that has sprung up next door (and the neighbors I've met because of it) is part of what I like about living here.

Thanks so much for your consideration.

Lesli Moylan
555 N Clay Ave
314-368-0500
lesi.moylan@gmail.com

November 10, 2021

City of Kirkwood Appeals Board
139 Kirkwood Road
Kirkwood, MO 63122

Kirkwood Board of Adjustments Committee,

Statistics show that noise is the number one neighborhood complaint in the United States. Not violence, noise. When we think of someone offering dog training and camps at their home this is the first thing we focus on, "what about the noise and disturbance?" Maybe we should shift our thoughts for a moment to what the possibility is. Let us open our minds instead of immediately becoming intolerant. How about the benefits to someone offering these services in a realistic setting within the hours that normal businesses are running.

Noise is the number one neighborhood complaint. Yep, noise. If we think about our community and our neighborhoods I think about the families enjoying the outdoors. Hearing the kids out playing, laughing, and even crying. Never once have I thought that noise was disturbing me.

So, if we shift our thoughts for a moment we see that we have a member of our community actually trying to help contribute to the noise. We have a home based business that is training our furry friends to be good citizens. We have someone taking the time to expose the dogs to everyday real life and help them adapt. She isn't creating noise, she is helping to eliminate the noise.

Dogs bark. Kids cry. Kids laugh. Kids scream. Dogs bark. It is all in how we look at it. I am a mom of three kids and a lifelong dog owner. My dog has been trained by Lynn with Canine Coaching. My dog has been to her socialization sessions. My furry friend has benefited in so many ways from her training. My previous dog had terrible separation anxiety and would bark anytime I was away from her. Lynn was able to work with me and my pup to ensure this didn't happen again. Not only has she helped create a calm and confident dog she has consistently helped numerous families in our community.

I write to you in support of Canine Coaching. I urge you to allow her to continue to improve Kirkwood as a dog friendly community. I can attest that I have never walked up to bring my dog and experienced barking or chaos. It is quite the opposite. I have often sat in my car and text her to make sure it was ok to come in because it was so quiet and controlled.

In conclusion, Lynn has a gift. She has shared this gift with this community and has helped so many families. This spills over to our streets, shopping district, and outdoor dining establishments. She has improved Kirkwood and made us a happier, more dog friendly community. I again, urge you to allow her to continue her work for the good of this community and others.

Sincerely,

Christa, Ross, Ella, Nate, and Rizzo the Golden Retriever
314-494-2756
christastauder@yahoo.com

11-14-2021

To Whom It May Concern;

I am writing on behalf of a well respected neighbor, Lynn Thiele. We have lived in the neighborhood long before Lynn and her family moved in. We have a dog, and just recently learned that Lynn does a tremendous job with dog camp. It was to my delight when I found out about an opening, and signed up my dog, Chief, to meet Lynn. I have heard so many good things about the magic she works with dogs. We have been walking Chief around the block, right past her house, for almost 2 years and never realized she was holding a doggie camp. We have never seen traffic backed up with drop off or pick up of dog campers. In addition, Chief has never been distracted by a single dog at her house, nor have we ever felt threatened or heard excessive barking.

I hope you will consider granting her petition for a license so she can resume doing what she is so gifted at. I look forward to sending Chief to Lynn in the very near future.

Respectfully submitted,

Nancy Raymond & "Chief"

205 Way Ave.
Kirkwood, MO 63122

A handwritten signature in cursive script that reads "Nancy Raymond". The signature is written in black ink and is positioned below the typed name and address.

Katie Molitor
604 Pearl Ave.
Kirkwood, MO 63122

December 7, 2021

To Whom it May Concern:

I am writing this letter in support of Lynn Thiele and her request for a permit that allows more than three dogs on her property. I am a neighbor and friend and I live at 604 Pearl Ave, right around the corner. I work from home and I have never felt there was an issue with the dogs she has trained in the past. I also have never heard of any of my other neighbors who are home throughout the day complain about the noise at Lynn's house. Not only do I feel that her working with dogs is not a burden to the neighborhood, I view what she does to be a great asset. I have taken one of my dogs over to her many times and she has helped me and my dog immensely. The work she does with her dogs ultimately helps Kirkwood, because she helps our dogs become better behaved and calmer animals. My dog is better walking around our neighborhood now that he (and I) have been trained by Lynn.

Please take into consideration this unique situation. Allowing Lynn this permit actually makes our community better.

Sincerely,



Katie Molitor

**Dale and Katherine Weppner
404 S. Harrison Ave.
Kirkwood, Missouri 63122**

November 14, 2021

City of Kirkwood
Planning and Zoning Commission
Kirkwood City Hall

Re: Canine Coaching

To Whom It May Concern:

We write this letter on behalf of Lynn Thiele and her application for a permit in support of her Canine Coaching training camps.

Last Thanksgiving, we unexpectedly lost our yellow lab to an undiagnosed illness. Our family was devastated. We quickly adopted another lab puppy. The passage of time makes one forget how much energy a new puppy has, as well as the amount of time required to properly train and care for our new pet.

This is where Lynn and her training camps come in. We initially heard of Lynn and her personalized dog training through word of mouth. We quickly engaged her to visit our house and provide us with helpful tips on training our new puppy. Lynn was patient and supportive, all the while demonstrating her command of canine behavior.

We then learned that she also offered group training camps for dogs of all ages and sizes at her home. When we were invited to visit, we were pleasantly surprised. Right here in Kirkwood, Lynn had a backyard paradise for dogs, complete with a turf playing area, fenced yard and shelter from the elements. The amazing part is we have walked by her home with our dog on numerous occasions and never knew there were dogs there. The camp is located in the rear of the property well away from the street or pedestrians. The result was a happy, well-mannered, socialized (and exhausted) puppy.

The benefits to our pet-friendly community are numerous, perhaps, none more so than Lynn's camps, along with her little neighborhood helpers, turn out trained and conditioned canines who largely behave and are used to and safe for other animals, adults and children on our many walks in and around Kirkwood, including the downtown area with its many restaurants, shops and creameries. It is uncommon, indeed, for us to enjoy a walk and not be stopped for a friendly pat on the head and complimented on how well trained and behaved our pet is.

On the other hand, Lynn's camps pose no detriment to the Kirkwood community. There is no noise, odor, public nuisance or unsanitary conditions. There are no traffic issues posed by her camp, which is most welcome if you take a drive through Kirkwood on any given weekday and try and navigate

the numerous construction vehicles and trucks which routinely clog our streets. Indeed, on several occasions we have spoken with Lynn's immediate neighbors who fully support her efforts. That support speaks volumes.

We hope the Planning and Zoning Commission will fully and fairly consider Ms. Thiele's application for Canine Coaching and issue a permit for her dog training and camps in Kirkwood.

Respectfully,

Dale and Katherine Weppner

November 15, 2021
City of Kirkwood
Reference: Canine Coaching Permit

My name is Malea Heller and I am a resident of Glendale. I have four children who have attend/ed St. Peter School and we spend a great deal of time in Kirkwood with our friends and family. During early Covid, we adopted a puppy who has since benefited greatly from training and assistance from a wonderful woman in Kirkwood that many referred to as "The Dog Whisperer", Lynn Thiele. Lynn came to our house a few times to help train both us and our new puppy. We also have an older dog who did not appreciate her new younger puppy brother. Lynn helped us with several training sessions to acclimate both dogs to becoming good canine citizens. We also knew that Lynn had doggie daycare so approximately 18 months ago, our puppy started attending weekly training at her house. It was lifechanging for both our dog and for us.

When we drop off our dog at Lynn's house, we go to a side gate and he runs right in without looking back. He LOVES Lynn. The transition is seamless, we are in and out in 2 minutes, and we leave our dog happily playing with his buddies with minimal noise and disruption. Lynn is always out there directing the dogs and it is so amazing to us how well they listen to and know her. Our dog is usually there for a few hours, which is much less time than traditional doggy daycare facilities where he would have to stay all day (8am-4pm). When we pick up, the dogs are happy and our dog transitions easily, although he's usually very mopey that it's time to go home. The noise at pickup is minimal and Lynn spends a few moments providing feedback on how our dog behaved and what we should work on, etc. In fact, we have two dogs next door to our house who make more of a ruckus when we go into our back yard than the handful of dogs in Lynn's yard.

We sometimes walk or ride bikes by Lynn's house and I'm always a little sad when it's not my dog's day to visit. He loves her so much and he is a much better dog because of her training. It makes me smile when I see a few dogs playing in her back yard while she's walking around with them. Usually I can't even hear them -- I have to look for them! She's like the pied piper -- the dogs get in line and follow her around (I have pictures to prove it). Whenever I'm at her house or walking or riding by, I always feel safe and confident that Lynn has everyone's safety in mind. Even her little neighbors will be over in her yard with her, playing with the dogs -- my dog loves these kids and is much better around my neighbors because of this experience! I think Lynn provides a positive experience for the dogs and humans around her, and that she is a tremendous asset to the Kirkwood community with the services she provides. It is my hope that she will be allowed to continue promoting good relationships between dogs and their owners.

Sincerely,
Malea Heller
815 Hawbrook Rd
63122
314.518.5026

City of Kirkwood
139 S. Kirkwood Road
Kirkwood, MO 63122

Brad and Amanda Landsbaum
735 N. Harrison Avenue
Kirkwood, MO 63122

November 12, 2021

Dear City Council Members,

We are writing in strong support of Canine Coaching and the valuable service Lynn Thiele provides to the Kirkwood community.

We met Lynn earlier this year when we welcomed a rescue puppy to our family and a friend recommended her services. She came to our house twice and worked with our entire family on establishing healthy behaviors and routines. That coaching has been immeasurable.

In addition, our puppy attended camps in her fenced backyard where he socialized with other dogs in a controlled environment. This coaching is not possible in a dog park environment, as we have experienced unwanted behavior from dogs that are not adequately supervised. At Canine Coaching, our puppy quickly learned how to behave positively with other dogs, which has allowed us to walk him around Kirkwood with confidence that he will interact well with other dogs and people.

We live a few blocks from Canine Coaching and have walked by frequently and have never encountered a noise disturbance. When we drop off and pick up from camp, we are usually the only owners at that time and it's a quick handoff.

We are so grateful to the services that Lynn provides because we know the positive impact it's had on our dog, our family, and the Kirkwood community. Most of the clients live in the neighborhood and we believe Canine Coaching contributes to safer streets, parks, and outdoor areas around Kirkwood. It also contributes to the numerous hometown businesses and services that make living in Kirkwood special.

We ask for your support of Canine Coaching to benefit the Kirkwood community.

Sincerely,



Brad and Amanda Landsbaum

City of Kirkwood Appeals Board
139 Kirkwood Road
Kirkwood, MO 63122

Hello,

I'm writing to support Lynn Thiele of Canine Coaching and the camps she runs in her backyard. We heard of her through one of our neighbors and have been so grateful for the training our dog Milly has received.

We got Milly from a rescue organization last November and it had been a long time since we had a puppy in the house. Lynn's training and advice have been so valuable. Milly is a happy, well adjusted dog and the camp at Lynn's house is a good part of the reason why.

I've been taking my daily walks past Lynn's house since working from home (March 2020 due to the pandemic) and didn't know the camp existed until my neighbor told me about it. I take my walk without Milly once a week when she's at camp and have never heard barking coming from the yard.

We often have people walking Milly's fellow campers by our yard and hear them say hello. We have lived in Kirkwood for nearly 30 years and want to impress upon you the value of a local resource like this.

Thank you,
Nancy Isringhaus

124 N. Harrison Ave.
Kirkwood, MO 63122

314-221-6141
nhaus@charter.net

November 5, 2021

City of Kirkwood
Kirkwood City Hall
139 South Kirkwood Road
Kirkwood, Missouri 63122

RE: Ms. Lynn Thiele of 551 North Clay Avenue

To Whom It May Concern,

Our family has been residents of Kirkwood since 2013. We moved to this community and have loved living here for many reasons, among them the friendliness of neighbors and businesses and the walkable downtown. We are dog owners and have greatly enjoyed our daily dog walks on the streets of Kirkwood. For years our walking route has taken us East on Essex, turning South on North Clay Avenue, where unbeknownst to us we would pass the residence of Lynn Thiele at 551 North Clay Avenue. We have always admired this house as one of many unique older homes in the area that is well cared for and that always has beautiful seasonal decorations.

That brings us to the reason for our letter. We would like to express support for Lynn Thiele and the dog training services that she offers. We feel it is such a valuable service to the Kirkwood community and beyond, and we feel she conducts her business in a way that is extremely professional, welcoming and respectful to clients and neighbors alike. In fact, until we purchased our second dog, a puppy, in early 2020 and learned of the training services offered by Lynn Thiele, we had never even realized or noticed that Lynn was conducting dog training at her residence.

We had never seen or heard dogs from the sidewalk any more than from any other house where a dog lives. We had never seen more than one car parked in the driveway at a given time. We had never noticed traffic at the corner where she lives or thought there was any reason to be concerned about anything happening at the address. And we were walking by the house on a daily basis, at varying times and sometimes more than once per day. We were also frequently driving on this street and never noticed anything unusual going on at the house.

More than anything, we were thrilled to learn that that the service she provides was available in our community! We only wished we had met her sooner, so that she might have helped train our older dog!

We recently learned from a friend that Lynn has been denied the opportunity to operate her business, which was very disappointing to hear. Lynn Thiele is a kind and intelligent professional who embodies the spirit of Kirkwood in so many ways. We know she is beloved by many who have benefited from her services, and we are hopeful she will be given the opportunity to continue to provide such services to her community.

Thank you for your consideration of this letter in support of Ms. Lynn Thiele.



Kerrie & Joel Karsten
432 North Van Buren Avenue
Kirkwood, Missouri 63122

314-749-8333

To Whom It May Concern,

My husband Tim and I have lived in Kirkwood for 16 years. We are raising our six children in our "Mayberry" community. Our kids walk to school, eat and shop in downtown Kirkwood and walk without fear to friends' houses. It is a slice of heaven in Kirkwood.

Like many other families, COVID brought a four legged friend to our home. We bought an Australian Shepherd, named him Aspen and started the journey as pet owners. Aspen is friendly, greets every dog on the street, and we feel confident that he is never going to be a danger to another human or animal, and this is entirely because of Lynne and Canine Coaching. Aspen and I walk to her house once or twice a week and he spends the day learning to socialize with other dogs, obey another human and most importantly, he is happy. Just like children, happy dogs are good dogs.

Kirkwood promotes itself as a community, family friendly, Lynne provides all of those things through Canine Coaching. I have met more of my neighbors, learned to be a good dog owner and my dog is much better behaved. I can't imagine why "Kirkwood" wouldn't applaud Lynne for her service and promote her as the amazing service she is. Perhaps everyone needs to remember that the heart of Kirkwood is the people. Lynne promotes community through Canine Coaching.

Sincerely,
Kristen and Tim Figge
314-402-6739
434 North Harrison

Nov. 12, 2021

City of Kirkwood
Re: Canine Coaching Business

City of Kirkwood,

I am writing this letter of strong support for Lynn Thiele and her business, Canine Coaching. I have been a client of Ms. Thiele's since August of 2019. The services which she provides have proven invaluable to our family in the care of our two dogs. We first came to Ms. Thiele in need of training our new puppy in August of 2019, and have continued to use her services, especially the day camp service which she had offered at her home on North Clay. In my time dropping off and picking up my dogs, I never experienced nor observed a problem with parking in her driveway or just in front of her home. Ms. Thiele offers staggered drop off and pick up times, which I readily used, arriving at 10 a.m., and often picking up at 4:00 p.m. Additionally, I did not observe or hear from any neighbor or client of any annoyance with excessive barking. I am in full support of her receiving approval to hold her Canine Coaching business at her home. I believe it will improve the lives of Kirkwood families like mine who rely on her day camp for care of our dogs during the workday. Please reach out to me via phone (314) 795-5018 or email, michelle,krausz@gmail.com if you would like any additional information on Ms. Thiele's Canine Coaching.

Thank you for your time and thoughtful consideration.

Sincerely,

Michelle Krausz
349 E. Bodley Ave.
Kirkwood, MO. 63122

To Whom It May Concern:

This letter is to share my perspective about Lynn's Canine Coaching and also implore you to allow her to continue. Lynn has been involved with training our "Covid" puppy (Sophie) since the day we brought her home and I credit Sophie's calm nature, obedience, and ability to play calmly with other dogs to Lynn. The coaching that Sophie has received and the ability for her to learn how to socialize and interact with other dogs in a non - aggressive way is something that I feel is VERY valuable to our community. We take Sophie everywhere with us and we receive comments all the time at how calm Sophie is when we encounter other dogs. Having Sophie be so accustomed to other dogs due to Lynn's Coaching has given us more freedom than I've experienced with my other dogs.

Lynn is a gift to our community for so many reasons, but how she helps owners and dogs create a healthy relationship has got to be at the top of the list. Dogs are not trophies, they are part of our families. Lynn helps us to integrate them, understand them, and more importantly help the dogs learn to behave with other dogs. This is a true gift that you do not get from a larger organization. Moreover, Lynn has true 'gifts' as it relates to communicating and training dogs. She understands them, she reads them, and she can "get" to them in ways I believe very few people can. So why would we NOT want someone to lean into and amplify her super powers?

Sophie is acutely aware of the days when she "goes to school" and it has been sorely missed by all of us. We respectfully request that you allow Lynn to begin her coaching immediately. I believe her coaching is a valued addition to the community and is reflective of the values that attracted me to move to Kirkwood. This seems very unfair and unnecessary given the great lengths she goes to to ensure the safety of all around her. I pray you will reconsider.

If you have any questions, or if I can help advocate for Lynn's return to operations, please do not hesitate to reach out to me.

With gratitude,
Whitney Kenter

Whitney
Founder, Glowe
314-486-0779

Kim Crawford

625 Ericson Place
Kirkwood, MO 63122
(314) 303-7647
kimcrawford_st@hotmail.com

14th November 2021

Kirkwood Planning and Zoning/Board of Adjustments

Kirkwood, Missouri 63122

To Whom it May Concern,

I am writing in support of Canine Coaching being allowed to continue to train my dog at her location in Kirkwood. I have been dropping my dog off at Canine Coaching weekly for over a year and half. There has never been an issue with traffic or **barking** from the dogs. I am easily able to park in her driveway or on the street and many days I walk my dog over. If there is barking, it is very short lived, and within Kirkwood guidelines.

Our dog, Cuzco, has been so much better around other dogs due to Canine Coaching. We are able to go on walks on Taylor without him freaking out when he sees other dogs. This type of training and socialization has made a huge impact in our life and being able to have a dog that we can walk downtown Kirkwood. Without Canine Coaching, this would not have been possible!

Please allow her to continue her service. It makes for better socialized dogs in our community. I admanately support Canine Coaching.

Sincerely,

Kim Crawford

11/13/2021

To: Planning and Zoning Commission

From: Katie LeGrand, Kirkwood resident

To the Planning and Zoning Commission:

I am compelled to write this letter in support of Lynn Thiele, aka "Dog Whisperer". She truly is an amazing resource in our Kirkwood community. Our family is so grateful to her, helping us train our beloved dogs. I have sent many friends to her for dog training and she truly has a gift with training dogs as well as their humans. I am a Kirkwood resident and have taken my dog to Canine Coaching on Fridays. My dog loves our walk to Lynn's house on Fridays, he knows the way. Canine coaching is a huge asset to the Kirkwood community. Lynn trains the dogs and they play and learn how to get along with each other. She trains and challenges the dogs to behave better. My dog is worn out for at least a day after Canine Coaching. We brought home a puppy and our older, rescue dog wasn't too thrilled with our decision. Our rescue dog has issues because she was not socialized with other dogs when she was younger, before we adopted her. We noticed our puppy was modeling some of her anxieties and were thrilled to expose him to other dogs at Canine Coaching. Our puppy has learned to play well with dogs. Lynn has set up her backyard and garage to accommodate dogs in all types of weather. She helps the owners by working with us to address any issues she notices during Canine Coaching. Especially during Covid, dogs had zero socialization with other dogs. Many people were adding dogs/puppies to their families. Canine Coaching was and continues to be a needed community resource. Lynn helps the owners manage their dogs better on walks, and teaches them how to be around other dogs and people. I have noticed Kirkwood residents who are also going to canine coaching bringing their dogs everywhere with them. I think Canine Coaching is helping to play a part in allowing residents to have better disciplined dogs around Kirkwood whether as a calm home companion, for an outside dinner downtown, or just walking in Kirkwood. Lynn is a natural community builder and her neighbors' children love helping out with Canine Coaching.

Sincerely,

The LeGrand Family

November 14, 2021

Dear Kirkwood Planning and Zoning Board,

We are writing this letter to express our gratitude and support of Lynn Thiele's contribution to our Kirkwood community through her Canine Coaching. Keystone, our golden doodle, is a better dog in public while around other dogs and humans because of her amazing training program. Since we brought Keystone home at the beginning of the Covid pandemic, she has worked with him diligently and has shown her love for caring and training him to be a well behaved dog. Lynn was able to develop a Covid-friendly way to work from home while providing a safe space for our community dogs. They were able to receive top-notch training and interaction throughout the challenging times of this pandemic.

Lynn is making our community safer by training dogs to behave and interact in public. Her Canine Coaching is neighborhood-friendly because it doesn't cause traffic on Clay Ave. as it is easy to park in her driveway for drop-off. Also, the noise level is extremely minimal, and nothing more than a lawn mower, leaf blower, construction, or other neighborhood dogs barking outside during daytime hours. Dogs are trained away from the street without any interaction with pedestrians.

We offer our full support in hope that you allow Lynn to provide this critical service for members of our Kirkwood community. In a household with two full-time working parents, Ryan (a sales leader for Dell), Jenny (a first grade teacher at Tillman Elementary), and our children enrolled at Westchester, this is a crucial service for Keystone and our family's well-being.

Sincerely,

Ryan, Jenny, Ava, Bennett, and Keystone Manuell

12108 Bent Brook Rd.
St. Louis, MO 63122

November 10, 2021

City of Kirkwood Appeals Board
139 Kirkwood Road
Kirkwood, MO 63122

To whom it may concern,

Hi my name is Anne Portell. I am writing this letter to tell you how Caine Coaching by Lynn has helped my 1 year old goldendoodle out so much!

Lynn is a very valuable coach and so talented with my Ruby and all the other dogs. Lynn is truly a dog whisper! She is great for the community in so many ways. Parking has never been an issue or caused traffic problems on Clay. Every time I have dropped off Ruby the barking is always contained and not prolonged.

Since Ruby has not been to Canine Coaching she has been in her crate more while my husband and I are at work. She and has been more anxious and destroying our yard because she has so much energy ☹️ Canine Coaching helped her energy levels and she listened more because she was mentally and physically challenged at Lynn's. Lynn always challenged her smartness and coached her to be a wonderful trained dog. Ruby is a better dog because of Canine Coaching!!

Thank you for you time,
Anne Portell
aportell07@gmail.com
314-210-9635

November 12, 2021

City of Kirkwood

Reference: Canine Coaching Permit

My name is Cheri Calkins and I am a resident of Kirkwood. I have three daughters, aged 19, 16 and 13. We were so excited to bring a new puppy into our family this past year. We all agreed on a Portuguese Water dog. While he is loving, cute and so fun to be around, he has also been a handful. Our older dog is smaller, calmer and never had as much energy. We didn't know where to turn, but heard about a wonderful woman in Kirkwood that many referred to as "The Dog Whisperer". Lynn came to our house a few times to help train both us and our new dog. At this time I also inquired about having Milo at her house for doggie daycare, but she suggested a few more training sessions so she knew Milo would fit in with the other dogs and that he would be able to control his behavior. I felt Lynn had the best interest of all the dogs in mind.

When you drop off your dog, you go to a side gate. The other dogs are in the back playing with Lynn which makes a smooth transition. Since Lynn spends time matching up dogs that she feels will be a good fit, the chaos is kept to a minimum during this portion of the day. Lynn is always out there keeping a handle on everyone and keeping the noise down. Again, the dogs know her and listen to her. Lynn also keeps the days shorter than most doggie daycares so the dogs are not overstimulated and overexerted. This makes pickup also easier as none of the dogs seem to be overstressed. When you pick up your dog, Lynn may have the other dogs still there, but noise has never been an issue. Lynn spends at least 5 minutes telling you what happened with your dog that day, things to work on, etc. Barking and bad behavior from dogs has never gotten in the way of this conversation which I'm always impressed with.

My youngest goes to school at St. Peter, just down the street from Lynn's house. Sometimes after school, we will walk past Lynn's house in order to get to her friend's house. I'll smile as I walk by when I see a few dogs playing and having fun (my dog only goes once a week), but I always have to look over to see if there are dogs; I never hear any noise coming from her property. Whether it's during pickup or dropoff of my dog or just walking by, I feel safe and confident that Lynn has everyone's safety in mind and has done the legwork ahead of time to ensure a positive experience for everyone. I feel she has been an asset to the Kirkwood community in offering her services. She is not one-dimensional and provides an alternative to other larger businesses that don't always work for every dog. I really hope for the sake of her clients and the dogs, Lynn can continue to provide this valuable service in Kirkwood.

Best regards,

Cheri Calkins
452 Julian Place
Kirkwood, Missouri 63122
Cell: 314-570-9387

November 14, 2021

Shannon O'Toole Kuhlman
420 Woodview Manor Lane
Kirkwood, MO 63122
314-504-6107

RE: Permit for Canine Coaching – Lynn Thiele

Dear Kirkwood Board Members,

I am writing to express my full support of Canine Coaching owned by Lynn Thiele receiving a permit to operate in Kirkwood. I have lived in Kirkwood for 14 years, and part of the beauty of Kirkwood is the way our residents lend their talents to help their neighbors. We are an amazing melting pot of talents that help each other live even better, richer lives in Kirkwood – neighbors helping neighbors.

Lynn Thiele is the epitome of a neighbor. During the time of running her business she has put safety at the top of her list – helping clients train their dogs to keep both the dogs and neighbors of Kirkwood safe. At her home, where she provides training, the property is very well maintained and safe. The whole back yard is fenced in with locked gates and meticulously kept landscaping. It also provides safe shelter for the dogs during inclement weather. Lynn immediately teaches the dogs that they are not permitted to bark and if they do, she quickly silences them and ensures there are minimal noise disturbances. Clients drop-off and pick-up their dogs in wide time range and there is never parking issues.

Lynn is a member of our community that is trying to use her training talents to provide assistance to dog owners while at the same time making our community safer and better. I hope that

Board will allow her to continue to operate a business that helps our family so much.

Sincerely,

Shannon O'Toole Kuhlman
314-504-6107
Shannonotoole1218@gmail.com

4 Hawbrook Lane
Kirkwood, MO 63122
11/13/2021

City of Kirkwood Appeals Board
139 Kirkwood Road
Kirkwood, MO 63122

Dear City of Kirkwood Appeals Board,

I am writing to let you know of my experience with Lynn Theile and the Canine Coaching services that she provides at her Kirkwood residence.

We have been clients of Lynn's since January of 2021. Every Tuesday my dog, Lola, would attend one of her Canine Coaching sessions. We loved working with Lynn and if it weren't for her services Lola would not be the confident and well socialized dog that she is. Lynn would train the dogs both indoors and outdoors and her property was always impeccably clean and kept and the dogs in attendance were always safe and well protected.

Lola is an 8 pound Havapoo puppy. I would never drop her off in a situation where I felt that other dogs behaved aggressively or were intimidating. I rarely heard even a bark coming from her yard and often had to peer around the corner to even determine that they were present. In coming and going I was always able to park in Lynn's driveway and never ran into more than one other client.

Lynn provides a valuable service to the community and I truly believe that the streets of Kirkwood are safer given how many residents have used her services to train and socialize their dogs throughout the years.

Thank you so much for your consideration.

Sincerely,
Anna Dankenbring
314-749-5409

The Beumer Family
13001 Sunny Dawn Court
St. Louis, Missouri 63127

Dear Kirkwood Planning & Zoning:

I am writing this letter in support of Lynn Thiele and Canine Coaching. Our children attend school at Christ Community Lutheran Schools located at the corner of Woodbine and Kirkwood Road in Kirkwood. We added a Cavapoo named Elizabeth Louise (aka "Libby") to our family over COVID. Lynn was recommended to our family by a Kirkwood resident who lives in Lynn's neighborhood. This Kirkwood resident & neighbor walked by Lynn's house every day on her regular walking route and was impressed by the work Lynn was doing with the dogs.

We are so grateful for Lynn and the incredible work she has done with Libby and with us as a family! Lynn started out by working with Libby and our family in our home. When Libby was ready, she was able to join Lynn at her home for group training sessions. Based on my observations and the pictures that Lynn sent, I know that Lynn is working with the dogs outside in her fenced yard and also in her garage, which is set-up for training purposes. Canine Coaching should be considered an "in-home" business.

Lynn's dog training cannot be compared to a dog boarding or dog grooming business. Lynn's express purpose is to train the dogs and work on developing good social skills, including not barking at people or other animals. The animals are not unsupervised. Lynn provides a structured environment where learning can take place that is like a home daycare setting. Like children, the dogs are both inside and outside the home and the Lynn is engaged with them for purpose of learning positive social skills through play and instruction. Also like children, there is a certain level of expected and joyful noise! Given that Lynn is supervising the dogs and providing them with training, her group training sessions produce less noise than I hear in my own neighborhood from unattended and untrained dogs who bark constantly all day.

My children and I pick up and drop off Libby before and after school and I have no safety concerns. The dogs are under Lynn's supervision and engaged in training. I also rarely see other owner's there when I am picking up or dropping off. I am almost always able to park in Lynn's driveway and avoid street traffic. Lynn spends time at pick up speaking with each owner about their dog and I have never overlapped with someone else.

Finally, Lynn's application should be accepted because she is providing our community with a needed and beneficial service. COVID saw an unprecedented increase in pet owners. Walk down any Kirkwood neighborhood street and you will see dozens of families out walking their dogs. We need well trained dogs in our community that are interacting with children, adults and other dogs in a friendly and non-aggressive way. Canine Coaching has our unequivocal support. Lynn is helping build a happy, healthy and safe Kirkwood community!

The Beumer Family

11/13/2021

Re: Permit application of Lynn Thiele

Dear Sir or Madam:

My husband and Nana Spitzer and I are writing in support of the application of Ms. Lynn Thiele for a permit for her training camp, Canine Coaching.

We adopted a rescue chocolate Lab last January and have had the pleasure of having Toothie participate in Ms. Thiele's "doggy camp". In addition, because our yard is only a few houses and across the street from Ms. Thiele's home, we have observed personally what occurs during the days the dogs are there.

First, until recently we had no fence in our yard so walked Toothie about four times a day. We still do at least two; the training and socialization she

2.
received at Ms. Thiele's training camp has been invaluable. That training has helped her socialize with the dogs and people we meet on our many walks.

Second, we have not seen any problem at all with traffic or noise from the training camps. We walk routes there, when Ms. Thiele was able to run them. The dogs that arrive in cars only require a momentary stop to drop off or pick up. The dogs do bark briefly sometimes when a new dog arrives but very briefly. In addition, all the dogs were friendly, with each other and with all humans.

We think Ms. Thiele's camps are a real benefit to Kirkwood & hope you will approve the application. Sincerely,
Carol & Jason + Dana Snitzer

November 3, 2021

To Whom it may Concern

I'm writing this letter to express my concern regarding Lynn's permit denial. Lynn has been an asset to the Kirkwood community.

Kirkwood is an extremely family oriented town, & for most home owners this includes their dog.

Lynn provides a trustworthy, safe, haven for the local dogs of Kirkwood. She has helped immensely with the training of my golden retriever, Millie. We would have been lost without Lynn's help & Millie is now calm on the leash & does not bark - all due to Lynn's guidance conveniently located just up the street from our home.

Whenever we drop Millie off at Lynn's, she has complete control of her dogs. She has years of experience & we trust her completely with Millie. We walk past Lynn's house almost daily & have never heard barking or any kind of

disruptive behavior. All of her neighbors find value in Lynn's service to the community, & limiting her & denying her a permit is a detriment to the Kirkwood community. We are devastated that Lynn may not be able to care for Millie when we are out of town, and we adamantly oppose anyone who claims that Lynn's business is disruptive to the neighborhood. We fully support Lynn in her efforts to continue providing support to the dog owning community. Please contact me to discuss this further, or with any questions.

Sincerely,
Nancy Weller
314-965-1769

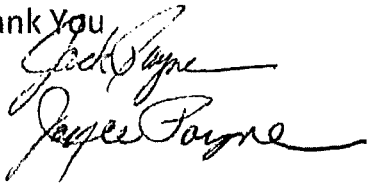
Nancy Weller

Attention: Kirkwood Board of Adjustment Committee

This letter is in reference to the need for quality dog training/camp in Kirkwood. Jack and I adopted an eight week old puppy this year. We quickly realized he/we needed help with behavioral training and socialization. We researched what was available and found it very limited in Kirkwood. Through a neighbor we found Lynn Thiele's Camp. As a result of the training/socialization under Lynn's direction, our dog is non-aggressive and socializes well with other animals and people. He rarely barks and never growls or fights.

It's our belief that there are many other neighbors with common needs for their pets in Kirkwood. Just look around, you can't walk anywhere without running into others walking their dogs. As a result, we often get asked about where we take our guy for training. Please consider our/their needs as you weigh your decision for our community.

Thank You

The image shows two handwritten signatures in cursive. The top signature is 'Jack Payne' and the bottom signature is 'Joyce Payne'. Both are written in black ink.

Jack and Joyce Payne

619 W Jewel Ave

Kirkwood, MO 63122

To whom it may concern:

We are writing this note to recommend Canine Coaching and testify to what a wonderful business Lynn runs. Lynn is an absolute professional; it is clear she absolutely loves dogs, but she is far more than a dog person running something on a lark. Our year old Havanese poodle Teddy is a calm, confident, chill puppy thanks to Lynn's work with him at Canine Coaching—he is wonderfully socialized and, rather than being another anxious little dog yipping his way through the neighborhood, Teddy greets all the dogs and people he sees and usually gets even the crankiest of dogs to stop and play with him.

Lynn's business is the real deal. I don't know the exact details of her logistics, but I can say that I have never seen more than one other person at drop off or pick up, no matter what time we arrive. We park right in front of her house, no problem. And no matter how many dogs she has, they are absolutely under control—every once in a while, one might bark when I walk up, but a quick word from Lynn (by name) gets the offender in the pack immediately settled. It's pretty amazing to watch.

All in all, Lynn and her business are huge assets to the Kirkwood community—both dogs and owners alike!

Sincerely,

Steve and Julie Missey
2131 Briargate Lane
63122

--

Steve Missey
English, Prep News
314.531.0330 ext. 2002
smissey@sluh.org

Andrew Unland and Anne Zipf
827 Thornberry Ln
Kirkwood, MO 63122
314.409.9810

November 14, 2021

To whom it may concern:

We are writing to express our support of granting Lynn Thiele with a permit to continue her passion for caring for our neighborhood dogs through Canine Coaching.

As we had been sending our own dog to Lynn for several months, we can attest to the many benefits of such a business in our neighborhood. We also acknowledge that there could be concerns, such as:

- Street traffic – however, we often walk our dog to Canine Coaching. On the occasion that we have driven her instead, we have never encountered any traffic or congestion resulting from the business.
- Noise pollution – however, we've not witnessed excessive barking. While we've seen that some dogs can naturally get excited during initial drop off, it is fleeting. When we've picked our dog up from camp, the dogs are quite well behaved after a day of much needed physical and mental stimulation.

This business is good for Kirkwood and fulfills a need. Our neighborhood is better for having the opportunity to have our dogs cared for and trained by such an incredible women.

We were devastated to learn that this was even an issue. Thank you for your consideration in keeping Kirkwood a great place to live and for allowing a small business to thrive that means so much to those it serves.

Sincerely,

Andrew Unland

Anne Zipf

To The Members of the Planning and Zoning Commission

Our family's dog had been attending daycare at the home of Lynn Thiele for the past year. It has come to our attention that because of a complaint she is no longer allowed to provide this service for her community.

She has been a valuable member of the community and a great friend. Her doggie daycare service has been vital to our family as our dog is otherwise home alone most days. She provides training for the dogs, education for the families that have trusted her and we have never once seen any reason to be concerned about safety. When we have been to her home, the dogs are all contained in her yard, well behaved, and cared for in a loving environment.

We have never had issues dropping off or picking up our dog. It has been easy to pull into her driveway without interrupting the flow of traffic. Despite the barking there has also never been an overwhelming amount of noise.

Lynn has even helped our son who was attacked by a dog elsewhere learn how to be around larger dogs again. She's helped him get over his fears by visiting with the dogs she cares for.

We hope you can allow her to continue to provide such a valuable service to our community.

Lisa and Bobby Shah

--

Bobby Shah, MD
Cardio-Pulmonary Associates
Pulmonary Diseases and Critical Care Medicine
222 S Woods Mill Rd
Suite 310 North
Chesterfield, MO 63017
Phone: 314-576-6700
Fax: 314-576-6520
Exchange: 314-364-5226
bobby.shah@stlukes-stl.com

THE CONSENT AGENDA IS ATTACHED

- a) Approval of the February 17, 2022 Council Meeting Minutes
- b) Resolution 15-2022, appointing Sheron Sears as the City of Kirkwood's Representative to serve on the St. Louis County Council for the University of Missouri Extension for a term to March 1, 2024
- c) Resolution 16-2022, accepting the single source proposal of Survalent Technology Corporation in the amount of \$26,765 for Substation Control and Data Acquisition for the Electric Department for an initial term of 12 months with the option to renew for up to four additional 12 month terms pending budgetary approval and authorizing and directing the Director of Procurement to issue a Purchase Order
- d) Resolution 17-2022, accepting the quote of Westport Pools in the amount of \$16,498 for Aquatic Center Competition Pool Repairs and authorizing and directing the Director of Procurement to issue a Purchase Order
- e) Resolution 18-2022, accepting the bid of CCIMW, LLC in the amount of \$61,196 for Aquatic Center Pool Painting and authorizing and directing the Director of Procurement to issue a Purchase Order



WHERE COMMUNITY AND SPIRIT MEET*

**Kirkwood City Council Meeting Minutes
Kirkwood City Hall
Thursday, February 17, 2022, 7:00 p.m.**

Pursuant to notice of meeting duly given by the Mayor, the City Council convened on Thursday, February 17, 2022, at 7:00 p.m. at Kirkwood City Hall, 139 South Kirkwood Road, Kirkwood, Missouri. 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, Planning & Development Services Director Jonathan Raiche, Finance Director Sandy Stephens, Communications Manager Freddy Doss, and City Attorney John Hessel.

**INTRODUCTIONS AND RECOGNITIONS
NONE**

PRESENTATIONS

Mayor Griffin announced that due to inclement weather the Human Rights Commission Denis Hart Awards will be rescheduled to April 7, 2022.

PUBLIC HEARINGS

Public Hearing #1

Mayor Griffin recessed the meeting for the purpose of conducting a public hearing regarding the City of Kirkwood 2022-2023 Budget. Mr. Hessel entered the following exhibits into the record: an Affidavit of Publication in the Countian on January 28, 2022, which included a summary of the proposed Operating and Capital Budgets, as Exhibit 1; an Affidavit of Publication in the Webster-Kirkwood Times on January 28, 2022, which included a summary of the proposed Operating and Capital Budgets, as Exhibit 2; and the Kirkwood Code of Ordinances as Exhibit 3.

Director of Finance Sandy Stephens presented the matter to the council:

- The budget process started in late July/early August 2021.
- The Citizens Finance Committee met from September through December 2021, going over the proposed budget and presented recommendations to the City Council in January 2022.
- Revenue and financing sources total \$107,718,162.
- Expenditures and other financing uses total \$102,610,127.
- Funds will be expended in the amount of \$203,300 from the General Fund for the payment of principal, and interest on the interfund loan for the Performing Arts Center.
- A copy of the proposed budget is available on the City's website.
- A discussion took place.

The bill will be placed on the March 3, 2022 agenda for first reading consideration.



WHERE COMMUNITY AND SPIRIT MEET*

Public Hearing #2

Mayor Griffin recessed the meeting for the purpose of conducting a public hearing regarding the Downtown Special Business District 2022-2023 Budget. Mr. Hessel entered the following exhibits into the record: an Affidavit of Publication in the St. Louis Countian on January 28, 2022, which included a summary of the proposed SBD Operating Budget, as Exhibit 1; an Affidavit of Publication in the Webster-Kirkwood Times on January 28, 2022, which included a summary of the proposed SBD Operating Budget, as Exhibit 2; and the Kirkwood Code of Ordinances as Exhibit 3.

Executive Director of the Special Business District Donna Poe presented the matter to the council:

- Revenue is anticipated at \$383,950.
- Total Expenditures are anticipated at \$377,950.
- Revenues are received from property taxes and business licenses in the Downtown Special Business District.
- The Special Business District has three staff members that assist in managing the Farmers' Market, supporting the downtown holiday lighting, and coordinating special events in the Downtown Special Business District.
- A Winter Market at the Farmers' Market is currently being tested.

The bill will be placed on the March 3, 2022 agenda for first reading consideration.

PUBLIC COMMENTS

NONE

CONSENT AGENDA

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

- a) Approval of the February 3, 2022 Council Meeting Minutes
- b) Resolution 11-2022, accepting the proposal of SPS VAR, LLC in the amount of \$36,500 for the purchase of a I-Series Server for the MIS Department and authorizing and directing the Director of Procurement to issue a Purchase Order
- c) Resolution 12-2022, authorizing the purchase of Bridgestone/Goodyear Medium and Heavy Duty Truck Tires, on an as needed basis, from authorized vendors (pursuant to State of Missouri Cooperative Contract) at the rates provided in the State of Missouri Contract for the Fleet Department, and authorizing and directing the Director of Procurement to issue a Purchase Order

UNFINISHED BUSINESS

Bill 10913, vacating a 10' wide easement as established by instrument recorded in Book 4496, Page 78 of the St. Louis County records, located in Block 2 of the Town (now City) of Kirkwood, Section 1, Township 44 North, Range 5 East of the Fifth Principal Meridian, located in the City of Kirkwood, St. Louis County, Missouri, is more particularly described on Exhibits A and B (attached hereto and incorporated by reference herein) was brought before the council.



