



SPECIAL ANNOUNCEMENT REGARDING CITY COUNCIL MEETINGS

Under Section 610.015 of the Mo. Sunshine Law provides that members of the City Council who are not physically in the Council Chambers can participate and vote on all matters when an emergency exists and the nature of the emergency is stated in the minutes.

The U.S., and the world, is in a state of emergency due to the Coronavirus—Covid-19. Therefore, members of the City Council have elected to participate in this meeting electronically for the public health and safety of each other and the general public.

To follow along with the City Council meeting please see instructions below. To make a comment during the public comment portion of the meeting please either click the hand icon via Zoom to “raise” your hand, or if you are dialing in from a phone you will “raise your hand” by dialing *9. Raised hands will be called on the order received. ***Any citizen comments received by e-mail by 4:00 p.m. on Thursday, October 7, 2021 will be distributed to the Mayor and City Council.***

You are invited to a Zoom webinar.

When: Oct 7, 2021 07:00 PM Central Time (US and Canada)

Topic: October 7, 2021 City Council Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89029719257>

Or to Join by Telephone:

Dial: +1 312 626 6799 or +1 301 715 8592

Webinar ID: 890 2971 9257

If you are unable to join the webinar the meeting will be live-streamed on the following platforms:

City of Kirkwood Website: www.Kirkwoodmo.org/livestream

Facebook: www.facebook.com/cityofkirkwoodmo

YouTube: www.YouTube.com/kirkwoodcitymo

****SEE THE FOLLOWING PAGES FOR THE AGENDA**



**Kirkwood City Council
Agenda
Via Zoom
Thursday, October 7, 2021, 7:00 p.m.
Posted on October 1, 2021**

- I. PLEDGE OF ALLEGIANCE - COUNCIL MEMBER DUWE
- II. ROLL CALL
- III. INTRODUCTIONS AND RECOGNITIONS - NONE
- IV. PRESENTATIONS - NONE
- V. PUBLIC HEARINGS - NONE
- 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 September 16, 2021 Council Meeting Minutes
- b) Resolution 93-2021, accepting the single source proposal of Pitney Bowes for the Relay 7000 Inserting Machine for the Finance Department and authorizing and directing the Director of Procurement to issue a Purchase Order (\$41,390)
- c) Resolution 94-2021, accepting the single source quotation of Schulte Supply for the first year with an annual license renewal at the rates provided in the memo (a copy of which is attached hereto and incorporated by reference herein) for AMI Neptune 360 Advanced Platform Upgrade for the Water Department and authorizing and directing the Mayor to enter into a contract (\$20,221.81)

VIII. UNFINISHED BUSINESS

- 1. Bill 10895, amending the Kirkwood Code of Ordinances, Chapter 14, Article III, Section 14-166 to add language pertaining to driving while license or driving privilege is cancelled, suspended or revoked penalty
- 2. Bill 10897, appropriating funds to the Federal/ARPA Fund Account and appropriate funds to the Machinery and Equipment Account, Project #AD2202 (\$2,805,526 and \$500,000)
- 3. Bill 10898, adopting a revised City of Kirkwood Classification and Pay Plan



IX. NEW BUSINESS

1. Bill 10899, appropriating funds from the General Fund Balance to the Other Professional Services Account for Forestry operations (\$124,623)
2. Resolution 95-2021, amending the contract with Lochmueller Group for additional Engineering Services for the West Essex Watermain Replacement Project and authorizing and directing the Mayor to enter into an amended contract (increasing the contract amount by \$73,177.65 for a not to exceed amount of \$280,882.50)
3. Resolution 96-2021, approving a second one-year extension to the approval of Ordinance 10627 granting a Special Use Permit and Site Plan approval for motor vehicle sales at 10230 and 10240 Manchester Road

X. CONSENT AGENDA ITEMS FOR DISCUSSION (IF ANY)

XI. CITY COUNCIL REPORTS

XII. CHIEF ADMINISTRATIVE OFFICER REPORTS

1. Application for Liquor License from First Watch Restaurants, Inc., 491 S. Kirkwood Road, to sell intoxicating liquor by the drink, plus Sunday.
2. Application for Liquor License from Revel Kitchen, 11215 Manchester Road, to sell intoxicating liquor by the drink, plus Sunday.

XIII. CITY ATTORNEY REPORTS

XIV. CITY CLERK REPORTS

1. Upcoming Public Hearings:

XV. MEETING ADJOURNMENT

The next regular meeting of the Kirkwood City Council will take place at **7:00 p.m. on October 21, 2021.**

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.

THE CONSENT AGENDA IS ATTACHED

- a) Approval of the September 16, 2021 Council Meeting Minutes
- b) Resolution 93-2021, accepting the single source proposal of Pitney Bowes for the Relay 7000 Inserting Machine for the Finance Department and authorizing and directing the Director of Procurement to issue a Purchase Order (\$41,390)
- c) Resolution 94-2021, accepting the single source quotation of Schulte Supply for the first year with an annual license renewal at the rates provided in the memo (a copy of which is attached hereto and incorporated by reference herein) for AMI Neptune 360 Advanced Platform Upgrade for the Water Department and authorizing and directing the Mayor to enter into a contract (\$20,221.81)



WHERE COMMUNITY AND SPIRIT MEET*

DRAFT

Kirkwood City Council Meeting Minutes Via Zoom Thursday, September 16, 2021, 7:00 p.m.

