



WHERE COMMUNITY AND SPIRIT MEET®

WORK SESSION MINUTES

A work session of the Kirkwood City Council was held on August 1, 2024, at 5:30 p.m. at Kirkwood City Hall, 139 S. Kirkwood Road, Kirkwood, Missouri. Present Mayor Gibbons, Council Members Jaksetic, Luetzow, McLean, Rheinnecker, Schaefer, and Zimmer. Also in attendance were Chief Administrative Officer Russell Hawes, Assistant Chief Administrative Officer David Weidler, City Clerk Laurie Asche, Communications Manager Jessica Winter, Procurement Director Sara Foan-Oliver, and Planning & Development Services Director Jonathan Raiche.

APPROVAL OF THE JULY 11, 2024 WORK SESSION MINUTES

Motion was made by Council Member Zimmer and seconded by Council Member Schaefer to approve the minutes of the July 11th Work Session. A discussion took place. The minutes were unanimously approved.

APPROVAL OF THE JULY 18, 2024 WORK SESSION MINUTES

Motion was made by Council Member Zimmer and seconded by Council Member McLean to approve the minutes from the July 18th Work Session. The minutes were unanimously approved.

PROCUREMENT OVERVIEW

Procurement Director Sara Foan-Oliver attended to discuss the Procurement overview with the Council. Some of the discussion is as follows:

- Informational brochures regarding the department were distributed.
- The department consists of 5 employees.
- Procurement services the needs of all departments for supplies, services, and equipment and manages the warehouse.
- The department reviews and processes invoices before submitting them to Finance for payment.
- The department oversees requisitions and purchase orders in the ERP system (Tyler Technologies).
- Procurement manages the City ProCard (City Credit Card) program and trains employees before they use it.
- The department oversees online bidding and contracts on the platform IonWave.
- The purchasing thresholds consist of Open Market, Informal, and Formal.
 - Open Market: less than or equal to \$1,500, one quote required, and ProCard recommended.
 - Informal: between \$1,500.01 - \$15,000, must solicit for a minimum of three quotes and is overseen by the Procurement Director.
 - Formal: \$15,000.01 or greater, supplies and services, solicit for at least three bids submitted through Ionwave, and requires Council approval.
- An invitation for bid is a purchase that is projected to exceed \$15,000, and the City must define the quantity, specifications, and fully defined scope.
- The City verifies the low bidder's responsiveness, ensuring that the requested materials encompass the fully defined scope.
- The City reviews the low bidder's ability to provide the requested services based on previous experience and performs reference checks.
- To keep bids competitive, the Procurement department seeks additional vendors to include in solicitations.



- The Procurement Department performs research for additional vendors as needed through contact with peers in professional procurement organizations locally, statewide, and nationally, through web searches, and professional organizations of the requesting departments.
- The selection committee reviews responses based on the following:
 - The firm's specialized experience and technical competence concerning the type of services required.
 - The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project.
 - Past record of performance of the firm in terms of factors such as control of costs, quality of work, and ability to meet schedules.
 - The firm's proximity to and familiarity with the area in which the project is located.
- Fees are not discussed during the RFQ process (State of Missouri Statute Requirement). A Request for Proposal is solicited once the most qualified firm is identified.
- Contingency in project resolutions is used to avoid significant delays and increased project costs. Without contingencies, any change of \$0.01 or more to the total contract value would require council action. This delay could cause work to stop on a project for 2 – 4 weeks while council approval is obtained, leading to increased project costs due to delays outside the contractor's control.
- The industry standard for contingency in construction and large-scope projects is 10%.
- Contingency values are calculated for at-risk projects. These are based on historically similar projects, projects with possible unknown factors, or projects with large and/or diverse scopes.
- Contingencies are requested by the Department Head overseeing the project based on their analyzed risk of the project.
- Contingencies are factored into the City's budget along with the project request from the Department Head. When the project goes to the Council for approval with a contingency, it is already calculated in the project budget. It is not above and beyond what the Council approved for the project during the budgeting process.
- Contingencies are not added to the vendor contract but are retained by the City and utilized by the project manager to ensure timely project delivery.
- Unused contingency on any project remains in the department's budget after the project has been completed.
- A single feasible source exists when the procurement meets one or more of the following:
 - Supplies are proprietary and only available from the manufacturer or a single distributor or Based on past procurement experience, it is determined that only one distributor services the region in which the supplies are needed; or Supplies are available at a discount from a single distributor for a limited period of time.