WHERE COMMUNITY AND SPIRIT MEET*

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"

NEW BUSINESS

Bill 10914, an ordinance granting a Special Use Permit for an Animal Facility, Major at 455-459 South Kirkwood Road (Woodbine Center), subject to certain conditions was brought before the council. Motion was made by Council Member Duwe and seconded by Council Member Zimmer to accept the bill for first reading approval.

Motion was made by Council Member Gibbons and seconded by Council Member Ward to amend the bill by amending Section 1, to add a Condition #5 to read as follows, "A pet waste station shall be located in the front yard area at a location as approved by the Planning & Development Services Department and authorized by the landlord". A discussion took place. The motion was approved with Council Member Sears opposed.

The amended bill received first reading approval and was held over.

Bill 10915, appropriating \$35,000 from the Fleet Service Fund Balance to the Fleet Service Parts Account due to an increase in vehicle repair and parts replacement expenses was brought before the council. Motion was made by Council Member Duwe and seconded by Council Member Zimmer to accept the bill for first reading approval.

The bill received first reading approval and was held over.

Bill 10916, vacating an 10' wide easement that exists on Lot 4 of Hawbrook Common, as recorded in Plat Book 32, Page 34 of the St. Louis County Recorder of Deeds, located in the City of Kirkwood, St. Louis County, Missouri, and more particularly described on Exhibits A and B (attached hereto and incorporated by reference herein) 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.

The bill received first reading approval and was held over.

Resolution 13-2022, authorizing and directing the Mayor to enter into a Missouri Water & Wastewater Agency Response Network User Agreement for the Water Department was brought before the council. Motion was made by Council Member Ward and seconded by Council Member Zimmer to accept the Resolution as read. A discussion took place.



WHERE COMMUNITY AND SPIRIT MEET*

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 14-2022, accepting the proposal of TWM, Inc. in the amount of \$131,981.16 for Professional Engineering and Construction Services for the Longview Improvement Project and authorizing and directing the Mayor to enter into a contract was brought before the council. Motion was made by Council Member Duwe and seconded by Council Member Wurtz to accept the Resolution as read. A discussion took place. A typo-graphical error was found and will be corrected.

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 Ward stated that there is currently a speed skater in the Olympics who is from Kirkwood, Missouri.

Council Member Gibbons reported that she and Council Member Ward attended the Annual Missouri Municipal League Conference in Jefferson City, Missouri. Council Member Ward contacted all of the cities along the Amtrak rail line and was able to hold a meeting regarding the rail passenger.

Council Member Zimmer thanked City Staff for their work during the recent inclement weather.



WHERE COMMUNITY AND SPIRIT MEET*

CHIEF ADMINISTRATIVE OFFICER REPORT
NONE

CITY ATTORNEY REPORT
NONE

CITY CLERK REPORT

Ms. Asche reported on the following upcoming Public Hearings:

March 3, 2022

1. A request for a Zoning Code Text Amendment to add Animal Training as an Accessory Use in Single-Family residential Zoning Districts

ADJOURNMENT

There being no further business to come before the Council, the meeting was adjourned at 7:43 p.m. The next regular council meeting is scheduled for March 3, 2022 at 7:00 p.m.

Laurie Asche
City Clerk

Approved: February 3, 2022

RESOLUTION 15-2022

A RESOLUTION APPOINTING SHERON SEARS AS THE CITY OF KIRKWOOD'S REPRESENTATIVE TO SERVE ON THE ST. LOUIS COUNTY COUNCIL FOR THE UNIVERSITY OF MISSOURI EXTENSION FOR A TERM TO MARCH 1, 2024.

WHEREAS, the Mayor was notified by the University of Missouri Extension that Nancy Luetzow's term on the St. Louis County Council will expire on March 1, 2022, and

WHEREAS, the City believes that Sheron Sears would be an excellent representative of Kirkwood on the St. Louis County Council for the University of Missouri Extension, and

WHEREAS, the term of office is for two years beginning in March 2022.

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

SECTION 1. The City hereby appoints Sheron Sears as the City of Kirkwood's representative to serve on the St. Louis County Council for the University of Missouri Extension for a term to March 1, 2024.

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

PASSED AND APPROVED THIS 3RD DAY OF MARCH 2022.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Legislation Request

Resolution

Place On The Agenda Of: 3/3/2022

Step #1:

Strategic Plan NO Goal # & Title

Background To Issue:

Nancy Luetzow's term on the St. Louis County Council for University of Missouri Extension as the City of Kirkwood's Representative expired on March 1, 2022.

Recommendations and Action Requested:

Appoint Sheron Sears to serve as the City of Kirkwood's Representative on the St. Louis County Council for the University of Missouri Extension for a term to March 1, 2024.

Alternatives Available:

Does this project have a public information component? Yes No

Cost: \$0.00 Account #: 0000000 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: 2/17/2022

Authenticated: aschelb

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

 File Attachment

 File Attachment

 File Attachment

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

Select...

Purchasing Director's Comments:

BY: Select...

Date:

Authenticated:

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

 File Attachment

 File Attachment

 File Attachment

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

Select...

From Account # or Fund Name:

To Account # or Fund Name:

Finance Director's Comments:

BY: Select...

Date:

Authenticated:

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

Approve

Disapprove

Chief Administrative Officer's Comments:

BY:



Date:

2-23-23

RESOLUTION 16-2022

A RESOLUTION ACCEPTING THE SINGLE SOURCE PROPOSAL OF SURVALENT TECHNOLOGY CORPORATION IN THE AMOUNT OF \$26,765 FOR SUBSTATION CONTROL AND DATA ACQUISITION FOR THE ELECTRIC DEPARTMENT FOR AN INITIAL TERM OF 12 MONTHS WITH THE OPTION TO RENEW FOR UP TO FOUR ADDITIONAL 12 MONTH TERMS PENDING BUDGETARY APPROVAL AND AUTHORIZING AND DIRECTING THE DIRECTOR OF PROCUREMENT TO ISSUE A PURCHASE ORDER.

WHEREAS, in November 2016 the Kirkwood Electric Department entered into an agreement with Survalent Technology Corporation for Substation Control and Data Acquisition by means of Resolution 148-2016, and

WHEREAS, the initial support services term has expired and the Electric Department would like to renew the support services with the Substation Control system vendor, and

WHEREAS, Survalent Technology Corporation submitted a proposal in the amount of \$26,765 for Substation Control and Data Acquisition for the Electric Department for an initial term of 12 months with the option to renew for up to four additional 12 month terms pending budgetary approval, and

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

WHEREAS, funds are available in Account #501-2110-480.43.15, funds pending budgetary approval.

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

SECTION 1. The single source proposal of Survalent Technology Corporation in the amount of \$26,765 for Substation Control and Data Acquisition for the Electric Department for an initial term of 12 months with the option to renew for up to four additional 12 month terms pending budgetary approval is hereby accepted and approved.

SECTION 2. The Director of Procurement is hereby authorized and directed to issue a purchase order to Survalent Technology Corporation in the amount of \$26,765 for Substation Control and Data Acquisition for the Electric Department for an initial term of 12 months with the option to renew for up to four additional 12 month terms pending budgetary approval.

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

PASSED AND APPROVED THIS 3RD DAY OF MARCH 2022.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Legislation Request

Resolution

Place On The Agenda Of: 2/21/2022

Step #1:

Strategic Plan YES

Goal # & Title Enhance the Quality of Life for Kirkwood Citizens

Background To Issue:

The Procurement Department initially conducted a solicitation for bids for a Substation Control System for the Electric Department. Initially the system included support services. Now that the initial support services term has expired the Electric Department would like to renew the support services with the Substation control System vendor.

Recommendations and Action Requested:

Approval of a resolution authorizing the Procurement Director to issue a purchase order for Substation Control System support services to Survalent in the amount of \$26,765 with subsequent renewals to be funded by council approved budgeted funds.

Alternatives Available:

The Substation Control System provides control and system status information for the 6 substations that comprise the Kirkwood Electric distribution system. Kirkwood Electric is required to have a Substation Control System by the Federal Energy Regulatory Commission.

Does this project have a public information component? Yes No

Cost: \$26,765.00

Account #: 50121104804315

Project #:

Budgeted: YES

If YES, Budgeted Amount: \$26,765.00

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

Department Head Comments:

The Substation Control system is an essential tool for the power delivery system. Both back office and field personnel utilize this system to keep the lights on and safely perform circuit switching operations remotely. The Survalent system is highly recommended by both utilities statewide and nationally. The Electric Department recommends approval of the resolution to renew the support services of the Substation Control system.

BY: Mark Petty

Date: 2/21/2022

Authenticated: pettyma

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



STC_Kirkwood_Electric_Depart
ment_M22_1_67564_Final_AD
MS_Platinum_Support_Renew
al_2022_04_Quote.pdf

Adobe Acrobat Document

1.78 MB

File Attachment

File Attachment

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

Approve

Purchasing Director's Comments:

BY: Sara Foan-Oliver

Date: 2/22/2022

Authenticated: foanolsm

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



 File Attachment

 File Attachment

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

Budgetary Approval

From Account # or Fund Name:

To Account # or Fund Name:

Finance Director's Comments:

Electric Fund has budgetary appropriations sufficient and available to approve \$26,765 in account 501-2110-480-43-15, Software Maintenance to approve the above request.

BY: Sandra Stephens

Date: 2/22/2022

Authenticated: stephesf

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

Approve Disapprove

Chief Administrative Officer's Comments:

BY: 

Date: 2-23-22

Survallent.



Quotation:

Kirkwood Electric Department

ADMS Platinum Support Renewal 2022-04

Quotation No. M22_1_67564

January 25, 2022

Attention: Mark Petty

Survalent.

Survalent Technology Inc.
 1967 Wehrle Drive, Suite 1, PMB 122
 Buffalo, New York • USA 14221
 T +1-905-826-5000 • F +1-905-826-7144
 survalent.com

Item	Qty	Description	Price (USD)
Survalent Professional Services			
001	1	<p>Platinum SCADA Support Plan [1 Year]</p> <p>Support Period [All Systems]: 27-Apr-2022 through 26-Apr-2023</p> <p>The Platinum SCADA Support Plan provides the following:</p> <p>a) Access to the latest software releases of the delivered SurvalentONE software components, effectively providing an extended warranty on all software components and providing access to the latest product features.</p> <p>b) Access to the Survalent Support Portal which includes the ability to create and track support cases, and provides access to software downloads, product documentation, knowledge base articles, live chat, and support forums.</p> <p>c) 24x7 access to priority, telephone emergency support from the Survalent Support Team. Cases will be treated on a first-come, first serve basis.</p> <p>d) 3 Global User Conference training passes and conference passes per year.</p> <p>e) 25 hours (not more than 8 hours per day) per year of Remote Services. All services will be performed by Survalent staff from Survalent offices. Any hours not used during the support period will expire.</p> <p>f) Access to a Survalent System Engineer on-site to provide technical assistance with software updates, assess system health and performance, perform system tuning, and any other technical assistance desired. Duration is 2 days for single and dual redundant configurations, 3 days for tri-redundant configurations, and 5 days for quad-redundant configurations. Site visit is once per year, and must be used during the support period.</p>	INCLUDED
Total Price			\$26,765

End User: Kirkwood Electric Department

Shipping Terms: EXW Ontario, Canada

Shipment approximately 1 to 2 weeks from receipt of purchase order.

Please send purchase order to stcorder@survalent.com

Prices do not include applicable state, provincial, federal, withholding or other local taxes. Should the purchaser claim an exemption from any applicable state, provincial, federal, withholding or other local taxes, the purchaser shall provide such exemption information to Survalent.

Survalent.


Survalent Technology Inc.
1967 Wehrle Drive, Suite 1, PMB 122
Buffalo, New York • USA 14221
T +1-905-826-5000 • F +1-905-826-7144
survalent.com

Item	Qty	Description	Price (USD)
------	-----	-------------	-------------

This quote is valid for 120 days from date of issue and is based on Survalent (a) Standard Terms and Conditions of Sale, (b) Software License Agreement, and (c) Support and Maintenance Terms and Conditions, as applicable.

Note 1: Standard payment terms are 100% on receipt of order.

This quotation is not valid unless signed by an authorized representative of Survalent.

Prepared By:  _____

Thomas Verghese, Client Success Specialist

Approved By:  _____

Ian MacCuaig, VP Customer Success



Survalent Technology Inc.
 1967 Wehrle Drive, Suite 1, PMB 122
 Buffalo, New York • USA 14221
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 survalent.com

SurvalentONE SCADA License Summary for Kirkwood Electric Department

SurvalentONE SCADA License	Owned	Quote	Option	SurvalentONE SCADA Features	Owned	Quote	Option
SurvalentONE SCADA Server (Single)				Alarm Suppression	1		
SurvalentONE SCADA Server (Dual)	1			Command Sequencing	1		
SurvalentONE SCADA Server (Triple)				Data Logger			
SurvalentONE SCADA Server (Quad)				Disturbance Capture			
SmartVu Licenses	Owned	Quote	Option	Event Data Recording	1		
SmartVU Concurrent User Licenses	5			Event Archive			
COMTRADE Standard Viewer				Express DB Tool			
COMTRADE Universal Viewer				External Alarm Bell			
Protocols	Owned	Quote	Option	External Clock Interface			
Allen Bradley Protocol				Fault Data Recording			
DNP3 Protocol	1			Guarantees			
Secure DNP3 Protocol				IED Control Panel	1		
Upgrade to Secure DNP3				IED Wizard	1		
Harris Protocol				Lightning Strike Interface			
ICCP Protocol				Mapboard Driver			
Secure ICCP Protocol				Operations and Outage Accounting			
Upgrade to Secure ICCP				Remote Alarm Annunciation	1		
IEC 60870-5-101 Protocol				Switching Orders			
IEC 60870-5-103 Protocol				Switching Orders with Guarantees			
IEC 60870-5-104 Protocol				Network Topology Processor	1		
IEC 61850 Protocol				Advanced SCADA Historian			
Telegyr 8979 Protocol				Historical Playback			
MDO-11 Protocol				Short-Term Historical Playback			
Modbus RTU Protocol	1			Interfaces	Owned	Quote	Option
OPC Client				CIM GIS (Connectivity Import)			
OPC Server				GIS Wizard	1		
QUIN/QUICS IV Protocol				MultiSpeak OA Interface			
RTC 1032 Protocol				MultiSpeak EA Interface			
SNMP V3 Protocol				MultiSpeak DGV Interface			
Subscription Protocol				MultiSpeak LM Interface			
Tejas Series 3 & 5 Protocol				MultiSpeak GIS Interface	1		
Data Exchange Protocols	Owned	Quote	Option	MultiSpeak CIS Interface			
DNP3 Protocol Server				MultiSpeak AMI Interface	1		
QUIN Protocol Server				MultiSpeak CH Interface			
Modbus RTU Protocol Server				MultiSpeak SCADA Interface			
IEC 60870-5-101 Protocol Server				MultiSpeak AVL Interface			
IEC 60870-5-104 Protocol Server				MultiSpeak WMS Interface			
Harris Protocol Server				MultiSpeak SMS Interface			
System Architecture	Owned	Quote	Option	Other LM Interface			
Replicator & Archiver	2			Other GIS Interface			
Archive Reporting				Other CIS Interface			
WebSurv Portal	1			Other AMI Interface			
SurvCentral Concurrent User Licenses	10			Other CH Interface			
Data Forwarding				Other AVL Interface			
Operator Training Simulator (OTS)				Other WMS Interface			
Project Development System (PDS)				Network Data Access Interface (API)			
Quality Assurance / Test Environment	1			SCADA Add-in	1		



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 survallent.com

SurvallentONE OMS and DMS License Summary for Kirkwood Electric Department

SurvallentONE OMS License	Owned	Quote	Option	SurvallentONE DMS License	Owned	Quote	Option
SurvallentONE OMS Server (Single)				SurvallentONE DMS Server (Single)			
SurvallentONE OMS Server (Dual)				SurvallentONE DMS Server (Dual)			
SurvallentONE OMS Server (Triple)				SurvallentONE DMS Server (Triple)			
SurvallentONE OMS Server (Quad)				SurvallentONE DMS Server (Quad)			
OMS Features	Owned	Quote	Option	Distribution Automation Functions	Owned	Quote	Option
Major Event Management				Power Factor Control			
Internal Stakeholder Email				Protection Settings Manager			
Audit Trail				Load Curtailment			
OMS Web Portals	Owned	Quote	Option	Rotational Load Shedding			
Customer Outage Portal (COP)				Load Estimation			
Call Handler (CH) Portal				Short-Term Load Forecasting			
CH Concurrent User Licenses				Voltage Reduction	1		
Dashboard (DB) Portal (Lobby Mode)				DMS Applications	Owned	Quote	Option
Dashboard (DB) Portal (Mobile Mode)				Distribution Power Flow			
DB Concurrent User Licenses				Distribution State Estimator			
Mobile Crew (MC) Portal				Cold Load Pickup			
MC Concurrent User Licenses				Pre-Switching Validation			
Damage Reporting (DR) Portal				Distribution Contingency Analysis			
DR Concurrent User Licenses				FLISR Application	Owned	Quote	Option
				FLISR [Per Feeder License]			
				FLISR [Site License]			
				Dynamic Voltage Regulation (DVR)	Owned	Quote	Option
				DVR [Per Feeder License]			
				DVR [Site License]			
				Volt/Var Optimization (VVO)	Owned	Quote	Option
				VVO [Per Feeder License]			
				VVO [Site License]			

Control your critical network operations with confidence

With Survalent, you can control your critical network operations with confidence. We're the most trusted provider of advanced distribution management systems (ADMS) for electric, water/wastewater, gas, and transit utilities across the globe.

Over 600 utilities in 30 countries rely on the SurvalentONE platform to effectively operate, monitor, analyze, restore, and optimize operations. By supporting critical utility operations with a fully integrated solution, our customers have significantly improved operational efficiencies, customer satisfaction and network reliability. The company's comprehensive substation automation solution, Survalent StationCentral, delivers advanced control and monitoring for enhanced network performance and protection.

Our unwavering commitment to excellence and to our customers has been the key to our success for over 60 years.

“Thanks again for all the work, explanation, advice, and assistance. The expertise and advice on our configuration is much appreciated.

Your willingness to anticipate our needs and help us avoid traps we wouldn't otherwise be aware of is invaluable to us.”

- Hydro One Brampton

Survalent

info@survalent.com - survalent.com - 905-826-5000

February 22, 2022

To: Russell Hawes, Chief Administrative Officer

For Your Consideration: Substation Control and Data Acquisition, # 500424

In November 2016, Kirkwood Electric entered into an agreement with Survalent Technology Corporation for Substation Control and Data Acquisition by means of Resolution 148-2016. Kirkwood Electric would like to continue with these services since Survalent Technology Corporation is the only supplier who can support the system based off of the Resolution 148-2016 and RFP/RFQ # 11636.

Survalent Technology Corporation is the sole provider of Substation Control and Data Acquisition and meets the criteria of a single source procurement as defined in Article VI. Procurement of the City of Kirkwood's Code of Ordinances.


The Substation Control System provides control and system status information for the (6) six substations that compromise the Kirkwood Electric distribution system. Kirkwood Electric is required by Federal Energy Regulatory Commission to have a Substation Control System in place.

Since the initial Support Services term will be expiring in April 2022, Kirkwood Electric would like to renew the support services for a (12) twelve-month initial term followed by (4) four additional (12) twelve-month terms.

Funds are available in the account number, 501-2110-480.43-15 in the amount of \$26,765.00 for the initial term and pending budgetary approval for the terms to follow.

Attached is a request from Mark Petty, Kirkwood Electric Director, for a request to authorize into an agreement with Survalent Technology Corporation for Substation Control and Data Acquisition and to issue a purchase order for \$26,765.00 for the upcoming annual needs of support services.

Respectfully,

A handwritten signature in black ink, appearing to read "Sara Foan-Oliver". The signature is fluid and cursive, with the first name "Sara" being the most prominent.

Sara Foan-Oliver
Director of Procurement

RESOLUTION 17-2022

A RESOLUTION ACCEPTING THE QUOTE OF WESTPORT POOLS IN THE AMOUNT OF \$16,498 FOR AQUATIC CENTER COMPETITION POOL REPAIRS AND AUTHORIZING AND DIRECTING THE DIRECTOR OF PROCUREMENT TO ISSUE A PURCHASE ORDER.

WHEREAS, the City of Kirkwood competitively bid and awarded Aquatic Center Maintenance to Westport Pools under Contract #13306, which was renewed on June 20, 2021, and

WHEREAS, the City of Kirkwood requested a quote from Westport Pools for repairs to the Aquatic Center Competition Pool, and

WHEREAS, staff recommends that the City of Kirkwood accept the quote of Westport Pools for repairs to the Aquatic Center Competition Pool in the amount of \$16,498, and

WHEREAS, funds are available in Account #302-2001-600.75.03, Project #PR2201.

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

SECTION 1. The Director of Procurement is hereby authorized and directed to issue a Purchase Order in the amount of \$16,498 to Westport Pools for repairs to the Aquatic Center Competition Pool.

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

PASSED AND APPROVED THIS 3RD DAY OF MARCH 2022.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Legislation Request

Resolution

Place On The Agenda Of: 3/3/2022

Step #1:

Strategic Plan Select... Goal # & Title

Background To Issue:

In October of 2021, a proposal was received from Westport Pools to address the continued leaks at the Aquatic Center. The City Council approved these repairs at the October 21, 2001 Council Meeting. The original cost was \$52,377.55. Westport Pools has now informed us that locating the pool leak had become problematic and that they needed to subcontract the leak detection. Subsequently, they found that the leak was further down the gutter line than expected. This resulted in the need to demo and replace more concrete to get to the leak. Furthermore, there was an additional cost to repair the cracks in the waterfall area. These items have increased their original proposal by \$11,498 plus \$5,000 in contingency money.

Recommendations and Action Requested:

This specific recommendation is to increase the amount of the Westport Pools Leak Repair contract by \$16,498. The original funding was previously approved by Council and is available in account #302-2001-600-75-03 PR 2201.

Alternatives Available:

Do nothing and allow the leaks to continue to worsen.

Does this project have a public information component? Yes No

Cost: \$16,498.00 Account #: 30220016007503 Project #: PR2201 Budgeted: YES
If YES, Budgeted Amount: \$287,393.66 If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

BY: Kyle Henke

Date: 2/15/2022

Authenticated: hedgpekd

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



Westport Pool Expenditure
Increase - Leak Proposal
Memo.doc
Microsoft Word 97 - 2003
Document
98.5 KB

File Attachment

File Attachment

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

Approve

Purchasing Director's Comments:

BY: Sara Foan-Oliver

Date: 2/22/2022

Authenticated: foanolsm

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



File Attachment

File Attachment

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

Budgetary Approval

From Account # or Fund Name:

To Account # or Fund Name:

Finance Director's Comments:

Budgetary appropriation is sufficient and available for \$16,498.00 in account number 302-2001-600-75-03, Building & Site Improvement, Project PR2201 Pool Painting/Repairs to approve the above request.

BY: Sandra Stephens

Date: 2/23/2022

Authenticated: stephesf

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

Approve Disapprove

Chief Administrative Officer's Comments:

BY: 

Date: 2-23-22

From the desk of...
Kim Hedgpeth, Superintendent of Recreation
111 S. Geyer Road, Kirkwood, Missouri 63122
Phone: 314.822.5857 Fax: 314.984.5931
E-mail: hedgpek@kirkwoodmo.org



Memo

To: Kirkwood City Council
From: Kim Hedgpeth
CC: Kyle Henke
Date: 2/23/2022
Re: Aquatic Center Leak Repairs

In October of 2021, a proposal was received from Westport Pools to address the continued leaks at the Aquatic Center. Westport Pools is our contracted maintenance and repair company as approved by City Council. The City Council approved these repairs at the October 21, 2001 Council Meeting. The original cost was \$52,377.55.

In January, Westport Pools informed us that locating the pool leak had become problematic and that they needed to subcontract the leak detection with a professional company. Subsequently, they found that the leak was further down the gutter line than expected. This resulted in the need to demo and replace more concrete to get to the leak. Furthermore, there was an additional cost to repair the cracks in the waterfall area. These items have increased their original proposal by \$11,498 as detailed below:

Repair the cracks in the waterfall	\$3,198
Half day leak detection	\$1,800
Remove another 10 X 10 deck of concrete	\$6,500
TOTAL ADDITIONAL CHARGES	\$11,498
Add Contingency	\$5,000

There is a possibility that additional issues could arise as Westport continues with the project. Due to this, I recommend we build in an additional \$5,000 in contingency money.

The Parks and Recreation Capital budget includes a line item for pool repairs. Account # 302-2001-600-75-03 under project #2103 currently has a balance of \$287,393.66. This is the account we wish to charge the additional \$16,498 cost to.

Staff respectfully recommends that we proceed with these additional repairs as proposed by Westport Pools. These additions need to be completed to appropriately finish the project. Thank you for your consideration.

This specific recommendation is to increase the amount of the Westport Pools Leak Repair contract by \$16,498. The original funding was previously approved by Council and is available in account #302-2001-600-75-03 PR 2201.

February 18, 2022

To: Russell B. Hawes, Chief Administrative Officer

For Your Consideration: Aquatic Center Maintenance and Repairs, RFP # 13306 Amendment

The Parks and Recreation Department is requesting approval to increase Contract # 13306 with Westport Pools for additional repair services that are required at the Aquatic Center.

The City entered into contract 13306 with Westport Pools on October 4th, 2019. The initial repairs were approved on October 21st, 2021 in the amount of \$52,377.55. Approval for an additional \$16,498.00 is being requested further repairs to Competition Pool that have been identified. The additional work needed is as follows:

Repair the cracks in the waterfall	\$3,198
Half day leak detection	\$1,800
Remove another 10 X 10 deck of concrete	\$6,500
ADD \$5,000 CONTINGENCY	\$5,000
Total	\$16,498

Vendor

Westport Pools **\$16,498.00**

Funds are available in the account number 302-2001-600-75.03, Project PR2201 in the amount of \$287,393.66.

Attached is a request from Kyle Henke, Parks Director, for a resolution authorizing a purchase order be issued to Westport Pools in the amount of \$16,498.00 for Competition Pool Repairs.

Respectfully,



Sara Foan-Oliver
Director of Procurement

RESOLUTION 18-2022

A RESOLUTION ACCEPTING THE BID OF CCIMW, LLC IN THE AMOUNT OF \$61,196 FOR AQUATIC CENTER POOL PAINTING AND AUTHORIZING AND DIRECTING THE DIRECTOR OF PROCUREMENT TO ISSUE A PURCHASE ORDER.

WHEREAS, pursuant to law, the City solicited bids for Aquatic Center Pool Painting, and

WHEREAS, the most responsible bid received were that of CCIMW, LLC in the amount of \$61,196, which bid acceptance is approved by the Chief Administrative Officer and recommended by the Director of Procurement and the Director of Parks and Recreation, and

WHEREAS, funds are available in Account #302-2001-600.75.03, Project #PR2201.

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

SECTION 1. The bid of CCIMW, LLC in the amount of \$61,196 for Aquatic Center Pool Painting is hereby accepted and approved.

SECTION 2. The Director of Procurement is hereby authorized and directed to issue a Purchase Order to CCIMW, LLC in the amount of \$61,196 for Aquatic Center Pool Painting.

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

PASSED AND APPROVED THIS 3RD DAY OF MARCH 2022.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Legislation Request

Resolution

Place On The Agenda Of: 3/3/2022

Step #1:

Strategic Plan Select... Goal # & Title

Background To Issue:

The Aquatic Center pools and equipment are in need of painting and resurfacing.

Recommendations and Action Requested:

The specific legislative request is to enter into a contract with CCIMW for an amount of \$61,196 to be charged to account 302-2001-600-75.03, Project PR2201. Approval of this request at this time would allow this project to begin on, or before, April 1, 2022.

Alternatives Available:

Do not repaint/resurface which will result in further surface breakdown and eventual failure.

Does this project have a public information component? Yes No

Cost: \$61,196.00 Account #: 302-2001-600-7 Project #: PR2201 Budgeted: YES

If YES, Budgeted Amount: \$287,393.66 If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

BY: Kyle Henke

Date: 2/15/2022

Authenticated: hedgpekd

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



Pool Painting
Recommendation Memo.doc
Microsoft Word 97 - 2003
Document
99.5 KB

File Attachment

File Attachment

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

Approve

Purchasing Director's Comments:

BY: Sara Foan-Oliver

Date: 2/22/2022

Authenticated: foanolsm

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 \$61,196 in account 302-2001-600-75-03, Building & Site Improvement, Project PR2201, Pool Painting/Repair to approve the above request.

BY: Sandra Stephens

Date: 2/23/2022

Authenticated: stephesf

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

Approve Disapprove

Chief Administrative Officer's Comments:

BY: 

Date: 2-23-22

From the desk of...
Kim Hedgpeth, Superintendent of Recreation
111 S. Geyer Road, Kirkwood, Missouri 63122
Phone: 314.822.5857 Fax: 314.984.5931
E-mail: hedgpekd@kirkwoodmo.org



Memo

To: Kirkwood City Council
From: Kim Hedgpeth
CC: Kyle Henke
Date: 2/23/2022
Re: Aquatic Center Painting

This memo serves as recommendation to accept the most responsible and economical bid to prepare and paint several areas within the Aquatic Center. The scope of the project included the following items:

- Competition Pool – Last painted in 2017
- Family Leisure Pool – Last painted in 2018
- SCS Play Structure
- Elephant Water Features
- Lazy River Tunnel (wooden railroad structure)
- Concession Stand Floor – Floor will be ground down to concrete and resealed
- Lazy River Near Waterfall and Bridge – Repaint over rust stains caused by prior leaks
- Structural Poles at Admission's Entrance

Three bids were received. Below is the bid tabulation:

- | | |
|------------------|----------------|
| • Bazan | \$75,000 |
| • CCIMW | \$61,196 |
| • Joseph Ward | \$79,013 |
| • Meyer Painting | Did not submit |

Time was dedicated contacting all of CCIMW's references, as well as references that were not listed. All references recommended CCIMW.

Work can begin prior to April 1st because budgeted funds are available in account 302-2001-600-75.03.

As CCIMW is the lowest bidder and has all positive references, I respectfully submit that we select them as our contractor for painting of the Aquatic Center. Their total bid for all painting is \$61,196.

The specific legislative request is to enter into a contract with CCIMW for an amount of \$61,196 to be charged to account 302-2001-600-75.03, Project PR2201. Approval of this request at this time would allow this project to begin on, or before, April 1, 2022.

February 18, 2022

To: Russell B. Hawes, Chief Administrative Officer

For Your Consideration: Parks and Recreation Pool Painting, IFB # 18344

An invitation for bid was issued for Pool Painting and Resurfacing services at the Aquatic Center on December 14th, 2021 to the following vendors; Bazan Painting Co., CCIMW, LLC, Joseph Ward Painting Co., Meyer Painting Co., All American Painting, and Leach Painting Company.

The City received four responses from Bazan Painting Co., CCIMW, LLC, and Joseph Ward Painting Co. upon the closure of this opportunity on January 19th, 2022. CCIMW, LCC was the low bidder and reference checks were performed to ensure quality of work. Submission pricing is as follows:

CCIMW, LLC	\$61,196.00
Bazan Painting Co.	\$75,223.00
Joseph Ward Painting Co.	\$79,013.00

Vendor

CCIMW, LLC	\$61,196.00
-------------------	--------------------

Funds are available in the account number 302-2001-600-75.03, Project PR2201 in the amount of \$287,393.66.

Attached is a request from Kyle Henke, Parks Director, for a resolution authorizing a purchase order be issued to CCIMW, LLC in the amount of \$61,196.00 for Aquatic Center Pool Painting.

Respectfully,



Sara Foan-Oliver
Director of Procurement

BILL 10914A

ORDINANCE

AN ORDINANCE GRANTING A SPECIAL USE PERMIT FOR AN ANIMAL FACILITY, MAJOR AT 455-459 SOUTH KIRKWOOD ROAD (WOODBINE CENTER), SUBJECT TO CERTAIN CONDITIONS.

WHEREAS, Kent Reisenauer made application (PZ-11-22) for a Special Use Permit for an Animal Facility, Major for a veterinary clinic at 455-459 South Kirkwood Road located in the Woodbine Center in the B-4, Planned Commercial District; and

WHEREAS, the Planning and Zoning Commission did on the 5th day of January, 2022, by adopting the Staff memo dated January 5, 2022 (attached hereto and incorporated by reference herein), recommend the granting of said Special Use Permit after finding that the request met the criteria listed in Sections 25-20(e) of the Zoning and Subdivision Code, subject to certain conditions; and

WHEREAS, the Council did on the 3rd day of February, 2022, hold a public hearing with respect to such application after duly advertising and giving proper notice of such hearing, and does find that the granting of such Special Use Permit would not substantially increase traffic hazards or congestion, substantially increase fire hazards, adversely affect the character of the neighborhood, adversely affect the general welfare of the community, or overtax public utilities; and

WHEREAS, the Council does find that the granting of such Special Use Permit would meet the criteria listed in Sections 25-20(e) of the Zoning and Subdivision Code; and

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

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

SECTION 1. A Special Use Permit is hereby granted for an Animal Facility, Major for a veterinary clinic at 455-459 South Kirkwood Road subject to the following conditions:

1. A Special Use Permit for an Animal Facility, Major shall be approved for 455 – 459 South Kirkwood Road in the Woodbine Center.
2. The days and hours of operation shall be 7 a.m. to 10 p.m. Monday through Sunday.
3. Overnight boarding services are prohibited, however, overnight stays after surgery are permitted as medically needed.

4. The Architectural Review Board shall approve all signs.
5. A pest waste station shall be located in the front yard area at a location to be approved by the Planning & Development Services Department and authorized by the Landlord.

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

SECTION 3. The premises and improvements as approved by this Special Use Permit shall be in good working order and maintained in good repair at all times.

SECTION 4. The applicant, by accepting and acting under the Special Use Permit herein granted, accepts the permit subject to the reservations, restrictions, and conditions set forth in the Code of Ordinances and in this ordinance and agrees to comply with each provision subject to the penalties prescribed under Section 1-8 of the Code of Ordinances and subject to revocation of this permit in the event such provisions are not complied with.

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

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

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

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

PASSED AND APPROVED THIS ____ day of _____, 2022.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Introduced: February 3, 2022
1st Reading:
2nd Reading:

Legislation Request

Ordinance

Place On The Agenda Of: 2/3/2022

Step #1:

Strategic Plan NO Goal # & Title

Background To Issue:

Veterinary Practice Partners has submitted an application for a Special Use Permit for a major animal facility at 455 and 459 S. Kirkwood Road in the Woodbine shopping center. There are no proposed changes to the exterior of the building, other than signage. There are no proposed outside kennels or cages, or regular boarding services, although sometimes an animal may need to stay overnight due to a surgery.

Recommendations and Action Requested:

At the January 5, 2022 Planning and Zoning Commission meeting, the project was approved unanimously by the 8 of 9 commissioners in attendance by adopting the City Staff memo on the project. A public hearing is requested, followed by City Council's consider of the Ordinance drafted to approve a Special Use Permit, subject to conditions.

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: Amy Lowry

Date: 1/26/2022

Authenticated: lowryag

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



2022-02-03 PZ-11-22
Ordinance.doc
Microsoft Word 97 - 2003
Document
41.0 KB



2022-01-05 PZ-11-22 Staff
Memo.docx
Microsoft Word Document
66.7 KB



2022-02-3 PZ-11-22 CC
Packet.pdf
Adobe Acrobat Document
5.79 MB

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

Select...

Purchasing Director's Comments:

BY: Select...

Date:

Authenticated:

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

 File Attachment

 File Attachment

 File Attachment

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

Select...

From Account # or Fund Name:

To Account # or Fund Name:

Finance Director's Comments:

BY: Select...

Date:

Authenticated:

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



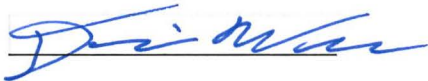
Approve



Disapprove

Chief Administrative Officer's Comments:

BY:



Date:

1/27/2022

PROCEDURE FOR PUBLIC HEARING

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

A request for a Special Use Permit for a Major Animal Facility in the Woodbine Center at 455-459 South Kirkwood Road.

Mayor: Mr. Hessel, do you wish to enter any exhibits into the record?

Mayor: Mr. Hawes, who will present this issue to the City Council?

City Planner II Amy Lowry

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

Mayor: Is there anyone in the audience that did not complete a card that wishes to speak regarding this issue? (Please be sure to fill out a card before you leave so your name and address is reflected in the record)

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



AFFIDAVIT OF PUBLICATION

STATE OF MISSOURI
COUNTY OF ST. LOUIS

} S.S.

Page 1 of 1

Before the undersigned Notary Public personally appeared **Brandon Crail** 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 **January 14, 2022** edition and ending with the **January 14, 2022** edition, for a total of 1 publications:

01/14/2022

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

The Council of the City of Kirkwood will hold a public hearing in City Hall, 139 South Kirkwood Road, Kirkwood, Missouri at the hour of 7:00 p.m., Thursday, February 3, 2022 to consider the following:

A request for a Special Use Permit for a Major Animal Facility in the Woodbine Center at 455-459 South Kirkwood Road.

Laurie Asche
City Clerk

The City of Kirkwood is interested in effective communication for all persons. Persons requiring an accommodation to attend and participate in the meeting should contact the City Clerk at 314-822-5802 at least 48 hours before the meeting. With advance notice of seven calendar days, the City of Kirkwood will provide interpreter services at public meetings for languages other than English and for the hearing impaired. Upon request, the minutes from this meeting can be made available in an alternate format, such as CD by calling 314-822-5802.
12068816 County Jan. 14, 2022



Brandon Crail

Subscribed & sworn before me this 14th day of Jan., 2022
(SEAL)



Notary Public

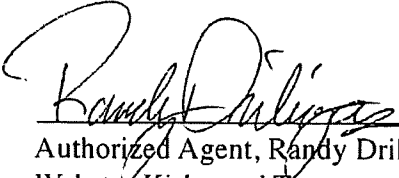
CHANEL JONES
Notary Public - Notary Seal
State of Missouri
Commissioned for St Louis County
My Commission Expires: August 08, 2022
Commission Number: 14397721

AFFIDAVIT OF PUBLICATION

Date: 01/14/22

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 January 14, 2022 edition.


Authorized Agent, Randy Drilingas
Webster-Kirkwood Times



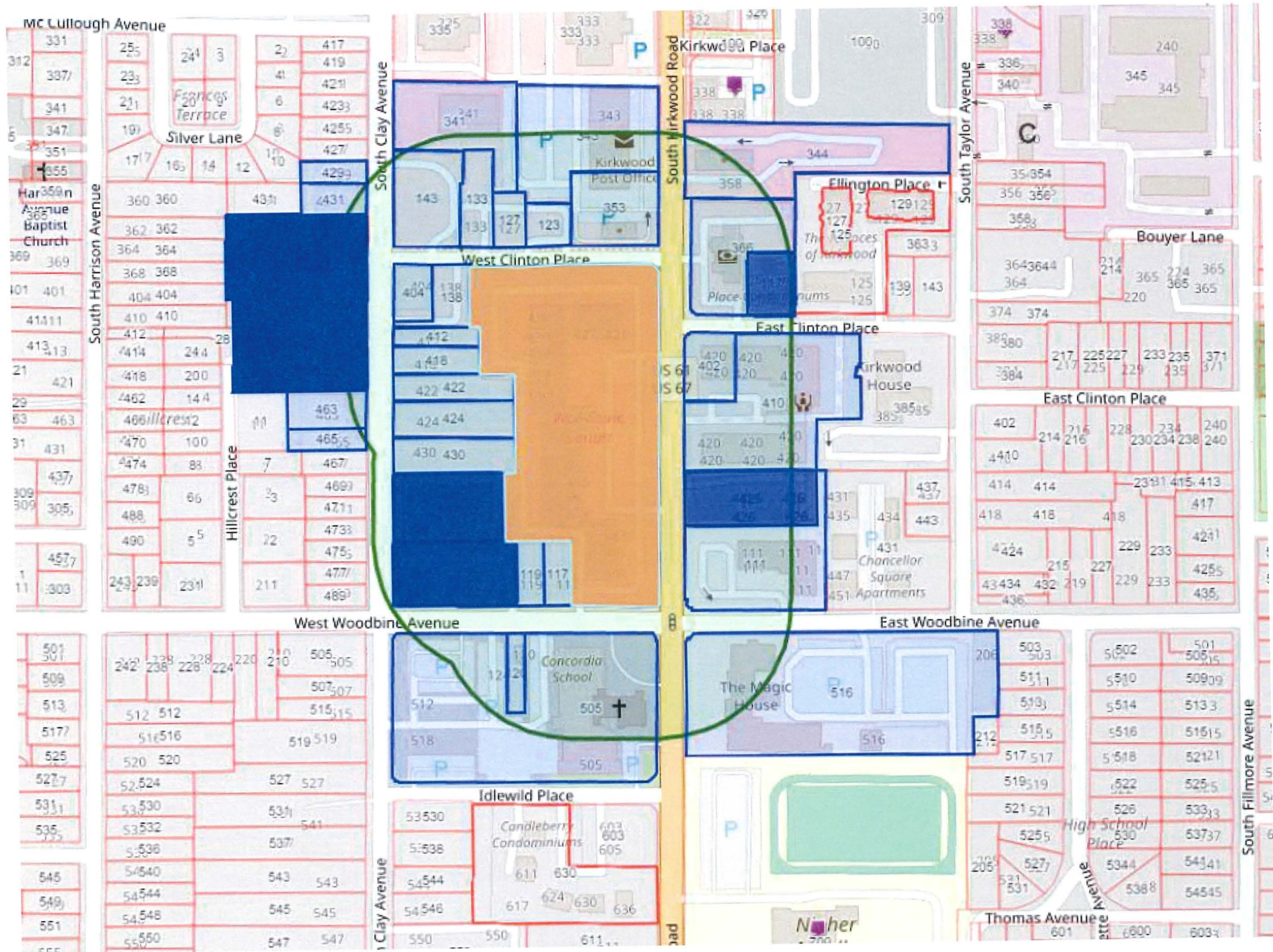
NOTICE OF PUBLIC HEARING
before the City Council of
City of Kirkwood, MO

The Council of the City of Kirkwood will hold a public hearing in City Hall, 139 South Kirkwood Road, Kirkwood, Missouri at the hour of 7:00 p.m., Thursday, February 3, 2022 to consider the following:

A request for a Special Use Permit for a Major Animal Facility in the Woodbine Center at 455-459 South Kirkwood Road.