Pursuant to notice of meeting duly given by the Mayor, the City Council convened on Thursday, September 16, 2021, at 7:00 p.m. via Zoom Virtual meeting. Present were Mayor Griffin, Council Member 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 and Development Services Director Jonathan Raiche, Communications Manager Freddy Doss, and City Attorney John Hessel. Council Member Duwe was absent and excused.

ANNOUNCEMENTS FROM CITY ATTORNEY

City Attorney John Hessel stated for the record that under Section 610.015 of the Mo. Sunshine Law provides that members of the City Council who are not physically in the Council Chambers can participate and vote on all matters when an emergency exists and the nature of the emergency is stated in the minutes.

So, let the minutes reflect that the U.S., and the world, is in a state of emergency due to the Coronavirus—Covid 19. Therefore, members of the City Council have elected to participate in this meeting electronically for the public health and safety of each other and the general public.

INTRODUCTIONS AND RECOGNITIONS

NONE

PRESENTATIONS

NONE

PUBLIC HEARINGS

NONE

PUBLIC COMMENTS

1. Carolyn Burke, 705 Dickson Street, spoke in regards to external home security cameras and invasion of privacy for neighbors. Would like legislation in place to prohibit external home security cameras from facing neighboring residences.

CONSENT AGENDA

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

- a) Approval of the August 26, 2021 Special City Council Meeting Minutes



WHERE COMMUNITY AND SPIRIT MEET*

DRAFT

- b) Approval of the September 2, 2021 Council Meeting Minutes
- c) Resolution 89-2021, amending the contract with Elster Solutions, LLC for the upgrade of the Smart Map Distribution System Monitoring Software for the Electric Department authorizing and directing the Mayor to enter into an amended contract (increase the contract amount by \$21,326 for a not to exceed amount of \$36,000 annually)
- d) Resolution 90-2021, accepting the quote of Schaeffer Electric, INC for the purchase and installation of an automatic transfer switch for the Kirkwood Performing Arts Center and authorizing and directing the Director of Procurement to issue a Purchase Order (\$15,700)
***Removed and placed at the end of the agenda**
- e) Resolution 91-2021, accepting the proposal of Sentinel Emergency Solutions for the purchase of new Paratech Air Lifting Bags for the Fire Department and authorizing and directing the Director of Procurement to issue a Purchase Order (\$21,352.68)

UNFINISHED BUSINESS

Bill 10892, an ordinance fixing and establishing the rate of taxation to be levied upon all real estate and certain tangible personal property in the City of Kirkwood, County of St. Louis, State of Missouri, for the year 2021, for the maintenance of the Kirkwood public parks; for the Police and Firemen’s Pension Fund; for general government services and for businesses in the Special Business District was brought before the council.

Roll Call:

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

The bill, having received majority approval of the Council, was adopted and became Ordinance 10727.

Bill 10893, an ordinance fixing and establishing the rate of taxation to be levied upon all real estate and certain tangible personal property in the City of Kirkwood, County of St. Louis, State of Missouri, for the year 2021, for the operation and maintenance of the Municipal Library District of Kirkwood was brought before the council.



WHERE COMMUNITY AND SPIRIT MEET*

DRAFT

Roll Call:

Mayor Griffin	"Yes"
Council Member Sears	"Yes"
Council Member Duwe	Absent
Council Member Zimmer	"Yes"
Council Member Ward	"Yes"
Council Member Wurtz	"Yes"
Council Member Gibbons	"Yes"

The bill, having received majority approval of the Council, was adopted and became Ordinance 10728.

NEW BUSINESS

Bill 10895, an ordinance amending the Kirkwood Code of Ordinances, Chapter 14, Article III, Section 14-166 to add language pertaining to driving while license or driving privilege is cancelled, suspended or revoked penalty was brought before the council. Motion was made by Council Member Ward and seconded by Council Member Wurtz to accept the bill for first reading approval.

The bill received first reading approval and was held over.

Bill 10896, an ordinance amending the Kirkwood Code of Ordinances, Chapter 17, Article V., Section 17-70 "Conduct constituting disturbing noises, Subsection (a) by deleting in its entirety and inserting a new Subsection (a) was brought before the council. Motion was made by Council Member Ward and seconded by Council Member Gibbons to accept the bill for first reading approval. A discussion took place.

The bill failed with Mayor Griffin and Council Members Sears and Wurtz opposed.

Bill 10897, an ordinance appropriating \$2,805,526 to the Federal/ARPA Fund Account and appropriate \$500,000 to the Machinery and Equipment Account, Project #AD2202 was brought before the council. Motion was made by Council Member Zimmer and seconded by Council Member Ward to accept the bill for first reading approval.

The bill received first reading approval and was held over.

Bill 10898, an ordinance adopting a revised City of Kirkwood Classification and Pay Plan was brought before the council. Motion was made by Council Member Ward and seconded by Council Member Gibbons to accept the bill for first reading approval. A discussion was held. A discussion took place.

The bill received first reading approval and was held over.



WHERE COMMUNITY AND SPIRIT MEET*

DRAFT

Resolution 92-2021, a resolution approving the Final Site Plan for a Mixed-Use Development in the B-2 Zoning District located on the properties known as 416 – 432 North Kirkwood Road and 105 East Washington Avenue and a Site Plan for a temporary bank facility at 128 W. Washington Avenue subject to certain conditions was brought before the council. Motion was made by Council Member Sears and seconded by Council Member Wurtz to accept the bill for first reading approval. A discussion took place.

