



WHERE COMMUNITY AND SPIRIT MEET®

**City Council Meeting Minutes  
Kirkwood City Hall  
Thursday, March 21, 2024, 7:00 p.m.**

Pursuant to notice of meeting duly given by the Mayor, the City Council convened on Thursday, March 21, 2024, at 7:00 p.m. at Kirkwood City Hall, 139 South Kirkwood Road, Kirkwood, Missouri. Present were: Present were Mayor Griffin, Council Members Duwe, Gibbons, Luetzow, Sears, Wurtz, and Zimmer. Also in attendance were Chief Administrative Officer Russ Hawes, Assistant Chief Administrative Officer David Weidler, City Clerk Laurie Asche, and City Attorney John Hessel.

**INTRODUCTIONS AND RECOGNITIONS  
NONE**

**PRESENTATIONS**

Human Rights Commission Vice-Chair David Hartung presented the 2023 Human Rights Commission Annual Report.

**PUBLIC HEARINGS  
NONE**

**PUBLIC COMMENTS  
NONE**

**CONSENT AGENDA**

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

- a) Approval of the March 7, 2024 Council Meeting Minutes
- b) Resolution 38-2024, accepting the bid of Joe Machens Ford in the amount of \$39,240 (pursuant to State of Missouri Cooperative Contract) for the purchase of a 2024 Ford Mustang Mach E Select for the Planning and Development Services Department and authorizing and directing the Director of Procurement to issue a Purchase Order
- c) Resolution 39-2024, accepting the proposal of Tyler Technologies in the amount not to exceed of \$20,000 for the modification for non-residential billing software for the Electric Department and authorizing and directing the Mayor to enter into a contract

**UNFINISHED BUSINESS**

Bill 11026, adopting and approving the Operating and Capital Budgets for the City of Kirkwood for the Fiscal Year April 1, 2024 through March 31, 2025 was brought before the City Council.



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Motion was made by Council Member Luetzow and seconded by Council Member Zimmer to amend the bill by amending Section 5 to change the amount of \$9,679,690 to \$10,175,690. The motion to amend was unanimously approved. A discussion took place.

Roll Call:

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

The amended bill, having received majority approval of the Council, was adopted and became Ordinance 10852.

Bill 11027, approving the Budget of the Special Business District for the Fiscal Year April 1, 2024 through March 31, 2025 was brought before the City Council.

Roll Call:

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

The bill, having received majority approval of the Council, was adopted and became Ordinance 10853.

Bill 11028, appropriating \$11,516.40 from the Equitable Sharing Fund – Fund Balance to the Police Department Small Capital Account, and accepting the bid of Color Art Furniture in the amount of \$11,516.40 (pursuant to Omnia Partners Cooperative Contract) for the purchase of twenty conference room chairs for the Police Department and authorizing and directing the Director of Procurement to issue a Purchase Order was brought before the City Council.

Roll Call:

Mayor Griffin	“Yes”
Council Member Wurtz	“Yes”
Council Member Zimmer	“Yes”



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

The bill, having received majority approval of the Council, was adopted and became Ordinance 10854.

Bill 11029, appropriating \$19,152 from the Capital Improvement Fund Balance to the Fire Department Building and Site Improvements Account, and accepting the bid of Feathershark in the amount of \$19,151.16 for audio and visual equipment upgrades for the Fire Department Station #2 Training Room and authorizing and directing the Director of Procurement to issue a Purchase Order was brought before the City Council.

Roll Call:

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

The bill, having received majority approval of the Council, was adopted and became Ordinance 10855.

Bill 11030, adopting a revised City of Kirkwood Classification and Pay Plan, effective April 1, 2024 was brought before the City Council.

Roll Call:

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

The bill, having received majority approval of the Council, was adopted and became Ordinance 10856.



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**NEW BUSINESS**

Bill 11031, approving a Special Use Permit Amendment and Amended Site Plan for the expansion of a Nonconforming Use (Stained Glass Studio) for Emil Frei & Associates at 1017 West Adams Avenue subject to certain conditions was brought before the City Council. Motion was made by Council Member Duwe and seconded by Council Member Luetzow to accept the bill as read.

The bill received first reading approval and was held over.