Laurie Asche, City Clerk

The City of Kirkwood is interested in effective communication for all persons. Persons requiring an accommodation to attend and participate in the meeting should contact the City Clerk at 314-822-5802 at least 48 hours before the meeting. With advance notice of seven calendar days, the City of Kirkwood will provide interpreter services at public meetings for languages other than English and for the hearing impaired. Upon request, the minutes from this meeting can be made available in an alternate format, such as CD by calling 314-822-5802.



PROPERTY OWNER
219 ALTUS PLACE
SAINT LOUIS, MO 63122

PROPERTY OWNER
117 W WOODBINE AVE
SAINT LOUIS, MO 63122

PROPERTY OWNER
119 W WOODBINE AVE
SAINT LOUIS, MO 63122

PROPERTY OWNER
11 BABLER LN
SAINT LOUIS, MO 63124

PROPERTY OWNER
465 S CLAY AVE
SAINT LOUIS, MO 63122

PROPERTY OWNER
424 S CLAY AVE
SAINT LOUIS, MO 63122

PROPERTY OWNER
463 S CLAY AVE
SAINT LOUIS, MO 63122

PROPERTY OWNER
2017 WILLOW LEAF DR
SAINT LOUIS, MO 63131

PROPERTY OWNER
418 S CLAY AVE
SAINT LOUIS, MO 63122

PROPERTY OWNER
1630 DES PERES RD, STE 290
SAINT LOUIS, MO 63131

PROPERTY OWNER
412 S CLAY AVE
SAINT LOUIS, MO 63122

PROPERTY OWNER
138 W CLINTON PL
SAINT LOUIS, MO 63122

PROPERTY OWNER
514 ANGENETTE AVE
SAINT LOUIS, MO 63122

PROPERTY OWNER
123 W CLINTON PL #2737
SAINT LOUIS, MO 63122

PROPERTY OWNER
133 W CLINTON PL
SAINT LOUIS, MO 63122

PROPERTY OWNER
20 ALLEN AVE, STE 400
SAINT LOUIS, MO 63119

PROPERTY OWNER
127 W CLINTON PL
SAINT LOUIS, MO 63122

PROPERTY OWNER
143 W CLINTON PL
SAINT LOUIS, MO 63122

PROPERTY OWNER
111 E WOODBINE AVE
SAINT LOUIS, MO 63122

PROPERTY OWNER
516 S KIRKWOOD RD
SAINT LOUIS, MO 63122

PROPERTY OWNER
505 S KIRKWOOD RD
SAINT LOUIS, MO 63122

PROPERTY OWNER
P.O. BOX 220881
SAINT LOUIS, MO 63122

PROPERTY OWNER
350 S KIRKWOOD RD
SAINT LOUIS, MO 63122

PROPERTY OWNER
431 S CLAY AVE
SAINT LOUIS, MO 63122

PROPERTY OWNER
1034 S BRENTWOOD BLVD,
STE 1060
SAINT LOUIS, MO 63117

PROPERTY OWNER
457 S CLAY, UNIT B
SAINT LOUIS, MO 63122

PROPERTY OWNER
451 S CLAY, APT A
SAINT LOUIS, MO 63122

PROPERTY OWNER
451 S CLAY AVE, APT B
SAINT LOUIS, MO 63122

PROPERTY OWNER
452 S CLAY AVE
SAINT LOUIS, MO 63122

PROPERTY OWNER
453 S CLAY AVE, APT A
SAINT LOUIS, MO 63122

PROPERTY OWNER
1198 FORSYTHE AVE
COLUMBUS, OH 43201

PROPERTY OWNER
455 S CLAY AVE, APT A
SAINT LOUIS, MO 63122

PROPERTY OWNER
205 BEACON POINT LN
GROVER, MO 63040

PROPERTY OWNER
433 S CLAY AVE, #3
SAINT LOUIS, MO 63122

PROPERTY OWNER
141 W WOODBINE AVE
SAINT LOUIS, MO 63122

PROPERTY OWNER
141 W WOODBINE BLVD, #B
SAINT LOUIS, MO 63122

PROPERTY OWNER
2912 GREENLEAF DR
SAINT CHARLES, MO 63303

PROPERTY OWNER
461 S CLAY AVE, APT D
SAINT LOUIS, MO 63122

PROPERTY OWNER
437 S CLAY AVE, APT 3
SAINT LOUIS, MO 63122

PROPERTY OWNER
437 S CLAY AVE, APT 4
SAINT LOUIS, MO 63122

PROPERTY OWNER
9942 WATSON RD
SAINT LOUIS, MO 63126

PROPERTY OWNER
437 S CLAY AVE, APT 3
SAINT LOUIS, MO 63122

PROPERTY OWNER
436 S CLAY AVE
SAINT LOUIS, MO 63122

PROPERTY OWNER
117 E CLINTON PLACE, #7
SAINT LOUIS, MO 63122

PROPERTY OWNER
2201 3RD AVE, #1501
SEATTLE, WA 98121

PROPERTY OWNER
133 WEBSTER WOODS DR
SAINT LOUIS, MO 63119

PROPERTY OWNER
432 S CLAY AVE, #101
SAINT LOUIS, MO 63122

PROPERTY OWNER
117 E CLINTIN PL, #7
SAINT LOUIS, MO 63122

PROPERTY OWNER
2201 3RD AVE #1501
SEATTLE, WA 98121

PROPERTY OWNER
133 WEBSTER WOODS DR
SAINT LOUIS, MO 63119

PROPERTY OWNER
432 S CLAY AVE, #101
SAINT LOUIS, MO 63122

PROPERTY OWNER
434 S CLAY AVE
SAINT LOUIS, MO 63122

PROPERTY OWNER
433 S CLAY AVE, #4
SAINT LOUIS, MO 63122

PROPERTY OWNER
659 N CLAY AVE
SAINT LOUIS, MO 63122

PROPERTY OWNER
433 S CLAY AVE, #2
SAINT LOUIS, MO 63122

PROPERTY OWNER
435 S CLAY AVE, #2
SAINT LOUIS, MO 63122

PROPERTY OWNER
123 W WOODBINE AVE, UNIT A
SAINT LOUIS, MO 63122

PROPERTY OWNER
117 E CLINTON PL, #5
SAINT LOUIS, MO 63122

PROPERTY OWNER
117 E CLINTON PL, #6
SAINT LOUIS, MO 63122

PROPERTY OWNER
123 W WOODBINE, B
SAINT LOUIS, MO 63122

PROPERTY OWNER
123 W WOODBINE AVE, C
SAINT LOUIS, MO 63122

PROPERTY OWNER
123 W WOODBINE AVE, F
SAINT LOUIS, MO 63122

PROPERTY OWNER
262 HORSESHOE DR
SAINT LOUIS, MO 63122

PROPERTY OWNER
426 S KIRKWOOD RD, A
SAINT LOUIS, MO 63122

PROPERTY OWNER
123 W WOODBINE AVE, I
SAINT LOUIS, MO 63122

PROPERTY OWNER
123 W WOODBINE, J
SAINT LOUIS, MO 63122

PROPERTY OWNER
123 W WOODBINE, E
SAINT LOUIS, MO 63122

PROPERTY OWNER
P.O. BOX 410
CHESTERFIELD, MO 63006

PROPERTY OWNER
806 ST ALBANS DR
FARMINGTON, MO 63640

PROPERTY OWNER
426 S KIRKWOOD RD, B
SAINT LOUIS, MO 63122

PROPERTY OWNER
426 S KIRKWOOD RD, C
SAINT LOUIS, MO 63122

PROPERTY OWNER
435 S CLAY AVE, #5
SAINT LOUIS, MO 63122

PROPERTY OWNER
440 S CLAY AVE
SAINT LOUIS, MO 63122

PROPERTY OWNER
461 S CLAY AVE, B
SAINT LOUIS, MO 63122

PROPERTY OWNER
461 S CLAY AVE, C
SAINT LOUIS, MO 63122

PROPERTY OWNER
11017 SANDISTAN DR, F
SAINT LOUIS, MO 63146

PROPERTY OWNER
5513 CARIBBEAN PL
JONESBORO, AR 72404

PROPERTY OWNER
9942 WATSON RD
SAIN TLOUIS, MO 63126

PROPERTY OWNER
426 S KIRKWOOD RD, D
SAINT LOUIS, MO 63122

PROPERTY OWNER
437 S CLAY AVE, #8
SAINT LOUIS, MO 63122

PROPERTY OWNER
211 N TAYLOR AVE, #302
SAINT LOUIS, MO 63122

PROPERTY OWNER
437 S CLAY AVE, #1
SAINT LOUIS, MO 63122

PROPERTY OWNER
437 S CLAY AVE, #2
SAINT LOUIS, MO 63122

PROPERTY OWNER
141 W WOODBINE AVE, UNIT H
SAINT LOUIS, MO 63122

PROPERTY OWNER
1107 RICHLAND MEADOWS DR
BALLWIN, MO 63021

PROPERTY OWNER
440 S CLAY AVE, #308
SAINT LOUIS, MO 63122

PROPERTY OWNER
117 E CLINTON PL, #4
SAINT LOUIS, MO 63122

PROPERTY OWNER
141 W WOODBINE AVE, C
SAINT LOUIS, MO 63122

PROPERTY OWNER
141 W WOODBINE, D
SAINT LOUIS, MO 63122

PROPERTY OWNER
917 CORMAR DR
SAINT LOUIS, MO 63125

PROPERTY OWNER
440 S CLAY AVE, #305
SAINT LOUIS, MO 63122

PROPERTY OWNER
440 S CLAY AVE, #306
SAINT LOUIS, MO 63122

PROPERTY OWNER
123 W WOODBINE AVE, D
SAINT LOUIS, MO 63122

PROPERTY OWNER
141 W WOODBINE AVE, I
SAINT LOUIS, MO 63122

PROPERTY OWNER
141 W WOODBINE AVE, J
SAINT LOUIS, MO 63122

PROPERTY OWNER
435 S CLAY AVE, #6
SAINT LOUIS, MO 63122

PROPERTY OWNER
1490 SCHOETTLER RD
CHESTERFIELD, MO 63017

PROPERTY OWNER
454 S CLAY AVE
SAINT LOUIS, MO 63122

PROPERTY OWNER
555 12TH ST, STE 1250
OAKLAND, CA 94607

PROPERTY OWNER
443 S CLAY AVE, C
SAINT LOUIS, MO 63122

PROPERTY OWNER
4922 BRUNSTON DR
SAINT LOUIS, MO 63128

PROPERTY OWNER
443 S CLAY AVE, D
SAINT LOUIS, MO 63122

PROPERTY OWNER
459 S CLAY AVE, A
SAINT LOUIS, MO 63122

PROPERTY OWNER
364 N WOODLAWN AVE
SAINT LOUIS, MO 63122

PROPERTY OWNER
426 N KIRKWOOD RD, E
SAINT LOUIS, MO 63122

PROPERTY OWNER
426 S KIRKWOOD RD, F
SAINT LOUIS, MO 63122

PROPERTY OWNER
426 S KIRKWOOD RD, G
SAINT LOUIS, MO 63122

PROPERTY OWNER
426 S KIRKWOOD RD, H
SAINT LOUIS, MO 63122

PROPERTY OWNER
426 S KIRKWOOD RD, I
SAINT LOUIS, MO 63122

PROPERTY OWNER
262 HORSESHOE DR
SAINT LOUIS, MO 63122

PROPERTY OWNER
441 S CLAY AVE, D
SAINT LOUIS, MO 63122

PROPERTY OWNER
9942 WATSON RD
SAINT LOUIS, MO 63126

PROPERTY OWNER
441 S CLAY AVE, B
SAINT LOUIS, MO 63122

PROPERTY OWNER
847 PENNY LN
SAINT PETERS, MO 63376

PROPERTY OWNER
443 S CLAY AVE, A
SAINT LOUIS, MO 63122

PROPERTY OWNER
455 S CLAY AVE, B
SAINT LOUIS, MO 63122

PROPERTY OWNER
457 S CLAY AVE, A
SAINT LOUIS, MO 63122

PROPERTY OWNER
456 S CLAY AVE
SAINT LOUIS, MO 63122

PROPERTY OWNER
439 S CLAY AVE, #6
SAINT LOUIS, MO 63122

PROPERTY OWNER
9942 WATSON RD
SAINT LOUIS, MO 63126

PROPERTY OWNER
5412 LANGSWORTH DR
SAINT LOUIS, MO 63129

PROPERTY OWNER
440 S CLAY AVE, #304
SAINT LOUIS, MO 63122

PROPERTY OWNER
439 S CLAY AVE, #1
SAINT LOUIS, MO 63122

PROPERTY OWNER
433 S CLAY AVE
SAINT LOUIS, MO 63122

PROPERTY OWNER
440 S CLAY AVE, #303
SAINT LOUIS, MO 63122

PROPERTY OWNER
440 S CLAY AVE, #302
SAINT LOUIS, MO 63122

PROPERTY OWNER
117 E CLINTON PL, UNIT 1
SAINT LOUIS, MO 63122

PROPERTY OWNER
1216 PASEO JUANITA ST
SIERRA VISTA, AZ 85635

PROPERTY OWNER
117 E CLINTON PL, UNIT 3
SAINT LOUIS, MO 63122

PROPERTY OWNER
435 S CLAY, #3
SAINT LOUIS, MO 63122

PROPERTY OWNER
440 S CLAY AVE, #309
SAINT LOUIS, MO 63122

PROPERTY OWNER
7719 N KANSAS AVE
KANSAS CITY, MO 64119

PROPERTY OWNER
440 S CLAY AVE, #311
SAINT LOUIS, MO 63122

PROPERTY OWNER
736 CASTLE RIDGE DR
BALLWIN, MO 63021

PROPERTY OWNER
1135 FRANCISCO ST., 8
SAN FRANCISCO, CA 94109

PROPERTY OWNER
426 S KIRKWOOD RD, J
SAINT LOUIS, MO 63122

PROPERTY OWNER
308 20TH AVE
SAN FRANCISCO, CA 94121



WHERE COMMUNITY AND SPIRIT MEET[®]

January 6, 2022

Russell B. Hawes
Chief Administrative Officer

At the January 5, 2022, meeting of the Planning and Zoning Commission, the following action was taken:

1. After a presentation by staff and the petitioner, the Commission recommended approval of a Special Use Permit for a Major Animal Facility in the Woodbine Center at 455-459 South Kirkwood Road subject to the conditions contained in staff's memo dated January 5, 2022.

The next meeting will be held on January 19, 2022.

Respectfully submitted,

Jim Adkins, Chair
Planning and Zoning Commission

MEMORANDUM

TO: PLANNING & ZONING COMMISSION
FROM: AMY LOWRY, PLANNER II *AGL*
SUBJECT: PZ-11-22, 455 – 459 SOUTH KIRKWOOD ROAD
(WOODBINE CENTER) – VETERINARY PRACTICE
PARTNERS, LLC, REQUEST FOR SPECIAL USE PERMIT
(ANIMAL FACILITY, MAJOR)
ZONING: B-4 PLANNED COMMERCIAL DISTRICT
DATE: JANUARY 5, 2022
CC: JONATHAN RAICHE, PLANNING & DEVELOPMENT SERVICES DIRECTOR



WHERE COMMUNITY AND SPIRIT MEET®

The petitioner is requesting a Special Use Permit to operate a veterinary clinic at 455 – 459 South Kirkwood Road in the Woodbine Center. This space was most recently occupied by St. Luke’s Urgent Care Center. The applicant has indicated that there would be no exterior changes to the property. In the interior space of approximately 6279 square feet, the applicant would have waiting areas and reception, exam rooms, supply rooms, offices, and treatment rooms. The initial requested days and hours of operation would be Monday through Saturday from 7 a.m. to 7 p.m., with some Sundays and Holidays as needed. There are no boarding services, but sometimes an animal will need to be kept overnight due to a surgery.

DISCUSSION:

Zoning Matters signs were posted on the property on December 29, 2021. The land-use classification for the proposed use under the Zoning Code is an Animal Facility, Major, and such use requires a Special Use Permit in the B-4 planned commercial zoning district

RECOMMENDATION:

Staff finds that the proposed operations could be accomplished with few restrictions. Due to the simple nature of the request, Staff is requesting action from the Planning & Zoning Commission at the January 5, 2022 meeting rather than the formation of a subcommittee.

Staff recommends this petition be approved with the following conditions:

1. A Special Use Permit for an Animal Facility, Major shall be approved for 455 – 459 South Kirkwood Road in the Woodbine Center.
2. The days and hours of operation would be 7 a.m. to 10 p.m. Monday through Sunday.
3. Overnight boarding services are prohibited, however, overnight stays after surgery are permitted as medically needed.
4. Because the Woodbine Center is in the downtown area bounded by Bodley Avenue to the north, Taylor Avenue to the east, Woodbine Avenue to the south, and Clay Avenue to the west, a change in use with no expansion of the premises does not require additional parking or loading requirements.

5. The premises and improvements as approved by this Special Use Permit shall be in good working order and maintained in good repair at all times.
6. The applicant, by accepting and acting under the Special Use Permit approval granted, accepts the approval subject to the reservations, restrictions, and conditions set forth in the Code of Ordinances and in this memorandum and agrees to comply with each provision subject to the penalties prescribed under Section 1-8 of the Code of Ordinances and subject to revocation of this approval in the event such provisions are not complied with.
7. The Architectural Review Board shall approve all signs.

MEMORANDUM

TO: PLANNING & ZONING COMMISSION
FROM: AMY LOWRY, PLANNER II
SUBJECT: PZ-11-22, 455 – 459 SOUTH KIRKWOOD ROAD
(WOODBINE CENTER) – VETERINARY PRACTICE
PARTNERS, LLC, REQUEST FOR SPECIAL USE PERMIT
(ANIMAL FACILITY, MAJOR)
ZONING: B-4 PLANNED COMMERCIAL DISTRICT
DATE: JANUARY 5, 2022
CC: JONATHAN RAICHE, PLANNING & DEVELOPMENT SERVICES DIRECTOR



WHERE COMMUNITY AND SPIRIT MEET®

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DISCUSSION:

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RECOMMENDATION:

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Staff recommends this petition be **approved** with the following conditions:

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2. The days and hours of operation would be 7 a.m. to 10 p.m. Monday through Sunday.
3. Overnight boarding services are prohibited, however, overnight stays after surgery are permitted as medically needed.
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5. The premises and improvements as approved by this Special Use Permit shall be in good working order and maintained in good repair at all times.
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7. The Architectural Review Board shall approve all signs.



APPLICATION FOR PLANNING AND ZONING REVIEW

DATE: 12/07/2021 CASE NUMBER: PZ-11-22
ZONING DISTRICT: B-4 LOCATOR NUMBER:
PROJECT ADDRESS: 439 S. KIRKWOOD RD, KIRKWOOD, MO
PROJECT NAME: VPP-KIRKWOOD VETERINARY HOSPITAL

ACTION REQUESTED

- CUP, Development Plan or Final Site Plan (circle one)
Development Plan, B4, B5, or R6 (circle one)
Final Site Plan, B4, B5, or R6 (circle one)
Site Plan Review, Minor or Major (circle one)
Site Plan Modification
Alternative Equivalency
Special Use Permit, Category: ANIMAL FACILITY, MAJOR
Subdivision, Major
Subdivision Modification
Text Amendment
Vacation, Right-of-Way or Easement (circle one)
Zoning Map Amendment, From to
Comments:

PETITIONER INFORMATION

I (We) hereby certify that I (we) have legal interest in the hereinabove described property and that all information given herein is true and a statement of fact
Name (Print): Kent Reisenauer Signature: Kent Reisenauer Phone No.: 480-489-0574
Mailing Address: 601 S. Henderson Avenue Rd.#155 City: King of Prussia State: PA Zip: 19406
E-mail Address: kreisenauer@vetpartners.com
Petitioner's Status: Corporation Partnership Individual
Relationship of Petitioner to Property: Owner Tenant Option Holder (Attach Copy of Contract) Other

AGENT INFORMATION

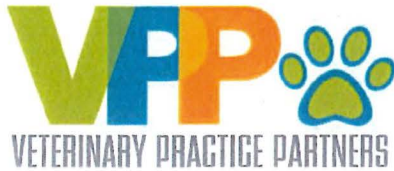
Agent's Name: RICK REUSCHEN Signature: Rick Reuschen Phone No.: 3175582822
Mailing Address: 6470 N. SHADLAND AVE City: INDIANAPOLIS State: IN Zip: 46220
E-mail Address: rickr@mdarchitects.com
(NOTE: The petitioner's agent, if listed, shall receive all official communication)

PROPERTY OWNERS

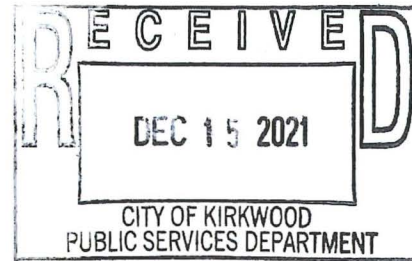
Signature required or submit proof petitioner has legal interest in property.
Name: Tenant for Land Kent Reisenauer Name:
Signature: Kent Reisenauer Signature:
Address: Address:
City/State/Zip: City/State/Zip:
Phone: Phone:

FOR CITY USE ONLY

Date Received: 12-15-2021 Total Received: \$1,000 Agenda Date: 1-5-2022
B-4/B-5 Development Plan: \$1,000 + Acres @ \$25/Acre or portion over one acre) = \$
B-4/B-5 Final Site Plan: \$1,000
B-4/B-5 Final Site Plan Amendment (when public hearing is not required): \$500
CUP (Single family), Dev Plan/Preliminary Plat: \$1,000 + Lots @ \$500/Lot = \$
CUP (Single family), Final Site Plan/Final Plat: Lots @ \$100/Lot = \$ + 1-1/4% of \$ = \$
CUP, (Multi family), Development Plan/Prel. Plat: \$1,000 + Dwelling units @ \$20/Each = \$
CUP, (Multi family), Final Site Plan/Final Plat: \$500 + 1-1/4% of = \$
CUP, Final Site Plan/Final Plat Amendment: Public Hearing required \$800, Public Hearing not required \$500
CUP, Final Site Plan Time Extension: \$300
Mixed Use in B2 Development Plan: \$1,000 (includes SPR fee) + \$25/acre or portion over one acre
Mixed use in B2 Final Site Plan: \$500
Mixed use in B2 Final Site Plan Amendment: Public Hearing required \$800, Public Hearing not required \$500
R6 Development Plan: \$1,000 + Dwelling units @ \$20/Unit = \$
R6 Final Site Plan: \$500
Sidewalk Waiver on feet @ \$30/Foot = \$ = \$
Site Plan Review (Major): \$1,000
Site Plan Review (Major): Amendment \$800 or Extension: \$300
Site Plan Review (Minor): \$500
Site Plan Review (Minor) Amendment \$500 or Extension: \$300
Special Use Permit: \$1,000 (waived if submitted with Site Plan Review)
Special Use Permit Amendment: \$800 (waived if submitted with Site Plan Review)
Subdivision (Major), Preliminary Plat Lots @ \$500/Lot = \$
Subdivision (Major), Final Plat/Improvement Plans: Lots @ \$100/Lot + 1.25% of \$ = \$
Subdivision (Major) Amendment to Final Plat or Improvement Plans: \$200
Vacation, Easement: \$100
Vacation, Right-of-way: \$200
Zoning Code Text Amendment: \$1,000
Zoning Map Amendment: \$1,000
SUBCOMMITTEE ()



601 S. Henderson Rd., Ste. 155
King of Prussia, PA 19406
866-838-7278



City of Kirkwood, Missouri
Planning Department
139 S. Kirkwood, MO 63122

Attention: City Planner – Jonathan Raiche

RE: Kirkwood Operating LLC (veterinary hospital)
@ The Woodbine Center – Suites 455 and 459 South Kirkwood Road, Kirkwood, MO
Request for Conditional Use Approval

This letter outlines the type of use that we are requesting a conditional approval for as we seek to sign a lease in the near future. The Woodbine Center is a great location for the expansion of our veterinary practice and we have identified a great need in this area based on the demographics of the surrounding community.

Our veterinary practice will serve the entire community and in fact may offer services not seen at other local veterinary hospitals since we will also serve exotic animals.

Our service includes the following:

1. Hours of operation are typically 7am-7pm Monday through Saturday but there may be occasion to see a patient on Sundays depending on Holidays. We may also need to extend the hours slightly depending on the needs of the community.
2. We do not have boarding services but there may be times whereby an animal will need to stay overnight due to a surgery.
3. There are no outside kennels or cages, all cages and kennels are within the premises.
4. This is a service industry and there are no sales of food or drinks on the premises.
5. Typically depending on hours and number of clients/animals we will have between 12-15 staff at the veterinary hospital at one time. Our waiting area is divided into an area for dogs and another for cats. We also hope to engage a specialized veterinarian for exotics (birds etc).

Please know that were are excited to bring our high quality of veterinarian hospital services to your community and find this location a perfect fit.

Sincerely,

Kent Reisenauer

Kent Reisenauer
VPP Project Manager

A handwritten signature in black ink, appearing to read 'Stu Robson'.

Dr. Stu Robson
Veterinarian



WHERE COMMUNITY AND SPIRIT MEET®

December 28, 2021

Kent Reisenauer
VPP Project Manager
601 S. Henderson Rd. Suite 155
King of Prussia, PA 19406

Rick Renschen
MD Architects
6470 N. Shadeland Ave.
Indianapolis, IN 46220

SENT VIA EMAIL: kreisenauer@vetpartners.com and rickr@mdarchitects.com

SUBJECT: PZ-11-22, 455 & 459 SOUTH KIRKWOOD ROAD (WOODBINE CENTER) –
VETERINARY PRACTICE PARTNERS, LLC, REQUEST FOR SPECIAL USE
PERMIT (ANIMAL FACILITY, MAJOR)

Dear Messrs. Reisenauer and Renschen:

The City of Kirkwood Public Services Department is in receipt of your petition for a Special Use Permit for an Animal Facility, Major, for a proposed veterinary practice at 455 and 459 S. Kirkwood Road. This item will be placed on the Planning and Zoning Commission agenda for its **7:00 p.m. meeting Wednesday, January 5, 2021** at Kirkwood City Hall, 139 South Kirkwood Road. City Staff will make an introduction presentation regarding the request at this meeting. You, or your representative, should attend this meeting to present your information to the Commission and answer any questions the Commission members may have.

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

1. All work related to this petition must comply with all Kirkwood Ordinances including, but not limited to, building/sign and fire codes.

This is a preliminary review of the application. The Planning and Zoning Commission and Public Services Department will review the application in detail and provide further comments as necessary. This preliminary review is not an approval or acceptance of any part of the application submitted.

The applicant is further advised that it is your responsibility to follow the petition through the entire process and to satisfy all submittal requirements and deadlines. Also note, this application and review does not grant the applicant any special rights, privileges, or immunities, and that all provisions of the Kirkwood Code of Ordinances shall apply.

Sincerely,

CITY OF KIRKWOOD

A handwritten signature in blue ink, appearing to read "Amy Lowry".

Amy Lowry, AICP
Planner II

314-822-5815

lowryag@kirkwoodmo.org



**APPLICATION FOR PLANNING AND ZONING REVIEW
APPLICATION CHECKLIST (NON SUBDIVISION)
MARCH 2021**

MUST BE SIGNED AND ATTACHED TO APPLICATION FORM

The Planning and Zoning Commission meets on the first and third Wednesdays of each month at 7:00 p.m. in the Council Chambers at Kirkwood City Hall, 139 South Kirkwood Road (see attached schedule). Submittal of a petition authorizes the City to place a Zoning Matters sign on the premises advising the public of the petition.

An applicant shall complete and submit the following items to the Public Services Department according to the attached schedule. **These are the minimum submittal requirements needed for review. Failure to provide all information will result in the application being delayed or returned.**

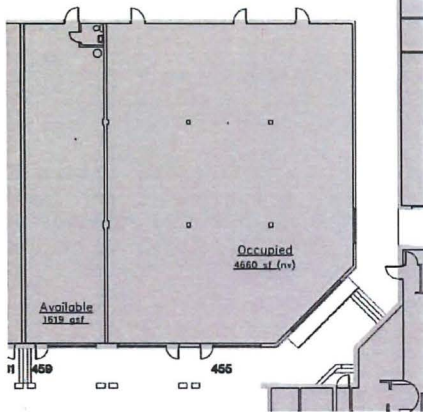
- APPLICATION FORM.** All forms must be completed in full, including signature of property owners. A copy of the Contract between the property owner and petitioner will suffice. Incomplete or partial applications will not be accepted and will be returned to the petitioner. *All designated spaces on the forms must be appropriately filled in prior to filing of the application.*
- COVER LETTER.** A one-page letter describing the project in detail, including nature of business, proposed use, hours of operation, number of employees, etc.
- LO 1 **PROOF OF OWNERSHIP.** A copy of the title, deed, title commitment, or survey which includes the legal description of the property and present ownership only if the owner's signature does not match County records.
- DRAWINGS.**
 - ✓(a) **Site plan** shall be signed and sealed by a Professional Engineer and shall show all required information as noted on attached checklist.
 - (1) 16 sets 11"x17" (folded into 8.5"x11"); and
 - (2) 3 sets 24"x36" (folded into 12"x9").
 - ✓(b) **Floor plan**, if applicable - 16 copies 11"x17", folded.
 - na (c) **Landscaping plan** showing the required information as noted on attached checklist (Article VIII Sections 25-58 through 25-61 of the Zoning and Subdivision Code)
 - (1) 16 sets 11"x17" (folded into 8.5"x11") and
 - (2) 3 sets 24"x36" (folded into 12"x9").
 - na (d) **Lighting Plan** shall be signed and sealed by a registered design professional and include all information as required in Section 25-52 of the Zoning and Subdivision Code.
 - (1) 16 sets 11"x17" (folded into 8.5"x11") and
 - (2) 3 sets 24"x36" (folded into 12"x9")
- na **TREE STUDY.** Study shall be signed by a certified forester, certified arborist, or landscape architect and include value of significant trees and protection methods. Trees on abutting public rights-of-way and private property within five feet of all property lines shall also be shown on study.
- PHOTOGRAPHS.** Two sets of color photographs of site frontage, adjacent properties, and significant site features, including significant trees.
- PROCESSING FEE.** See Application for filing fee required for application



 Signature

12/07/2021

 Date



PLAN OF TENANT SPACES BEING OCCUPIED



VIEW OF THE FRONT



VIEW OF FRONT COLONADE

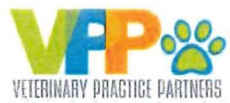


VIEW TOWARDS FRONT PARKING



VIEW OF NEIGHBORING TENANTS

NO WORK IS BEING PROPOSED FOR THE EXTERIOR.



VETERINARY PRACTICE PARTNERS

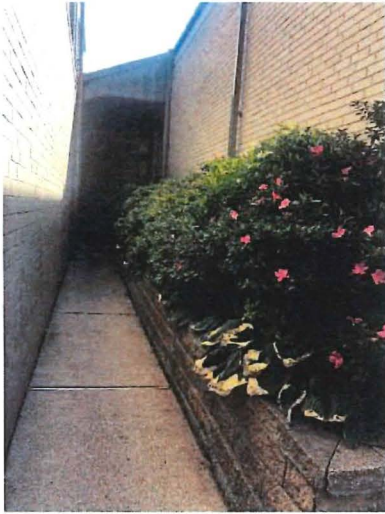
12/06/21

VPP KIRKWOOD ANIMAL HOSPITAL

SITE PHOTOGRAPHS - FRONT



MD ARCHITECTS



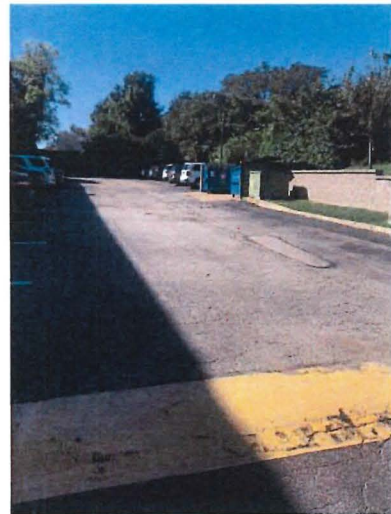
ACCESS RAMP TO THE BACK OF THE BUILDING



REAR PARKING LOT



REAR PARKING LOT AND VIEW OF DRIVE AISLE TO WEST CLINTON PLACE

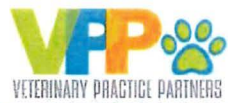


REAR PARKING LOT TOWARDS DUMPSTER ENCLOSURE



REAR PARKING LOT AND VIEW TOWARDS NEIGHBORING (TRUE) SOUTH PROPERTY

NO WORK IS BEING PROPOSED FOR THE EXTERIOR.

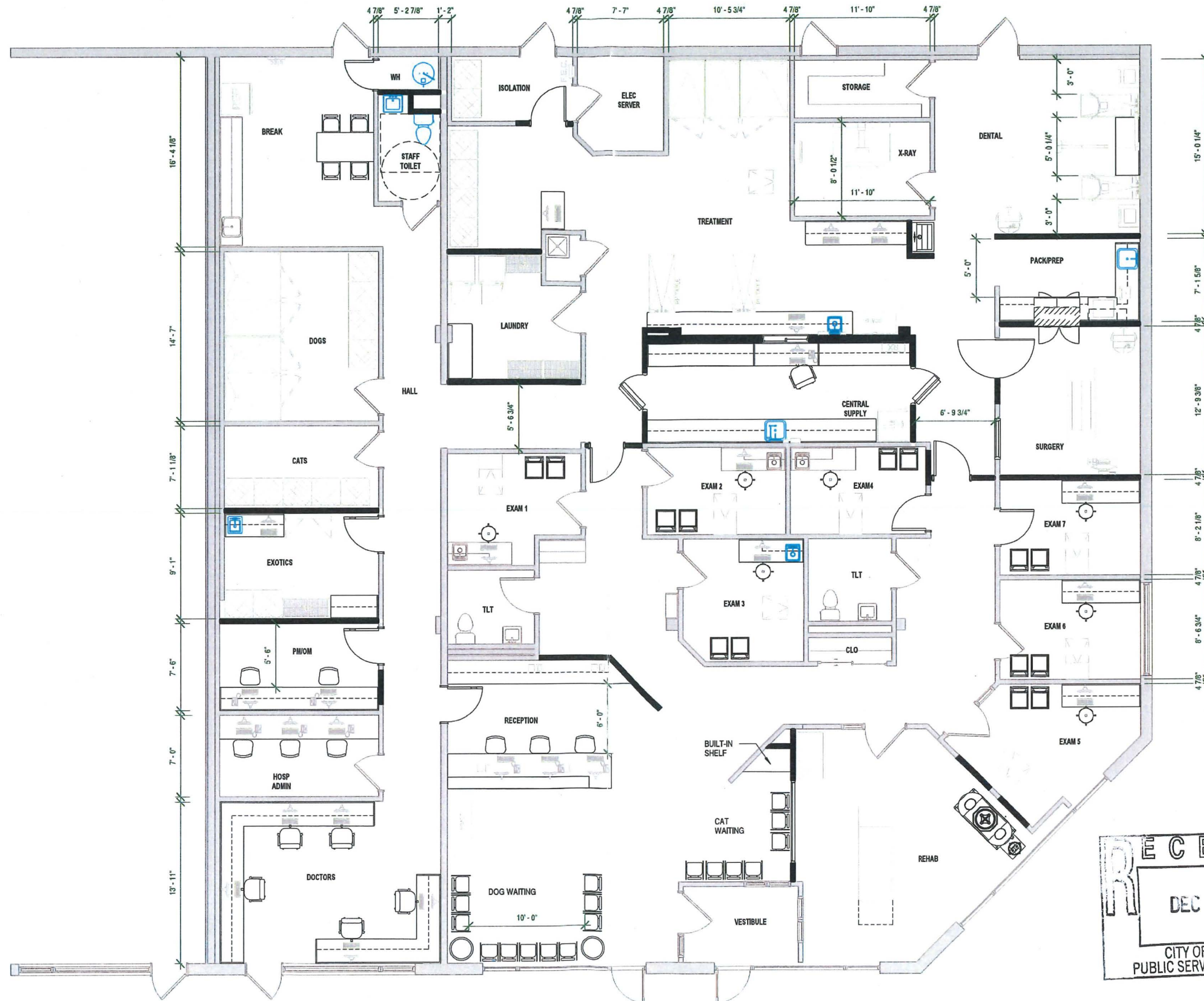


12/06/21

VPP KIRKWOOD ANIMAL HOSPITAL

SITE PHOTOGRAPHS - REAR





RECEIVED
 DEC 16 2021
 CITY OF KIRKWOOD
 PUBLIC SERVICES DEPARTMENT

VPP KIRKWOOD ANIMAL HOSPITAL

SPACE PLAN
 12/13/2021

PRESENTED BY:



ALTA/ACSM LAND TITLE SURVEY

GRAPHIC SCALE



LEGEND

- ⊕ - UTILITY POLE
- ⊙ - SIGN
- ⊛ - LIGHT
- ⊕ - FIRE HYDRANT
- ⊕ - FIRE SHUT-OFF
- ⊕ - TELEPHONE SERVICE
- ⊕ - ELECTRIC SERVICE
- ⊕ - GAS METER
- ⊕ - GAS VALVE
- ⊕ - WATER METER
- ⊕ - WATER VALVE
- ⊕ - TELEPHONE BOX
- - OVERHEAD WIRES

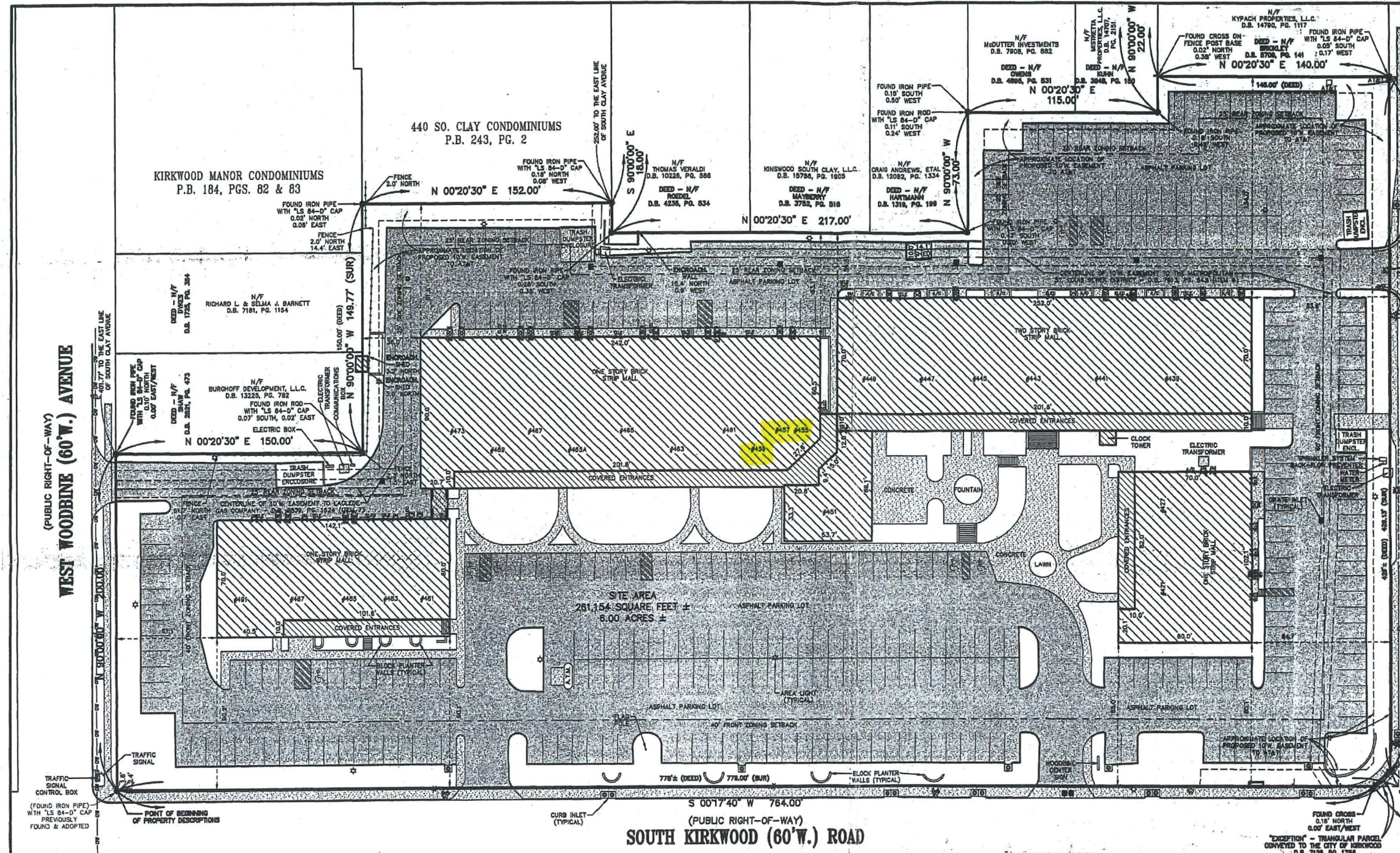
LOCATION MAP

NOT TO SCALE



REV.	DATE	BY	DESCRIPTION
2	09/15/08	L.J.K.	PER WEISS & GIACOMA, PC, DATED SEPT. 12, 2008
1	08/25/08	L.J.K.	PER WEISS & GIACOMA, PC, DATED AUG. 17, 2008

DATE: JUNE 16, 2008
 SCALE: VERT. 1" = 30'
 HORIZ. 1" = 30'
 SHEET 1 OF 1
JAMES ENGINEERING & SURVEYING CO., INC.
 ENGINEERS PLANNERS SURVEYORS
 10811 BIG BEND BOULEVARD KIRKWOOD, MO. 63122
 PHONE: (314) 822-1006 FAX: (314) 822-0008



To: R.J.C. Partnership, L.L.C. and Old Republic National Title Insurance Company and Regene Financial Corporation:
 This is to certify that this map or plot and the survey on which it is based were made in accordance with "Minimum Standard Detail Requirements for ALTA/ACSM Land Title Surveys", jointly established and adopted by ALTA and NSPS in 2005, and includes items 1, 2, 3, 4, 5, 7(a), 8, 9, 10, 11(c), 13 and 16 of Table A thereof. Pursuant to the Accuracy Standards as adopted by ALTA and NSPS and in effect on the date of this certification, undersigned further certifies that in my professional opinion, as a Land Surveyor registered in the State of Missouri, the Relative Positional Accuracy of this survey does not exceed that which is specified therein.
 I also declare that under my supervision and to the best of my ability and professional judgment, and in a manner consistent with the degree of care and skill ordinarily exercised by members of the Land Surveying Profession currently, that the results shown hereon are made in accordance with the Current Minimum Standards for Property Boundary Surveys as set forth by the Missouri Department of Natural Resources, Division of Geology and Land Survey and rules promulgated by the Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Landscape Architects, effective April, 2008, Urban Class Survey.
JAMES ENGINEERING & SURVEYING COMPANY, INC.
 Leo J. Klutho, PLS-2005019212
 Professional Land Surveyor in Responsible Charge

NOTES:
 1) SOURCE OF TITLE: Old Republic National Title Insurance Company - File Number: TPL-08-80082 Dated: May 8, 2008
 ITEM 6: Easement to The Metropolitan St. Louis Sewer District in Book 7813, Page 843 (Affects the surveyed Property as shown hereon).
 ITEM 7: Easement to Laclede Gas Company in Book 7838, Page 1524 (Affects the surveyed Property as shown hereon).
 2) SOURCE OF BEARINGS: Adopted from plot of 440 SO. CLAY CONDOMINIUMS, according to the plot thereof recorded in Plot Book 243, Page 2 of the St. Louis County Records.
 3) SOURCE OF DEED: Conveyed to R.J.C. Partnership, L.L.C., by Deed recorded in Book 10730, Page 2327 of the St. Louis County Records.
 4) FLOOD NOTE: "Zone X" Areas determined to be outside 500-Year Floodplain (NOT a "Special Flood Hazard Area") City of Kirkwood, Community-Panel Number: 290382 0283 H, Effective Date: August 2, 1995
 5) ZONING: "B-4" Planned Commercial District (No known Zoning Violations per Todd A. Rehs, P.E., Public Works Director of the City of Kirkwood, dated May 28, 2008)
 - Setbacks: As shown hereon
 Any Zoning Information shown hereon is not meant to be a statement of compliance, which would be beyond the Surveyor's expertise.
 6) The location of existing underground facilities, structures and utilities, if and when shown, have been plotted from available surveys and records and do not necessarily reflect the actual existence, non-existence, size, type, number or location, therefore these locations must be considered approximate. There may be others, the existence of which is presently not known. The contractor shall be responsible for verifying the actual location of all utilities, shown or not shown, and solid utilities shall be located in the field prior to any project construction.
 7) There are 329 striped parking spaces, including 8 handicap spaces.