Roll Call:

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

CONSENT AGENDA ITEMS FOR DISCUSSION

Resolution 90-2021, accepting the quote of Schaeffer Electric, Inc. in the amount of \$15,700 for the purchase and installation of an automatic transfer switch for the Kirkwood Performing Arts Center and authorizing and directing the Director of Procurement to issue a Purchase Order was brought before the council. Motion was made by Council Member Ward and seconded by Council Member Sears to accept the bill for first reading approval. A discussion took place.

Roll Call:

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

CITY COUNCIL REPORTS

Mayor Griffin reported that the Greentree Festival starts this Friday, September 17th and invites all to attend.

Council Member Zimmer reported on Vision Zero. Some of the items reported are:

- 1) Vision Zero recently held a meeting on September 8th to study crash data from the previous 10 years.



WHERE COMMUNITY AND SPIRIT MEET

DRAFT

- 2) There will be a virtual meeting on September 28th from 5:30 p.m. to 7:00 p.m.
- 3) There will be an event at the Kirkwood Farmers' Market on September 25th from 9:00 a.m. to 12:00 p.m.
- 4) The Police Department Open House will be on October 2nd from 10:00 a.m. to 1:00 p.m.

Council Member Ward reported that the Bubble Bus will be that the Greentree Festival on Friday, September 17th.

CHIEF ADMINISTRATIVE OFFICER REPORT NONE

CITY ATTORNEY REPORT NONE

CITY CLERK REPORT

City Clerk Asche read the report of the September 15, 2021 Planning & Zoning Commission. The following action was taken:

- 1. By a vote of 5-0, the Commission recommended approval of the request for the second one-year extension on a Special Use Permit granted by Ordinance 10627 for Audi Kirkwood at 10230 Manchester Road. Legislation will be drafted for council consideration.
- 2. After a presentation by staff and Savoy Properties for a Special Use Permit for Outdoor Use and Site Plan Review for 4 Hands/Down by the Station at 150 West Argonne Drive, Commissioners Eagleton, Evens, and Scott were appointed to the Subcommittee. The Subcommittee scheduled a meeting to be held on site on September 22 at 8:30 a.m.
- 3. After a presentation by staff, the Commission continued discussion of a Zoning Code Text Amendment regarding parking rates for educational institutions to October 6, 2021.

Ms. Asche reported there are no scheduled upcoming public hearings.

ADJOURNMENT

There being no further business to come before the Council, the meeting was adjourned at 7:41 p.m. The next regular council meeting is scheduled for October 7, 2021 at 7:00 p.m.

Laurie Asche
City Clerk

Approved:

RESOLUTION 93-2021

A RESOLUTION ACCEPTING THE SINGLE SOURCE PROPOSAL OF PITNEY BOWES IN THE AMOUNT OF \$41,390 FOR THE RELAY 7000 INSERTING MACHINE FOR THE FINANCE DEPARTMENT AND AUTHORIZING AND DIRECTING THE DIRECTOR OF PROCUREMENT TO ISSUE A PURCHASE ORDER.

WHEREAS, the City of Kirkwood Finance Department currently utilizes a Pitney Bowes Inserter (folder/stuffer) machine, purchased in 2014 to prepare utility bills, insert, and return envelope for mailing on a daily basis, and

WHEREAS, the current inserter is now experiencing frequent down time and software upgrades are no longer available for this model, and

WHEREAS, Pitney Bowes submitted a proposal in the amount of \$41,390 for the Relay 7000 Inserting Machine for the Finance Department, and

WHEREAS, Pitney Bowes is the single source provider of the Relay 7000 Inserting Machine, and

WHEREAS, funds are available in Account #501-2115-480.75.05, Project #EL2205.

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

SECTION 1. The single source proposal of Pitney Bowes in the amount of \$41,390 for the Relay 7000 Inserting Machine for the Finance Department is hereby accepted and approved.

SECTION 2. The Director of Procurement is hereby authorized and directed to issue a purchase order with Pitney Bowes in the amount of \$41,390 for the Relay 7000 Inserting Machine for the Finance Department.

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

PASSED AND APPROVED THIS 7TH DAY OF OCTOBER 2021.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Legislation Request

Resolution

Place On The Agenda Of: 10/7/2021

Step #1:

Strategic Plan Select... Goal # & Title

Background To Issue:

The finance department uses a Pitney Bowes Inserter (folder/stuffer) machine, purchased in 2014 to prepare approximately 775 utility bills, insert, and return envelope for mailing on a daily basis. The inserter also is used for payroll advices, W2s, 1099s, and other City department projects as needed. The current inserter is now experiencing frequent down time and software upgrades are no longer available for this model. Procurement has deemed Pitney Bowes a sole source because their research could not find another competitor for this type of high volume machine.

Recommendations and Action Requested:

I recommend the City accept Pitney Bowes proposal and purchase the Relay 7000 inserting machine for \$41,390.

Alternatives Available:

Continue to use the current machine. This alternative will lead to delays in mailing utility bills when machine is out of service for maintenance/repairs.

Does this project have a public information component? Yes No

Cost: \$41,390.00 Account #: 50121154807505 Project #: EL2205 Budgeted: YES

If YES, Budgeted Amount: \$44,026.00 If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

BY: Sandra Stephens

Date: 9/27/2021

Authenticated: stephesf

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



2021-09 City of Kirkwood
Proposal Folder Stuffer .pdf
Adobe Acrobat Document
2.25 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: Brian Mullady

Date: 9/28/2021

Authenticated: mulladbd

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 \$41,390 in account 501-2115-480-75-05, Machinery and Equipment, Project EL2205, Utility Billing to approve the above request.