Some discussion took place as follows:

- A question was raised regarding what department oversees the City fuel cards and if there is a reward back at the pump for usage and if gas for City vehicles is limited to certain pumps. The fuel cards are managed by the Fleet Department. There is a 1% back reward at every pump. There is no limit on which pump to fuel City vehicles.
- A question was raised about returning to one company for an RFP. This is mandated by the State of Missouri. You cannot get two RFP's or two prices when it's a qualification-based RFP.
- A question about how the budget is prepared for specific projects was raised. Each department is responsible for the specifics of their projects.
- A question about the difference between a firm fixed-priced contracts was raised. An invitation for bid is a firm fixed contract. We know the quantity and material of what we want. There aren't any contingencies on a fixed bid.
- A question was raised if any issues with contingencies becoming a problem and having to come back to Council. No, if the City disagrees with additional money, they will not approve it.
- A question was raised asking if contingency funds that weren't used are kept track of. How often are those funds available at the end of the year? Each department tracks its budget. The Procurement department will keep track of unused contingencies and share them with the CAO monthly.
- It was suggested to cross-train staff for when someone is out of the office.
- A question was raised about how to know what inventory to keep on hand. It's based on usage.
- A question was raised regarding why some contingencies fall outside of 10%, since the last 5 of 8 Resolutions containing contingencies have been greater than 10%. Knowing the history will help knowing the strategy going forward.
- A question was raised regarding how long the City has used IonWave. The City has been using IonWave for the last 4 years. Do you have to be on the platform to bid? Yes, it's very user-friendly.
- A question was raised about how the Procurement department selects the staff to be on the bid selection committee. The Department head directs it.
- Concerns were raised about over \$15,000 that must come to the Council. Yes, the City Council has to approve any amount over \$15,000.
- A question was raised about who oversees the sewer lateral program. The Building department is responsible for the sewer lateral program.

PLANNING & ZONING OVERVIEW

Planning & Development Services Director Jonathan Raiche attended to discuss the Planning & Zoning overview with the Council. Some of the discussion is as follows:

- The Building Division consists of 9 employees, and the Planning Division consists of 3 employees.
- Both division's values are Respect, Teamwork, Communication, and Responsiveness.
- The Comprehensive Plan is a 20-year plan. This plan allows the community to decide its vision rather than individual land owners.
- EnVision Kirkwood 2035 was started in 2015 and adopted in 2017. It is the work of numerous individuals and community groups who contributed their time, support, and ideas throughout the public engagement process.



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- EnVision Kirkwood has 4 sections in this plan; Housing & Neighborhoods, Mobility & Infrastructure, Active Living & the Environment, and Economic Growth & Vitality.
- The Comprehensive Plan is intended to recommend the direction of future policy development in relation to Land Use and is not in itself a code document.
- The Strategic Plan states that Kirkwood will use its unique attractions to catalyze development that improves the quality of life for residents and attracts visitors.
- Architectural Review Board (ARB). This board provides a procedure for reviewing building construction, renovation, and expansion, as well as signs, in a manner that encourages development that will contribute to the City of Kirkwood's unique sense of place.
- The purpose is not to set a specific architectural style or mandate uniformity but to encourage creativity while simultaneously improving design quality in neighborhoods, gateways, downtown, and business activity areas that reflect the community's physical and historic character while adding to it appropriately.
- There are two levels of review;
 - Advisory Review: Single Family (principal & accessory)
 - Binding Review: Multifamily, Mixed-use, Commercial,
 - Signage (principal & accessory)
- Pending Code Text Amend—ARB, introduced in August 2023. The amendment clarifies language about the applicability of ARB review and expands the list of minor items that are exempt from ARB review.
- This was tabled due to a simultaneous conversation about amending the Landmarks Ordinance.
- Staff recommends that this be separated from the Landmarks Ordinance discussion and revisited by the City Council.
- Vision Zero Updates - Traffic Calming Implementation
 - Longview Blvd. Project: The City installed 10-speed humps, 13 curb extensions, high visibility striping & continental crosswalk striping.
 - Geyer Rd. Project – Phase 2: The City installed 2 rectangular rapid flashing beacons, 1 full traffic signal with a leading pedestrian interval, 8 curb extensions, high visibility striping & continental crosswalk striping
 - Bodley Ave. Project: the City installed in 2023 3-speed humps.
 - Greenbriar/Osage Hills: The City installed 2 temporary speed humps in 2024.
- The City was awarded the Safe Streets and Roads for All Grant. With this grant, staff will create a Performance Measure Dashboard that measures data/sources and formulate a public dashboard to display PM Data.
- The City-wide Speed Study is scheduled to be completed by Dec. 31, 2024. Speed data has been collected from approximately 70 locations in the City.
- The Safe Routes to School plan is scheduled to be completed by Dec. 31, 2025.
- The Southeast Kirkwood Community Connectivity Plan is scheduled to be completed by Dec. 31, 2025.

Some discussion took place as follows:

- A question was raised about what data will be provided on the Performance Measure Dashboard. A number of counter measures, speed humps, number of



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improvements, crash data, road diets, and change of average speed, etc. will be included.

- A question was raised about who the consultant on EnVision 2035 was. Lochmueller Group was the consultant.

There being no further matters to come before the council, the meeting was adjourned.

Laurie Asche
City Clerk