PROPERTY DESCRIPTION PER TITLE COMMITMENT:
 A tract of land in the Southwest 1/4 of Section 1, Township 44 North, Range 5 East, St. Louis County, Missouri, and more particularly described as follows:
 Beginning at the intersection of the North line of Woodbine Avenue, 60 feet wide, with the West line of Kirkwood Road, 60 feet wide; thence Westwardly along said North line of Woodbine Avenue, 200 feet to the Southeast corner of property conveyed to Shaw by Deed recorded in Book 2821, Page 473 of the St. Louis County Records; thence Northwardly along the East line of said Shaw property, 150 feet to the Northeast corner of said Shaw property; thence Westwardly along the North line of said Shaw property and the North line of property conveyed to Dikes by Deed recorded in Book 1723, Page 384 of said Records and the North line of Kirkwood Manor Condominiums as shown on the plat thereof recorded in Plot Book 184, Pages 82 and 83 of said Records, 150 feet to a point; thence Northwardly along a line parallel with the East line of Clay Avenue, 60 feet wide, 132 feet to a point on the South line of property to Roadway by Deed recorded in Book 4235, Page 334 of said Records, said point being 232 feet East of said East line of Clay Avenue, measured along said South line of Roadway property; thence Eastwardly along said South line of Roadway property, 19 feet to the Southeast corner of said Roadway property; thence Northwardly along the East line of said Roadway property and the East line of property conveyed to Moynihan by Deed recorded in Book 3752, Page 516 and property conveyed to Hartmann by Deed recorded in Book 1316, Page 193 of said Records, 217 feet to the Northeast corner of said Hartmann property; thence Westwardly along the North line of said Hartmann property, 73 feet to the Southeast corner of property conveyed to Owens by Deed recorded in Book 4659, Page 531 of said Records; thence Northwardly along the East line of said Owens property conveyed to Kuhn by Deed recorded in Book 3848, Page 150 of said Records, 115 feet to the Northeast corner of said Kuhn property; thence Westwardly along the South line of property conveyed to Britsky by Deed recorded in Book 2709, Page 141 of said Records, 22 feet to the Southwest corner of Britsky property; thence Northwardly along the West line of said Britsky property, 145 feet to the South line of Clinton Place, 40 feet wide; thence Eastwardly along said South line of Clinton Place, 458 feet, more or less, to the said West line of Kirkwood Road; thence Southwardly along said West line of Kirkwood Road, 778 feet, more or less, to the point of beginning; EXCEPTING THEREFROM the North 5 feet conveyed to the City of Kirkwood for widening of Clinton Avenue recorded in Book 7785, Page 660.

SURVEYED METES AND BOUNDS PROPERTY DESCRIPTION:
 A tract of land in the Southwest Quarter of Section 1, Township 44 North, Range 5 East, St. Louis County, Missouri, and being more particularly described as follows:
 Beginning at the intersection of the West line of South Kirkwood Road, 60 feet wide, with the North line of West Woodbine Avenue, 60 feet wide; thence along the North line of said West Woodbine Avenue, North 89 degrees 00 minutes 00 seconds East, 200.00 feet to the Southeast corner of said West Woodbine Avenue, as measured along the North line of West Woodbine Avenue; thence along a line, parallel with the East line of said South Clay Avenue, North 00 degrees 20 minutes 30 seconds East, 150.00 feet; thence along a line, parallel with the North line of said West Woodbine Avenue, North 90 degrees 00 minutes 00 seconds East, 146.77 feet to the Southeast corner of 440 SO. CLAY CONDOMINIUMS, according to the plot thereof recorded in Plot Book 243, Page 2 of the St. Louis County Records; thence along the East line of said 440 SO. CLAY CONDOMINIUMS and parallel with the East line of said South Clay Avenue, North 00 degrees 20 minutes 30 seconds East, 152.00 feet to the Northeast corner of said 440 SO. CLAY CONDOMINIUMS; thence along a line, parallel with the North line of said West Woodbine Avenue, South 90 degrees 00 minutes 00 seconds East, 150.00 feet; thence along a line, parallel with the East line of said South Clay Avenue, North 00 degrees 20 minutes 30 seconds East, 217.00 feet; thence along a line, parallel with the North line of said West Woodbine Avenue, North 90 degrees 00 minutes 00 seconds East, 73.00 feet; thence along a line, parallel with the East line of said South Clay Avenue, North 00 degrees 20 minutes 30 seconds East, 115.00 feet; thence along a line, parallel with the North line of said West Woodbine Avenue, North 89 degrees 00 minutes 00 seconds East, 22.00 feet; thence along a line, parallel with the East line of said South Clay Avenue, North 00 degrees 20 minutes 30 seconds East, 140.00 feet to the South line of West Clinton Place, as widened by Deed conveyed to the City of Kirkwood, Missouri, in Book 7785, Page 660 of the St. Louis County Records; thence along the South line of said Clinton Place, as widened, South 90 degrees 00 minutes 00 seconds East, 416.13 feet to the Southwesterly line of a Triangular Parcel conveyed to the City of Kirkwood, Missouri, for Right-Of-Way at the Southeast corner of the intersection of South Kirkwood Road and West Clinton Place, by Deed recorded in Book 1728, Page 178 of the St. Louis County Records; thence along the Southwesterly line of said Triangular Parcel, South 44 degrees 51 minutes 10 seconds East, 14.11 feet to the West line of said South Kirkwood Road; thence along the West line of South Kirkwood Road, South 00 degrees 17 minutes 17 seconds East, 764.00 feet by the point of beginning, according to Survey Number 188501, executed by James Engineering & Surveying Company, Inc., during the month of June, 2008, and containing 281,154 Square Feet, more or less, or 8.00 Acres, more or less.
 The bearings described herein were adopted from the plot of 440 SO. CLAY CONDOMINIUMS, according to the plot thereof recorded in Plot Book 243, Page 2 of the St. Louis County Records.
 This description is intended to describe the same property as described in Old Republic National Title Insurance Company Commitment, File Number TPL-08-80082, dated May 8, 2008.

BILL 10915

ORDINANCE

AN ORDINANCE APPROPRIATING \$35,000 FROM THE FLEET SERVICE FUND BALANCE TO THE FLEET SERVICE PARTS ACCOUNT DUE TO AN INCREASE IN VEHICLE REPAIR AND PARTS REPLACEMENT EXPENSES.

WHEREAS, Fleet Services has seen a significant increase in vehicle repairs and parts replacement, and

WHEREAS, funds in the amount of \$35,000 needs to be appropriated from the Fleet Service Fund Balance to Account #608-1703-429.66.25 (Parts).

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

SECTION 1. Funds in the amount of \$35,000 are hereby appropriated from the Fleet Service Fund Balance to Account #608-1703-429.66.25 (Parts).

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 2022.

Mayor, City of Kirkwood

ATTEST:

City Clerk
1st Reading:
2nd Reading:

Legislation Request

Ordinance

Place On The Agenda Of: 2/17/2022

Step #1:

Strategic Plan NO Goal # & Title

Background To Issue:

Fleet Services has seen a significant increase in vehicle repairs and parts replacement expenses. Historically the Operating Supplies/Vehicle Repair/Parts account had an average utilization of \$15,040 per month but during FY22, as of 01 February 2022, we have seen this increase to \$18,606 per month.

Recommendations and Action Requested:

Transfer funds from the Fleet Services Fund Balance to 60817034296625, Parts Account.

Alternatives Available:

Does this project have a public information component? Yes No

Cost: \$35,000.00 Account #: 60817034296625 Project #: Budgeted: NO

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

Department Head Comments:

See Attachment

BY: Christopher Wenom Sr. Date: 2/1/2022 Authenticated: wenomcj

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



20220201 Fleet
Ordinance.docx
Microsoft Word Document
11.7 KB

 File Attachment

 File Attachment

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

Select...

Purchasing Director's Comments:

BY: Select...

Date:

Authenticated:

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

 File Attachment

 File Attachment

 File Attachment

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

Appropriation

From Account # or Fund Name:

To Account # or Fund Name:

Finance Director's Comments:

Fleet Services Fund fund balance is sufficient and available to approve appropriating \$35,000 from fund balance to account 608-1703-429.66-25, Parts as requested above.

BY: John Adams

Date: 2/1/2022

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:

2-10-22

**CITY OF KIRKWOOD
FLEET SERVICES DEPARTMENT
345 S. FILLMORE AVENUE
KIRKWOOD, MO 63122**

TO: Mayor and Council

FROM: Christopher Wenom, Fleet Services Director

DATE: February 01, 2020

RE: Fund Balance Transfer

As of 2/02/22, Fleet Services is anticipating a deficit will occur within the month of March. Based on current calculations, Fleet will need an additional \$35,000 to ensure all invoices are paid in a timely manner.

Fund Balance Account Overview

Fleet Services' Fund Balance is the accumulation of revenues less expenses. The beginning Fund Balance plus forecasted revenues over expenses provides the basis for budget appropriations. With that said, the Fleet Services' beginning fund balance was \$182,103 is sufficient to approve appropriation request of \$35,000 from the fund balance into account 608-1703-429.66-25, Parts.

BILL 10916

ORDINANCE

AN ORDINANCE VACATING AN 10' WIDE EASEMENT THAT EXISTS ON LOT 4 OF HAWBROOK COMMON, AS RECORDED IN PLAT BOOK 32, PAGE 34 OF THE ST. LOUIS COUNTY RECORDER OF DEEDS, LOCATED IN THE CITY OF KIRKWOOD, ST. LOUIS COUNTY, MISSOURI, AND MORE PARTICULARLY DESCRIBED ON EXHIBITS A AND B (ATTACHED HERETO AND INCORPORATED BY REFERENCE HEREIN).

WHEREAS, the property owners at 4 Hawbrook wish to vacate the existing 10' wide easement, and

WHEREAS, the property owners have obtained a letters of approval to vacate the easement from Ameren, Spire, AT&T, Charter Communications, Metropolitan St. Louis Sewer District, Missouri American Water, Kirkwood Water Department, and Kirkwood Electric Department, and

WHEREAS, the Engineering Department recommends approval of the vacation of the 10' wide easement that exists on Lot 4 of Hawbrook Common, as recorded in Plat Book 32, Page 34 of the St. Louis County Recorder of Deeds, located in the City of Kirkwood, St. Louis County, Missouri, and more particularly described on exhibits A and B (attached hereto and incorporated by reference herein).

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

SECTION 1. There is hereby vacated a 10' wide easement that exists on Lot 4 of Hawbrook Common, as recorded in Plat Book 32, Page 34 of the St. Louis County Recorder of Deeds, located in the City of Kirkwood, St. Louis County, Missouri, and more particularly described on exhibits A and B (attached hereto and incorporated by reference herein):

A ten feet wide strip of land in the Northwest $\frac{1}{4}$ of Section 6, Township 44 North, Range 6 East, St. Louis County, Missouri, and being more particularly described as follows:

Beginning at a point on the easterly line of Parcel 2 as described in deed to Thomas and Anna Dankenbring recorded in Book 23016 Page 3782 in the Office of the Recorder of Deeds for St. Louis County, and said point also being the southwesterly corner of Lot 4 of Hawbrook Common, as per line of Parcel 2, South 00 degrees 06 minutes 56 seconds East 10.14 feet to the southerly line of a ten feet wide easement to the City of Kirkwood recorded in Book 1691 Page 562 of said County Records, thence along said southerly line, North 80 degrees 43 minutes 50 seconds West 6.88 feet to the westerly line of said easement; thence along said westerly line, North 25 degrees 33 minutes 35 seconds West 140.53 feet to the northerly line of said easement; thence along said northerly line North 64 degrees 26 minutes 25 seconds East 10.00 feet to the easterly line of said easement; thence along said easterly line, South 25 degrees 33 minutes 35 seconds East 135.30 feet to the point of beginning, according to calculations for Order No. 0621-75 executed by Topos Surveying Corp. in November, 2021.

SECTION 2. A certified copy of this ordinance shall be recorded with the Recorder of Deeds, St. Louis County.

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

PASSED AND APPROVED THIS DAY OF.

Mayor, City of Kirkwood

ATTEST:

City Clerk
1st Reading:
2nd Reading:

Legislation Request

Ordinance

Place On The Agenda Of: 2/17/2022

Step #1:

Strategic Plan NO Goal # & Title

Background To Issue:

A 10' wide easement to the City of Kirkwood exists as shown on the plat and legal descriptions of Exhibits "A" and "B" as a strip of land on 4 Hawbrook. A petition for an easement vacation has been received from the homeowners of 4 Hawbrook to accommodate an addition to their home. The homeowner has obtained letters of approval to vacate the easement from Ameren, AT&T, Charter, Kirkwood Electric, Kirkwood Water, Missouri American Water, Metropolitan St. Louis Sewer District, and Spire.

Recommendations and Action Requested:

It is recommended the council approve the vacation of the easement as defined in legal description Exhibit "A" and as depicted in Exhibit "B".

Alternatives Available:

Does this project have a public information component? Yes No

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

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

Department Head Comments:

BY: Christopher Krueger Date: 2/9/2022 Authenticated: kruegeca

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



Easement Vacation
Application.pdf
Adobe Acrobat Document
2.82 MB



Utility Releases.pdf
Adobe Acrobat Document
15.4 MB

File Attachment

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

Select...

Purchasing Director's Comments:

BY: Select...

Date:

Authenticated:

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

 File Attachment

 File Attachment

 File Attachment

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

Select...

From Account # or Fund Name:

To Account # or Fund Name:

Finance Director's Comments:

BY: Select...

Date:

Authenticated:

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

Approve

Disapprove

Chief Administrative Officer's Comments:

BY:



Date:

2-10-22

CITY OF KIRKWOOD
APPLICATION FOR CITY COUNCIL ACTION

DATE: 1/26/2022

PROJECT ADDRESS: 4 Hawbrook Lane
Kirkwood, MO 63122

ACTION REQUESTED

Right-of-Way Encroachment

Right-of-Way Vacation

Other _____

Easement Vacation

Comments: _____

PETITIONER INFORMATION

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

Name (Print): Tom + Anna Dankenbring Signature: [Signature] Phone No.: 314 749 5409

Mailing Address: 4 Hawbrook Lane City: Kirkwood State: MO Zip: 63122

E-mail Address: anna.stagner@gmail.com

Petitioner's Status: Corporation Partnership Individual

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

AGENT INFORMATION

Agent's Name: _____ Signature: _____ Phone No.: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

E-mail Address: _____

(NOTE: The petitioner's agent, if listed, shall receive the official notice of public hearing)

PROPERTY OWNERS

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

Name: Tom Dankenbring

Name: Anna Dankenbring

Signature: [Signature]

Signature: [Signature]

Address: 4 Hawbrook Lane

Address: 4 Hawbrook Lane

City/State/Zip: Kirkwood, MO 63122

City/State/Zip: Kirkwood, MO 63122

Phone: 314 221 0465

Phone: 314 749 5409

FOR CITY USE ONLY

Date Received: 1/26/22 Total Received: \$ 75 Agenda Date: _____

Easement Vacation: \$75

Right-of-Way Vacation: \$100

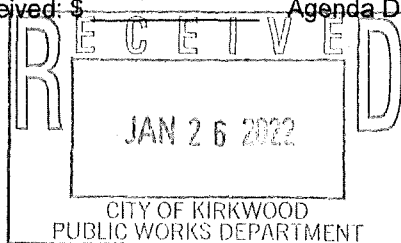


Exhibit A

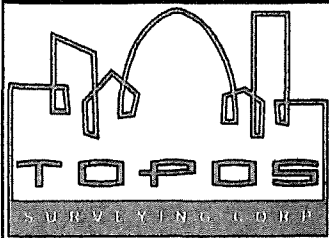
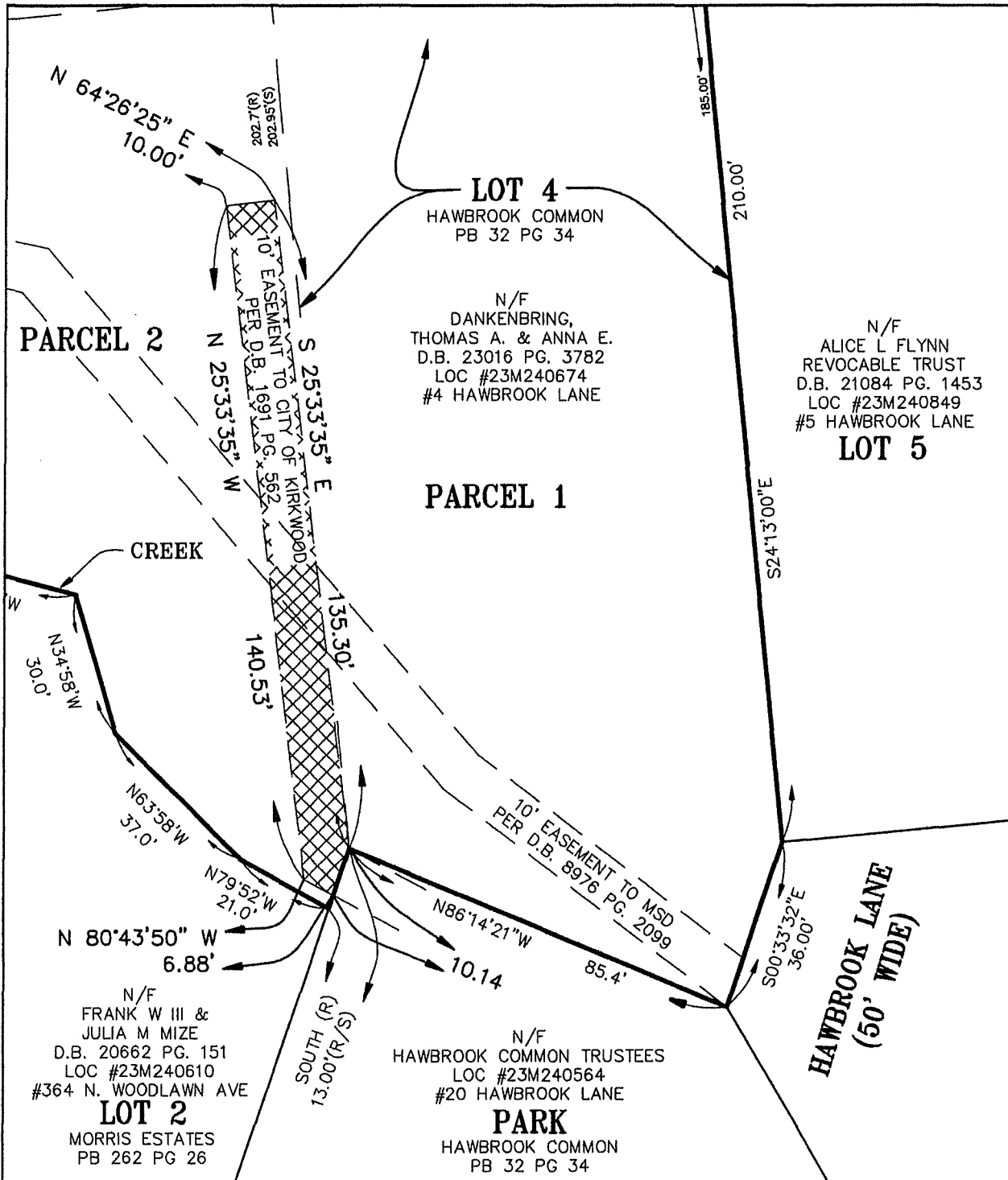


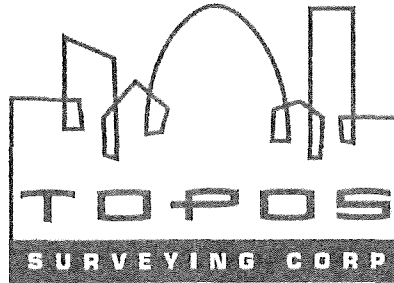
EXHIBIT
 4 HAWBROOK LANE, KIRKWOOD ST. LOUIS COUNTY, MISSOURI, 63122
 A PARCEL OF GROUND IN THE NORTHWEST ¼ OF SECTION 6,
 TOWNSHIP 44 NORTH, RANGE 6 EAST IN ST. LOUIS COUNTY, MISSOURI,

**790 RUE ST. FRANCOIS
 FLORISSANT, MISSOURI 63031**
 Phone (314) 838-5806
 Fax (314) 838-8141

Scale: 1" = 30'

Drawn by: NLO
 Survey No. 0621-75

Exhibit 'B'



DESCRIPTION OF EASEMENT TO BE VACATED

A ten feet wide strip of land in the Northwest $\frac{1}{4}$ of Section 6, Township 44 North, Range 6 East, St. Louis, County, Missouri, and being more particularly described as follows:
Beginning at a point on the easterly line of Parcel 2 as described in deed to Thomas and Anna Dankenbring recorded in Book 23016 Page 3782 in the Office of the Recorder of Deeds for St. Louis County, and said point also being the southwesterly corner of Lot 4 of Hawbrook Common, as per plat thereof recorded in Plat Book 32 Page 34 of said County Records; thence along said easterly line of Parcel 2, South 00 degrees 06 minutes 56 seconds East 10.14 feet to the southerly line of a ten feet wide easement to the City of Kirkwood recorded in Book 1691 Page 562 of said County Records; thence along said southerly line, North 80 degrees 43 minutes 50 seconds West 6.88 feet to the westerly line of said easement; thence along said westerly line, North 25 degrees 33 minutes 35 seconds West 140.53 feet to the northerly line of said easement; thence along said northerly line North 64 degrees 26 minutes 25 seconds East 10.00 feet to the easterly line of said easement; thence along said easterly line, South 25 degrees 33 minutes 35 seconds East 135.30 feet to the point of beginning, according to calculations for Order No. 0621-75 executed by Topos Surveying Corp. in November, 2021.



December 16, 2021

Tom and Anna Dankenbring
4 Hawbrook Ln.
Kirkwood, MO 63122

Dear Mr. and Mrs. Dankenbring,

This letter is in response to the request that Ameren Missouri approve the release/vacation of a ten (10) foot wide easement granted to the City of Kirkwood and recorded in Deed Book 1691, Page 562 of the St. Louis County, Missouri Records. Said easement is located on Lot 4 of Hawbrook Common, a subdivision according to the plat thereof recorded in Plat Book 32, Page 34 of the St. Louis County, Missouri Records.

Our Dorsett District Engineering Department has reviewed your request and determined that Ameren Missouri has no objection to the release of the easement, being that this is an area served by Kirkwood Electric and Ameren currently does not provide electric service in this area.

If there are any additional questions or concerns regarding this matter, please contact me at (314) 992-8671 or ryoung@ameren.com.

Sincerely,

Roxanne Young

Roxanne Young
Senior Real Estate Representative



**SOUTHWESTERN BELL TELEPHONE COMPANY
RELEASE OF EASEMENT**

Executed: 12/1/2021

THIS RELEASE OF EASEMENT, entered into by **SOUTHWESTERN BELL TELEPHONE COMPANY, d/b/a AT&T MISSOURI**, (1010 PINE ST., RM 20E-A-05, ST. LOUIS, MO 63101), GRANTOR, AND Tom and Anna Dankenbring, GRANTEE, wherein GRANTOR in consideration of One Dollar (\$1.00) and other valuable consideration, receipt of which is hereby acknowledged, does by these presents ABANDON, RELEASE, RELINQUISH AND DISCLAIM to GRANTEE, as is, all or a specific portion of a certain easement for telecommunication purposes hereinafter described that affects land owned by GRANTEE situated in The City of Kirkwood, ST. LOUIS COUNTY, MISSOURI, and described as follows:

A ten feet wide strip of land in the Northwest $\frac{1}{4}$ of Section 6, Township 44 North, Range 6 East, St. Louis, County, Missouri, and being more particularly described as follows:
Beginning at a point on the easterly line of Parcel 2 as described in deed to Thomas and Anna Dankenbring recorded in Book 23016 Page 3782 in the Office of the Recorder of Deeds for St. Louis County, and said point also being the southwesterly corner of Lot 4 of Hawbrook Common, as per plat thereof recorded in Plat Book 32 Page 34 of said County Records; thence along said easterly line of Parcel 2, South 00 degrees 06 minutes 56 seconds East 10.14 feet to the southerly line of a ten feet wide easement to the City of Kirkwood recorded in Book 1691 Page 562 of said County Records; thence along said southerly line, North 80 degrees 43 minutes 50 seconds West 6.88 feet to the westerly line of said easement; thence along said westerly line, North 25 degrees 33 minutes 35 seconds West 140.53 feet to the northerly line of said easement; thence along said northerly line North 64 degrees 26 minutes 25 seconds East 10.00 feet to the easterly line of said easement; thence along said easterly line, South 25 degrees 33 minutes 35 seconds East 135.30 feet to the point of beginning, according to calculations for Order No. 0621-75 executed by Topos Surveying Corp. in November, 2021.


Said land of GRANTEE being subject to: Utility vacation for portion of 4 Hawbrook Lane, Kirkwood, MO. All portion to be vacated is shown on attachments.

The area of said easements to be hereby released is described as follows: The area depicted as hachured (//////////) on the Easement Release Plat, marked Exhibit "A", attached hereto and made a part thereof.

TO HAVE AND TO HOLD same, together with all rights and appurtenances to the same belonging, unto GRANTEE(S), their heirs, successors and assigns forever.

IN WITNESS WHEREOF, GRANTOR has caused this Release of Easement to be executed by its duly authorized officers this 1st day of December, 2021.

SOUTHWESTERN BELL TELEPHONE
COMPANY (d/b/a AT&T MISSOURI)



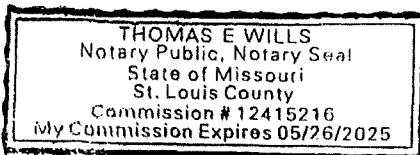
Name: JOHN J. ARNOLD

Title: MGR., OSP PLNG & ENGRG DESIGN

THE STATE OF MISSOURI
CITY OF ST. LOUIS

BEFORE ME, the undersigned authority, on this day personally appeared JOHN J. ARNOLD, known to me to be the person whose name is subscribed to the foregoing instrument as the MGR., OSP PLANNING AND ENGINEERING DESIGN of SOUTHWESTERN BELL TELEPHONE COMPANY (d/b/a AT&T Missouri), a corporation, and acknowledged to me that he executed the same for purposes and considerations therein expressed in the capacity stated, and as the act and deed of said corporation.

Given under my hand and seal of office this the 1st day of December, 2021.





Notary Public

VACATION OF EASEMENT

WHEREAS, an easement for broadband cable communications placement within the dedicated utility easement has been granted to Charter Communications Entertainment I, LLC ("Charter"), **The Grantor** located at 941 Charter Commons Town & Country, MO 63017 by St. Louis County, Missouri within a parcel of ground in the northwest quarter of section 6, Township 44 North, Range 6 East in St Louis County Missouri; and it is the purpose and intent of Charter to release a portion of such easement rights.

NOW THEREFORE, Charter does hereby relinquish and release that portion of its easement rights to **Grantee**, Tom & Anna Dankenbring, to place or maintain permanent facilities within the easements, as indicated by hashmarks on **Exhibit A**. Except for the release of the noted area described herein, the remaining easement rights and interests granted to Charter pursuant to the aforementioned plat shall remain in full force and effect.

IN WITNESS THEREOF, Charter has caused this document to be executed as of the 28th day of December 2021.

Charter Communications Entertainment I, LLC, a Delaware limited liability company

By its Manager: Charter Communications, Inc., a Delaware corporation

By: _____



Robert Burton

Title: Field Operations AVP, Charter Communications Entertainment I, LLC



Charter Communications
 3852 U.S. Highway 110
 410 U.S. Highway 110
 8526 U.S. Highway 110
 315 U.S. Highway 110
 2725 U.S. Highway 110

Order Number: 2882
 Order Date: 11/11/12
 Order Status: Confirmed

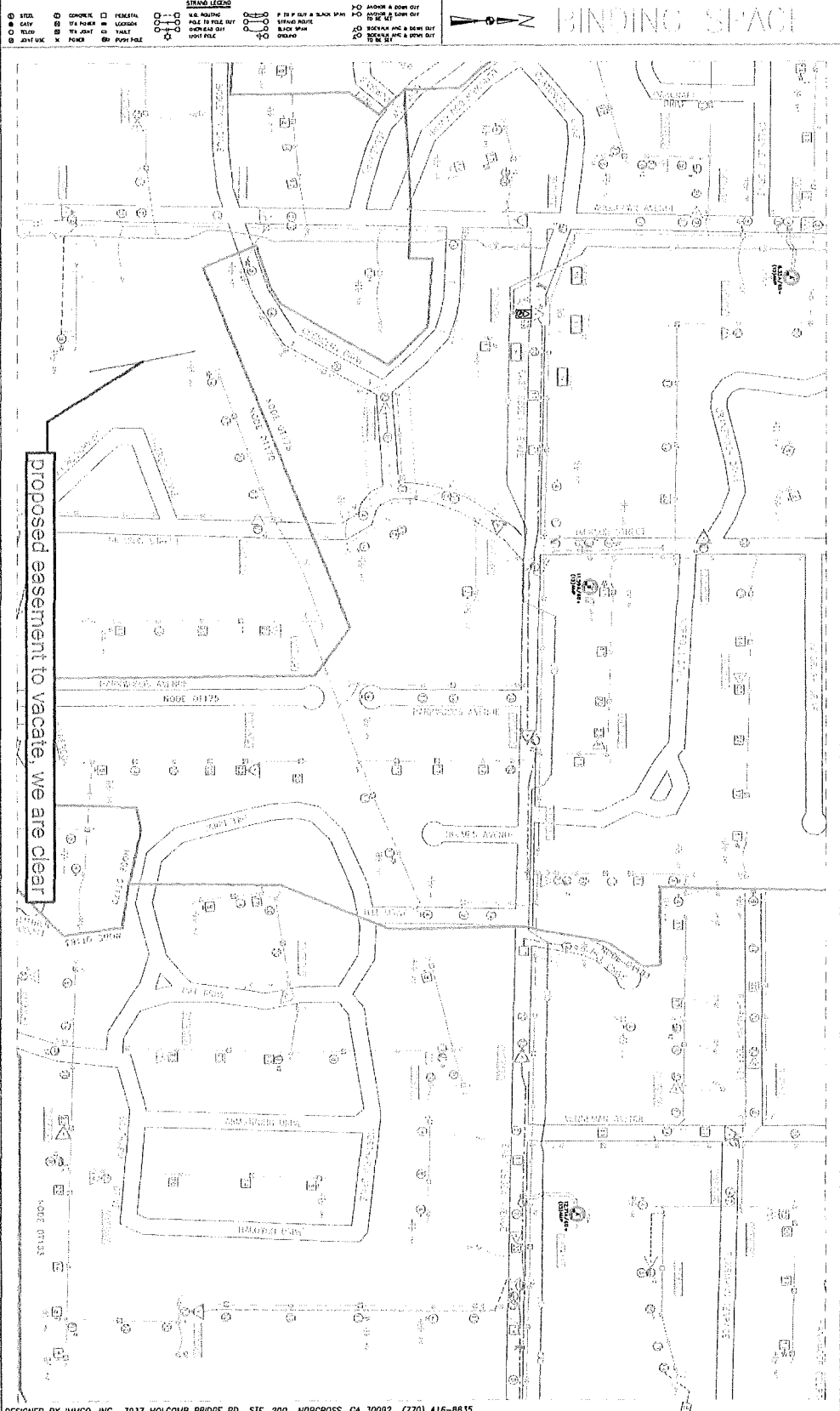
Order Description: Upgrade to 100 Mbps

Order Address: 3937 Holcomb Bridge Rd, Ste 200, Norcross, GA 30092

Order Contact: [Name Redacted]

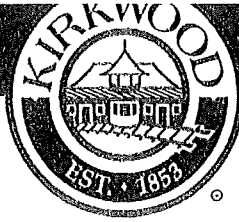
Order Notes: [Notes Redacted]

Order Summary:
 Order Number: 2882
 Order Date: 11/11/12
 Order Status: Confirmed
 Order Description: Upgrade to 100 Mbps
 Order Address: 3937 Holcomb Bridge Rd, Ste 200, Norcross, GA 30092
 Order Contact: [Name Redacted]



DESIGNED BY IMCO, INC 3937 HOLCOMB BRIDGE RD, STE. 200 NORCROSS, GA 30092 (770) 416-8835

NO.	DESCRIPTION	DATE	BY	CHECKED BY
1	Initial Design	11/11/12	[Name Redacted]	[Name Redacted]
2	Revised Design	11/11/12	[Name Redacted]	[Name Redacted]
3	Final Design	11/11/12	[Name Redacted]	[Name Redacted]
4	As-Built	11/11/12	[Name Redacted]	[Name Redacted]
5	Final Review	11/11/12	[Name Redacted]	[Name Redacted]



WHERE COMMUNITY AND SPIRIT MEET

November 12, 2021

Anna Dankenbring
4 Hawbrook Lane
Kirkwood, Missouri 63122
314-749-5409
Email: anna.stagner@gmail.com

Re: Request of Easement Vacation – 4 Hawbrook Lane, Kirkwood, MO 63122

We have investigated the request for the vacation and have no objection to the vacation as proposed in the attached drawing entitled “Exhibit A”. Please feel free to contact me via phone at 314-822-5847 or by email @ Pettyma@Kirkwoodmo.org if you have any further questions regarding this matter.

Sincerely,

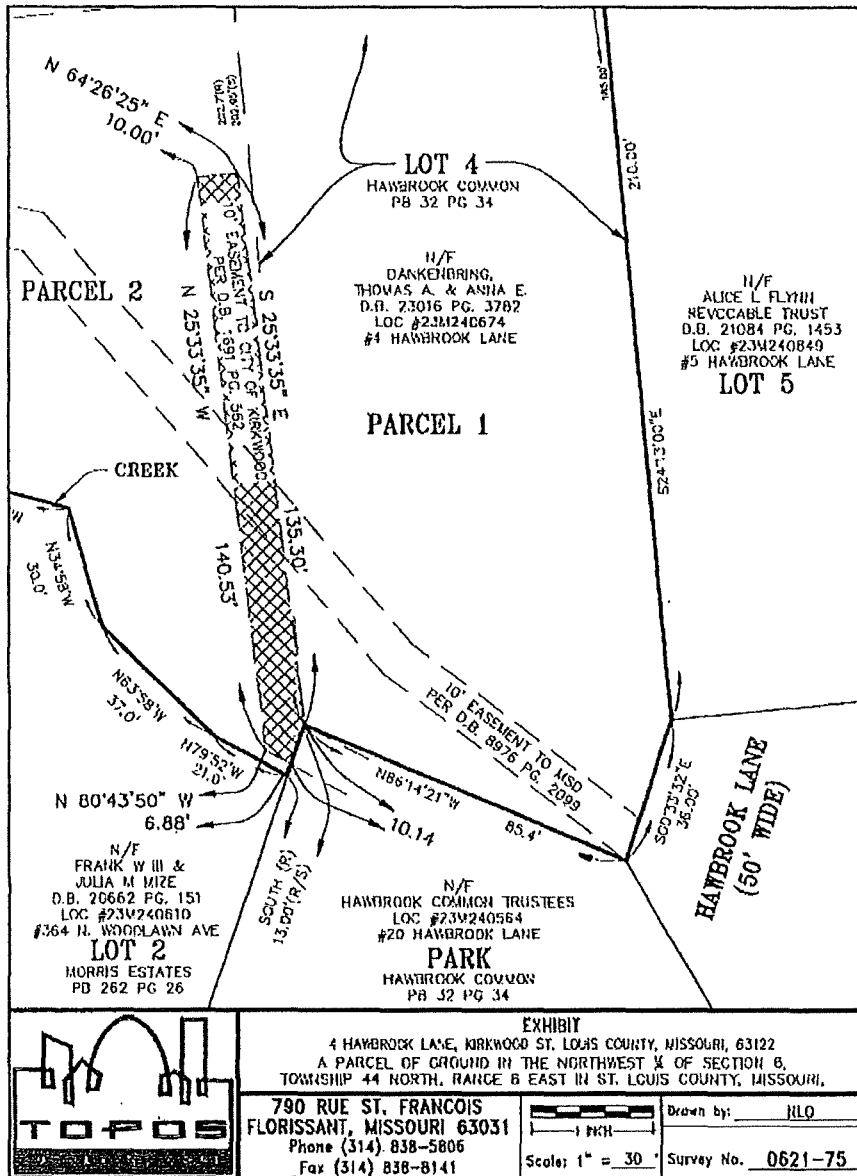
Mark Petty
Director, Kirkwood Electric

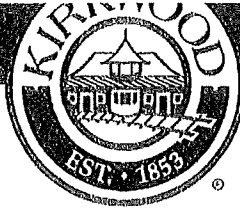
Attachments: Exhibit “A”

CC: Chris Krueger, P.E., City Engineer, City of Kirkwood

Exhibit "A"

Proposed Vacation of easement at 4 Hawbrook Lane





WHERE COMMUNITY AND SPIRIT MEET

November 11, 2021

Mr./Mrs. Tom and Anna Dankenbring
4 Hawbrook Lane
Kirkwood, MO 63122

**RE: Proposed Vacation of 10' wide easement /
Street Address: 4 Hawbrook Lane, Kirkwood, MO 63122**

Dear Mr./ Mrs. Dankenbring,

The City of Kirkwood Water Department has examined the request for vacation of easement located on 4 Hawbrook Lane and has determined there to be no water utility conflicts present in attachments Exhibit "A" and Exhibit "B". This vacation would only apply to the 10-foot easement as defined in legal description Exhibit "B", A ten feet wide strip of land in the Northwest ¼ of Section 6, Township 44 North, Range 6 East, St. Louis, County, Missouri.

If you have any questions and/or comments regarding this letter, please contact me at 314-822-5810.

Sincerely,

Clarence A. Patterson

Superintendent, Kirkwood Water Department

Cc: Chris Krueger, City Engineer



November 17, 2021

Anna Dankenbring
4 Hawbrook Lane
St. Louis, MO 63122

RE: **Easement Vacation Request**

Dear Mrs. Dankenbring:

We are in receipt of your email correspondence, dated November 11, 2021, concerning the vacation of an easement on Lot 4 of Hawbrook Common, according to the plat thereof recorded in PB 32, PG 34 of the St. Louis County Records. **Missouri American Water** has no objection to the proposed vacation of said easement, as shown highlighted on the attached drawing because we have no water main installed within said easement. Further, there is no language on said plat granting an easement to Missouri-American Water Company.

Should you have any questions, please contact me at (314) 996 -2324.