BY: Sandra Stephens

Date: 9/28/2021

Authenticated: forgyjl

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

Approve Disapprove

Chief Administrative Officer's Comments:

BY: 

Date: 9-30-21

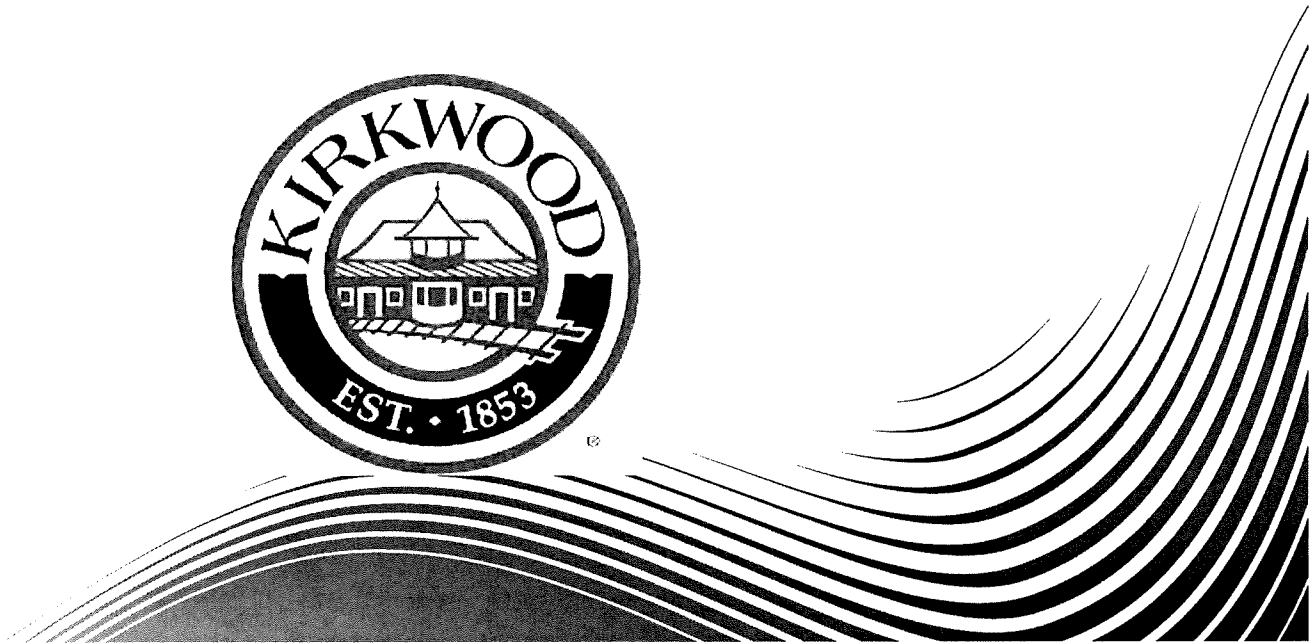


City of Kirkwood

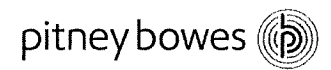


Prepared by:
Jeremy Hearn
Major Account Manager
Pitney Bowes

September 23, 2021



September 23, 2021



Kris Houska
Office Manager
CITY OF KIRKWOOD FINANCE DEPT
139 S KIRKWOOD RD
KIRKWOOD, MO 63122-4303

Dear Kris Houska,

Thank you for the opportunity to continue our partnership and review the following proposal with you. Pitney Bowes is committed to providing CITY OF KIRKWOOD FINANCE DEPT an innovative and fully integrated solution to meet your business needs.

At Pitney Bowes, our focus is to provide our clients with the necessary tools to meet their dynamic sending challenges. We are passionate about what we do, but more importantly, how we do it. Our experience, resources, and support infrastructure surrounding our solutions are the strongest in the industry. However, the true cornerstone to our success is you. Your feedback and input to our solution is paramount to our mutual success.

Our recommendation is based on the needs you and your team have outlined in our conversations. We are confident you'll agree that our team is not only providing an innovative approach to help meet your goals but is also setting the stage for future growth and flexibility in utilizing the best practices we've learned in your market.

We greatly appreciate your consideration and look forward to working with you.



Current situation

DI900 inserter installed in 2014. Strong relationship with Pitney Bowes over the years. Great relationship with service tech. Due to age of equipment and increase in jams, its time to look at replacing current equipment.

Current Challenges

- The Jams have been the biggest issue.
- Normally the jams occur at the end of the job when the machine tries to put the material in the green envelope. It seems that it tries to put in 2 bills in the envelope when it crashes.

Recommendation

- Relay 7000
- Includes High Capacity Sheet Feeder
- Includes Vertical Power Stacker
- Includes Exit Transport and 18" table extension

Business Impact

- Eliminates current manual processes being done by hand
- Job will be completed faster
- Runs 1100 pieces per hour faster than current equipment
- Allows flexibility and efficiency
- Provides straight forward job creation and selection



Mailing Solutions



SaaS Shipping Solutions



Lockers & Receiving Solutions



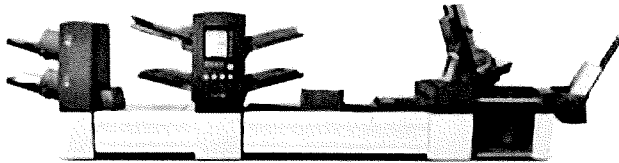
Business Communication Automation



Financial Services



Client Enablement Services



Key features

The Relay 7000 inserting system provide accurate, fast, and reliable mail processing at speeds 5,400 pieces per hour, giving you the confidence knowing that your mailings are finished on time and, more importantly, the right pages are in the right envelope.