Resolution 40-2024, accepting the proposal of C&R Mechanical in the amount of \$25,620 for the Ice Rink Chiller Maintenance Program for the Parks and Recreation Department for an initial term of 12 months with the option to renew for up to four additional 12 month terms, pending budgetary approval, and authorizing and directing the Mayor to enter into a contract was brought before the City Council. Motion was made by Council Member Zimmer and seconded by Council Member Duwe to accept the Resolution as read.

Roll Call:

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

Resolution 41-2024, amending and readopting the City of Kirkwood City Fee Schedules was brought before the City Council. Motion was made by Council Member Duwe and seconded by Council Member Gibbons to accept the Resolution as read.

Roll Call:

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

Resolution 42-2024, authorizing and directing the Mayor to enter into an agreement with the City of Oakland for the City of Kirkwood to provide Police and Fire Services beginning July 1, 2024 through June 30, 2029 was brought before the City Council. Motion was made by Council Member Zimmer and seconded by Council Member Wurtz to accept the Resolution as read. A discussion took place.



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Roll Call:

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

Resolution 43-2024, accepting the proposal of Utilico in the amount not to exceed of \$60,000 per year for hourly rates for GIS Services for the Electric Department for an initial term of 12 months with the option to renew for up to four additional 12 month terms, pending budgetary approval, and authorizing and directing the Mayor to enter into a contract was brought before the City Council. Motion was made by Council Member Luetzow and seconded by Council Member Zimmer to accept the Resolution as read.

Roll Call:

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

Resolution 44-2024, accepting the bid of Graybar Electric Co. in the amount of \$355,925.28 for the purchase of six reclosers for the distribution system upgrade for the Electric Department and authorizing and directing the Director of Procurement to issue a Purchase Order was brought before the City Council. Motion was made by Council Member Luetzow and seconded by Council Member Duwe to accept the Resolution as read.

Roll Call:

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



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Resolution 45-2024, authorizing the Chief Administrative Officer to enter into a Collective Bargaining Agreement with the Local Union No. 2 of the International Brotherhood of Electrical Workers for a term of April 1, 2024 through March 31, 2027 was brought before the City Council. Motion was made by Council Member Wurtz and seconded by Council Member Luetzow to accept the Resolution as read.

Roll Call:

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

**CONSENT AGENDA ITEMS FOR DISCUSSION**  
NONE

**CITY COUNCIL REPORTS**  
NONE

**CHIEF ADMINISTRATIVE OFFICER REPORTS**

Mr. Hawes reported that the City of Kirkwood received an Application for Liquor License from 4 Hands Brewing, LLC, 150 West Argonne Avenue, to sell Intoxicating Liquor by the Drink, Plus Sunday, and Intoxicating Liquor in Original Package, Plus Sunday. Motion as made by Council Member Wurtz and seconded by Council Member Zimmer to approve the application. The application was unanimously approved.

Mr. Hawes reported that the City of Kirkwood received an Application for Temporary Outdoor Promotional Variance from The Quintessential Cupcake to hold a pop-up sale event on the parking lot of Teleo Coffee, 132 W. Monroe Avenue, on Saturday, March 30, 2024 from 8:00 a.m. to 4:00 p.m. Motion was made by Council Member Luetzow and seconded by Council Member Duwe to approve the application. The application was unanimously approved.

**CITY ATTORNEY REPORTS**

Mr. Hessel had nothing to report.

**CITY CLERK REPORTS**

Ms. Asche read the report of the March 20, 2024 Planning and Zoning Commission meeting. The following action was taken:

1. By a vote of 6-0, the Commission recommended approval of a staff-initiated zoning text amendment (1) to add hours of operation to the use-specific standards for the Personal and Commercial Service use in the B-1 zoning district, and (2) to allow for extension of hours of operation through approval of a



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special use permit in the use-specific standards for the Personal and Commercial Service, Restaurant, and Retail Business uses in the B-1 zoning district. A public hearing is requested on this text amendment.

### **ADJOURNMENT**

There being no further business to come before the Council, the formal meeting was adjourned at 7:34 p.m. The next regular meeting of the Kirkwood City Council will take place at 7:00 p.m. on April 4, 2024.

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Laurie Asche  
City Clerk

***Approved:***