Sincerely,

Terrance Green
Engineering Specialist
Right of Way and Developer Services

Missouri-American Water

727 Craig Road
St. Louis, MO 63141
USA

T +1 314 996 2324

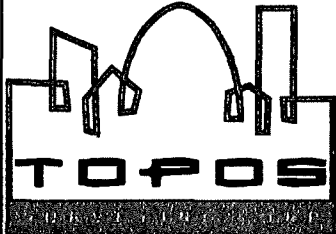
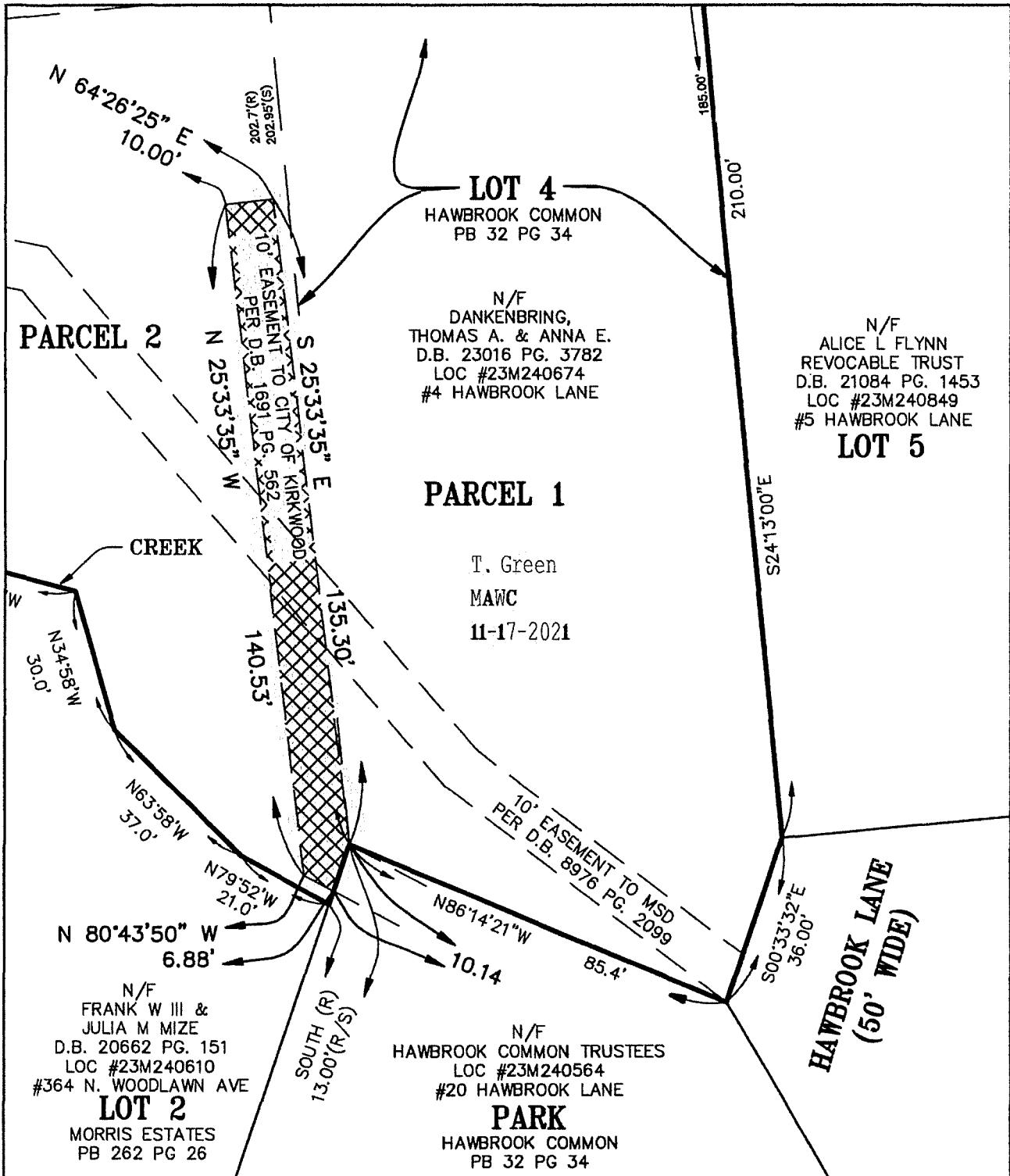
F +1 314 569 3972

E

[terrance.green@amwater.co](mailto:terrance.green@amwater.com)

[m](http://www.amwater.com)

I www.amwater.com



EXHIBIT

4 HAWBROOK LANE, KIRKWOOD ST. LOUIS COUNTY, MISSOURI, 63122
A PARCEL OF GROUND IN THE NORTHWEST ¼ OF SECTION 6,
TOWNSHIP 44 NORTH, RANGE 6 EAST IN ST. LOUIS COUNTY, MISSOURI,

790 RUE ST. FRANCOIS
FLORISSANT, MISSOURI 63031
Phone (314) 838-5806
Fax (314) 838-8141

Scale: 1" = 30'

Drawn by: NLO
Survey No. 0621-75

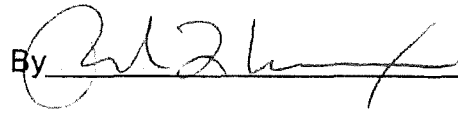
EASEMENT VACATION

TO WHOM IT MAY CONCERN:

KNOW ALL MEN BY THESE PRESENTS, that Metropolitan St. Louis Sewer District (MSD) does hereby vacate any right, title, or interest to the portions of the easements as recorded in Deed Book 1691 Page 562, of the St. Louis County Recorder's Office and shown cross hachured on the attached "Easement Vacation Exhibit" and marked Exhibit "A" and made a part hereof. The owners of the subject property have requested MSD to vacate the portions of the subject easements, and this District has no further use for said portions of easements as shown on the attached plat.

IN WITNESS WHEREOF, the said Metropolitan St. Louis Sewer District has caused these presents to be signed by its Director of Engineering this 25 day of January, 2022.

Metropolitan St. Louis Sewer District

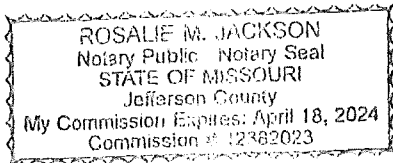
By 
Richard L. Unverferth PE
Director of Engineering

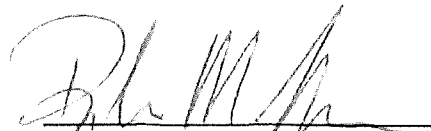
STATE OF MISSOURI)
) SS.
COUNTY OF ST. LOUIS)

On this 25 day of January, 2022, before me appeared Richard L. Unverferth, to me personally known, who being by me duly sworn, did say he is Director of Engineering of The Metropolitan St. Louis Sewer District and that said instrument was signed on behalf of said corporation by authority of its Board of Trustees, and said Richard L. Unverferth acknowledged said instrument to be the free act and deed of said corporation.

IN TESTIMONY WHEREOF, I have herewith set my hand and affixed my notarial seal the day and year first above written.

My Commission expires 4-18-24.




Notary Public

3 INCH AREA ABOVE - LEAVE BLANK (FOR RECORDERS OFFICE USE ONLY)

DOCUMENT TYPE: Easement Vacation

DATE OF DOCUMENT: 1/25/2020

GRANTOR: Metropolitan St. Louis Sewer District
Address: 2350 Market Street
St. Louis, Missouri 63103

GRANTEE: Thomas A. and Ann E. Dankenbring
Address: #4 Hawbrook Ln
Saint Louis, MO 63122

PROPERTY ADDRESS: #4 Hawbrook Ln
St. Louis, MO 63122

COUNTY LOCATOR #: 23M240674

CITY/MUNICIPALITY: Kirkwood, Missouri

LEGAL DESCRIPTION: PART OF WILDHORSE VILLAGE AS RECORDED IN PB 369, PGS 579-586 LOCATED IN U.S. SURVEYS 123,415 AND 2031, TOWNSHIP 45 NORTH, RANGE 4 EAST OF THE 5TH PRINCIPAL MERIDIAN, CITY OF CHESTERFIELD, RECORDED IN THE ST LOUIS COUNTY RECORDER'S OFFICE, ST LOUIS COUNTY MISSOURI

#4 HAWBROOK LN.

22VACAT-00002

EASEMENT VACATION EXHIBIT

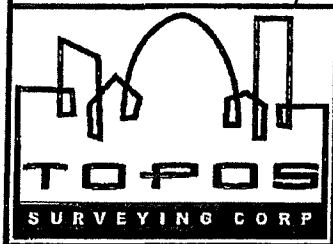
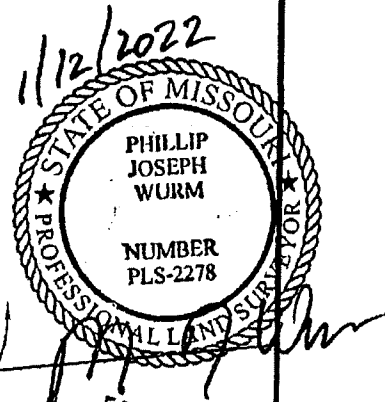
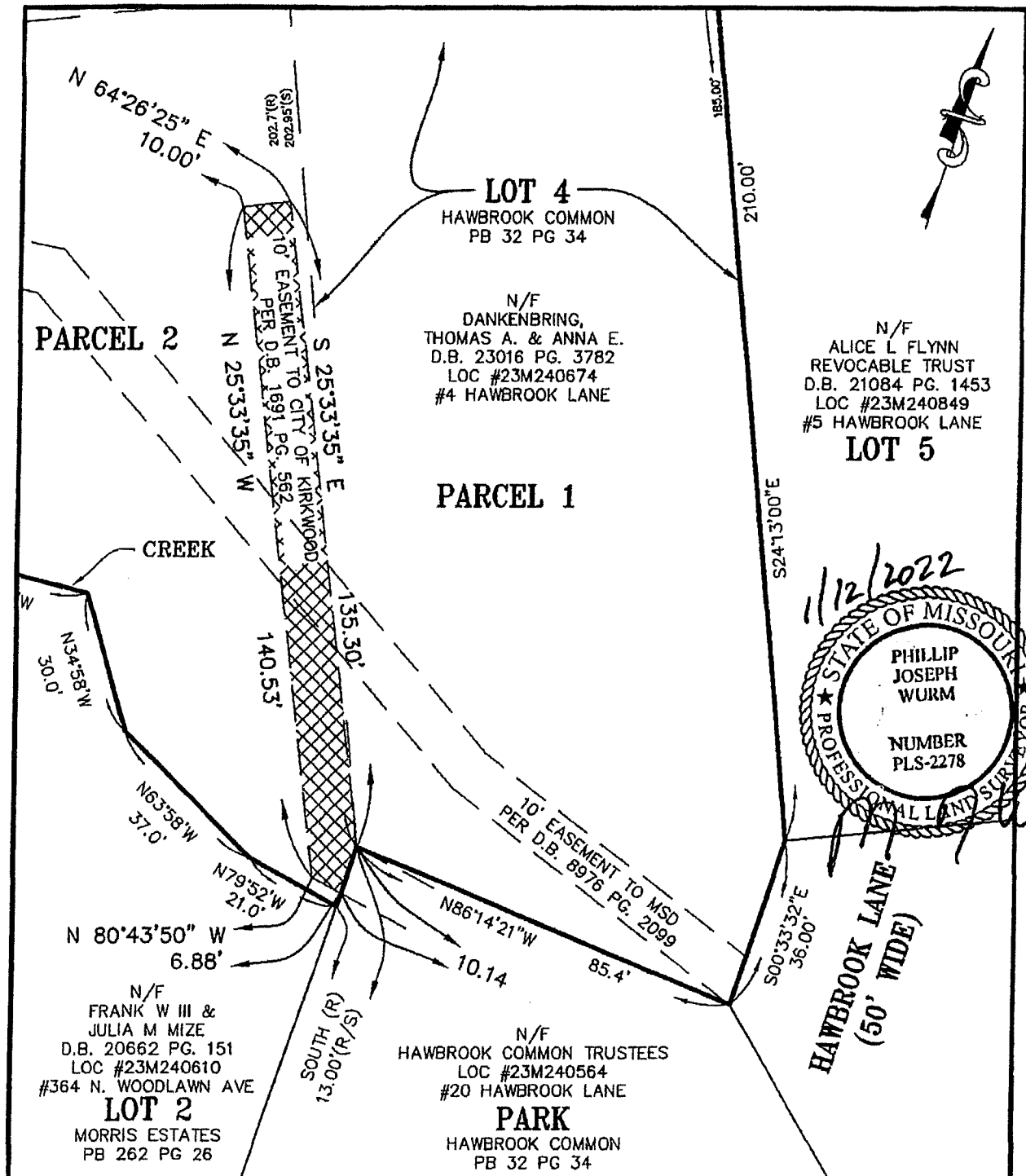
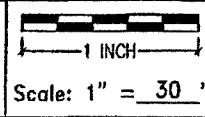


EXHIBIT "A"
 4 HAWBROOK LANE, KIRKWOOD ST. LOUIS COUNTY, MISSOURI, 63122
 A PARCEL OF GROUND IN THE NORTHWEST ¼ OF SECTION 6,
 TOWNSHIP 44 NORTH, RANGE 6 EAST IN ST. LOUIS COUNTY, MISSOURI,

790 RUE ST. FRANCOIS
FLORISSANT, MISSOURI 63031
 Phone (314) 838-5806
 Fax (314) 838-8141



Drawn by: NLO
 Survey No. 0621-75



* 2 0 2 1 1 2 2 7 0 0 2 9 *

**GERALD E. SMITH, RECORDER OF DEEDS
ST. LOUIS COUNTY MISSOURI
41 SOUTH CENTRAL, CLAYTON, MO 63105**

TYPE OF
INSTRUMENT
PTL-R

GRANTOR
SPIRE MISSOURI INC

TO

GRANTEE
ANDREW THOMAS ETUX

PROPERTY
DESCRIPTION:

Lien Number

Notation

Locator

NOTE: I, the undersigned Recorder of Deeds, do hereby certify that the information shown on this Certification Sheet as to TYPE OF INSTRUMENT, the NAMES of the GRANTOR and GRANTEE as well as the DESCRIPTION of the REAL PROPERTY affected is furnished merely as a convenience only, and in the case of any discrepancy of such information between this Certification Sheet and the attached Document, the ATTACHED DOCUMENT governs. Only the DOCUMENT NUMBER, the DATE and TIME of filing for record, and the BOOK and PAGE of the recorded Document is taken from this CERTIFICATION SHEET.

RECORDER OF DEEDS DOCUMENT CERTIFICATION

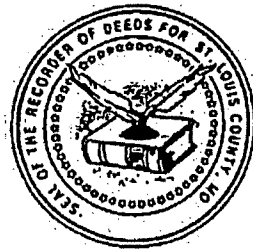
STATE OF MISSOURI)
SS.
COUNTY OF ST. LOUIS)

Document Number
00029

I, the undersigned Recorder of Deeds for said County and State, do hereby certify that the following and annexed instrument of writing, which consists of 5 pages, (this page inclusive), was filed for record in my office on the 27 day of December 2021 at 07:20AM and is truly recorded in the book and at the page number printed above.

In witness whereof I have hereunto set my hand and official seal the day, month and year aforesaid.

RE
Deputy Recorder



Gerald E. Smith
Recorder of Deeds
St. Louis County, Missouri

Mail to:

Spire
700 Market St.
St. Louis, MO 63101

Destination code: **4002**

RECORDING FEE 33.00
(Paid at the time of Recording)

PARTIAL RELEASE OF EASEMENT

THIS INSTRUMENT, made this 15TH day of December, 2021

WITNESSETH THAT:


WHEREAS, there has heretofore been granted to SPIRE MISSOURI INC., a Missouri corporation, ("**GRANTOR**"), an easement ("Easement") in certain land located within Part of Section 6, Township 44 North, Range 6 East, which easement is recorded in Book 1691 at Page 562 of the St. Louis County, Missouri Records wherein the nature and extent of the Easement and the lands affected are described; and

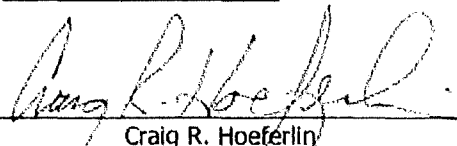
WHEREAS the present owner, THOMAS ANDREW and ANNA E. DANKENBRING, husband and wife, a married couple, as tenants by the entirety ("**GRANTEE**") of the lands so affected, has requested that **GRANTOR** release the Easement and **GRANTOR** is willing to do so to the extent hereinafter described.

NOW THEREFORE, in consideration of One Dollar (\$1.00) in hand paid to **GRANTOR** by said **GRANTEE**, the receipt of which is hereby acknowledged, **GRANTOR** hereby RELEASES AND QUITCLAIMS to said **GRANTEE** all of **GRANTOR'S** right, title and interest in and to that Easement as shown hachured on "Exhibit A" and further described on "Exhibit B".


IN WITNESS WHEREOF, **GRANTOR** has caused this Instrument to be signed by Its Vice President, Safety Management Systems the day and year first above written.


SPIRE MISSOURI INC.

Legal Dept. Approval to Form: 


Craig R. Hoeflerlin
Vice President, Safety Management Systems

Engineering Dept. Approval: 
WBL

System Planning Approval: 
JMK

Right of Way Dept. Approval: 
AS

STATE OF MISSOURI)
) ss.
CITY OF ST. LOUIS)

On the 15 day of December, 2021, before me,

(Insert Notary's name) John Lair, a notary public in and for said

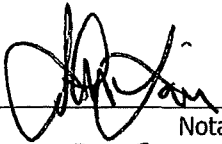
state, appeared Craig R. Hoeflerlin, to me personally known, who being by me duly sworn, did say that he is the

Vice President, Safety Management Systems of SPIRE MISSOURI INC., and that said instrument was signed and

sealed in behalf of said corporation by authority of its Board of Directors and said Craig R. Hoeflerlin

acknowledged said instrument to be the free act and deed of said corporation.

My Commission expires: 1/29/2022



Notary Public

John Lair

Printed Name

**JOHN LAIR
NOTARY PUBLIC - NOTARY SEAL
STATE OF MISSOURI
SAINT LOUIS COUNTY
COMMISSION # 18103802
MY COMMISSION EXPIRES 1/29/22**

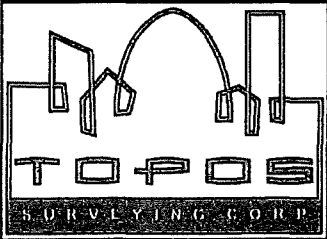
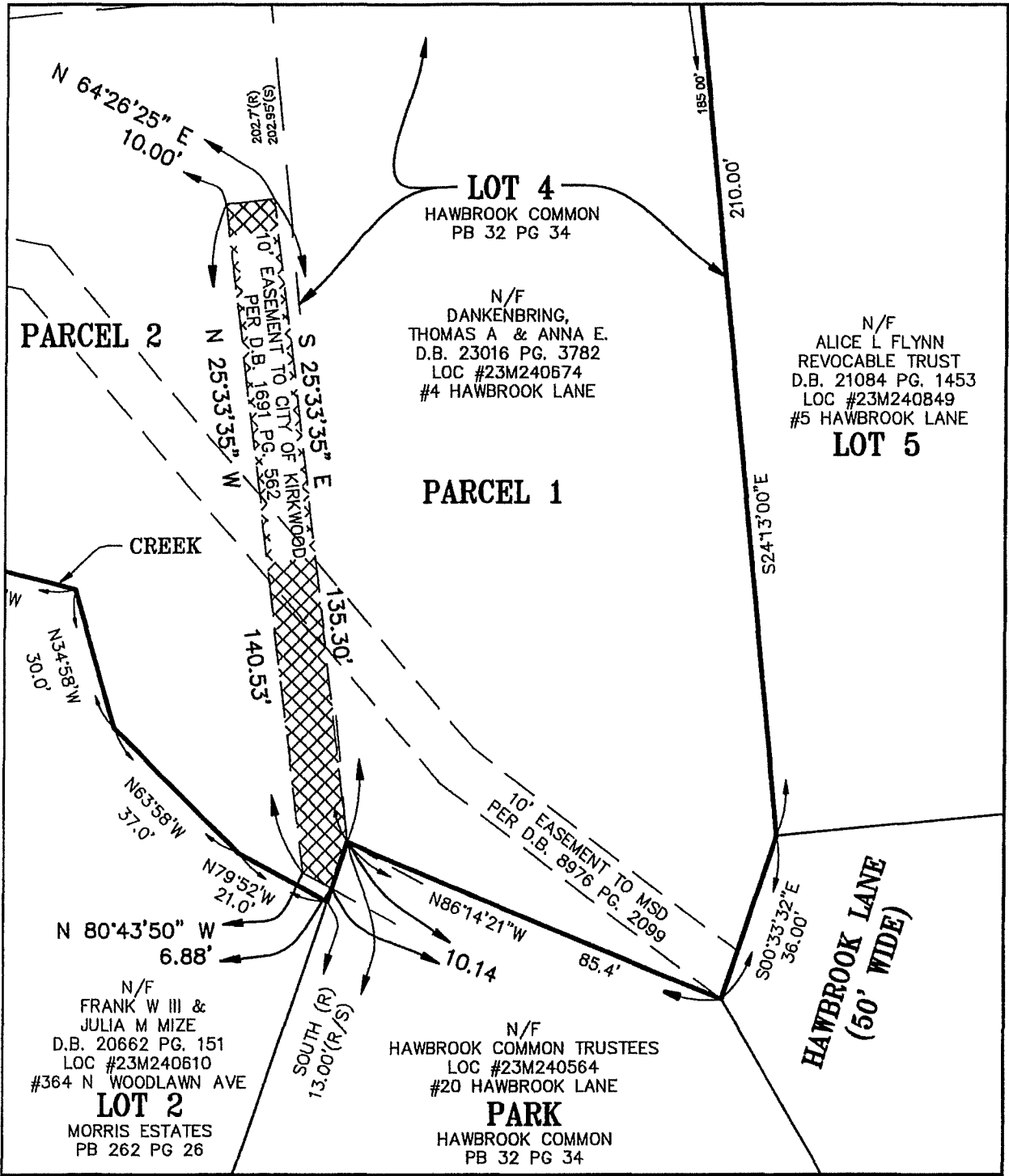


EXHIBIT A

4 HAWBROOK LANE, KIRKWOOD ST LOUIS COUNTY, MISSOURI, 63122
 A PARCEL OF GROUND IN THE NORTHWEST ¼ OF SECTION 6,
 TOWNSHIP 44 NORTH, RANGE 6 EAST IN ST. LOUIS COUNTY, MISSOURI,

790 RUE ST. FRANCOIS FLORISSANT, MISSOURI 63031 Phone (314) 838-5806 Fax (314) 838-8141		Drawn by: <u>NLO</u>
	Scale: 1" = 30'	Survey No. <u>0621-75</u>

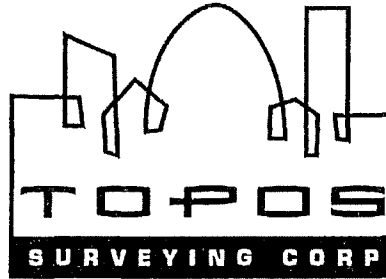


EXHIBIT B

DESCRIPTION OF EASEMENT TO BE VACATED

A ten feet wide strip of land in the Northwest $\frac{1}{4}$ of Section 6, Township 44 North, Range 6 East, St. Louis, County, Missouri, and being more particularly described as follows:

Beginning at a point on the easterly line of Parcel 2 as described in deed to Thomas and Anna Dankenbring recorded in Book 23016 Page 3782 in the Office of the Recorder of Deeds for St. Louis County, and said point also being the southwesterly corner of Lot 4 of Hawbrook Common, as per plat thereof recorded in Plat Book 32 Page 34 of said County Records; thence along said easterly line of Parcel 2, South 00 degrees 06 minutes 56 seconds East 10.14 feet to the southerly line of a ten feet wide easement to the City of Kirkwood recorded in Book 1691 Page 562 of said County Records; thence along said southerly line, North 80 degrees 43 minutes 50 seconds West 6.88 feet to the westerly line of said easement; thence along said westerly line, North 25 degrees 33 minutes 35 seconds West 140.53 feet to the northerly line of said easement; thence along said northerly line North 64 degrees 26 minutes 25 seconds East 10.00 feet to the easterly line of said easement; thence along said easterly line, South 25 degrees 33 minutes 35 seconds East 135.30 feet to the point of beginning, according to calculations for Order No. 0621-75 executed by Topos Surveying Corp. in November, 2021.

BILL 10917

ORDINANCE

AN ORDINANCE ADOPTING AND APPROVING THE OPERATING AND CAPITAL BUDGETS FOR THE CITY OF KIRKWOOD FOR THE FISCAL YEAR APRIL 1, 2022 THROUGH MARCH 31, 2023, AND APPROPRIATING SUCH SUMS AS ARE SET FORTH HEREIN FOR ALL DEPARTMENTS AND THE ACCOUNTS THEREIN SPECIFIED, FOR ALL EXPENDITURES OF THE CITY OF SUCH YEAR, WHICH APPROPRIATIONS TOTAL \$102,481,001, CAPITAL PROJECTS OF \$9,431,744, APPROPRIATING THE SUM OF \$202,300 FOR PAYMENT OF PRINCIPAL FOR PERFORMING ARTS CENTER INTERFUND LOAN FROM THE GENERAL FUND; AND REAPPROPRIATING \$5,554,199 FOR PREVIOUSLY APPROVED PROJECTS THAT WILL BE INCOMPLETE AS OF MARCH 31, 2022.

WHEREAS, the Chief Administrative Officer has made a determination that the anticipated income/reserves of the City available for appropriation shall be in the sum of \$107,459,910, and

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

WHEREAS, the Council did on the 17th day of February 2022, hold a public hearing with respect to the proposed 2022/2023 budget after duly advertising and giving proper notice of such hearing, and

WHEREAS, funds will be expended in the amount of \$202,300, from the general fund for the payment of principal, and interest on interfund loan for the performing arts center, and

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

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

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

WHEREAS, in 2018 a lease was entered into in the amount of \$2,631,273 for the water Swan Avenue pump station project. The operating budget includes funds to pay lease rental payments due in the forthcoming renewal term, thereby authorizing the renewal of such lease for an additional one-year term, and

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

WHEREAS, certain funds as set forth in the exhibits attached herein, were previously appropriated for projects that will be incomplete as of March 31, 2022, and

WHEREAS, it is necessary to reappropriate \$5,527,283 in order to complete these projects.

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

Section 1. That the budget attached hereto and by reference made a part hereof is hereby adopted for the fiscal year commencing April 1, 2022 through March 31, 2023.

Section 2. That the expenditures for all departments as set forth in the budget herein approved are hereby appropriated for the departments and accounts as therein indicated which appropriations total \$102,481,001 which includes the operating and capital budgets.

Section 3. There is hereby appropriated from the General Fund the sum of \$202,300 for payment of principal for the Performing Arts Center interfund loan for the fiscal year ending March 31, 2023.

Section 4. There is hereby appropriated the sum of \$2,557,839 which represents the rental payments due on the 2012, 2014, 2017, 2018, and 2019 leases described herein for the fiscal year ended March 31, 2023.

Section 5. There is hereby appropriated \$5,527,283 to provide funding for the previously approved expenditures as per the exhibits attached hereto and incorporated herein by reference.

Section 6. That a dividend is transferred to the General Fund in the amounts of \$2,387,090 is made from the Electric Fund (1,615,000) and Park Capital Improvement Fund (772,090).

Section 7. That a dividend is transferred to the Capital Improvement Fund in the amounts of \$2,000,289 is made from various funds for infrastructure as per exhibits attached hereto and incorporated herein by reference.

Section 8. That an operating transfer to the Park Fund in the amount of \$575,000 is made from the Park Capital Improvement Fund.

Section 9. That pursuant to Section 67.050 R.S.Mo. (1986) appropriated funds may be transferred between accounts in accordance with the procedures established by the City Council.

Section 10. That the Council may from time to time revise the approved budget or the appropriations contained herein pursuant to Section 37.030 R.S.Mo. (1986) provided that in no event shall the total authorized expenditures exceed estimated revenues plus any unencumbered balance.

Section 11. This ordinance shall be in full force and effect after its passage and approval, as provided by law.

PASSED AND APPROVED THIS ____TH DAY OF MARCH, 2022.

Mayor, City of Kirkwood

ATTEST:

City Clerk Laurie Asche
Public Hearing: February 17, 2022
1st Reading: March 3, 2022
2nd Reading: March 17, 2022

Finance Department Memorandum

TO: Mayor, City Council and Russ Hawes

FROM: Sandy Stephens, Finance Director

DATE: February 23, 2022

RE: FY2022/2023 Change to Draft Budget Ordinance

On February 17, 2022, the public hearing for the FY2022/2023 Budget was held and a copy of the draft budget ordinance attached. Since the public hearing, it was necessary to update the Reappropriations requests to include a recreation van for \$26,916 due to a delay in delivery. Listed below are the pages of the Reappropriations report that changed.

Reappropriation Report Detailed Changes

- Summary Page
 - Park Capital Improvement Fund original \$1,573,048; revised \$1,599,964
 - Total Reappropriation Requests original \$5,527,283; revised \$5,554,199
- Page 4
 - Added Line 12 – Recreation Van \$26,916
 - Page Total original \$1,573,048; revised \$1,599,964

Draft Ordinance Changes

- All references to Reappropriations have been updated from \$5,527,283 to \$5,554,199

Legislation Request

Ordinance

Place On The Agenda Of: 3/3/2022

Step #1:

Strategic Plan YES Goal # & Title Strategic Plan

Background To Issue:

The proposed 2022/2023 budget was prepared starting in July. Reviewed by the Citizens Finance Committee with their report and recommendations given to Council in January. Work sessions with Council have been devoted exclusively to reviewing the proposed budget. The budget document has been online for our citizens to review at their leisure.

Recommendations and Action Requested:

Council approve the 2022/2023 budget. Attached are the proposed budget summary, proposed reappropriations listing and proposed budget ordinance.

Alternatives Available:

Should Council not approve a budget we would start off April 1, 2022 with the previous fiscal years operating budget in accordance with our charter.

Does this project have a public information component? Yes No

Cost: \$102,481,00... Account #: various Project #: Budgeted: YES

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

Department Head Comments:

I recommend approval of the proposed budget

BY: Sandra Stephens

Date: 2/10/2022

Authenticated: forgyjl

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



KWD FY2023 Draft Budget
Document V4 2022-01-26
Web.pdf
Adobe Acrobat Document
15.1 MB



BudgetOrdinance FY2023
V1.docm
Microsoft Word Macro-
Enabled Document
18.8 KB



Reappropriation FY22-23
Master V4.xlsx
Microsoft Excel Worksheet
34.4 KB

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

Select...

Purchasing Director's Comments:

BY: Select...

Date:

Authenticated:

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

 File Attachment

 File Attachment

 File Attachment

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

Budgetary Approval

From Account # or Fund Name:

To Account # or Fund Name:

Finance Director's Comments:

I recommend Council approve the proposed 2022/2023 operating budgets and five-year capital plans.

BY: Sandra Stephens

Date: 2/10/2022

Authenticated: forgyj1

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

Approve

Disapprove

Chief Administrative Officer's Comments:

BY: 

Date: 2-10-22

CITY OF KIRKWOOD, MISSOURI
REAPPROPRIATION SUMMARY
REAPPROPRIATION REQUESTS FROM FISCAL YEAR 2021/2022 FOR
FISCAL YEAR 2022/2023

<u>FUND DESCRIPTION</u>	<u>AMOUNT REQUESTED</u>
General Fund	\$ 665,728
Equitable Sharing Fund	335,927
Capital Improvement Fund	1,405,421
Park Capital Improvement Fund	1,599,964
Electric Fund	-
Water Fund	1,476,300
Sanitation Fund	70,859
Total Reappropriation Requests	<u>5,554,199</u>

**CITY OF KIRKWOOD, MISSOURI
GENERAL FUND AND CAPITAL IMPROVEMENT FUND
REAPPROPRIATION REQUESTS FROM FISCAL YEAR 2021/2022 FOR FISCAL YEAR 2022/2023**

Item #	Account Number	Project Number	Original Fiscal Year Budgeted	Department	Project Description	Reason Codes ⁽¹⁾	Amount
1	101-1102-412-75-05	AD2202	2022	Administration	ERP System	PIP	500,000
2	101-1701-422-31-10		2022	Engineering	Train Station Owners Rep	PIP	98,128
3	101-1705-423-31-10		2022	Forestry	Forestry Master Plan	PIP	67,600
4	205-1201-429-31-09		2022	Police	FBI Leadership Training	PIP	4,724
5	205-1201-429-75-05		2022	Police	Uniform Items	PIP	15,000
6	205-1201-429-75-05		2022	Police	REJIS CAD Project	PIP	316,203
7	301-1201-600-75-06	PD2101	2021	Police	Police Motorcycle	PIP	26,609
8	301-1201-600-75-06	PD2201	2022	Police	Patrol Vehicles and Equip.	DD	88,227
9	301-1201-600-75-05	PD2206	2022	Police	Flock Safety Lowes Project	PIP	8,250
10	301-1105-600-75-05	IT2202	2022	MIS	I-Series for ERP	PS	45,000
11	301-1105-600-75-05	IT2203	2022	MIS	Aerial Photography	PIP	45,000
12	301-1401-600-75-12	PW2201	2022	Engineering	Sidewalks	PS	131,982
13	301-1401-600-75-12	PW2102	2021	Engineering	Sidewalks	PIP	27,370
14	301-1401-600-75-12	PW2102	2021	Engineering	Sidewalks	PIP	43,817
15	301-1401-600-75-14	PW2209	2022	Engineering	Manchester Rd Phase 2 Const	PIP	888,637
16	301-1701-600-75-06	EN2201	2022	Engineering	Engineering Truck Accessories	DD	2,853
17	301-1701-600-75-06	EN2201	2022	Engineering	1/2 Ton Pickup Truck	DD	27,147
18	301-1701-600-75-07	EN2001	2022	Public Serices	Vision Zero Action Plan	PIP	14,551
19	301-1702-600-75-07	BC2202	2022	Plan. & Dev. Services	Grant's Trail Extension Plan	PIP	55,978
	Total Reappropriations						2,407,076

CITY OF KIRKWOOD, MISSOURI
 GENERAL FUND AND CAPITAL IMPROVEMENT FUND
 REAPPROPRIATION REQUESTS FROM FISCAL YEAR 2021/2022 FOR FISCAL YEAR 2022/2023

Item #	Account Number	Project Number	Original Fiscal Year Budgeted	Department	Project Description	Reason Codes ⁽¹⁾	Amount
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NOTES:

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

**CITY OF KIRKWOOD, MISSOURI
PARKS AND RECREATION CAPITAL IMPROVEMENT (FUND 302)
REAPPROPRIATION REQUESTS FROM FISCAL YEAR 2021/2022 FOR FISCAL YEAR 2022/2023**

Item #	Account Number	Project Number	Original Fiscal Year Budgeted	Department	Project Description	Reason Code⁽¹⁾	Amount
1	302-2001-600-75-03	PR1711	2017	Recreation	KPAC Design	PS	125,982
2	302-2001-600-75-03	PR1911	2019	Recreation	KPAC Construction	PIP	161,784
3	302-2001-600-75-03	PR2115	2021	Recreation	Design Fees	PIP	737,600
4	302-2001-600-75-03	PR2201	2021	Recreation	Pool Painting/Repairs	RM	287,393
5	302-2001-600-75-03	PR2204	2022	Recreation	CC Lot-Seal/Stripe	PS	35,000
6	302-2001-600-75-03	PR2209	2022	Recreation	Owners Rep Services	PS/PIP	129,527
7	302-2001-600-75-05	PR1907	2019	Recreation	Theater FFE	PS	20,825
8	302-2001-600-75-05	PR2108	2021	Recreation	Pool Deck Equipment	PIP	22,225
9	302-2001-600-75-05	PR2205	2022	Recreation	Rehab Pool Deck Equipment	PIP	25,712
10	302-2001-600-75-05	PR2206	2022	Recreation	Rink Concession HVAC	PS	20,000
11	302-2001-600-75-07	PR2105	2021	Recreation	Roof - Electric Engineer Study	PS	7,000
12	302-2001-600-75-06	PR2208	2022	Recreation	Recreation Van	DD	26,916
13							
14							
	Total Reappropriations						1,599,964

NOTES:

(1) Reason Codes

PIP - Project in Progress

WD - Weather Delay

DD - Delivery Delay

RPP - Reoccurring Purchase Program

CP - COVID Pandemic Deferral

PS - Project Scope Pending

RM - Reoccurring Repair/Maintenance

CITY OF KIRKWOOD, MISSOURI
WATER FUND
REAPPROPRIATION REQUESTS FROM FISCAL YEAR 2021/2022 FOR FISCAL YEAR 2022/2023

Item #	Account Number	Project Number	Original Fiscal Year Budgeted	Department	Project Description	Reason Code ⁽¹⁾	Amount
1	505-2215-481-75-15	WA2202	2022	Water	Grand Ave Water Main	PIP	90,282
2	505-2215-481-75-15	WA2202	2022	Water	Geyer Road Water Main	PIP	1,253,621
3	505-2215-481-75-15	WA2205	2022	Water	Dump Truck	DD	66,861
4	505-2215-481-75-15	WA2205	2022	Water	West Essex Water Main Design	PIP	65,536
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
	Total Reappropriations						1,476,300

NOTES:

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

**CITY OF KIRKWOOD, MISSOURI
SANITATION FUND
REAPPROPRIATION REQUESTS FROM FISCAL YEAR 2021/2022 FOR FISCAL YEAR 2022/2023**

Item #	Account Number	Project Number	Original Fiscal Year Budgeted	Department	Project Description	Reason Code ⁽¹⁾	Amount
1	509-2315-482-75-06	SA2204	2022	Sanitation	Routing Software	PIP	70,859
Total Reappropriations							70,859

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

PROCEDURE FOR PUBLIC HEARING

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

City of Kirkwood Budget for Fiscal Year 2022/2023

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?

Director of Finance Sandy Stephens

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

Mayor: Is there anyone in the audience that did not complete a card that wishes to speak regarding this issue? (Please be sure to fill out a card before you leave so your name and address is reflected in the record)

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



AFFIDAVIT OF PUBLICATION

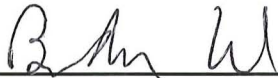
STATE OF MISSOURI
COUNTY OF ST. LOUIS

} S.S.

Page 1 of 2

Before the undersigned Notary Public personally appeared **Brandon Crail** 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 **January 28, 2022** edition and ending with the **January 28, 2022** edition, for a total of 1 publications:

01/28/2022



Brandon Crail

Subscribed & sworn before me this 28th day of Jan., 2022
(SEAL)



Notary Public

CHANEL JONES
Notary Public - Notary Seal
State of Missouri
Commissioned for St. Louis County
My Commission Expires: August 03, 2022
Commission Number: 14397721

AFFIDAVIT OF PUBLICATION

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

The Council of the City of Kirkwood will hold a public hearing at City Hall, 139 South Kirkwood Road, Missouri, at the hour of 7:00 p.m. on Thursday evening, February 17, 2022, to consider the proposed 2022/2023 Operating Budgets and Capital Programs for the City of Kirkwood. The proposed budgets are subject to change pending action of the City Council.

Summary of Proposed Operating and Capital Budgets – Fiscal Year 2022/2023

Revenues and other financing sources:

General Fund	33,234,230
Electric Fund	43,005,941
Water Fund	8,387,833
Sanitation Fund	3,922,455
Sewer Lateral Fund	327,810
Equitable Sharing	-
Capital Improvement Fund	6,985,691
Park/Recreation Capital Improvement Fund	3,290,447
Fleet Services	1,142,465
Worker's Compensation Fund	1,557,750
Medical Self Insurance	4,083,235
Police & Fire Pension Fund	<u>1,780,305</u>
Total revenues and other financing sources	<u>\$ 107,718,162</u>

Expenditures:

General Fund	33,234,230
Electric Fund	38,977,905
Water Fund	8,387,833
Sanitation Fund	3,922,455
Sewer Lateral Fund	327,810
Equitable Sharing	-
Capital Improvement Fund	6,141,297
Park/Recreation Capital Improvement Fund	3,290,447
Fleet Services	1,127,340
Worker's Compensation Fund	1,337,270
Medical Self Insurance	4,083,235
Police & Fire Pension Fund	<u>1,780,305</u>

Total expenditures and other financing uses \$ 102,610,127

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

Laurie Asche

City Clerk

St. Louis, MO, January, 2022

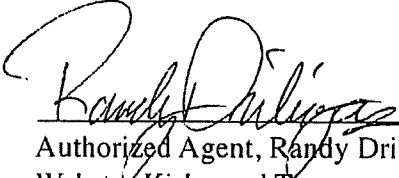
12073100 County Jan. 28, 2022


AFFIDAVIT OF PUBLICATION

Date: 01/27/22

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 January 28, 2022 edition.


 Authorized Agent, Randy Drilingas
 Webster-Kirkwood Times



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

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Total Revenues and other financing sources	\$107,718,162
Expenditures:	
General Fund	33,234,230
Electric Fund	38,977,905
Water Fund	8,387,833
Sanitation Fund	3,922,455
Sewer Lateral Fund	327,810
Equitable Sharing	-
Capital Improvement Fund	6,141,297
Park/Recreation Sales Tax Fund	3,290,447
Fleet Services	1,127,340
Worker's Compensation Fund	1,337,270
Medical Self Insurance	4,083,235
Police & Fire Pension Fund	1,780,305
Total Expenditures and other financing uses	\$102,610,127

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

Laurie Asche
 City Clerk
 St. Louis, MO., January, 2022

BILL 10918

ORDINANCE

AN ORDINANCE APPROVING THE BUDGET OF THE SPECIAL BUSINESS DISTRICT FOR THE FISCAL YEAR APRIL 1, 2022 THROUGH MARCH 31, 2023.

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

WHEREAS, the Council did on the 17th day of February 2022, hold a public hearing with respect to the proposed 2022/2023 budget after duly advertising and giving proper notice of such hearing, and

WHEREAS, the proposed budget allocates \$377,950 for activities to promote the Special Business District, identified in the proposed budget attached hereto, and

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

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

Section 1. The proposed budget of the Special Business District for the period April 1, 2022 through March 31, 2023, attached hereto and incorporated by reference herein, is hereby approved.