- Straight paper path for reliable and consistent material feed allowing uninterrupted throughput.
- Flexibility to switch between letter-size envelope jobs and flats jobs without manual adjustments.
- Meet the document integrity and security needs for your business including pre-determined amount of page count, OMR, 1D, 2D barcodes and Pitney Bowes pioneered File Base Processing.
- Interchangeable tower feeders allow you to use them for sheets, BREs, pre-folded pages, or other inserts.
- Dedicated High Capacity Envelope Feeder is designed to easily add envelopes on the fly, and also dynamically switch between letter and flat size envelopes automatically based on page count.
- Improve your productivity by finishing up to 5,400 mail pieces per hour and up to 120,000 finished pieces per month.
- Wizard-based user interface is designed so that any user can run mailing jobs with ease, including animated walk-through videos that guide operators on exactly how to load materials.
- Insert pages into a variety of envelope sizes, including #10, #11 or 6" x 9.5" for letter-sized mail, and up to 10.5" x 13" flats for unfolded document sets.
- Optional High Capacity Sheet Feeders have two 1000 sheet trays giving you continuous operation of larger mailings.
- A variety of output options that range from a space saving catch bin to fully automated integrated mail machine or the vertical or conveyor power stackers.

Solution Recommendations

- Relay® 7000 inserting solution



Purchase Summary	Net Investment
Hardware and software as described above	\$41,389.00
Maintenance, rate updates, and support	
Freight, delivery, and installation	Included

Total First Year Investment:

0 Months

How we operate

“We do the right thing, the right way.”

This simple statement is the north star we use in our interactions with our clients, business partners, employees, and communities.

Every day, we demonstrate our commitment to corporate responsibility through the way we conduct business. Our culture of integrity and shared values is fundamental to our success and has been throughout our history.



Pitney Bowes is a global technology company providing commerce solutions that power billions of transactions. Clients around the world, including 90 percent of the Fortune 500, rely on the accuracy and precision delivered by Pitney Bowes solutions, analytics, and APIs in the areas of ecommerce fulfillment, shipping and returns; cross-border ecommerce; office mailing and shipping; presort services; and financing.



Business Initiative Solutions

Enable Remote Work



Empower employees to mail and ship from anywhere, even from home.

Deliver Contactless Pickup



Provide convenient safe, secure, and flexible options for parcel delivery.

Optimize Cashflow



Consolidated carrier payments, innovative postage funding, and flexible financing.

Automate With API Integrations



Improve shipping operations, better manage cash flow, and reduce costs.

Leverage Managed Services



Focus on your core business by outsourcing all or parts of your mailing process.

Ensure Regulatory Compliance



Mitigate risk and protect private information in mailing and shipping workflows.

Thank you

About Pitney Bowes



100+ Years of Experience and Innovation

Market leader in mailing and shipping
Over 3000 active patents



Global reach

11,000 employees with 2,500 dedicated Global Service staff
Support over 750,000 businesses around the world including 90% of the Fortune 500



Local Partner

US-based with headquarters in Stamford, CT
Direct sales and service with local partner channel to support you everywhere you do business.



Trust and Expertise

Recognized by JD Power 2 years in a row

- 2020 Certified Assisted Technical Support (tele support)
- 2021 Certified Technical Support and Service (tele, field, self service delivery)

97% overall customer satisfaction rating



Environmental sustainability

2020 Climate Leadership Award for Excellence in Greenhouse Gas Management from The Center for Climate Solutions and The Climate Registry.

Reduced our electricity consumption by 11% in 2020

Achieve Carbon Neutrality by 2040

Customer Satisfaction Guarantee

Pitney Bowes Sending Technology Solutions is committed to providing our customers with the finest products backed by the highest quality care and service. As long as you continually maintain coverage with a Pitney Bowes Service Level Agreement for hardware and a software maintenance agreement for software after warranty, Pitney Bowes promises to provide you the following:

Guaranteed product performance

For all new and remanufactured Pitney Bowes branded products provided by Pitney Bowes in the U.S., we guarantee performance to our specifications for the initial term of the lease or three years if purchased. If, during that period, the product does not perform to our specifications, and we cannot repair it, we will replace it with a comparable product. If during the first ninety days after installation the replacement product does not perform as specified, you will be entitled to a refund of payments made to us for the replacement product. If the original or replacement product fails to perform due to the use of a non-Pitney Bowes consumable supply or unapproved software/hardware modification, this guarantee will not apply.

Guaranteed nationwide service

Our nationwide service force will respond to service and preventative maintenance requests as part of your maintenance agreement for hardware. If we find that we cannot return your Pitney Bowes branded equipment to a satisfactory operating condition within a reasonable time, where appropriate, we will provide you with a loaner at no additional cost.

Help line support

For customers with products that are supported through our Diagnostics Center, toll-free telephone technical assistance is available Monday through Friday, 8:00am until 8:00pm ET exclusive of holidays.

Rate change protection

With our ability to accommodate a wide range of carriers, we are your rate data source. Also, should you select any of our plans that include software rate protection, we guarantee that you will not be charged for unexpected rate changes within the scope of your plan.

Operator productivity and training excellence

For all products that we install, our skilled professionals will effectively deliver the agreed upon installation and training services.

Purchase Power® service

The Pitney Bowes Bank, Inc. provides postage advances to all qualified customers in good standing. You will not have to pay for postage in advance. You can mail now and pay later when you get your bill.

At Pitney Bowes, we are committed to maintaining long-term partnerships with our customers. If our sales and service support team has been unable to satisfy you, I would like to hear from you. Please call my office at 800 622 2296.

We won't be satisfied until you are satisfied.

Harris Warsaw

Harris Warsaw
Senior Vice President Global Sales, Global Sending Technology Solutions

Notice of confidentiality

The responses provided herein are intended for discussion purposes and nothing contained herein is intended as a binding agreement, which can only be reached by a written agreement entered into by the parties. The information contained in this document and the solution proposed by Pitney Bowes (PB) is proprietary and confidential to PB. These materials can be used solely for the purpose of evaluating a possible transaction between PB and its prospective client. No recipient of these materials may use them for its own commercial advantage. The recipient of these materials must hold them in confidence and shall not distribute them, in whole or in part, to any other individual or entity in any form without the prior written consent of PB.

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Purchase Quote/Equipment and Software Maintenance Quote

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Your Business Information

Full Legal Name of Client / DBA Name of Client		Tax ID # (FEIN/TIN)	
CITY OF KIRKWOOD FINANCE DEPT		436001912	
Sold-To: Address			
139 S KIRKWOOD RD, KIRKWOOD, MO, 63122-4303, US			
Sold-To: Contact Name	Sold-To: Contact Phone #	Sold-To: Account #	
Kris Houka	3149846944	0012926145	
Bill-To: Address			
139 S KIRKWOOD RD, KIRKWOOD, MO, 63122-4303, US			
Bill-To: Contact Name	Bill-To: Contact Phone #	Bill-To: Account #	Bill-To: Email
Kris Houka	3149846944	0012926145	houka.kris@kirkwoodmo.org
Ship-To: Address			
139 S KIRKWOOD RD, KIRKWOOD, MO, 63122-4303, US			
Ship-To: Contact Name	Ship-To: Contact Phone #	Ship-To: Account #	
Kris Houka	3149846944	0012926145	
PO #	Quote Expiration Date		
	2021-10-31		

Your Business Needs

Qty	Item	Business Solution Description	Sales Type	Price
1	RELAY7000	Relay 7000 Inserting System	PURCHASE	\$ 0.00
1	T170	Relay 7000 Inserting System	PURCHASE	\$ 3,32,201.40
1	T1HC	High Capacity Sheet Feeder	PURCHASE	\$ 5,008.03
3	F780163	Sheet/Fol Envelope Tray	PURCHASE	\$ 424.35
3	F780164	Insert Tray	PURCHASE	\$ 424.35
1	T1ET	Exit Transport	PURCHASE	\$ 1,376.55
1	T1VP	Vertical Paper Stackor	PURCHASE	\$ 1,628.52
1	STD SLA	Standard SLA/Equipment Service Agreement (for Relay 7000 Inserting System)	SLA	\$ 4,322.40
1	RELAYADDON	Add on to Relay Insertor	PURCHASE	\$ 0.00
1	F75001B	16in Console Extension	PURCHASE	\$ 268.40

Purchase Total**	\$ 41,389.62
Monthly Total**	\$ 9.00
Annual Total**	\$ 4,322.40

**Plus applicable taxes which will be applied at the time of billing.

Your Payment Plan

Quarterly Billing Total**		Annual Billing Total**	
Type	Fees	Type	Fees
N/A	N/A	Equipment Maintenance	\$ 4,322.40

- Tax Exempt**
- Tax Exempt Certificate Attached
 - Tax Exempt Certificate Not Required
 - Purchase Power¹ transaction fees included
 - Purchase Power² transaction fees extra

Shipping and Handling \$ 0.00
 Lease Term: 12 Months
 **Plus applicable taxes which will be applied at the time of billing.

Sales Information

Jeremy	jeremy.hearn@pb.com
Account Rep Name	Email Address

This Quotation is for budgeting and planning purposes only and is not legally binding. The supply of any goods or services is subject to a separate written order which will be issued by Pitney Bowes and will be subject to the terms and conditions incorporated therein.

City of Kirkwood
Single Source Purchasing Request

The Purchasing Ordinance (Article IV) for the City of Kirkwood requires that purchases of all supplies and contractual services exceeding \$1,500 be purchased using a competitive bidding process, and contract is awarded to the lowest responsible bidder after solicitation of between 3 and 5 responsible prospective suppliers depending on dollar threshold.

The requirement for competitive bids or proposals may be waived when the Director of Purchasing has determined, in writing, that there is only a single feasible source for the supplies.

This form is used to request and document requests for sourcing of supplies or contractual services that a requisitioner (person requesting the goods or services) believes must be single sourced as defined by the Purchasing ordinance.

The Requisitioner should complete the attached form and submit to the Director of Purchasing no later than 90 days prior to the date the item or service will be needed to allow adequate time for research, approvals by the Director of Purchasing and the CAO if applicable, sourcing if needed, and preparation and execution of the appropriate contracts and purchase orders.