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

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

PASSED AND APPROVED THIS ____TH DAY OF MARCH, 2022.

Mayor, City of Kirkwood

ATTEST:

City Clerk Laurie Asche
Public Hearing: February 17, 2022
1st Reading: March 3, 2022
2nd Reading: March 17, 2022

Legislation Request

Ordinance

Place On The Agenda Of: 3/3/2022

Step #1:

Strategic Plan Select... Goal # & Title

Background To Issue:

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

Recommendations and Action Requested:

I recommend council approve the proposed Fiscal Year 2022/2023 Special Business District Budget.

Alternatives Available:

N/A

Does this project have a public information component? Yes No

Cost: \$377,950.00 Account #: various Project #: Budgeted: YES

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

Department Head Comments:

I recommend approval of the proposed budget

BY: Sandra Stephens

Date: 2/10/2022

Authenticated: forgyjl

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



BudgetOrdinance SBD
FY2023.docm
Microsoft Word Macro-
Enabled Document
14.9 KB



SBD City Council Annual
Review Budget Presentation
2022.pdf
Adobe Acrobat Document
8.75 MB

File Attachment

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

Select...

Purchasing Director's Comments:

BY: Select...

Date:

Authenticated:

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

 File Attachment

 File Attachment

 File Attachment

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

Budgetary Approval

From Account # or Fund Name:

To Account # or Fund Name:

Finance Director's Comments:

I recommend Council approve the Special Business District's Fiscal Year 2022/2023 operating budget as submitted.

BY: Sandra Stephens

Date: 2/10/2022

Authenticated: forgyj!

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

Approve Disapprove

Chief Administrative Officer's Comments:

BY:



Date:

2-10-22

DOWNTOWN KIRKWOOD

ANNUAL REVIEW AND FY 2023 BUDGET PRESENTATION

Kirkwood City Council
February 17, 2022



VISION STATEMENT

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

MISSION STATEMENT

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

(Revised, October 2016.)

BACKGROUND

The Kirkwood Special Business District, founded in 1975 and funded by property owners and municipally licensed businessowners, is a business improvement organization focused on public area enhancements, marketing, and administration of Kirkwood Farmers' Market.

Our Organization

DOWNTOWN KIRKWOOD ADVISORY COMMISSION

Officers:

Frances “Bud” Pennington III, Pennington Shea, LC, Chairperson

Beth Forsee, sammysoap, Vice Chair

Kirk Hutchison, Royal Banks, Treasurer

Commissioners:

John Jackson, John Jackson Neighborhood Real Estate

Carrie Menendes, Sunset 44 Bistro + Banquet

JoAnne Warren, Property Owner

Marilyn Zipfel, Lass and Laddie

Two Vacancies

SPECIAL BUSINESS DISTRICT STAFF

Donna E. Poe, Executive Director

Kori Thompson, Market Master & Event Coordinator

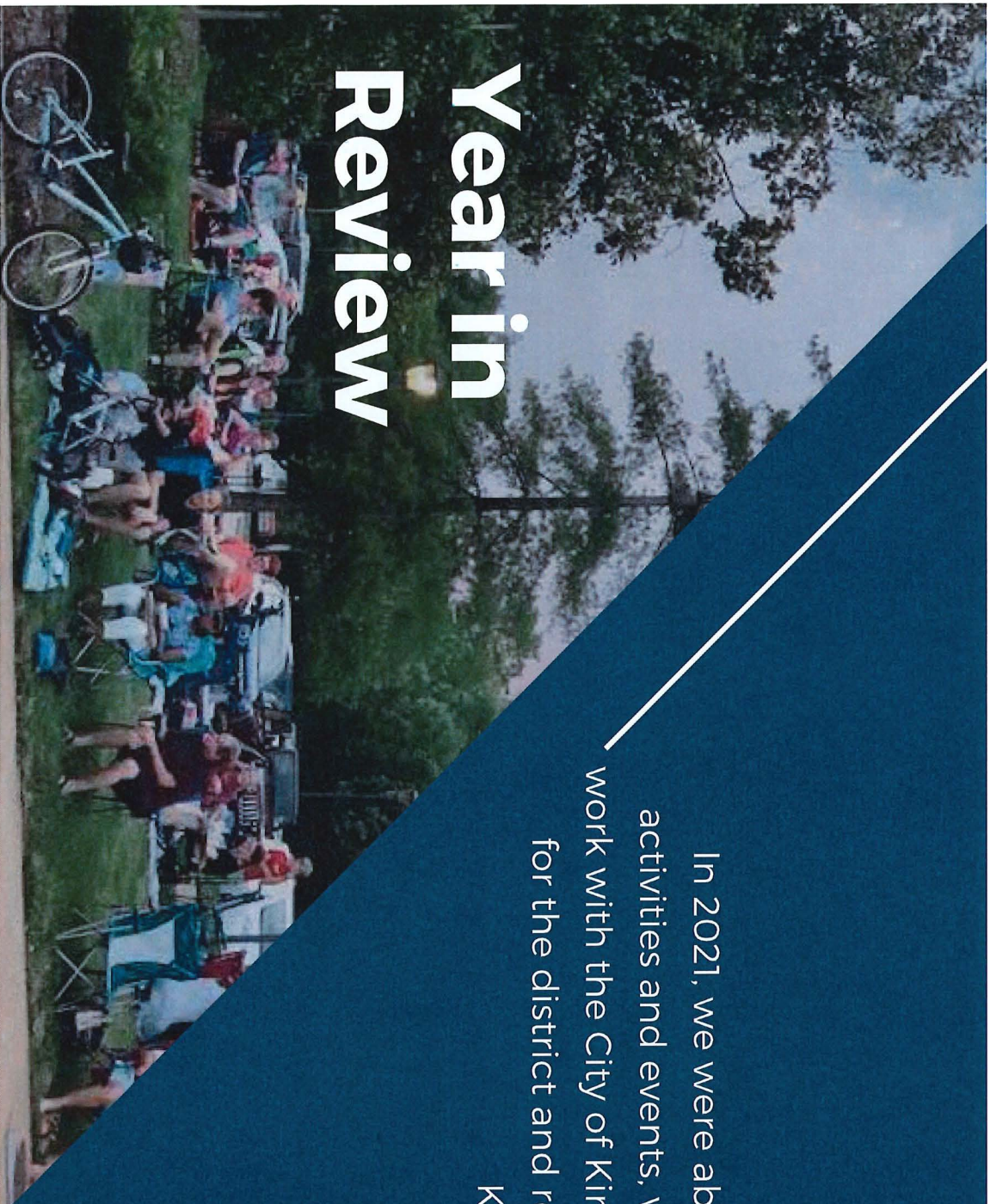
John Schwartz, Admin. & Farmers’ Market Assistant, part-time

Advisory Commission & Staff

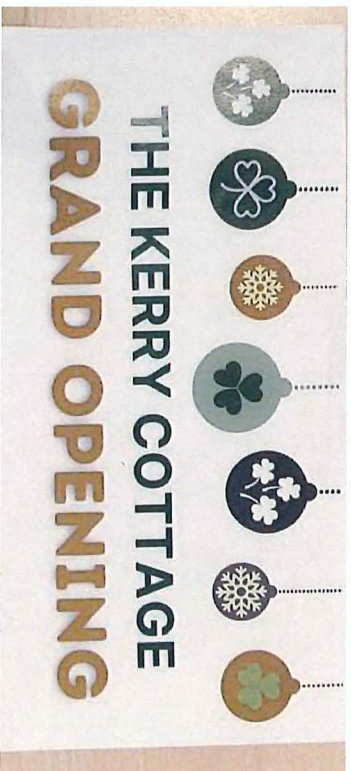
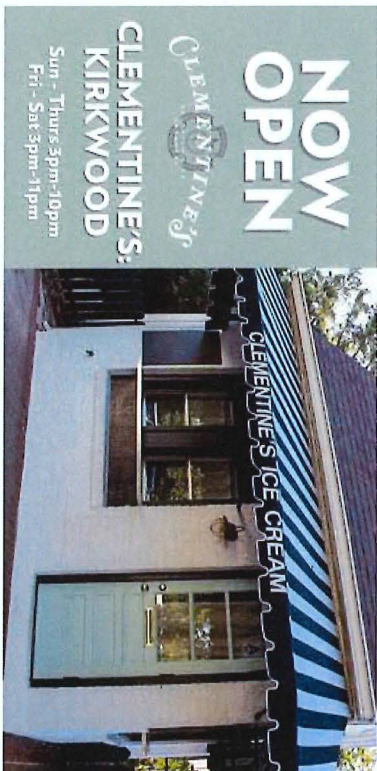
2021 Highlights

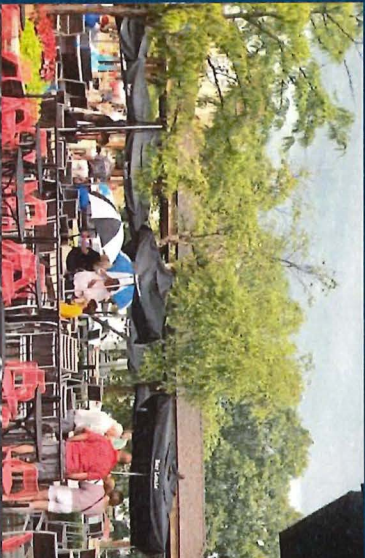
In 2021, we were able to resume many of our activities and events, welcome new businesses, work with the City of Kirkwood on improvements for the district and return to full operations at Kirkwood Farmers' Market.

Year in Review



Welcome New Downtown Kirkwood Businesses





SUMMER CONCERTS

Downtown Kirkwood Summer Concert Series was presented in late summer instead of the traditional June schedule due to the COVID-19 pandemic.



ACTIVITY RESUMES

Some public activities resumed at Kirkwood Train Station such as the UP Big Boy Stop, Wine Walk and the Holiday Walk as a result of improvement in pandemic conditions.



HOLIDAY WALK

Performances resumed as part of the festivities. Santa arrived by fire engine to the delight of hundreds of children. In 2020, we couldn't safely offer these activities.

RETURNING ACTIVITIES

Sweets On Every Street

Bring your mom and visit all the sweet spots for tasty treats, special offers and delicious deals!

- **Chocolate Chocolate Chocolate Company**, 112 N. Kirkwood--Will be handing out samples with every purchase. We will also have our fresh chocolate covered strawberries and raspberries for Mother's Day. Call us to place your order today (314-965-6615).
- **Cornucopia**, 107 N. Kirkwood--Featuring specialty coffees including: Belgian Chocolate, Chocolate Raspberry, Crème Brulee, and more. And our delicious Chocolate Teas from Republic of Tea.
- **Great Harvest Bread Co.**, 125 W. Argonne--Featuring: White Chocolate Cherry swirl; French Toast Casserole; Bake at Home Cinnamon rolls; Mother's day iced cookies & bake at home cookie kits.
- **Junior League of St. Louis**, 106 N. Kirkwood--Cinnamon Rolls



MOTHER'S DAY EVENT

NEW event created to promote business and keep shoppers spread out on Mother's Day weekend.

KIRKWOOD FARMERS' MARKET COOKING CLASS!

MAIN PAVILION
10:00-11:30 AM



COOKING CLASS

Partnering with a local business, we were able to offer monthly cooking classes (with limited attendance for safety) at the farmers' market.

FALL WINE WALK

FROM 2-6PM
SATURDAY, NOVEMBER 6
TICKETS ARE \$20 EACH

Sample a wide variety of delicious wine in your shatterproof and reusable souvenir wine glass, stroll the historic and charming area, enjoy entertainment, explore fabulous shops and unique restaurants. Plus, enter-to-win our grand prize wine basket. Reserve your place today at

www.downtownkirkwood.com



Proceeds will benefit the St. Louis Area Foodbank. Paid attendance to the event will be limited. Must be 21 to participate in the Wine Walk. Please bring a facial covering to use where required.

NEW WINE WALK

Thanks to the support of Sunset 44 Bistro, we were able to restructure this event, sell out the 500 tickets available and make a significant charity donation from our proceeds.

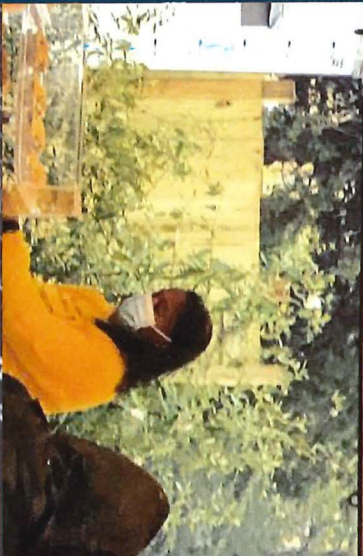
NEW ADDITIONS

2021 Fall Wine Walk



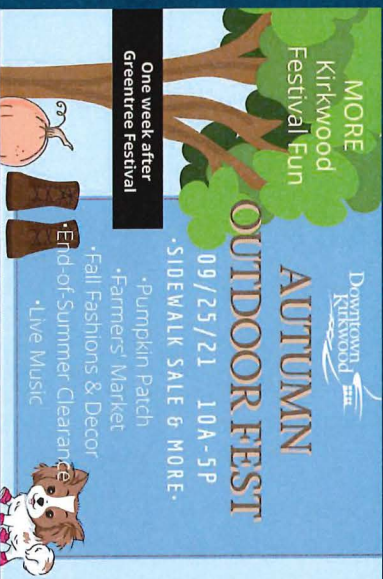
\$5997.30

DONATED TO ST. LOUIS AREA FOODBANK



FARMERS' MARKET

Attendance and vendor participation, fueled by the pandemic, continued to be strong in 2021.



AUTUMN OUTDOOR FEST

For the second time, we successfully presented this week-after-Greentree-Festival and sale. This is now an annual DTK event.



POCKET PARKS

In 2021, we used our outdoor gathering spaces to help attract and entertain visitors to downtown Kirkwood. This is a photo from the Wine Walk.

PROMOTED OUR OUTDOOR ASSETS



FARMERS' MARKET

In collaboration with city , the very worn asphalt deck surface was replaced in the off season, limiting disruption to business at the market and removing any potential for trip hazards. Plus, improving the appearance.



NEW FARMERS' MARKET SIGNS

With support from Building Maintenance and Procurement Departments, the SBD was able to design and purchase sign replacements.



PARKING IMPROVEMENTS

Working with the Engineering Department, communication with businesses was enhanced and disruption was limited during parking lot reconstruction projects.

2021 PUBLIC AREA IMPROVEMENTS IN THE SBD



Budget and Plans for FY2023

**April 1, 2022
-March 31, 2023**



FIVE-YEAR HISTORY

CITY OF KIRKWOOD, MISSOURI
DOWNTOWN SPECIAL DISTRICT
REVENUES AND EXPENDITURES
LAST FIVE FISCAL YEARS ACTUALS

DESCRIPTION	FY2017	FY2018	FY2019	FY2020	FY2021
REVENUES					
Property Taxes	137,052	124,170	116,404	166,395	85,865
Business Licenses	85,453	83,365	88,267	90,993	74,579
Merchandise Sales	21,664	160	65	26,536	-
Farmers	87,427	91,632	92,275	83,999	98,555
Non-Retail Dues	425	625	475	-	125
Event Sponsorship	4,500	3,600	1,500	2,283	1
Advertising	-	7,974	7,775	814	-
Investments	232	813	3,973	4,492	335
Rent	5,000	11,250	3,750	15,000	15,000
Facility Rent	2,580	-	-	-	-
Donation	45,000	12,000	-	-	-
Fireworks Donations	3,263	5,400	-	-	-
Miscellaneous	5,234	2,375	2,778	2,377	1,563
Transfer From Other Funds	-	-	-	-	-
Total Revenues	397,830	343,364	317,262	392,889	276,023
EXPENDITURES					
Administration					
Salary Full-time	78,252	77,020	82,421	84,416	83,291
Health Insurance	6,458	3,292	8,022	6,946	8,000
Social Security Taxes	3,976	4,058	4,718	4,932	4,884
Medicare Contributions	930	949	1,104	1,153	1,143
Civilian Pension	4,550	2,572	4,635	4,952	5,057
Other Professional Services	2,248	18,495	20,718	8,272	-
Equipment	1,915	2,131	1,838	1,971	1,921
Other Rentals	19,332	25,815	25,815	26,000	26,000
Telephone	3,379	4,500	3,324	2,286	2,668
Advertising	19,746	24,797	16,504	25,409	20,344
Special Events	19,784	19,545	7,062	10,781	4,449
Other Printing	2,561	2,953	1,392	2,193	2,389
Travel	1,616	33	37	50	-
Office Supplies	1,137	665	710	745	617

CITY OF KIRKWOOD, MISSOURI
DOWNTOWN SPECIAL DISTRICT
REVENUES AND EXPENDITURES
LAST FIVE FISCAL YEARS ACTUALS

DESCRIPTION	FY2017	FY2018	FY2019	FY2020	FY2021
Postage	417	441	259	393	150
Food	1,318	909	1,246	1,335	228
Buildings & Grounds	2,079	989	913	1,893	2,084
General Supplies	12,410	11,855	11,475	13,162	12,141
Electricity	900	2,044	1,457	1,653	1,279
Gas	959	749	1,512	1,862	2,383
Dues	875	300	-	759	303
Office, Furniture & Equipment	-	181	13	707	-
Building & Site Improvement	9,778	2,473	-	8,923	5,682
Machinery & Equipment	-	-	-	-	-
Sidewalks Improvements	-	9,845	62,875	2,649	1,500
Water Usage Charges	2,303	2,093	1,592	1,741	2,737
Sanitation Charges	6,773	7,127	7,002	7,002	7,042
Admin., Clerk & Accounting	5,150	5,148	5,150	5,150	5,150
Transfer to Other Funds	43,000	18,000	18,000	20,500	20,500
Farmers Market					
Salary Full-time	49,265	49,497	49,743	51,130	51,379
Salary Temporary	-	-	-	-	-
Health Insurance	3,039	3,039	3,046	3,151	4,620
Social Security Taxes	2,387	2,429	2,494	2,849	2,907
Medicare Contributions	558	568	584	666	679
Civilian Pension	2,792	1,647	2,883	3,088	3,162
Custodial	-	-	657	-	-
Equipment	240	-	48	-	-
Telephone	-	-	115	-	-
Advertising	-	650	679	865	-
Special Events	2,820	3,159	3,408	2,058	1,032
Other Printing	169	-	96	-	-
Janitorial Supplies	565	450	493	338	228
Building & Grounds	1,240	2,010	1,166	883	1,009
Merchandise	44	685	-	-	-
General Supplies	45	4	-	-	-
Electricity	13,955	11,690	13,364	13,041	13,185

CITY OF KIRKWOOD, MISSOURI
DOWNTOWN SPECIAL DISTRICT
REVENUES AND EXPENDITURES
LAST FIVE FISCAL YEARS ACTUALS

DESCRIPTION	FY2017	FY2018	FY2019	FY2020	FY2021
Building & Site Improvement	-	-	-	-	2,000
Water Usage Charges	1,577	1,893	1,898	1,935	2,062
Sanitation Charges	9,945	9,815	9,360	9,360	9,360
Total Expenditures	340,487	336,515	379,828	337,199	313,565
Net Change in Fund Balance	57,343	6,849	(62,566)	55,690	(37,542)
Fund Balance, April 1,	145,771	203,101	209,950	147,384	203,074
Fund Balance, March 31,	203,114	209,950	147,384	203,074	165,532

Commercial

Property Taxes

Rent, office expenses, employee salaries and benefits.

Business Licenses

Advertising, special events, and printing, and video production.

Farmers' Market

Administrative expenses, utilities, promotional activities and place-making amenities.

Public Area

Enhancements

Payment to Parks Department for potted plant program and flower and plant maintenance, holiday lighting program, and other improvements.

REVENUE CATEGORIES

FY 2023 Revenue DRAFT REV

Account	Description		FY2022 Budget	FY2022 YTD	FY2023
203-0000-311.10-00	Property Taxes		145,500.00	142,655.74	147,500.00
203-0000-321.10-00	Business Licenses		93,000.00	12,847.53	95,000.00
203-0000-331.00-00	Grants			0.00	
203-0000-340.20-50	Merchandise Sales	gift certs, t-shirts, etc.	300.00	0.00	100.00
203-0000-355.10-10	Farmers' Market		96,000.00	87,216.52	106,500.00
203-0000-355.10-30	Non-Retail Dues	professional contributions	500.00	125.00	500.00
203-0000-355.10-40	Event Sponsorship	concerts, Holiday Walk, etc.	2,500.00	850.00	3,000.00
203-0000-355.10-60	Advertising	Wine Walk/CONNECTOR	4,000.00	8,881.30	9,000.00
203-0000-361.10-00	Investments		2,300.00	690.21	2,300.00
203-0000-361.20-00	Property Taxes		0.00	0.00	0.00
203-0000-363.00-00	Rent	Upstairs tenant	15,300.00	12,600.00	16,200.00
203-0000-363.20-00	Facility Rental		0.00	0.00	0.00
203-0000-365.20-00	Donations		2,000.00	0.00	1,000.00
203-0000-377.50-00	Fireworks Donations		0.00	0.00	0.00
203-0000-380.10-00	Miscellaneous		2,500.00	5,626.00	2,000.00
203-0000-391.10-05	Transfer from other funds		0.00	850.00	850.00
Revenue SubTotal			363,900.00	272,342.30	383,950.00
Fund Balance Required			0.00		
TOTAL					
TOTAL REVENUE	383,950.00				
TOTAL EXPENSES	377,950.00				
Surplus to Fund Balan	\$6,000				



Administration

Rent, office expenses, employee salaries and benefits.



Marketing

Advertising, special events, concerts, and printing, and video production.



Farmers' Market

Administrative expenses, utilities, promotional activities. Tunes @Ten, and place-making amenities.



Public Area

Enhancements

Payment to Parks Department for potted plant program and flower and plant maintenance, holiday lighting program, and other improvements.

LARGEST EXPENSE CATEGORIES

2023 SBD Expenses--Draft REV

Account	Description		FY2022	FY2022YTD	FY2023	
203-5501-465.10-10	Transfer to Other Funds	for landscaping & computer upgrade	22,500.00	22,500.00	22,500.00	
203-5501-465.11-01	Salary Full/Part Time	full and part-time	88,850.00	66,206.40	92,083.00	
203-5501-465.11-04	Salary Temporary		0.00	0.00	0.00	
203-5501-465.21-01	Health Insurance		7,200.00	5,964.85	6,010.00	
203-5501-465.22-01	Social Security Taxes		5,500.00	3,946.50	5,600.00	
203-5501-465.22-02	Medicare Contributions		1,290.00	922.90	1,400.00	
203-5501-465.23-02	Civilian Pension		5,380.00	4,136.71	5,660.00	
203-5501-465.31-10	Other Professional Svcs	CONNECTOR TBD	4,000.00	0.00	4,000.00	
203-5501-465.43.06	Equipment	computer(s) and copier rent	2,000.00	1,767.20	1,500.00	
203-5501-465.44-05	Other Rentals	office rent to city	26,000.00	26,000.00	26,000.00	
203-5501-465.53-01	Telephone		2,200.00	2,047.47	2,800.00	
203-5501-465.54-04	Advertising	media costs,banners, directory	28,500.00	16,934.78	27,500.00	
203-5501-465.54-05	Special Events		12,500.00	6,975.04	12,500.00	
203-5501-465.55-09	Other Printing	parking maps, brochures, gift certs..	3,000.00	1,644.19	3,000.00	
203-5501-465.58-01	Travel	conference, staff mileage	2,000.00	0.00	2,000.00	
203-5501-465.61-01	Office Supplies		700.00	208.78	700.00	
203-5501-465.61-05	Postage		400.00	21.84	400.00	
203-5501-465.61-11	Food	meals, annual meeting	2,500.00	79.85	2,500.00	
203-5501-465.61-15	Buildings & Grounds	misc. expenses, street furniture, etc.	3,000.00	1,507.64	3,000.00	
203-5501-465.61-99	General Supplies	Xmas lights	13,600.00	12,995.00	16,000.00	
203-5501-465.62-01	Electricity	pocket parks,office bldg. too	1,700.00	1,054.37	1,700.00	
203-5501-465.62-03	Gas	office bldg. , fireplace	2,200.00	1,600.61	2,400.00	
203-5501-465.64-01	Dues	IDA, MO Mainstreet, Com Blders	1,000.00	0.00	1,500.00	
203-5501-465.68-01	Office, Furniture & Equipment	conference room, misc.	1,500.00	1,082.32	1,500.00	
203-5501-465.70-02	Interest		0.00	0.00	0.00	
203-5501-465.75-03	Building & Site Improv.	Façade program	10,700.00	1,661.00	11,000.00	
203-5501-465.75-05	Machinery & Equipment		0.00	0.00	0.00	
203-5501-465.75-12	Sidewalk Improvements		1,000.00	0.00	1,217.00	
203-5501-465.80-40	Water Usage Charges	public space irrigation	2,800.00	2,224.22	2,800.00	
203-5501-465.80-50	Sanitation Charges	public trash	7,700.00	7,000.83	7,800.00	
203-5501-465.80-60	Admin., Clrk. & Acct.	City of Kirkwood services	5,150.00	5,150.00	5,150.00	
	SBD Totals		264,870.00	193,632.50	270,220.00	SBD
			99,030.00		107,730.00	Farm,Mkt.
			363,900.00		377,950.00	TOTAL

FY 2023 EXPENSE Farmers' Market-Drafy REV

Account	Description		FY2022	FY2022YTD	FY2023
203-5502-465.11-01	Salary Full/Part Time	full and part-time	53,800.00	40,709.56	56,180.00
203-5502-465.11-04	Salary Temporary		0.00	0.00	0.00
203-5502-465.21-01	Health Insurance		5,050.00	2,556.35	5,300.00
203-5502-465.22-01	Social Security Taxes		3,250.00	2,405.70	3,500.00
203-5502-465.22-02	Medicare Contributions		750.00	562.63	850.00
203-5502-465.23-02	Civilian Pension		3,380.00	2,590.60	3,500.00
203-5502-465.42-02	Custodial		0.00	0.00	0.00
203-5502-465.43-06	Equipment		200.00	0.00	200.00
203-5502-465.53-01	Telephone	cell phone reimbursement	100.00	0.00	100.00
203-5502-465.54-04	Advertising	media costs	800.00	0.00	800.00
203-5502.465.54-05	Special Events		3,400.00	2,200.00	3,500.00
203-5502-465.55-09	Other Printing		100.00	0.00	100.00
203-5502-465.61-08	Janitorial Supplies	trash bags, t.p.	400.00	292.55	400.00
203-5502-465.61-15	Buildings & Grounds	hoses, flowers, seating, etc.	1,200.00	0.00	1,200.00
203-5502-465.61-20	Merchandise	notecards, t-shirts, etc.	600.00	0.00	600.00
203-5502-465.61-99	General Supplies		0.00	0.00	0.00
203-5502-465.62-01	Electricity		11,500.00	12,231.29	16,000.00
203-5502-465.75-03	Building & Site Improvements		2,000.00	1,500.00	2,000.00
203-5502-465.80-40	Water Usage Charges		2,500.00	348.02	2,500.00
203-5502-465.80-50	Sanitation Charges		10,000.00	8,905.00	11,000.00
	Total		99,030.00	74,301.70	107,730.00

FY2023

Priorities

MARKETING

- Group Advertising
- Social Media Advertising
- Special Events
- Concerts
- Gift Certificate Program
- Promotional Materials
- Participation in MORPAC
 - Tourism Marketing
- Strategic Partnerships
- Promotional Videos

SERVING OUR

BUSINESS COMMUNITY

- e-Newsletter
- Parking Permit Program
- Gift Certificates
- Public Area Maintenance and Improvements
- Advocacy
- Commercial Property Listings
- Connecting Downtown and KPAC

ADMINISTRATION

OF KIRKWOOD

FARMERS' MARKET

- Promotion
- Property Management
- Vendor Recruitment
- Enhancements
- Special Events
- Tunes @Ten Concerts
- Community Service



SPRING/SUMMER 2022

UPCOMING EVENTS

FEB: Love Your Local Valentine Contest

Feb. 5 Flannels and Fire at Kirkwood Farmers' Market*

APRIL 2 Kirkwood Farmers' Market Season Opening

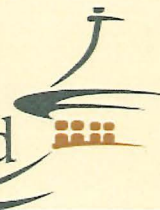
May 7 Sweets on Every Street event

JUNE : 2,9,16,23,30 6:00-9:00 p.m. Concerts at Station Plaza

Kirkwood Route 66 Festival on **June 11**

JULY 16 Sidewalk Sale and Peach Festival

Downtown
Kirkwood



SUMMER 2022

CONCERT SERIES

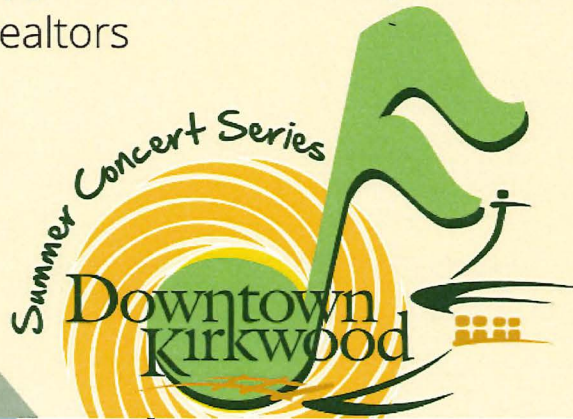
June 2 Rock Opera, sponsored by Kirkwood Station Dental

June 9 Matt Jordan, sponsored by Kirkwood Lifestyle Magazine to
benefit the Historic Kirkwood Train Station Foundation

June 16 Power Play, sponsored by Kirkwood Electric Company

June 23 School of Rock Kirkwood House Band

June 30 Hulapoppers, sponsored by John Jackson
Neighborhood Realtors





FALL/HOLIDAY 2022*

UPCOMING EVENTS

September 24 Autumn Outdoor Festival

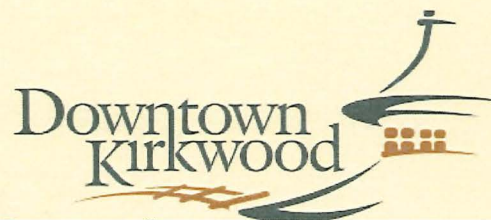
October 27 Halloween Walk

November 5 Wine Walk

November 19 Holiday Walk

December Herd On The Street Contest

January TBD Snowflake Sale



*Tentative and subject to change

Downtown Kirkwood

Please Join Us

Downtown Kirkwood Annual Meeting of Special Business District Members

Wednesday, March 9 from 6-8 PM

Mission Taco Joint

105 E. Jefferson in Downtown Kirkwood

The Program Includes:

- Fiscal year budget presentation
- Information about 2022 events & activities
- Farmers' Market 2022
- Updates on long-term initiatives
- Networking
- Complimentary beverages and appetizers

Please let us know that you will attend by March 1.

email: john@downtownkirkwood.com

phone: 314.822.0084

Preview the draft budget after Feb. 11
at www.downtownkirkwood.com

For more information:

VISIT

130 E. Jefferson, next to Kirkwood Public Library

EMAIL

Donna Poe

depoe@downtownkirkwood.com

PHONE

(314) 822-0084



Thank you for your ongoing support to the
Special Business District.

PROCEDURE FOR PUBLIC HEARING

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

Downtown Special Business District Budget for Fiscal Year 2022/2023

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?

Director of Finance Sandy Stephens

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

Mayor: Is there anyone in the audience that did not complete a card that wishes to speak regarding this issue? (Please be sure to fill out a card before you leave so your name and address is reflected in the record)

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



AFFIDAVIT OF PUBLICATION

STATE OF MISSOURI
COUNTY OF ST. LOUIS

} S.S.

Page 1 of 2

Before the undersigned Notary Public personally appeared **Brandon Crail** 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 **January 28, 2022** edition and ending with the **January 28, 2022** edition, for a total of 1 publications:

01/28/2022



Brandon Crail

Subscribed & sworn before me this 28th day of Jan, 2022
(SEAL)



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

Page 2 of 2

NOTICE OF PUBLIC HEARING

BEFORE THE CITY COUNCIL OF KIRKWOOD, MISSOURI

The Council of the City of Kirkwood will hold a public hearing at City Hall, 139 South Kirkwood Road, Missouri, at the hour of 7:00 p.m. on Thursday evening, February 17, 2022, to consider the proposed 2022/2023 Operating Budget for the Special Business District. The proposed budgets are subject to change pending action of the City Council.

Summary of Proposed Special Business District Operating Budget – Fiscal Year

2022/2023

Total revenues and other financing sources	\$ 383,950
Total expenditures and other financing uses	\$ 377,950

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

www.kirkwoodmo.org/government/departments/finance

Laurie Asche

City Clerk

St. Louis, MO, January, 2022

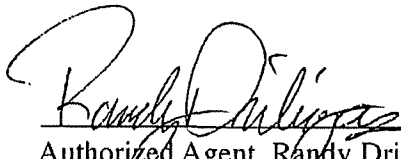
12073 106 County Jan. 28, 2022


AFFIDAVIT OF PUBLICATION

Date: 02/04/22

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 January 28, 2022 edition.


Authorized Agent, Randy Drilingas
Webster-Kirkwood Times



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

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Laurie Asche, City Clerk
St. Louis, MO., January, 2022

BILL 10919

ORDINANCE

AN ORDINANCE APPROPRIATING \$1,261,675 FROM GENERAL FUND FUND BALANCE TO THE TRANSFER TO OTHER FUNDS ACCOUNT AND THEN TO THE CAPITAL IMPROVEMENT FUND TRANSFER FROM OTHER FUNDS ACCOUNT FOR THE FIRE DEPARTMENT.

WHEREAS, the City would like to provide funding for Fire Department capital equipment from the Fire Protection Sales Tax receipts, and

WHEREAS, funds in the amount of \$1,261,675 needs to be appropriated from the General Fund Fund Balance to Account #101-1102-412.10.10 (Transfer to Other Funds) and then to Account #301-0000-391.10.05 (Capital Improvement Fund Transfer from Other Funds).

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

SECTION 1. Funds in the amount of \$1,261,675 are hereby appropriated from the General Fund Fund Balance to Account #101-1102-412.10.10 (Transfer to Other Funds) and then to Account #301-0000-391.10.05 (Capital Improvement Fund Transfer from Other Funds).

SECTION 2. This Ordinance shall be in full force and effect after its passage and approval, as provided by law.

PASSED AND APPROVED THIS DAY OF .

Mayor, City of Kirkwood

ATTEST:

City Clerk
1st Reading:
2nd Reading:

Legislation Request

Ordinance

Place On The Agenda Of: 3/3/2022

Step #1:

Strategic Plan Select... Goal # & Title

Background To Issue:

During the February 10, 2022 budget work session, Mr. Hawes discussed with City Council the need to provide funding for Fire Department capital equipment from the Fire Protection Sales Tax receipts. Based on this discussion, staff is requesting City Council provide authorization for staff to make this transfer by appropriating to the FY2021/FY2022 budget \$1,261,675 to the General Fund expenditure account 101-1102-412-10-10, Transfer to Other Funds and to the Capital Improvement Fund revenue account 301-0000-391-10-05, Transfer from Other Funds.

Recommendations and Action Requested:

I recommend approving the request as stated above for Fire Department capital expenditures for FY2020, FY2021, and FY2022 for \$1,261,675 based on the attached schedule.

Alternatives Available:

Does this project have a public information component? Yes No

Cost: \$1,261,675.00 Account #: Various Project #: Budgeted: NO

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

Department Head Comments:

BY: Sandra Stephens

Date: 2/23/2022

Authenticated: stephesf

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



FY2018-FY2021 FD Capital
Analysis 2022-01.xlsx
Microsoft Excel Worksheet
12.0 KB

 File Attachment

 File Attachment

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

Select...

Purchasing Director's Comments:

BY: Select...

Date:

Authenticated:

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

 File Attachment

 File Attachment

 File Attachment

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

Appropriation

From Account # or Fund Name:

To Account # or Fund Name:

Finance Director's Comments:

General Fund fund balance is sufficient and available to appropriate from fund balance \$1,261,675 to General Fund expenditure account 101-1102-412-10-10, Transfer to Other Funds and then to Capital Improvement Fund revenue account 301-0000-391-10-05, Transfer from Other Funds as requested above.

BY: Sandra Stephens

Date: 2/23/2022


Authenticated: stephesf

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

Approve Disapprove

Chief Administrative Officer's Comments:

BY:



Date:

2-23-22

CITY OF KIRKWOOD, MISSOURI
FIRE DEPARTMENT THREE-YEAR CAPITAL PURCHASES

FISCAL YEAR	DESCRIPTION	AMOUNT
FY2020	Total Expenditure	719,245
	No lease purchases made	-
	FY2020 Adjusted total	<u>719,245</u>
FY2021	Total Expenditure	492,430
	No lease purchases made	-
	FY2021 Adjusted total	<u>492,430</u>
FY2022	Total Expenditure	50,000
	No lease purchases made	-
	FY2022 Adjusted total	<u>50,000</u>
	Total for last Three Years	<u><u>1,261,675</u></u>

NOTE: Transferring this amount from the General Fund will bring the unassigned fund balance to an approximate level of 22.7% based on FY2021 audited results. Recommended fund balance is between 30% and 50% of operating expenditures.

RESOLUTION 19-2022

A RESOLUTION AMENDING AND READOPTING THE CITY OF KIRKWOOD CITY FEE SCHEDULES.

WHEREAS, the City has determined to adjust water and water meter rates 3% to sustain the public water distribution system for the delivery of potable water to its citizen's, and

WHEREAS, water rates were reviewed in accordance with the budgetary process to maintain a fiscally sound operations of the potable water distribution system, and

WHEREAS, it is being recommended that the water rates and water meter charges be adjusted upon passage of this resolution effective April 1st, 2022.

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

SECTION 1. The following City of Kirkwood fee structures are hereby approved and adopted:

AMBULANCE SERVICE FEE SCHEDULE

1.	Ambulance with Transport to Hospital	\$1,000
2.	Treatment – No Transport to Hospital	\$ 100
3.	Disposable Supplies	\$ 100
4.	Mileage	\$ 12 Per Mile

BUILDING PERMIT FEE TABLES

Valuation (Thousands of Dollars)	Permit Fee (Dollars)
Up to 1	72
Up to 2	99
Up to 3	118
Up to 4	137
Up to 5	173
Up to 6	199
Up to 7	209
Up to 8	233
Up to 9	245
Up to 15	248
Up to 16	249
Up to 18	258
Up to 23	272
Up to 25	282
Up to 27	297
Up to 30	307
Up to 33	320
Up to 35	331

Up to 36	343
Up to 37	344
Up to 38	356
Up to 39	357
Up to 40	369
Up to 42	380
Up to 44	393
Up to 46	403
Up to 48	418
Up to 50	428
Up to 52	442
Up to 54	465
Up to 56	467
Up to 58	477
Up to 60	491
Up to 62	501
Up to 64	516
Up to 66	526
Up to 68	540

Valuation (Thousands of Dollars)	Permit Fee (Dollars)
Up to 70	550
Up to 72	563
Up to 74	575
Up to 76	588
Up to 78	599
Up to 80	612
Up to 82	634
Up to 84	636
Up to 86	647
Up to 88	661
Up to 90	685
Up to 92	696
Up to 94	710
Up to 96	720
Up to 98	734
Up to 100	744
Up to 105	846
Up to 110	887
Up to 115	912
Up to 120	954
Up to 125	979
Up to 130	1,022
Up to 135	1,048
Up to 140	1,087
Up to 145	1,113
Up to 150	1,119
Up to 155	1,181
Up to 160	1,189
Up to 165	1,246
Up to 170	1,274
Up to 175	1,317
Up to 180	1,343
Up to 185	1,371
Up to 190	1,408
Up to 195	1,436
Up to 200	1,462
Up to 210	1,600
Up to 220	1,668
Up to 230	1,734
Up to 240	1,795
Up to 250	1,863
Up to 260	1,919

Up to 270	1,992
Up to 280	2,047
Up to 290	2,116
Up to 300	2,171
Up to 310	2,297
Up to 320	2,400
Up to 330	2,455
Up to 340	2,528
Up to 350	2,587
Up to 360	2,659
Up to 370	2,720
Up to 380	2,777
Up to 390	2,850
Up to 400	2,989
Up to 420	3,025
Up to 440	3,157
Up to 460	3,276
Up to 480	3,404
Up to 500	3,522
Up to 520	3,640
Up to 540	3,773
Up to 560	3,888
Up to 580	4,006
Up to 600	4,120
Up to 620	4,238
Up to 640	4,356
Up to 660	4,472
Up to 680	4,590
Up to 700	4,708
Up to 720	4,823
Up to 740	4,940
Up to 760	5,056
Up to 780	5,173
Up to 800	5,291
Up to 820	5,408
Up to 840	5,507
Up to 860	5,624
Up to 880	5,741
Up to 900	5,858
Up to 920	5,962
Up to 940	6,077
Up to 960	6,198
Up to 980	6,296

Valuation (Millions of Dollars)	Permit Fee (Dollars)
Up to 1	6,413
Up to 1.1	6,962
Up to 1.2	7,508
Up to 1.3	8,056
Up to 1.4	8,574
Up to 1.5	9,100
Up to 1.6	9,625
Up to 1.7	10,138
Up to 1.8	10,648
Up to 1.9	11,160
Up to 2.0	11,669
Up to 2.1	12,166
Up to 2.2	12,662
Up to 2.3	13,159
Up to 2.4	13,655
Up to 2.5	14,153
Up to 2.6	14,636
Up to 2.7	15,115
Up to 2.8	15,596
Up to 2.9	16,079
Up to 3.0	16,562
Up to 3.1	17,044
Up to 3.2	17,510
Up to 3.3	17,978
Up to 3.4	18,462
Up to 3.5	18,929
Up to 3.6	19,386
Up to 3.7	19,846
Up to 3.8	20,315
Up to 3.9	20,768
Up to 4.0	21,235
Up to 4.2	22,141
Up to 4.4	23,058
Up to 4.6	23,952
Up to 4.8	24,857

Up to 5.0	25,746
Up to 5.2	26,639
Up to 5.4	27,515
Up to 5.6	28,391
Up to 5.8	29,267
Up to 6.0	30,126
Up to 6.2	31,002
Up to 6.4	31,866
Up to 6.6	32,694
Up to 6.8	33,571
Up to 7.0	34,418
Up to 7.2	35,266
Up to 7.4	36,112
Up to 7.6	36,960
Up to 7.8	37,932
Up to 8.0	38,624
Up to 8.2	39,458
Up to 8.4	40,289
Up to 8.6	41,123
Up to 8.8	41,940
Up to 9.0	42,757
Up to 9.2	43,577
Up to 9.4	44,394
Up to 9.6	45,211
Up to 9.8	46,028
Up to 10.0	46,830
Up to 10.5	48,845
Up to 11.0	50,848
Up to 11.5	52,834
Up to 12.0	54,820
Up to 12.5	56,776
Up to 13.0	58,733
Up to 13.5	60,672
Up to 14.0	62,616
Up to 14.5	64,544
Up to 15.0	66,456
Each 0.5M over 15M	1,800

MISCELLANEOUS PERMIT FEES

PERMIT TYPE	FEE	REMARKS
Demolition (1 & 2 family units and accessory structures)	\$120 plus \$100 admin fee	Each building or structure plus a minimum \$2,000 deposit
Accessory Structure Preservation	Variable	Building Commissioner will estimate based upon the cost to demolish the structure if the principal building is not built
Demolition, all others	240	Each building or structure
Driveway or Sidewalk	48	Includes two inspections
Excavation Deposit (public right-of-way)	25	Per Square Foot of Paved Area (\$750 minimum and \$5,000 maximum)
	5	Per Square Foot of Grass Parkway (\$250 minimum and \$5,000 maximum)
Excavation Permit (public right-of-way)	100	Includes inspections
Fence Permit	48	Includes inspection
Foundation or Footing Permit or Letter	100	Value of foundation to be included in building permit calculation
Grading permit	150	Includes two inspections
Moving of building permit (building type permit)	500	Or \$.50/foot of route along public right-of-way from property line to property line, whichever is greater plus regular building permit
Parking Lot Permit	100	Includes one inspection
Sprinkler (fire) permit (building type permit)	Valuation of total cost	Valuation of system cost under Building Permit Fees plus Fire Department fees for processing, review, and inspections.
Tap Destroy (plumbing type permit)	50	Each
Tree Maintenance	48	Each Includes inspection
	120	Each tank
Underground tank removal (demolition type permit)		

ADMINISTRATIVE FEES

Fees for administrative and inspection activities necessary for the enforcement of various codes are listed in the following tables:

TABLE I - ADMINISTRATIVE FEES

ITEM	FEE	REMARKS
Amending permits	\$30	Plus difference for added work. No refund.
Architectural Review Board Review	\$200	Building applications in commercial and industrial zoning districts, multi-family reviews
	\$150	New single-family residence
	\$100	Accessory structures and additions to single-family residences
	\$100	Sign permit (see Sign Permits)
	\$240	Sign variance request
Board of Building Appeals - Appeal of Building Commissioner decision	\$240	
Board of Adjustment - Variance	\$240 + \$50 per each additional request	Additions and alterations to existing single-family and accessory structures to existing single-family residences such as sheds, garages, and swimming pools
Board of Adjustment – Fence Variance	\$200	
Board of Adjustment - Variance	\$500 + \$50 per each additional request	All others not listed above
Building escrow for a temporary occupancy permit	\$75	
Inspections, extra inspections, and re-inspections	\$48	Each
Permit Investigation Fee	Variable	Equal to the amount of the permit fee for work started without a permit
Property maintenance (re-occupancy) inspections for single family and two family	\$75	Includes initial inspection and two follow-up inspections
Property maintenance (re-occupancy) inspections for apartments, condominiums, or other three or more family dwelling units	\$40	Includes initial inspection and one follow-up inspection
Property maintenance (re-occupancy) inspections for non-residential properties (commercial, business, industrial, institutional, etc)	\$100	Includes initial inspection and two follow-up inspections
Service charge for refund	\$24	Maximum refund 50% of total permit fee
Subcontractor transfer	\$54	

TABLE 2 – PLANNING AND ZONING APPLICATION FEES

ITEM	FEE
B4/B5 Development Plan	\$1,000 + \$25/acre or portion over one acre
B4/B5 Final Site Plan	\$1,000
B4/B5 Final Site Plan Amendment	\$ 500 (Public Hearing not required)
Community Unit Plan (single family), Development Plan/Preliminary Plat	\$1,000 + \$500/lot
Community Unit Plan (single family), Final Site Plan/Final Plat	\$100/Lot + 1.25% of public improvement guarantee + \$30/foot sidewalk waiver fee
Community Unit Plan (multi family), Development Plan/Preliminary Plat	\$1,000 + \$20/dwelling unit
Community Unit Plan (multi family), Final Site Plan/Final Plat	\$500 + 1.25% of public improvement guarantee
Community Unit Plan, Final Site Plan/Final Plat Amendment	\$800 (Public Hearing required) \$500 (Public Hearing not required)
Community Unit Plan, Final Site Plan Time Extension	\$300
Mixed Use in B2, Development Plan	\$1,000 + \$25/acre or portion over one acre
Mixed Use in B2, Final Site Plan	\$500
Mixed Use in B2, Final Site Plan Amendment	\$800 (Public Hearing required) \$500 (Public Hearing not required)
Performance Guarantee Fee for Site Plan Review	10% of first \$10,000 of performance guarantee amount plus 2% exceeding \$10,000
R6 Development Plan	\$1,000 + \$20/dwelling unit
R6 Final Site Plan	\$500
Site Plan Review (Major)	\$1,000
Site Plan Review (Major) Amendment	\$800
Site Plan Review (Minor)	\$500
Site Plan Review (Minor) Amendment	\$500
Site Plan Review Extension (Major/Minor)	\$300
Site Plan Review, New Single-Family Residential	\$500 + minimum \$5,000 deposit
Special Use Permit	\$1,000 (waived if submitted w/Site Plan Review)
Special Use Permit Amendment	\$ 800 (waived if submitted w/Site Plan Review)
Subdivision (Major), Preliminary Plat	\$500/Lot
Subdivision (Major), Final Plat and Improvement Plans	\$100/Lot + 1.25% of public improvement guarantee + \$30/foot sidewalk waiver fee
Subdivision (Major), Amendment to Final Plat or Improvement Plans	\$200
Subdivision Plat (Minor), Boundary Adjustment, Condominium, and Consolidation Plats	\$100 + \$500 Deposit for return of recorded plat

ITEM	FEE
Subdivision Plat (Minor), Lot Split Plat	\$100/lot + \$500 Deposit for return of recorded plat
Vacation of Easement	\$100
Vacation of Dedicated Public Right-of-Way	\$200
Zoning Code Text Amendment	\$1,000
Zoning Map Amendment	\$1,000

MECHANICAL – BUILDING COMMISSIONER

Mechanical equipment permit fees

An application fee of twenty-five dollars (\$25) shall be charged for each permit application submitted. Mechanical permits shall be based on the schedule of equipment in this section for 1&2 family residential construction or for commercial and multi-family construction, the fee(s) can be based on the schedule or at the option of the city may be calculated by the cost of construction (mechanical equipment & install cost) method as outlined in this resolution under “building permit fee table”. The tabulated fee shall include the “rough and final” inspection as required. Additional inspection(s) shall be charged the fee of \$48 each.

WARM AIR FURNACE

Under 200,000 BTU \$48
Over 200,000 BTU \$72

COOLING

Up to 4 ton \$48
5 ton – 10 ton \$60
Over 10 ton \$72
(1 ton = 12,000)

COMBO HEATING/COOLING \$62
(singular residential dwelling units
In 1&2 family or multi-family structure)

BOILER

Under 200,000 BTU \$60
Over 200,000 BTU \$72

AIR HANDLING EQUIPMENT

Up to 12,500 cfm \$48
Over 12,500 cfm \$72

ELECTRIC HEAT COILS

\$48

EXHAUST HOOD

Over 600 cfm \$48
Smoke removal/exhaust \$48
Dust or Vapor exhaust \$48

GENERATOR

\$72

MISCELLANEOUS FIXTURES

Other Mechanical fixtures requiring permits are assessed application fee, \$6 per unit and the required number of inspections.

Self-Contained pre-fabricated fireplace permit fee.

Permit application, plan review and inspection fee for the installation, modification, or replacement of self-contained, pre-fabricated fireplaces in projects not subject to integrated permit, shall be covered by the permit fee of sixty-two dollars (\$62) which shall include one inspection. A forty-eight (\$48) fee shall be charged for each additional inspection required.

PLUMBING – BUILDING COMMISSIONER

Plumbing inspection and permit fees.

(a) *Calculation of fee.* At the option of the city the plumbing or sewer permit fee may be calculated by either the cost-of-construction method as outlined in section 5-103 or by use of the following schedule of unit prices except that all integrated permits shall be priced as provided above in section 5-103.

(b) *Processing fee; minimum fees.* All permits, except domestic water heater replacements, shall be subject to a twenty-five dollar (\$25) permit processing fee. The minimum total permit fee shall be thirty dollars (\$30.00) where no plan review is required, and seventy-two dollars (\$72) where plan review is required.

(c) *General inspection fees.* General inspection fees for each inspection performed shall be forty-eight dollars (\$48).

(1)	All domestic water heater replacements (total fee).....	\$ 48
(2)	The building sewer from the building to the septic tank shall be inspected before any part of the sewer pipe is covered. All filter trenches, absorption trenches and filter beds shall be inspected as the work progresses and in accordance with the schedule outlined below:	
	Inspection fees for each inspection of a sewage disposal system	48
	Extra fee or additional inspection fee.....	48
	Inspection of pipes for sewer mains, trunks, laterals and appurtenances per lineal foot: In addition to general inspection fee of \$48, \$0.36 per foot with a minimum charge of \$50.	
	Inspection of manholes, lampholes or catch basins: In addition to general inspection fee of \$48, \$6 per manhole, lamphole, or catch basin with a minimum charge of \$18.	
	Plumbing fixtures	5

Plumbing inspection and permit fees (continued)

	Openings for future fixtures	5
	Advising or investigation inspections	48
	Any additional inspections or reinspections of any work listed on the above schedule.....	48

ELECTRIC – BUILDING COMMISSIONER

Electric fee schedule.

(a) *Calculation of fee.* At the option of the applicant, permit and inspection fees for all electrical work shall be calculated by the cost of construction method as outlined in section 5-103 or by use of the following schedule of unit prices, except that integrated permits shall be priced as provided in section 5-103. General inspection fees for each inspection performed shall be forty-eight dollars (\$48).

(b) A permit processing fee of \$25 shall be charged for each permit processed.

ELECTRICAL PERMIT FEES – BUILDING COMMISSIONER

<i>Item</i>	<i>First Unit</i>	<i>Each Additional Unit</i>
Electrical outlets (see note 1)	\$ 6.00	\$ 0.40
Elevators: a. Per floor	5.00	0.40
b. Per car	5.00	0.40
Service equipment (see note 2)		
a. Applied to service up to and including 200 ampere	8.00	4.00
b. Service over 200 ampere and up to and including 400 ampere	15.60	7.00
c. Service over 400 ampere	39.60	13.00
Motors: a. Less than 5 h.p.	6.00	0.40
b. 5 h.p. or greater	6.00	3.00
Panel board switches/switchboard sections.....	6.00	3.00
Transformers	8.00	3.00
X-rays	8.00	7.00
Carnivals, per each new location.....	<i>(Under St. Louis County Permit for amusement rides)</i>	
Residential new construction		Integrated permit
Residential rewire:		
a. Service installed	\$ 24.00	\$16.00
b. Service not installed	24.00	10.00
Reinspections:		
a. Union electric	15.60	
b. Disconnected service.....	24.00	
c. Old installations.....	24.00	
Communication systems:		
a. Amplifiers.....	8.00	1.00
b. Telephones	8.00	1.00
c. Television antenna.....	8.00	1.00
d. Burglar alarm	8.00	N/A
Cable television:		
a. Head-end station, per street mile.....	3.60	
b. Power booster.....	31.20	31.00
Electric heat, per 10 kw.....	4.80	1.00

(b)..... *Notes.*

- (1) *Electrical outlets.* Each and every point on the electrical system where power or light is derived for any purpose whatsoever. In computing outlets for fluorescent fixtures, each fixture shall be counted as an electrical outlet.

- (2) *Service equipment.* Each and every point on the electrical system where power is derived from the public utility system or a private generating plant.

ELECTRIC RATES

Class R (Residential)
Bill Code E1

(Effective: April 1, 2017)

Each users charge shall be the total of the customer charge plus an energy charge:

Summer Rate (Applicable during four (4) monthly billing periods of June through September)

Customer Charge, per month	\$ 8.03
Energy Charge, per kWh.....	10.5¢

Winter Rate (Applicable during eight (8) monthly billing periods of October through May)

Customer Charge, per month	\$8.03
Energy Charge, per kWh.....	9.45¢

- (1) Budget billing. A budget billing payment plan will be available to all residential customers. To maintain eligibility in the plan, the budget amount must be paid monthly unless other arrangements have been made with the City's Director of Finance. Customers may request discontinuance of the plan at any time by contacting Customer Service. Monthly budget payments may be adjusted during the plan year to compensate for changes in usage, climate, or rates.

The total monthly bill to each multiple-occupancy residential building to which service is delivered and metered at one point shall be equal to the total number of dwelling units therein multiplied by the bill per dwelling unit, which bill per dwelling unit shall be calculated by applying the applicable residence rate to the average kilowatt-hour use per dwelling unit (equal to the total building use divided by the number of dwelling units, rounded to the nearest kilowatt-hour.) Electrical use for common building services such as hall lights, elevators and laundry areas used exclusively by tenants may be metered and billed through the main building meter.

Purchase Power Adjustment (Rider PPA). A purchased power adjustment will be applicable to all metered kilowatt-hours (kWh) of energy if approved by City Council. The current PPA shall be zero.

Class P (Primary Service)
Bill Code E2

(Effective: April 1, 2017)

Each users charge shall be the total of the customer charge, plus the demand charges, plus the energy charge.

Summer Rate (Applicable during four (4) monthly billing periods of June through September)

Customer charge - per month	\$308.77
Energy charge - per kWh	10.5¢
Demand charge - per kW of Billing Demand.....	\$17.29
Reactive charge - per kvar.....	30¢

Winter Rate (Applicable during eight (8) monthly billing periods of October through May)

Customer charge - per month	\$308.77
Energy charge - per kWh	9.45¢
Demand charge - per kW of Billing Demand.....	\$7.85
Reactive charge - per kvar.....	30¢

1. Rate Application. This rate is applicable to primary service supplied by the City.
2. Character of service supplied. City will specify and supply a standard three-phase alternating current primary service voltage.
3. Cumulation of services. Service taken through each meter by the same customer on the same premises under this service classification will be cumulated for billing purposes. Such additional service, if any, supplied through facilities installed on and after January 1, 1991, will not be cumulated or otherwise combined for billing purposes with any other service supplied to customer.
4. Demand meters. City will install demand meters for the measurement of demands.
5. Demand: The billing demand in any month will be the highest fifteen-minute demand established during the month, but in no event less than 100 kW.

Purchase Power Adjustment (Rider PPA). A purchased power adjustment will be applicable to all metered kilowatt-hours (kWh) of energy if approved by City Council. The current PPA shall be zero.

Class GS-A (Small General Service)
Bill Code E3

(Effective: April 1, 2017)

Each users charge shall be the total of the customer charge plus an energy charge:

Summer Rate (Applicable during four (4) monthly billing periods of June through September)

Customer Charge	
Single-Phase, per month.....	\$9.33
Energy Charge, per kWh.....	10.5¢

Winter Rate (Applicable during eight (8) monthly billing periods of October through May)

Customer Charge	
Single-Phase Service, per month.....	\$ 9.33
Three-Phase Service, per month	\$18.56
Energy Charge	
Base Use, per kWh.....	9.45¢
Seasonal Use (1), per kWh.....	9.497¢

(1) The winter seasonal energy use shall be all kWh in excess of one thousand (1,000) kWh per month and in excess of the lesser of: (a) The kWh use during the preceding May billing period, or (b) October billing period, or (c) the maximum monthly kWh use during any preceding summer month.

1. Rate application. This rate is applicable to all secondary service supplied for general use which does not qualify for any other secondary rate.
2. Character of service supplied. City will specify and provide a standard single-and/or three-phase alternating current secondary service voltage.
3. Cumulation of services. Service taken through each meter by the same customer on the same premises under this service classification will be cumulated for billing purposes. Additional service, if any, supplied through facilities installed on and

- after January 1, 1991, will not be cumulated or otherwise combined for billing purposes with any other service supplied to customer.
4. Customers without prior billing determinants. Customers on this rate who did not have sufficient use during preceding billing periods to establish their base use for the winter billing season will be billed entirely on the base rate unless electric heating supplies the customer's entire space heating requirements, in which case 1/2 of all use in excess of 1,000 kWh will be billed on the base rate and 1/2 on the seasonal energy rate.
 5. Budget billing. A budget billing payment plan will be available to all small general service customers. To maintain eligibility in the plan, the budget amount must be paid monthly unless other arrangements have been made with the City's credit and utility billing supervisor. Customers may request discontinuance of the plan at any time by contacting Customer Service. Monthly budget payments may be adjusted during the plan year to compensate for changes in usage, climate, or rates.

Purchase Power Adjustment (Rider PPA). A purchased power adjustment will be applicable to all metered kilowatt-hours (kWh) of energy if approved by City Council. The current PPA shall be zero.

GS-B (Large General Service)

Bill Code E4

(Effective: April 1, 2017)

Each users charge shall be the total of the customer charge plus the demand charges, plus the energy charge subject to the limitation indicated.

Summer Rate (Applicable during four (4) monthly billing periods of June through September)

Customer Charge, per month	\$80.89
Energy charge, per kWh.....	10.5¢
Demand Charge: Total Billing Demand, per kW	\$4.15

Winter Rate (Applicable during eight (8) monthly billing periods of October through May)

Customer Charge, per month	\$80.89
Base Energy Charge, per kWh.....	9.45¢
Demand Charge: Total Billing Demand, per kW	\$1.54

1. Rate application. This rate is applicable to all secondary service to any nonresidential customer whose billing demand in any summer month exceeds 100 kW; or at customer's request, to any other nonresidential customer.
2. Character of service supplied. City will specify and provide a standard single- and/or three-phase alternating current secondary service voltage.
3. Demand:
 - a) Billing demand. The monthly billing demand shall be the maximum demand measured during the month but in no event less than 100 kW.
 - b) Energy billing demand. Customer's billing demand shall be used to apportion customer's kilowatt hours to the kWh per kW energy rate steps for metered demands of 100 kW or greater. Where metered demands are less than 100 kW, the metered demand shall be used as the billing demand for purposes of apportioning kilowatt hours only.
 - c) Base billing demand. The base billing demand shall be the lesser of: the customer's billing demand established during the preceding May billing period, or October

- billing period; or the maximum billing demand established during the preceding summer billing period, but in no event less than 100 kW.
- d) Seasonal billing demand. The seasonal billing demand shall be the customer's winter billing demand in excess of the customer's base billing demand.
 - e) Base and seasonal energy apportioning. The kilowatt hours for each winter billing period shall be apportioned to the base and seasonal energy rate steps in the same proportion as customer's base and seasonal billing demands.
 - f) Rate limitation. The sum of the demand and energy charges shall be limited to the rate limitation times customer's metered kilowatt-hours, but in no event shall be less than 100 kW times the base demand charge plus the customer's metered kilowatt hours times the energy charge.
 - g) Application of rate limitation to customer with seasonal demand. If a customer is billed any kW of seasonal demand in a winter billing period, the kWh's for that billing period shall be apportioned between base use and seasonal use in the same proportion as base demand and seasonal demand, and a separate rate limitation applied to base use and seasonal use.
 - h) Demand meters. When normal use of an existing customer or the estimated use of a new customer exceeds 25,000 kWh per month, or City has reason to believe that customer's summer demand exceeds 100 kW regardless of his kWh use, City will install a demand meter and measure customer's demands.
4. Cumulation of services. Service taken through each meter by the same customer on the same premises under this service classification will be cumulated for billing purposes. Additional service, if any, supplied through facilities installed on and after January 1, 1991, will not be cumulated or otherwise combined for billing purposes with any other service supplied to customer.
 5. Customers without prior summer use. Customers on this rate who did not establish a demand during at least one of the June, July, August or September billing periods shall be billed during the succeeding winter billing periods entirely on the base demand charge.

Purchase Power Adjustment (Rider PPA). A purchased power adjustment will be applicable to all metered kilowatt-hours (kWh) of energy if approved by City Council. The current PPA shall be zero.

Class OL (Outdoor Lighting)
City-Owned:

CITY OWNED

Type of Fixture	Lumens	Approved Type	Rate Per Month
Mercury Vapor	6,800	B	\$7.60
Mercury Vapor	6,800	D	\$15.91
Mercury Vapor	11,000	B	\$11.63
Mercury Vapor	20,000	C	\$15.75
Mercury Vapor	54,000	C	\$24.91
High Pressure Sodium	9,500	B	\$7.60
High Pressure Sodium	9,500	D	\$15.91
High Pressure Sodium	16,000	B	\$12.80
High Pressure Sodium	25,500	C	\$15.75
High Pressure Sodium	50,000	C	\$24.91
Metal Halide 35 Watt decorative			\$5.20
Metal Halide 70 Watt decorative			\$6.42
Metal Halide 100 Watt decorative			\$10.60
Metal Halide 175 Watt decorative			\$14.30
Metal Halide 250 Watt decorative			\$19.81

*All decorative Metal Halide fixture prices include black fiberglass pole.

Metal Halide 250 Watt Shoe Box	\$18.71
Metal Halide 400 Watt Shoe Box	\$22.58
Metal Halide 1000 Watt Shoe Box	\$49.15

*All Shoe Box fixtures include pole.

Metal Halide 250 Watt Flood	\$15.79
Metal Halide 400 Watt Flood	\$19.66
Metal Halide 1000 Watt Flood	\$46.23

	Rate Per Month
Pole: 30 to 40 feet as required, per pole	\$7.68
Fiberglass Standard 30 feet, per pole	\$11.19
Ornamental Concrete, per pole.....	\$17.21
Wire: Standard, 2 cord, per span	\$2.38
Guy and Anchor, per set.....	\$2.07
Underground cable installed in and under dirt, per foot.....	7.06
All other underground cable installations, per foot.....	13.45¢

*

- B: Standard side mounted, luminaire hood with open bottom glassware.
- C: Pole mounted, directional, mercury vapor luminaire; limited to installation on existing wood pole accessible to Electric Department basket truck and provided that capacitors, sectionalizers, regulators, cable terminations or 34.5 kW switches are not mounted on such pole.
- D: Post-top mounted, enclosed, luminaire, including standard post; limited to installations taken under 10 year contracts only.

Purchase Power Adjustment (Rider PPA). The kilowatt hours for lighting service provided under the terms of this rate shall be subject to the purchase power adjustment (Rider PPA). The kilowatt hour consumption of each lamp whole operating hours are determined by a photoelectric control, shall be determined from the manufacturer's rated wattage multiplied by the number of hours of operation for the month, in accordance with the following schedules:

Lamp Size (Lumens)	Rating (Watts)	Billing Burning	
		Month	Hours
<u>H. P. Sodium</u>		January	408
9,500	120	February	347
16,000	202	March	346
25,500	307	April	301
50,000	482	May	279
		June	255
		July	272
		August	298
<u>Mercury Vapor</u>		September	322
6,800	207	October	368
11,000	294	November	387
20,000	455	December	417
54,000	1080		

Customer-Owned: Rates per fixture per month unmetered.

Monthly Rate for Metered Service

Customer Charge Per Meter	\$5.17 per month
Energy Charge	3.49¢ per kWh

Rate Per Unit Per Month for Unmetered Service

Customer Charge per account \$5.17 per month

HIGH PRESSURE SODIUM	ENERGY & MAINTENANCE*	ENERGY ONLY
Lumens		
9,500	\$2.78	\$1.35
16,000	\$3.85	\$2.29
25,500	\$4.84	\$3.45
50,000	\$6.98	\$5.41
MERCURY VAPOR		
6,800	\$3.62	\$2.32
11,000	\$4.89	\$3.30
20,000	\$6.49	\$5.10
54,000	\$13.68	\$12.13

*Kirkwood will furnish energy, replace lamps and adjust or replace photo cell. Available to customers with three (3) or more lights.

Purchase Power Adjustment (Rider PPA). The kilowatt hours for lighting service provided under the terms of this rate shall be subject to the purchase power adjustment (Rider PPA). The kilowatt hour consumption of each lamp whole operating hours are determined by a photoelectric control, shall be determined from the manufacturer's rated wattage multiplied by the number of hours of operation for the month, in accordance with the following schedules:

Lamp Size (Lumens)	Rating (Watts)	Billing Month	Burning Hours
<u>H. P. Sodium</u>		January	408
9,500	120	February	347
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50,000	482	May	279
		June	255
		July	272
		August	298
<u>Mercury Vapor</u>		September	322
6,800	207	October	368
11,000	294	November	387
20,000	455	December	417
54,000	1080		

METER ADJUSTMENT
(MA)

ADJUSTMENTS OF METER READINGS FOR METERING AT A
VOLTAGE NOT PROVIDED FOR IN RATE SCHEDULES

Where service is metered at a voltage other than the voltage provided for under the applicable rate schedule, an adjustment in both the kilowatt-hour and kilowatt meter readings for the total service will be made as follows:

- (1) Primary delivery metered at secondary voltage: add 0.0068% to the secondary meter readings.
- (2) Secondary delivery metered at primary voltage: deduct 0.0068% from the primary meter readings. Where City provides additional distribution facilities beyond its primary meter (limited to existing connections) said service shall be billed on City's primary service rate and no adjustment shall apply.

City shall not be required to provide any distribution facilities beyond the metering point except when required for engineering or other valid reasons.

GARBAGE AND TRASH FEES

Collection from Residential Properties Effective May 7, 2021					
BASIC RESIDENTIAL SERVICES:					
Curbside Service			Rear Yard Service		
65 Gallon Garbage Cart 65 Gallon Recycling Cart \$27.23/month Additional Garbage Cart \$15.00/Month			65 Gallon Garbage Cart 65 Gallon Recycling Cart \$46.82/month Additional Garbage Cart \$15.00/Month		
95 Gallon Garbage Cart 65 Gallon Recycling Cart \$32.23/month Additional Garbage Cart \$15.00/Month			95 Gallon Garbage Cart 65 Gallon Recycling Cart \$51.82/month Additional Garbage Cart \$15.00/Month		
SPECIAL RESIDENTIAL SERVICES:					
Yard Waste Bags	Yard Waste Stickers	Special Pick Ups	Container Services		Rental
\$12.27/PKG OF 5	\$2.00/EA	\$25 Per Item Or \$25 Per 2 Cu. Yds. For Misc. Items By Appointment	SIZE	FEE	EXTRA DUMP
			2 Cu. Yds.	\$140	\$93
			4 Cu. Yds.	\$233	\$140
			6 Cu. Yds.	\$319	\$186
			30 Cu. Yds. 23.5' X 8' X 6.5' (L-W-H)	\$372	\$40/ton over three (3) ton
BY APPOINTMENT - Base Fee includes Off Street Delivery to front yard/building line, 7-day rental and one (1) dump. \$50/7-day rental after initial 7 days. Delivery beyond front building line is additional \$50.00. Materials <u>excluded</u> : yard waste, concrete, bricks, rock, gravel and dirt.					

LIQUOR LICENSES

Licenses and fees.

The following licenses for the sales indicated shall be issued pursuant to the provisions of this division at an annual fee as indicated:

- (a) Intoxicating liquor by the drink:
 - Sale any day except Sunday\$450.00
 - Sunday sales, additional fee 100.00

- (b) Intoxicating liquor, retail sales in the original package, not to be consumed on the premises where sold:

Sales any day except Sunday\$150.00
 Sunday sales, additional fee300.00

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

- (c) Malt liquor by the drink:
 - Sales any day except Sunday\$200.00
 - Sunday sales, additional fee300.00
- (d) Malt liquor, retail sales in the original package, not to be consumed on the premises where sold..... 22.50
- (e) Malt liquor and/or wine, by the drink, daily permit issued only to churches, schools, civic, service, fraternal, veteran, political or charitable club or organization for such sales at a picnic, bazaar, fair or similar gathering. (Such permit shall be issued only for specific days named therein. No such organization may obtain permits for more than seven (7) days per year, which year shall commence on the first day any such permit is issued to any such club or organization):
 - Original permit per year25.00
 - Each day in excess of one day per year..... 10.00
- (f) Wine, containing not in excess of fourteen (14) per cent alcohol by weight and malt liquor containing alcohol in excess of three and two-tenths (3.2) per cent by weight and not in excess of five (5) per cent by weight by the drink:
 - Sale any day except Sunday225.00
 - Sunday sales, additional fee300.00
- (g) Wholesaler or distributor of intoxicating liquor of all kinds to a person duly licensed to resale such intoxicating liquor, three-hundred seventy-five dollars (\$375.00) per annum.
- (h) Wholesaler or distributor of intoxicating liquor not in excess of twenty-two percent (22%) alcohol by weight to a person duly licensed to resale such intoxicating liquor, one hundred fifty dollars (4150.00) per annum.
- (i) Wholesaler or distributor of malt liquor containing not in excess of five percent (5%) alcohol by weight, seventy-five dollars (\$75.00) per annum.

Annual license fees established; to be in lieu of portion of merchant's ad valorem tax.

- (a) The annual license fees for licenses required by this division are as follows:
 - (1) For the manufacture or brewing of nonintoxicating beer\$375.00
 - (2) For the sale by any distributor or wholesaler other than the manufacturer or brewer thereof of nonintoxicating beer25.00
 - (3) For the sale of nonintoxicating beer at retail for consumption on the premises where sold37.50

- (4) For the sale of nonintoxicating beer by grocers and other merchants and dealers, for sale in the original package direct to the consumer, but not for resale, and not to be consumed on the premises where sold22.50

(b) The annual license fees charged pursuant to subsection (a) are in lieu of the proportionate part of any merchant's license fee and ad valorem tax for stock and sales of non-intoxicating beer under this Code and the value of stocks of non-intoxicating beer and the aggregate amount of sales thereof made by any licensee shall not be returned by such merchant for purposes of merchant's license or ad valorem tax, nor shall such stock or sales be included in the computation of any merchant's license or ad valorem tax.

PARKS AND RECREATION FEES

User fees for park and recreational facilities not to exceed the following maximum rates.

The following identified fees shall be assessed for the use of the described facilities under the jurisdiction of the department of parks and recreation:

	<i>Resident</i>	<i>Nonresident</i>
(a) Aquatic Center fees		
Adult Daily Pass.....	\$6.00	\$ 12.00
Youth Daily Pass.....	6.00	12.00
Senior Daily Pass	5.00	12.00
Guest of Resident Daily Pass.....	8.00	10.00
Season Pass, Family of Three	210.00	315.00
Additional Family Member.....	20.00	30.00
Adult Season Pass (18-64)	95.00	145.00
Youth Season Pass (4-17)	80.00	120.00
Senior Season Pass (65+).....	80.00	145.00
Nonresident Pool ID Card.....		12.00
(b) Racquet Sports Court Fees:		
Daily Permit	4.00	6.00
Daily Permit, Senior	3.00	6.00
Individual Season Pass	40.00	60.00
Individual Season Pass, Senior.....	25.00	60.00
Family of Three Season Pass	80.00	120.00
Additional Family Member.....	10.00	15.00
(c) Ice rink fees: (Effective April 1, 2018)		
Single Session Youth (4-17)	4.00	5.00
Single Session Adult (18-64)	4.00	5.00
Single Session Senior Citizen (65+).....	3.50	4.50
Skate Rental	2.00	2.00
Prime Rink Rental (per hour).....	220.00	220.00
(d) Fees may be assessed per participant per program, session or event for all programs offered by, or in conjunction with the Kirkwood Parks and Recreation Department in an amount to be determined by the Director of Parks and Recreation.		

COMMUNITY CENTER RENTAL FEES

<u>Facility</u>	<u>Resident/Merit Group</u>	<u>Non-resident</u>
Small Room, per hour*	\$30.00 (\$30.00)	\$45.00 (\$40.00)
Large Room, per hour*	\$40.00 (\$40.00)	\$60.00 (\$50.00)
East Gym, per hour	\$50.00 (\$50.00)	\$75.00 (\$65.00)
East Gym, per day (10 hours)	\$470.00 (\$470.00)	\$705.00 (\$600.00)
West Gym, per hour	\$60.00 (\$60.00)	\$90.00 (\$85.00)
West Gym, per day (10 hours)	\$575.00 (\$575.00)	\$850.00 (\$700.00)
Theater, per day rehearsal	\$150.00 (\$150.00)	\$225.00 (\$200.00)
Theater, per day performance	\$600.00 (\$600.00)	\$900.00 (\$800.00)
Extra Show Fee, per show	\$100.00 (\$100.00)	\$150.00 (\$125.00)
Large Group Fee, per day	\$50.00 (\$50.00)	\$75.00 (\$50.00)

*Merit groups receive half price rates for room rentals (not applicable for gyms or theater)

Current fees shown in parentheses

- (1) An extra \$50 fee per use will be assessed for groups of 300 or more utilizing rooms or gymnasiums in the Community Center.

WATER RATES

Water rates.

- (a) Except as provided herein, water furnished to all customers by the City shall be metered. Charges for such water shall be as follows:

MINIMUM CUSTOMER CHARGE

<u>METER SIZE</u>	<u>MONTHLY</u>
5/8"	\$11.51 \$11.86
3/4"	\$12.83 \$13.21
1"	\$15.55 \$16.02
1-1/2"	\$22.25 \$22.92
2"	\$30.28 \$31.19
3"	\$51.76 \$53.31
4"	\$75.90 \$78.18
6"	\$143.03 \$147.31
8"	\$223.52 \$230.23
10"	\$321.62 \$331.27
12"	\$438.25 \$451.40

Water charge: In addition to the minimum customer charge, for all water used as registered by the meter the charge is ~~\$2.9851~~ **\$3.0747** per 100 cubic feet (748 gallons).

(b) Customers with unmetered fire protection will be billed at the following rates based upon the size of tap in the Water Department's main.

<u>TAP SIZE</u>	<u>ANNUAL RATE</u>	
2" or less	\$32.87	\$33.86
3"	\$106.61	\$109.81
4"	\$131.20	\$135.14
6"	\$295.21	\$304.07
8"	\$524.87	\$540.62
10"	\$820.15	\$844.75
12"	\$1,181.12	\$1,216.55

(2) Charges under this section (b) shall be paid monthly in advance. In addition to the tap size charge, fire service lines with detector meters will be billed as follows:

<u>METER SIZE</u>	<u>MONTHLY CHARGE</u>	
5/8"	\$13.78	\$14.19
3/4"	\$14.86	\$15.31
1"	\$17.03	\$17.54

(c) Infrastructure Renewal Charge shall be billed monthly in accordance with the billing period for regular water service commencing on April 1st, 2015 and shall be determined as follows:

- (1) Infrastructure renewal charge - In addition to the regular water service and meter charge, for all water used as registered by the meter, the charge is ~~\$1.10~~ **\$1.14** per 100 cubic feet.
- (2) Large quantity users as defined in section (d) the infrastructure renewal charge rate is ~~\$0.4761~~ **\$0.4904** per 100 cubic feet.

Billing for this service shall be in addition to charges for regular water service and meter charges.

(d) Charges for large quantity users shall be as follows:

- (1) Meter Charge - The charge for each month shall be based on the meter size or multiple meter sizes if more than one meter is installed as follows:

<u>Meter Size</u>	<u>Monthly Charge</u>	
5/8"	\$10.49	\$10.80
3/4"	\$10.61	\$10.93
1"	\$14.14	\$14.56
1-1/2"	\$20.27	\$20.88
2"	\$27.60	\$28.43
3"	\$47.17	\$48.59
4"	\$69.17	\$71.25
6"	\$130.31	\$134.22
8"	\$203.67	\$209.78
10"	\$301.50	\$310.55
12"	\$373.18	\$384.38

- (2) Water Charge - In addition to the meter charge, for all water used as registered by the meter, the charge is ~~\$1.2878~~ **\$1.3264** per 100 cubic feet.

- (3) The Director of Public Services and the Finance Director must determine who qualifies for this Section (d) rate, which user must use not less than 60,000 cubic feet per month.
- (4) Charges pursuant to this section (d) shall be billed monthly.
- (5) In addition to the meter charge, a monthly user charge for any month shall be equal to the water charge rate, times the greater of 1) sixty percent (60%) of the maximum usage during any of the months of June, July, August or September in the twelve (12) month period preceding the month for which the charge is made or 2) 60,000 cubic feet or 3) actual usage as registered by the meter.

(e) In addition to the above rates, there will be imposed a seven and one half percent (7½%) of the gross receipts of persons selling or distributing water in the City of Kirkwood in accordance with Section 23-212 of the Code of the City of Kirkwood.

(f) The foregoing rates do not include any franchise, license, occupation, sales, or any other charges or taxes that might be imposed by any other provision of the Code of Ordinances.

VEHICLE ACCIDENT REPORTS

Vehicle Accident Reports may be obtained at the Kirkwood Police Department for a cost of \$6.00.

SECTION 2. This resolution shall be in full force and effect after its passage and approval, as provided by law.

PASSED AND APPROVED THIS 3RD DAY OF MARCH 2022.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Legislation Request

Resolution

Place On The Agenda Of: 3/3/2022

Step #1:

Strategic Plan NO Goal # & Title

Background To Issue:

During the preparation of the FY23 budget, the Water Division evaluated revenues and operational expenses and recommended a 3% rate adjustment for water rates and water meter rates to maintain a fiscally sound operations.

Recommendations and Action Requested:

It is recommended that the City Council approve this resolution to adjust water rates and meter rates 3% for fiscal year 2022-2023.

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: Bill Bensing

Date: 2/16/2022

Authenticated: bensingwe

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



Bensing Draft Short
VersionWater Rates revision
(final).docx
Microsoft Word Document
23.0 KB

File Attachment

File Attachment

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

Select...

Purchasing Director's Comments:

BY: Select...

Date:

Authenticated:

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

 File Attachment

 File Attachment

 File Attachment

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

Select...

From Account # or Fund Name:

To Account # or Fund Name:

Finance Director's Comments:

BY: Select...

Date:

Authenticated:

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

Approve

Disapprove

Chief Administrative Officer's Comments:

BY:



Date:

2-23-22

RESOLUTION 20-2022

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A FOURTH AMENDED COOPERATION AGREEMENT (A COPY OF WHICH IS ATTACHED HERETO AND INCORPORATED BY REFERENCE HEREIN) WITH THE CITIES OF GLENDALE AND OAKLAND FOR THE KIRKWOOD AQUATIC CENTER THROUGH MARCH 31, 2023.

WHEREAS, the City of Kirkwood passed Ordinance 8762 on September 17, 1998 and entered into a Cooperative Agreement with the Cities of Glendale and Oakland for the creation and operation of the Kirkwood Aquatic Center, and

WHEREAS, the Cooperative Agreement has expired and staff is recommending that the City of Kirkwood enter into a Fourth Amended Cooperation Agreement (a copy of which is attached hereto and incorporated by reference herein) with the Cities of Glendale and Oakland through March 31, 2023.

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

SECTION 1. The Mayor is hereby authorized to enter into a Fourth Amended Cooperation Agreement (a copy of which is attached hereto and incorporated by reference herein) with the Cities of Glendale and Oakland for the Kirkwood Aquatic Center through March 31, 2023.

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

PASSED AND APPROVED THIS 3RD DAY OF MARCH 2022.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Legislation Request

Resolution

Place On The Agenda Of: 3/3/2022

Step #1:

Strategic Plan Select... Goal # & Title

Background To Issue:

The City passed Ordinance 8762 on September 17, 1998 and entered into a Cooperative Agreement with the Cities of Glendale and Oakland for the creation and operation of the Kirkwood Aquatic Center. An Amended Cooperation Agreement was passed by Resolution (37-2021) on April 15, 2021 and will expire on March 31, 2022.

Recommendations and Action Requested:

The specific request is to enter into a Fourth Amended Cooperation Agreement with the Cities of Glendale and Oakland for the operation of the Kirkwood Aquatic Center for an additional one year term.

Alternatives Available:

Does this project have a public information component? Yes No

Cost: \$0.00 Account #: 0000 Project #: Budgeted: YES

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

Department Head Comments:

BY: Kyle Henke

Date: 2/17/2022

Authenticated: henekkk

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



Final FOURTH Amendment to
Kirkwood Glendale Oakland
Cooperation Agreement
2022.docx
Microsoft Word Document
24.4 KB

 File Attachment

 File Attachment

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

Select...

Purchasing Director's Comments:

BY: Select...

Date:

Authenticated:

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

 File Attachment

 File Attachment

 File Attachment

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

Select...

From Account # or Fund Name:

To Account # or Fund Name:

Finance Director's Comments:

BY: Select...

Date:

Authenticated:

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



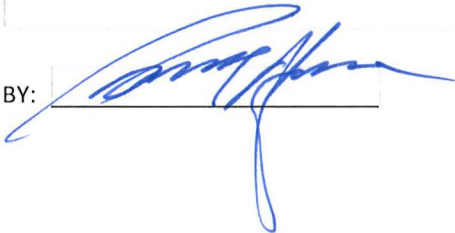
Approve



Disapprove

Chief Administrative Officer's Comments:

BY:



Date:

2-23-22

FOURTH AMENDED COOPERATION AGREEMENT

A Cooperation Agreement (the "Agreement") was originally made and entered into as of the 24th day of September, 1998 by and among the City of Kirkwood, a municipal corporation of the State of Missouri ("Kirkwood"), the City of Glendale, a municipal corporation of the State of Missouri ("Glendale") and the City of Oakland, a municipal corporation of the State of Missouri ("Oakland", and collectively with Kirkwood and Glendale, the "Cities") to set forth the terms and conditions with respect to the financing, construction, ownership, operation and maintenance of an aquatic center facility located in Kirkwood, Missouri (the "Facility"). The Agreement was amended by the Cities as of the 18th day of April, 2019, so that the Cities could extend the term of the Agreement by one year in order to provide the Cities with additional time to address the ongoing operation of the Facility in 2019 and the ongoing payments needed to address the costs and expenses for the operation, maintenance, repairs, additions, improvements and modifications to the Facility. The Cities agreed to a Third Agreement in 2021 and now are entering into a Fourth Amended Cooperation Agreement extending the Amended Cooperation Agreement by an additional one year to include the 2022 swim season.