Memorandum

To: Brian Mullady, Dir of Procurement From: Mark Petty, Electric Director
Date: 8 / 24 / 2021 Subject: Single Source Purchase Request

Requisitioner Information

1. Supply or Contractual Service to be sourced: Pitney Bowes Folder Stuffer
2. Requisitioner name and department that uses item or service:
Kris Houska, Finance Department
3. Has this item or service been used previously in the City of Kirkwood?
Yes No Other comment _____
4. If previously used by the City, was this item or service single sourced?
Yes No Other comment _____
5. Are the supplies or service proprietary and only available from the manufacturer?
Yes No Other comment _____
6. If the answer to #5 is yes, please list the manufacturer: Pitney Bowes
7. Are the supplies or service only available from a single distributor?
NA Yes No Other comment _____
8. If the answer to #7 is yes, please list the distributor: _____
9. Is there only one distributor that services the region that includes the City of Kirkwood?
NA Yes No Other comment: _____
10. If the answer to #9 if yes, please list the distributor and region served:

11. Is there a discount available for a limited period of time that would apply if supply or service is purchased from a single distributor that would be lower cost than market value for supply or service?
Yes No Other comment _____
12. If the answer to #11 is yes, please list the details known of the timeframe and discount available:

September 28, 2021

To: Russell Hawes, Chief Administrative Officer

For Your Consideration: Pitney Bowes Inserter (folder/stuffer) Machine #500295

The City of Kirkwood Finance Department currently utilizes a Pitney Bowes Inserter (folder/stuffer) machine, purchased in 2014 to prepare approximately 775 utility bills, insert, and return envelope for mailing on a daily basis. The inserter also is used for payroll advices, W2s, 1099s, and other City department projects as needed. The current inserter is now experiencing frequent down time and software upgrades are no longer available for this model.

Based upon the desire of the Finance Department to update and replace their outdated and malfunctioning machine, Procurement concurs with the request to replace the old sorter with a new Pitney Bowes Relay 7000 inserting machine.

The Finance Department is requesting Single Source procurement under Sec. 2-377 "Single Source Purchasing Procedure" of our ordinance stating the criteria of "Supplies and service are proprietary and only available from the manufacturer or a single distributor."

<u>Product Description</u>	<u>Cost</u>
Pitney Bowes Relay 7000 Inserting Machine	\$41,390.00

Funds are available in the account number, 501-2115-480.75-05, in the amount of \$44,026.00.

Attached is a request from Sandra Stephens, Director of Finance, for a request to authorize a purchase order to be entered in the amount of \$41,390.00 for the purchase of this machine from Pitney Bowes

Respectfully,



Brian Mullady
Director of Procurement

RESOLUTION 94-2021

A RESOLUTION ACCEPTING THE SINGLE SOURCE QUOTATION OF SCHULTE SUPPLY IN THE AMOUNT OF \$20,221.81 FOR THE FIRST YEAR WITH AN ANNUAL LICENSE RENEWAL AT THE RATES PROVIDED IN THE MEMO (A COPY OF WHICH IS ATTACHED HERETO AND INCORPORATED BY REFERENCE HEREIN) FOR AMI NEPTUNE 360 ADVANCED PLATFORM UPGRADE FOR THE WATER DEPARTMENT AND AUTHORIZING AND DIRECTING THE MAYOR TO ENTER INTO A CONTRACT.

WHEREAS, the City of Kirkwood currently utilizes a water metering system called Insight Plus., and

WHEREAS, the host of the system, Neptune, is upgrading platforms to keep up-to-date with modern technology and the needs of AMI, Advanced Metering Infrastructure, and

WHEREAS, the Water Department recommends procuring the updates associated with the AMI Neptune 360 Advanced Platform, and

WHEREAS, Schulte Supply submitted a quotation in the amount of \$20,221.81 for the first year with an annual license renewal at the rates provided in the memo (a copy of which is attached hereto and incorporated by reference herein) for the AMI Neptune 360 Advanced Platform Upgrade for the Water Department, and

WHEREAS, Neptune software and material is proprietary through Schulte Supply, therefore is the single source provider of the City, and

WHEREAS, funds are available in Account #505-2214-481.43.06.

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

SECTION 1. The single source quotation of SunGard Public Sector, Inc. in the amount of \$13,000 for SunGard Data Transfer Services and Support for Meter Replacement is hereby accepted and approved.

SECTION 2. The Mayor is hereby authorized and directed to enter into a contract with Schulte Supply in the amount of \$20,221.81 for the first year with an annual license renewal at the rates provided in the memo (a copy of which is attached hereto and incorporated by reference herein) for the AMI Neptune 360 Advanced Platform Upgrade for the Water Department.

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

PASSED AND APPROVED THIS 7TH DAY OF OCTOBER 2021.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Legislation Request

Resolution

Place On The Agenda Of: 10/7/2021

Step #1:

Strategic Plan NO Goal # & Title

Background To Issue:

The Water Division is requesting to upgrade mobile data collection devices and the annual maintenance agreement for the City's Automated Water Meter Reading Infrastructure and operating software. In 2013 the City implemented an automated water meter reading system to collect water readings remotely. This is the first upgrade of the mobile data collection devices and shift to a new advanced software platform (Neptune 360). Water would be entering into a 3 year maintenance and services agreement in the amounts for \$20,221 (1st year), \$19,321.72 (2nd year) and \$22,220.01 (3rd year).

Recommendations and Action Requested:

It is recommended that the City Council authorize Water to enter into a multi-year maintenance and service agreement with Schulte Supply for the Neptune 360 platform.

Alternatives Available:

Does this project have a public information component? Yes No

Cost: \$20,221.00 Account #: 50522144814306 Project #: Budgeted: YES

If YES, Budgeted Amount: \$25,000.00 If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

BY: Bill Bensing

Date: 9/28/2021

Authenticated: bensinwe

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: Brian Mullady

Date: 9/28/2021

Authenticated: mulladbd

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



500290_ Resolution Letter _
SINGLE SOURCE signed.pdf
Adobe Acrobat Document
244 KB

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 \$20,221 in account 505-2214-481-4306, Repair & Maintenance Services to approve the above request.