The City Council of Kirkwood authorized the execution of this Fourth Amendment by Resolution _____ adopted on _____; the Board of Aldermen of Glendale authorized the execution of this Fourth Amendment by Ordinance _____ adopted on _____; and the Board of Aldermen of Oakland authorized the execution of this Fourth Amendment by Ordinance _____ adopted on _____.

1. Term of the Amended Agreement. The Term of the Agreement commenced on the original Commencement Date of the original Agreement and continued for a period of twenty (20) years following the Bond Closing Date. The Parties as of the date of this Fourth Amendment agree that the Agreement shall continue for an additional one (1) year. The Parties acknowledge Ongoing Contribution Payments represent Glendale's and Oakland's expectations for their respective continued use of the Facility.

2. 2020 Swim Season Payment. For the 2020 Swim Season, each City will pay its respective percentage of the deficit in operating costs together with its respective percentage of the capital expenditures actually incurred in the amounts set forth in Exhibit A attached hereto.

3. 2021 Swim Season Payments. For the 2021 Swim Season, each City will pay its respective percentage of the deficit in operating costs together with its respective percentage of the capital expenditures actually incurred in substantially the amounts set forth in the estimates attached hereto as Exhibit A, with a variance not greater than 10 percent of such estimates for both operating expenses and capital expenditures for the 2021 swim year. The payments by Glendale and Oakland for the 21 swim year will be made in arrears after invoices are received from Kirkwood as set forth in the Agreement.

4. 2022 Swim Season and Payments. Pursuant to this Fourth Amendment, the rights and responsibilities of the Cities and their residents for the 2022 Swim Season shall remain as established in the Agreement with the Cities remaining responsible for contributing their respective portions (4.44% for Oakland, 16.58% for Glendale and 78.98% for Kirkwood) of the actual deficit in operating costs and expected capital expenditures substantially in the amounts shown in the estimates for 2022 attached hereto as Exhibit A, with a variance not greater than 10 percent of the combined estimates for operating expenses and capital expenditures.

5. Unexpected Necessary Expenditures in 2022. In the event of any unexpected, necessary expenditure during the 2022 Swim Season resulting in payments being needed in amounts greater than set forth in Exhibit A, the legislative bodies of each City would need to approve such additional expenditures

in advance, subject to Kirkwood's right to make any expenditure its City Council approves with or without assistance from Oakland and/or Glendale.

Except as expressly amended herein, the Agreement and the First, Second and Third Amended Cooperation Agreements remain in full force and effect as originally written.

IN WITNESS WHEREOF, the Parties have executed this Amendment as of the date first above written.

CITY OF KIRKWOOD

Attest:

By: _____
Timothy E. Griffin, Mayor

CITY OF GLENDALE

Attest:

By: _____
Michael Wilcox, Mayor

CITY OF OAKLAND

Attest:

By: _____
Andrew M. Stewart, Mayor

RESOLUTION 21-2022

A RESOLUTION AMENDING THE CONTRACT WITH LOCHMUELLER GROUP BY INCREASING THE CONTRACT AMOUNT FOR A NOT TO EXCEED AMOUNT OF \$146,525 (WHICH INCLUDES A CONTINGENCY OF \$14,000) FOR A NEW MIDBLOCK PEDESTRIAN SIGNAL AT CRAIG AND CRAIGWOODS AND AUTHORIZING AND DIRECTING THE MAYOR TO ENTER INTO AN AMENDED CONTRACT.

WHEREAS, on July 2, 2020 the City Council passed Resolution 77-2020 for Traffic Signal Engineering Services & Maintenance, Contract #13626, with Lochmueller Group authorized to provide proposals to the City for each instance of installation or replacement within the scope of the contract, and

WHEREAS, the City would like to utilize Lochmueller Group for the Midblock Pedestrian Signal at Craig and Craigwoods, and

WHEREAS, Lochmueller Group submitted a proposal for a Midblock Pedestrian Signal at Craig and Craigwoods in the amount not to exceed of \$146,525 (which includes a contingency of \$14,000), and

WHEREAS, funds are available in Account #501-2115-480.75.15, Project #EL2301, contingent upon approval of Fiscal Year 2022/2023 Budget.

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

SECTION 1. The proposal of Lochmueller Group in the amount not to exceed of \$146,525 (which includes a contingency of \$14,000) for a Midblock Pedestrian Signal at Craig and Craigwoods is hereby accepted and approved.

SECTION 2. The Mayor is hereby authorized and directed to enter into an amended contract with Lochmueller Group in the amount not to exceed of \$146,525 (which includes a contingency of \$14,000) for a Midblock Pedestrian Signal at Craig and Craigwoods.

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

PASSED AND APPROVED THIS 3RD DAY OF MARCH 2022.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Legislation Request

Resolution

Place On The Agenda Of: 3/3/2022

Step #1:

Strategic Plan YES Goal # & Title Goal 5. Invest for the future through public infrastructure

Background To Issue:

The midblock pedestrian signal at Craig and Craigwoods still runs on dials and relays. The City's traffic signal contractor responds to regular maintenance calls including replacing almost obsolete relays to changing out incandescent light bulbs. This pedestrian signal crossing is a primary walking route to Robinson Elementary. Lochmueller Group, who is currently our on-call Traffic Engineer, has provided a design-build estimate to replace the existing pedestrian signal with a new Pedestrian Hybrid Beacon (PHB). The estimate, which includes both engineering and construction, is \$132,525.00.

Recommendations and Action Requested:

It is recommended the City Council accept the design-build estimate submitted by Lochmueller Group for engineering and construction services and authorize an additional amount of \$14,000 in contingency for a total not to exceed contract of \$146,525.00.

Alternatives Available:

Does this project have a public information component? Yes No

Cost: \$146,525.00 Account #: 50121154807515 Project #: EL2201 Budgeted: YES

If YES, Budgeted Amount: \$146,525.00 If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

BY: Christopher Krueger

Date: 2/16/2022

Authenticated: kruegeca

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



Craig at Craigwoods PHB
Design-Build Estimate.pdf
Adobe Acrobat Document
21.0 MB

File Attachment

File Attachment

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

Approve

Purchasing Director's Comments:

BY: Sara Foan-Oliver

Date: 2/22/2022

Authenticated: foanolsm

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



File Attachment

File Attachment

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

Budgetary Approval

From Account # or Fund Name:

To Account # or Fund Name:

Finance Director's Comments:

Budgetary appropriation is sufficient and available for \$146,525 in account 501-2115-480-75-15, Distribution System Improvements, Project EL2201, Circuit Upgrade to approve the above request.

BY: Sandra Stephens

Date: 2/22/2022

Authenticated: stephesf

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

Approve Disapprove

Chief Administrative Officer's Comments:

BY: 

Date: 2-23-22

Traffic Signal Professional Services and Maintenance for City of Kirkwood, Missouri



February 10, 2022

City of Kirkwood, Missouri
212 South Taylor Avenue
Kirkwood, Missouri 63122
Attn: Chris Krueger, PE, City Engineer

RE: Proposal for Traffic Engineering Services
New Pedestrian Hybrid Beacon at Craig Drive and Craigwoods Drive
520-0056-02T

Dear Mr. Krueger:

Lochmueller Group is pleased to submit the enclosed proposal for engineering services to design and provide construction administration of a new Pedestrian Hybrid Beacon (PHB) at the intersection of Craig Drive and Craigwoods Drive in Kirkwood, Missouri. This new beacon will replace the existing pedestrian traffic signal at this intersection. Other project improvements include new curb ramps and the replacement of sidewalk in order to meet standards set forth by the Americans with Disabilities Act (ADA).

In addition to the engineering scope and fee, this proposal provides a conceptual cost estimate for the new PHB and site improvements based on a preliminary design developed by Lochmueller Group. The concept was developed for the purposes of obtaining realistic estimates for construction. Lochmueller reached out to Gerstner Electric (for PHB construction) and Stika Brothers (for curb ramps and sidewalk replacement) to obtain these estimates. The concept design and construction estimates are attached to this proposal. It should be noted that if the concept changes substantially in the design process, these estimates may change.

Scope of Services

Signal Design Phase

1. Visit the project site to assess the site and possible locations for signal equipment, taking note of sight distances and other visibility-limiting factors and the overhead power lines.
2. Coordinate with and obtain topographic and right of way survey from Bax Engineering, Inc. This survey is to include the overhead power lines near the intersection.
3. Prepare a preliminary signal plan depicting traffic signal equipment for the new beacon, including pedestrian accommodations. Preliminary plans will also include new curb ramps and the extents of sidewalk replacement.
4. Submit preliminary plans to the City of Kirkwood for their review and comment.
5. Address review comments from the City of Kirkwood.
6. Prepare final traffic signal plans and detail sheets. Plans will include standard MoDOT Signal D-sheets. It is anticipated that standard signal equipment and foundations will be utilized and detailed structural design or analysis of equipment or foundations will not be required.
7. Prepare final specifications, special provisions, and cost estimates. Prints of the final drawings, including those required for submittal to the City of Kirkwood, will be provided for bidding purposes in PDF format.



Bidding and Construction Administration Phase

1. Coordinate with Gerstner Electric to obtain a bid for the PHB based on the final plans. Coordinate with Stika Brothers to obtain a bid for the curb ramps and sidewalk replacement based on the final plans.
2. Review shop drawings submitted by Gerstner Electric.
3. Provide engineering assistance and consultation to the contractors during construction to address concerns or issues that may arise.
4. Perform periodic on-site observation of construction activities performed by the contractors.
5. Attend final walk through and assist with development of punch list. Once punch list items have been addressed, coordinate with City of Kirkwood staff to obtain final acceptance of the constructed improvements.

Traffic Signal Timing & Turn-On Phase

1. Coordinate the date of turn-on with staff from the City of Kirkwood and the electrical contractor. The date should be scheduled at least one week in advance of the planned activity.
2. On the day of turn-on, program signal timing parameters into controllers and observe turn-on of the new traffic signal equipment.
3. Adjust traffic signal timings in the field in response to actual traffic conditions for a period of up to one week following turn-on/completion of the signals.

Fees

The services described above will be performed on an hourly, time & materials basis for a fee up to \$28,800.00. This fee would be subject to increase if any tasks in addition to those specifically listed above are added to the scope of services.

Construction Estimate

Construction of the new Pedestrian Hybrid Beacon and other project improvements is estimated at \$103,725.00. This estimate is based on the attached concept design and current material costs. Actual cost of construction will be determined at the time the project is bid.

Exclusions

Items not anticipated to be required for this project or to be completed by others, and thus not included within this scope of work, include: development of bid documents other than the items listed herein; lighting design pertaining to cobras or decorative fixtures; roadway design; structural design, including retaining walls, junction boxes, special foundations, etc.; pavement analysis and design; geotechnical analysis and design; daily construction inspection and quantity documentation; easement and/or right of way acquisition; utility relocation design; and any other items not specifically included in this scope.

Any other tasks in addition to those specifically described in the above scope of services would be billed as extras on a time and materials basis per the attached hourly rate schedule unless a specific scope and fee is negotiated separately. However, we would not proceed with supplemental services without your direction or authorization.

Please feel free to contact me at 314-621-3395 should you have any questions or comments concerning this proposal. We look forward to working on this project with the City!

Sincerely,

A handwritten signature in black ink that reads "Kelly Schaefer". The signature is written in a cursive, flowing style.

Lochmueller Group
Kelly Schaefer, PE, PTOE
Senior Traffic Engineer



411 North 10th Street, Suite 220, St. Louis, Missouri 63101
 820 S. Main Street, Suite 207, St. Charles, Missouri 63301

2022 HOURLY RATE SCHEDULE

PROFESSIONAL ENGINEERING AND PLANNING SERVICES

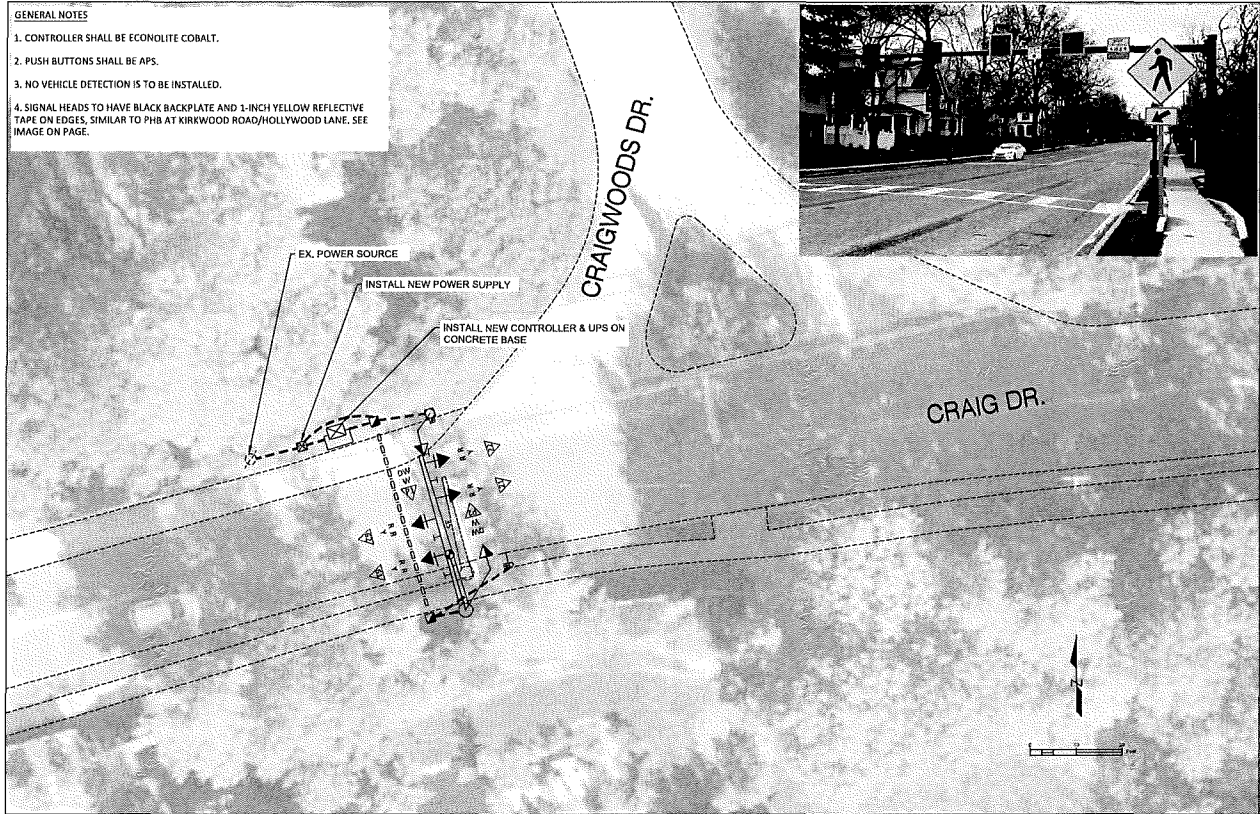
Classification	Hourly Rate
Senior Project Manager III	\$275
Senior Project Manager II	\$230
Senior Project Manager I	\$225
Senior Project Engineer I	\$215
Project Liaison	\$190
Project Engineer IV	\$195
Project Engineer III	\$170
Project Engineer II	\$140
Project Engineer I	\$130
Engineering Intern III	\$135
Engineering Intern II	\$120
Engineering Intern I	\$115
Senior Transit/NEPA Specialist	\$205
Senior Landscape Architect	\$135
Planner IV	\$150
Planner III	\$135
Planner II	\$120
Planner I	\$105
Engineering Designer IV	\$170
Engineering Designer III	\$140
Engineering Designer II	\$130
Engineering Designer I	\$115
Environmental Specialist IV	\$155
Environmental Specialist III	\$145
Environmental Specialist II	\$120
Environmental Specialist I	\$97
Environmental Technician II	\$120
Environmental Technician I	\$92
Environmental Geologist	\$150
Historian/Section 106 Specialist III	\$150
Historian/Section 106 Specialist II	\$112
Certified Construction Inspector II	\$122
Certified Construction Inspector I	\$100
Senior Appraiser	\$200
Right of Way Services Specialist	\$160
Realty Specialist	\$95
Senior Graphic Designer	\$130
Administrative Assistant	\$75
Student Intern	\$75
Field Technician	\$65

DIRECT EXPENSES will be charged to the client in addition to the above quoted rates. Mileage will be charged at a rate of \$0.50 per mile. Direct expenses include but are not limited to: mileage, filing fees, testing costs and express mail costs, provided that they are reasonable and necessary for the accomplishment of the work.

These rates may be changed on an annual basis at the discretion of Lochmueller Group, Inc.

GENERAL NOTES

1. CONTROLLER SHALL BE ECONOLITE COBALT.
2. PUSH BUTTONS SHALL BE APS.
3. NO VEHICLE DETECTION IS TO BE INSTALLED.
4. SIGNAL HEADS TO HAVE BLACK BACKPLATE AND 1-INCH YELLOW REFLECTIVE TAPE ON EDGES, SIMILAR TO PHB AT KIRKWOOD ROAD/HOLLYWOOD LANE. SEE IMAGE ON PAGE.



CRAIGWOODS AT CRAIG PHB

CONSTRUCTION ESTIMATE
Craig at Craigwoods Pedestrian Hybrid Beacon
Kirkwood, MO

Project: Craig Drive at Craigwoods Drive PHB
 Agency: City of Kirkwood, MO
 Project No.: 520-0056-02T

Date: 2/10/2022
 Prepared By: MEB, GEI
 Checked By: KMS

ITEM NUMBER	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	EXTENDED PRICE
SIGNALS					
9020811	SIGNAL HEAD, TYPE 1S, PEDESTRIAN	EA	2	\$624.00	\$1,248.00
9020833	SH-FLAT SHEET - SIGNAL SIGN	SF	20	\$48.00	\$960.00
9022651	LUMINAIRE LED-A, 120 VOLT COMPATIBLE	EA	1	\$373.00	\$373.00
9022708	POST, SIGNAL 8 FT. (PAINTED BLACK)	EA	1	\$986.00	\$986.00
9023135	POST, TYPE CL, 35 FT. ARM (PAINTED BLACK)	EA	1	\$11,591.00	\$11,591.00
9024283	CONTROLLER ASSEMBLY HOUSING, NEMA TS2 CONTROLLER (ECONOLITE COBALT)	EA	1	\$20,246.00	\$20,246.00
9025300	CONDUIT, 3 IN., TRENCH WITH TRACER WIRE	LF	90	\$15.00	\$1,350.00
9027300	CONDUIT, 3 IN., PUSHED WITH TRACER WIRE	LF	50	\$35.00	\$1,750.00
9028100	CABLE, 10 AWG 1 CONDUCTOR, POLE AND BRACKET	LF	100	\$0.90	\$90.00
9028208	CABLE, 8 AWG 1 CONDUCTOR, POWER	LF	100	\$1.60	\$160.00
9028302	CABLE, 12 AWG 2 CONDUCTOR	LF	110	\$1.90	\$209.00
9028308	CABLE, 16 AWG 2 CONDUCTOR	LF	170	\$1.60	\$272.00
9028310	CABLE, 16 AWG 5 CONDUCTOR	LF	170	\$1.90	\$323.00
9028311	CABLE, 16 AWG 7 CONDUCTOR	LF	570	\$2.10	\$1,197.00
9028621	POWER SUPPLY ASSEMBLY, TYPE-2, 240/120 VOLT SERVICE, LIGHTING AND SIGNALS	EA	1	\$5,985.00	\$5,985.00
9028811	PULLBOX, PREFORMED, CLASS 2	EA	1	\$1,625.00	\$1,625.00
9028812	PULLBOX, PREFORMED, CLASS 3	EA	1	\$2,610.00	\$2,610.00
9029100	BASE, CONCRETE	CY	10	\$904.00	\$9,040.00
9031270a	PERFORATED SQUARE STEEL TUBE POST, 2 IN., 12 GA.	LF	21	\$259.00	\$5,439.00
9035004a	SH-FLAT SHEET	SF	12	\$302.00	\$3,624.00
902*	SIGNAL HEAD, TYPE 3 SPECIAL, PEDESTRIAN HYBRID BEACON	EA	4	\$1,094.00	\$4,376.00
902*	DETECTOR, APS PUSHBUTTON (POLARA EZ COMMUNICATOR NAVIGATOR)	EA	2	\$864.00	\$1,728.00
902*	SIGNAL MALFUNCTION MANAGEMENT UNIT (EDI MMU2-16LEip OR NEWER)	EA	1	\$1,324.00	\$1,324.00
902*	UNINTERRUPTED POWER SUPPLY (ALPHA FXM1100 OR NEWER)	EA	1	\$7,247.00	\$7,247.00
902*	POST, SIGNAL 4 FT. (PAINTED BLACK)	EA	1	\$1,517.00	\$1,517.00
Subtotal Signals					\$85,270.00
LIGHTING					
9011115	BRACKET ARM, 15 FT. OR 4.6 M	EA	1	\$1,324.00	\$1,324.00
Subtotal Lighting					\$1,324.00
ROADWAY					
	TRAFFIC CONTROL	LS	1	\$6,306.00	\$6,306.00
	CONTRACTOR, CURB RAMPS, SIDEWALK REPLACEMENT (STIKA BROTHERS)	LS	1	\$10,825.00	\$10,825.00
Subtotal Roadway					\$17,131.00
MISCELLANEOUS					
Subtotal Misc					\$0.00
GRAND TOTAL					\$103,725.00

February 22, 2022

To: Russell B. Hawes, Chief Administrative Officer

For Your Consideration: Midblock Pedestrian Signal at Craig and Craigwoods, # 500425

On July 2, 2020, Council passed Resolution 77-2020 for Traffic Signal Engineering Services & Maintenance, Contract # 13626. This Resolution allows the Firm, Lochmueller Group, to provide a proposal to the City for each instance of installation or replacement arises within the Scope of Contract.

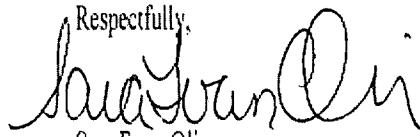
The City would like to utilize Lochmueller Group for the Midblock Pedestrian Signal at Craig and Craigwoods. It is currently operating on dials and relays and is also a primary walking route to Robinson Elementary School and currently not ADA (Americans with Disabilities Act) accessible. Lochmueller Group has provided the City with a design-build proposal to update this signal to a new Pedestrian Hybrid Beacon (PHB) which includes both engineering and construction.

Proposal

\$132,525.00

Funds are available in account number 501-21 15-480.75-15 in the amount of \$2,111,121.58. Project number EL2201.

Attached is a request from Chris Krueger, City Engineer, for a resolution authorizing an amended contract with Lochmueller Group in the amount of \$132,525.00 with a contingency of \$14,000 for a not to exceed amount of \$146,525.00 for a new Midblock Pedestrian Signal at Craig and Craigwoods.

Respectfully,

Sara Foan-Oliver
Director of Procurement

RESOLUTION 22-2022

A RESOLUTION AUTHORIZING AND DIRECTING THE MAYOR TO ENTER INTO A MULTI-USE APPROACHES INTERGOVERNMENTAL COOPERATIVE AGREEMENT (A COPY OF WHICH IS ATTACHED HERETO AND INCORPORATED BY REFERENCE HEREIN) WITH THE CITIES OF FENTON AND SUNSET HILLS.

WHEREAS, as part of the Missouri Highways and Transportation Commission's ("Commission") construction of the new Interstate 44 bridges over the Meramec River immediately west of Interstate 270, a designated multi-use trail bridge has been constructed by the Commission crossing the Meramec River, and

WHEREAS, the Cities of Kirkwood, Fenton, and Sunset Hills recognize the regional benefit of the multi-use trail bridge and the multi-use trail approaches and it is the desire of the Cities to enter into an agreement expressing their mutual understanding as to their respective obligations to maintain the multi-use trail approaches and related improvements to provide access to the multi-use trail bridge over the Meramec River, and

WHEREAS, staff is recommending that the City of Kirkwood enter into a Multi-Use Approaches Intergovernmental Cooperative Agreement (a copy of which is attached hereto and incorporated by reference herein) with the Cities of Fenton and Sunset Hills.

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

SECTION 1. The Mayor is hereby authorized and directed to enter into Multi-Use Approaches Intergovernmental Cooperative Agreement (a copy of which is attached hereto and incorporated by reference herein) with the Cities of Fenton and Sunset Hills.

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

PASSED AND APPROVED THIS 3RD DAY OF MARCH 2022.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Legislation Request

Resolution

Place On The Agenda Of: 3/3/2022

Step #1:

Strategic Plan Select... Goal # & Title

Background To Issue:

As part of the Missouri Highways and Transportation Commission I-44 overpass, a pedestrian bridge superstructure and approaches are being fully funded by the St. Louis County Parks and Recreation Grant Commission. Kirkwood, Sunset Hills and Fenton are the municipalities that have provided input on the design of the approaches and have early on, agreed to be a part of the maintenance and specifically Kirkwood, when considering the West approach proximity to Emmenegger park. The Park Superintendent has reviewed the terms and agrees that Park staff can accomplish the maintenance items during the designated rotating schedule.

Recommendations and Action Requested:

The Specific Legislative Request is to enter into a Multi-Use Trail Approaches Intergovernmental Cooperative Agreement with the Cities of Fenton and Sunset Hills to maintain the approaches to the trail bridge over the Meramec River.

Alternatives Available:

MODOT and Municipal Parks and Recreation Grant Commission are requiring all three cities participate in maintenance.

Does this project have a public information component? Yes No

Cost: \$0.00 Account #: 201 Project #: Budgeted: YES

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

Department Head Comments:

BY: Kyle Henke

Date: 2/23/2022

Authenticated: henkekk

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



Sunset Hills Trail Approaches
Intergovernmental
Cooperative Agreement 2-04-
2022 (LB Rev 1-12-2022)
(02064350x7A478) (004).docx
Microsoft Word Document
44.2 KB

File Attachment

File Attachment

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

Select...

Purchasing Director's Comments:

BY: Select...

Date:

Authenticated:

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

 File Attachment

 File Attachment

 File Attachment

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

Select...

From Account # or Fund Name:

To Account # or Fund Name:

Finance Director's Comments:

BY: Select...

Date:

Authenticated:

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

Approve Disapprove

Chief Administrative Officer's Comments:

BY:



Date:

2-23-22

**MULTI-USE TRAIL APPROACHES
INTERGOVERNMENTAL COOPERATIVE AGREEMENT**

THIS AGREEMENT is entered into this ___ day of _____, 2022, by and between the City of Kirkwood, Missouri (“Kirkwood”), the City of Fenton, Missouri (“Fenton”), and the City of Sunset Hills, Missouri (“Sunset Hills”)(collectively, the “Cities”).

WHEREAS, as part of the Missouri Highways and Transportation Commission’s (the “Commission”) construction of the new Interstate 44 bridges over the Meramec River immediately west of Interstate 270 described as Job Number J613029, a designated multi-use trail bridge has been constructed by the Commission crossing the Meramec River;

WHEREAS, associated with the construction of the multi-use trail bridge being constructed by the Commission, public improvements designated as Route I-44, St. Louis County, Job No. J613029B will consist of constructing multi-use trail connections to the multi-use trail bridge;

WHEREAS, the Sunset Hills has entered into a certain Cost Apportionment Agreement with the Commission to provide for the construction and payment for the construction of the multi-use trail connections on the east and west sides of the Meramec River, and pursuant to said Cost Apportionment Agreement, the Commission is constructing the multi-use trail approaches shown on the sketches attached hereto as Exhibit A and incorporated herein by reference;

WHEREAS, the Cities recognize the regional benefit of the multi-use trail bridge and the multi-use trail approaches and it is the desire of the Cities to maintain the multi-use trail approaches and related improvements to provide access to the multi-use trail bridge over the Meramec River; and

WHEREAS, the Cities desire to enter into an agreement expressing their mutual understanding and agreement as to their respective obligations to maintain the multi-use trail approaches and related improvements to provide access to the multi-use trail bridge over the Meramec River.

NOW, THEREFORE, in consideration of the promises, covenants and representations in this Agreement, the Cities agree as follows:

- (1) **Maintenance of Multi-Use Trail Approaches:** The Cities agree to share in the responsibilities for the maintenance of the multi-use trail approaches. The Cities agree to maintain the east and west multi-use trail approaches, including the parking area at the eastern trail approach, including trash removal, repairs of damaged items, snow plowing, storm water detention areas (follow BMP’s identified by MSD, inspections, etc) and overall clean up of the multi-use trail approaches.

Responsible for all maintenance items
City of Kirkwood and City of Sunset Hills – East Approach
 City of Sunset Hills – January – June 31
 City of Kirkwood – July 1 – December 31
City of Fenton – West Approach

Actual Pedestrian Bridge Crossing Schedule:

-January – April	City of Fenton
-May – August	City of Kirkwood
-September – December	City of Sunset Hills

*After construction of the multi-use trail approaches is completed, as of January 1st of every year, the Cities will rotate the months for which each City is responsible for maintenance of the multi-use trail (bridge portion). The Cities shall not seek reimbursement from the other Cities for the cost of routine maintenance, including trash removal minor repairs of damaged items, snow plowing and overall clean up during the four-month period such City is responsible for maintaining the multi-use bridge portion approaches.

- (2) **Repairs to equipment/trail approaches amenities/asphalt:** The Cities agree to share equally in the expenses incurred for repairs to the multi-use trail approaches. Designated representatives of each of the Cities shall meet semi-annually to discuss necessary repairs and anticipated costs of the repairs. Each of the Cities shall budget sufficient funds to pay for one-third of necessary repairs to the multi-use trail approaches, including the parking area at the eastern trail approach.
- (3) **Contracted work:** The Cities may determine whether necessary repairs to the multi-use trail approaches can be performed by one of the three Cities' City staff or should be contracted out to a private contractor. All three Cities must agree on any contracted work on either of the multi-use trail approaches before expenses will be paid.
- (4) **Bridge clean up:** For the months identified above, the particular City will also clean the multi-use trail along the bridge to remove any trash/debris and will report any potential damages to the bridge to the Cities, the Commission and Great Rivers Greenway.
- (5) **Storm water retention areas:** East side retention area will be under direct maintenance of the Cities of Sunset Hills and Kirkwood; and the West side area will be under direct maintenance of the City of Fenton. BMP will be utilized for both areas. Responsible for inspections, etc.

- (6) **Insurance/liability:** The Cities shall each obtain and maintain property and general liability insurance on the multi-use trail approaches to protect and defend the Cities from liability for any claim arising out of the negligent or deficient design, construction, maintenance, use or inspection of the trail. Such insurance protection of the parties shall be in the minimum limits of Five Hundred Thousand Dollars (\$500,000) per person and Three Million Dollars (\$3,000,000) per occurrence (or higher, as those limits may be increased under Section 537.610 RSMo). If a statutory limit of liability for a type of liability specified in this section is repealed or does not exist, all parties shall set reasonable limits for that insurance coverage which shall be subject to adjustment periodically, in a written notice from to all parties. The maintaining of such insurance is not intended to waive or limit any of the Cities protection under sovereign immunity.
- (6) **Additional Named Insured:** Each of the Cities shall be named as an "insured" or "additional named insured" in each such insurance policy
- (7) **Duration of Insurance:** The insurance coverage and protection required by this Agreement shall be and remain in force continuously, through original and any necessary successor policies of insurance, from prior to the time the Commission begins construction of the multi-use trail approaches, and for as long as that trail and trail approaches remains open for public use . Upon request, each City shall provide to the other Cities a copy of a certificate of insurance, showing that such insurance is in effect. In the event any City receives notice of a claim arising out of an alleged injury or damage to property occurring on the multi-use bridge approaches, such City shall notify the other Cities of the claim. .
- (8) **Flood Clean Up:** The Cities agree that in the event of a flood that requires significant clean up activities on the multi-use trail approaches that all three Cities shall work together to commit necessary resources to promptly address such maintenance and clean up activities.
- (9) **Entire Agreement:** This Agreement represents the entire understanding between the parties regarding this subject and supersedes all prior written or oral communications between the parties regarding this subject.

IN WITNESS WHEREOF, the parties have entered into this Agreement on the date last written below.

Executed by the City of Fenton on _____(DATE).

Executed by the City of Kirkwood on _____(DATE).

Executed by the City of Sunset Hills on _____(DATE)

THE CITY OF SUNSET HILLS, MISSOURI

THE CITY OF KIRKWOOD, MISSOURI

By: _____

By: _____

Title _____

Title _____

Attest: (SEAL)

Attest: (SEAL)

By: _____

By: _____

Title: _____

Title: _____

THE CITY OF FENTON, MISSOURI

By: _____

Title _____

Attest: (SEAL)

By: _____

Title: _____

RESOLUTION 23-2022

A RESOLUTION ACCEPTING THE BID OF FLETCHER-REINHARDT IN THE AMOUNT OF \$499,025 FOR THE PURCHASE OF SINGLE PHASE POLE MOUNT DUAL VOLTAGE TRANSFORMERS FOR THE ELECTRIC DEPARTMENT AND DIRECTING THE DIRECTOR OF PROCUREMENT TO ISSUE A PURCHASE ORDER.

WHEREAS, pursuant to law, the City solicited bids for Single Phase Pole Mount Dual Voltage Transformers for the Electric Department, and

WHEREAS, the most responsible bid received was that of Fletcher-Reinhardt in the amount of \$499,025 which bid acceptance is approved by the Chief Administrative Officer and recommended by the Director of Procurement and the Director of Electric, and

WHEREAS, funds are available in Account #501-2115-480.75.15, Project #EL2102 and Project #EL2301, contingent upon approval of Fiscal Year 2022/2023 Budget.

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

SECTION 1. The Director of Procurement is hereby authorized and directed to issue a Purchase Order in the amount of \$499,025 to Fletcher-Reinhardt for the purchase of Single Phase Pole Mount Dual Voltage Transformers for the Electric Department.

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

PASSED AND APPROVED THIS 3RD DAY OF MARCH 2022.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Legislation Request

Resolution

Place On The Agenda Of: 3/3/2022

Step #1:

Strategic Plan YES

Goal # & Title Enhance the Quality of Life for Kirkwood Residents

Background To Issue:

The Procurement Department conducted a solicitation for bids for pole mount dual voltage transformers.

Recommendations and Action Requested:

The Electric Department recommends approval of a resolution to authorize the Procurement Director to generate a purchase order in the amount of \$499,025 to Fletcher-Reinhardt with Electric Department council approved capital funds.

Alternatives Available:

Pole mount dual voltage transformers are essential components in the residential power delivery system. Upgrading to dual voltage pole mount transformers is the key to upgrading the distribution system voltage. The new transformers can be installed and then switched to the higher voltage once the circuit's protection devices and poles are upgraded to account for the higher voltage. Outages are minimized by utilizing dual voltage transformers versus single voltage transformers.

Does this project have a public information component? Yes No

Cost: \$499,025.00 Account #: 50121154807515 Project #: EL2102, E... Budgeted: YES

If YES, Budgeted Amount: \$667,290.00 If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

During COVID we suspended our capital program. Now its time to continue our distribution system modernization program and replenish our pole mount transformer stock for maintenance issues. The transformers have a 40 week lead time and will arrive and be actually funded in the new fiscal year (FY23). Funds will be available from bond proceeds to cover the expense of the transformers. The Electric Department recommends approval of the resolution.

BY: Mark Petty

Date: 2/21/2022

Authenticated: pettyma

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

 File Attachment

 File Attachment

 File Attachment

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

Approve

Purchasing Director's Comments:

BY: Sara Foan-Oliver

Date: 2/23/2022

Authenticated: foanolsm

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

 Bid 13857.pdf Adobe Acrobat Document 61.0 KB	 File Attachment	 File Attachment
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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 \$499,025 in account 501-2115-480-75-15, Distribution System Improvement, Projects EL2101, Circuit Upgrade and EL2201, Circuit Upgrade to approve the above request.

BY: Sandra Stephens

Date: 2/23/2022

Authenticated: stephesf

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

Approve Disapprove

Chief Administrative Officer's Comments:

BY: 

Date: 2-23-22

February 23, 2022

To: Russell B. Hawes, Chief Administrative Officer

For Your Consideration: Single Phase Pole Mount Dual Voltage Transformers, Bid # 13857

Sealed bids were publicly opened on January 18th, 2022. The bid tabulation is as follows:

Vendor	Lump Sum
SETI(Shinseong E&T, Inc.)	\$342,512.00 Unresponsive
Fletcher-Reinhardt	\$499,025.00
Graybar Electric	\$526,652.38

Bid requests were sent to a total of (85) eighty-five suppliers utilizing the City's e-Procurement platform, Ionwave, however, only those listed above submitted a bid.

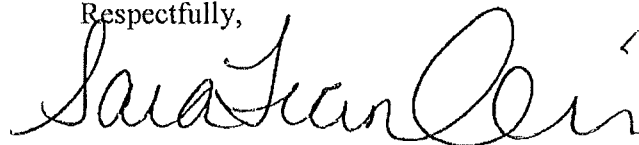
Pole mounted transformers will be purchased and installed as part of the Electric Department's distribution system voltage upgrade capital projects in FY 23. These upgrades were suspended a few years due to COVID and Kirkwood Electric would like to continue the distribution system and modernization program.

Kirkwood Electric always evaluates and awards pole mounted transformer purchases based on the specification and energy efficiency. In researching, Kirkwood Electric department concluded that there isn't enough knowledge behind SETI as it is not a stateside supplier. In addition, lead times are already being experienced at a high and purchasing these from overseas is not a risk that Kirkwood Electric feels as though it is beneficial for this upgrade. It is recommended that the bid be awarded to Fletcher-Reinhardt in the amount of \$499,025.00. After performing an energy loss evaluation, it was determined that their bid has the most advantageous solution for the City's transformer requirement due to their energy efficiency rating, providing the lowest cost of ownership.

Funds are available in the account number 501-2115-480-75-15 in the amount of \$2,111,121.58. The project number is EL2102 and EL2201.

Attached is a request from Mark Petty, Electric Director, for a resolution authorizing a purchase order to be issued to Fletcher-Reinhardt in the amount of \$499,025.00 for Single Phase Pole Mount Dual Voltage Transformers.

Respectfully,



Sara Foan-Oliver
Director of Procurement

RESOLUTION 24-2022

A RESOLUTION ACCEPTING THE PROPOSAL OF SYMETRA ON A SELF-INSURED BASIS FOR THE CITY'S HEALTH INSURANCE STOP LOSS COVERAGE FOR THE PERIOD OF APRIL 1, 2022 THROUGH MARCH 31, 2023.

WHEREAS, for many years the City of Kirkwood offered health insurance plans and did so through a minimum premium funding arrangement coupled with stop loss insurance which allowed us to save money, and

WHEREAS, with the help of the City's insurance consultant/broker, the City sets the rates (premiums) and when claims are less than the expected amount, the City gets to keep the overage rather than the insurer, and

WHEREAS, the City's insurance consultant/broker is recommending that the City can save even more money with a self-insured Health Insurance Program, and

WHEREAS, staff recommends that the City accept the proposal of Symetra on a self-insured basis for the City's Health Insurance Stop Loss Coverage, and

WHEREAS, funds are available in Account #601-3110-441.52.10, contingent upon passage of Fiscal Year 2022/2023 Budget.

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

SECTION 1. The proposal of Symetra on a self-insured basis for the City's Health Insurance Stop Loss Coverage for the period of April 1, 2022 through March 31, 2023, is hereby accepted and approved.

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

PASSED AND APPROVED THIS 3RD DAY OF MARCH 2022.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Legislation Request

Resolution

Place On The Agenda Of: 3/3/2022

Step #1:

Strategic Plan Select... Goal # & Title

Background To Issue:

The City of Kirkwood is self-insured, but carries stop loss coverage to reduce the impact of large claims to the City by limiting individual claims to a maximum amount. At the point of final renewal in January of the City's current agreement with Anthem, additional stipulations to the coverage were added that were not favorable to the City of Kirkwood. Staff subsequently requested Arthur J Gallagher, our contracted benefits brokerage firm, to solicit the market for this coverage. Arthur J Gallagher subsequently sought proposals from the market and the responses were reviewed by staff. It is recommended that the City contract with Symetra for stop loss coverage for FY23 at an estimated premium of \$648,850.

Recommendations and Action Requested:

Accept the proposal from Symetra for a specific stop loss coverage of \$150,000 per claim and contract with Symetra for stop loss coverage for FY23 at the rates provided, at an estimated premium of \$648,850.

Alternatives Available:

Retain coverage from Anthem at an increased cost and with additional stipulations to our coverage.

Does this project have a public information component? Yes No

Cost: \$648,850.00 Account #: 60131104415210 Project #: Budgeted: YES

If YES, Budgeted Amount: \$975,000.00 If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

BY: David Weilder


Date: 2/25/2022

Authenticated: weidledc

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

 File Attachment

 File Attachment

 File Attachment

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

Select...

Purchasing Director's Comments:


BY: Select...

Date:

Authenticated:

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

 File Attachment

 File Attachment

 File Attachment

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

Budgetary Approval

From Account # or Fund Name:

To Account # or Fund Name:

Finance Director's Comments:

Contingent on the adoption of the FY2022/FY2023 budget, budgetary appropriation is sufficient and available for \$648,850.00 in account 601-3110-441-52-10, Medical Premium to approve the above as requested.

BY: Sandra Stephens

Date: 2/25/2022

Authenticated: stephesf

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

Approve Disapprove

Chief Administrative Officer's Comments:

BY: 

Date: 2/25/2022