BY: Sandra Stephens

Date: 9/29/2021

Authenticated: forgyjl

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

Approve Disapprove

Chief Administrative Officer's Comments:

BY: 

Date: 9-30-21

September 28, 2021

To: Russell Hawes, Chief Administrative Officer

For Your Consideration: Multi-Year Neptune 360 Platform Subscription, #500290

The City of Kirkwood currently utilizes a water metering system called Insight Plus. The host, Neptune, is upgrading platforms to keep up-to-date with modern technology and the needs of AMI, Advanced Metering Infrastructure.

Based upon the desire of the Water Department to update and further their capital planning capabilities through the use of predictive analytics, assisting in their goal of providing a cost effective replacement program, the Water Department is requesting to procure the updates associated with the AMI Neptune 360 Advanced Platform.

Neptune software and material is proprietary through Schulte Supply. The Water Department is requesting Single Source procurement under Sec. 2-377 "Single Source Procurement Procedure" of our ordinance stating the criteria of "Supplies are proprietary and only available from the manufacturer or a single distributor." The summary of costs for the AMI Neptune 360 Advanced Platform for a consecutive three-year agreement and the related training are as follows:

Year 1:

10,0001 subscriptions @ \$1.81/ea	\$18,101.81
Annual Maintenance Fee	\$2120.00

Year 2:

10,0001 subscriptions @ \$1.72/ea	\$17,201.72
Annual Maintenance Fee	\$2120.00


Year 3:

10,0001 subscriptions @ \$2.01/ea	\$20,102.01
Annual Maintenance Fee	\$2120.00

Funds are available in the account number, 505-2214-481.43-06, in the amount of \$25,000.00.

Attached is a request from Bill Bensing, Director of Public Services, for a request to authorize a contract to be entered in the amount of \$20,221.81 for the first year with an annual license renewal as indicated above to be issued to Schulte Supply for the AMI Neptune 360 Advanced Platform upgrade.

Respectfully,



Brian Mullady
Director of Procurement

BILL 10895

ORDINANCE

AN ORDINANCE AMENDING THE KIRKWOOD CODE OF ORDINANCES, CHAPTER 14, ARTICLE III, SECTION 14-166 TO ADD LANGUAGE PERTAINING TO DRIVING WHILE LICENSE OR DRIVING PRIVILEGE IS CANCELLED, SUSPENDED OR REVOKED PENALTY.

WHEREAS, language pertaining to driving privilege is cancelled, suspended or revoked penalty was inadvertently removed from the Code of Ordinances during the recodification process in 2018, and

WHEREAS, staff recommends amending the Code of Ordinances, Chapter 14, Article III, Section 14-166 to add language similar to RSMo § 302.321, “Driving while license or driving privilege is cancelled, suspended or revoked, penalty — enhanced penalty for repeat offenders — imprisonment, mandatory, exception”.

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

SECTION 1. The Kirkwood Code of Ordinances, Chapter 14, Article III, Section 14-166 is hereby amended as follows:

§ 14-166. Driving while license or driving privilege is cancelled, suspended or revoked, penalty — enhanced penalty for repeat offenders — imprisonment, mandatory, exception.

1. A person commits the offense of driving while revoked if such person operates a motor vehicle on a highway when such person's license or driving privilege has been cancelled, suspended, or revoked under the laws of this state or any other state and acts with criminal negligence with respect to knowledge of the fact that such person's driving privilege has been cancelled, suspended, or revoked.
2. Any resident or non-resident whose license, right or privilege to operate a motor vehicle in this State has been suspended or revoked as provided herein or as provided for in Sections 302.010 — 302.540, RSMo., shall not operate a motor vehicle in this State under a license, permit or registration certificate issued by any other jurisdiction or otherwise during such suspension or after such revocation until a new license is obtained when and as permitted under Sections 302.010 — 302.540, RSMo.

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: 9/16/2021

Step #1:

Strategic Plan NO Goal # & Title

Background To Issue:

Language pertaining to driving while license or driving privilege is cancelled, suspended or revoked penalty was inadvertently removed from the Kirkwood Code of Ordinances during the recodification process in 2018.

Recommendations and Action Requested:

Amend the Kirkwood Code of Ordinances, Chapter 14, Section 14-166 to add language pertaining to driving while license or driving privilege is cancelled, suspended or revoked penalty to mirror State Statute 302.321.

Alternatives Available:

Does this project have a public information component? Yes No

Cost: \$0.00 Account #: 000000 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: 9/7/2021

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:

9-10-21

BILL 10897

ORDINANCE

AN ORDINANCE APPROPRIATING \$2,805,526 TO THE FEDERAL/ARPA FUND ACCOUNT AND APPROPRIATE \$500,000 TO THE MACHINERY AND EQUIPMENT ACCOUNT, PROJECT #AD2202.

WHEREAS, on September 3, 2021 the City of Kirkwood received the first of two ARPA tranche payments in the amount of \$2,805,526, and

WHEREAS, the U.S. Department of Treasury has provided and interim final rule on allowable uses of the funding, and

WHEREAS, using the formula provided by the Department of Treasury, the City of Kirkwood is able to demonstrate a reduction in revenues; however, it is not enough to be able to demonstrate a reduction in revenue, the government is restricted on how the funds can be used, and

WHEREAS, it is recommended that the ARPA funds be appropriated in order for the City to legally be able to expend the funds, and

WHEREAS, funds in the amount of \$2,805,526 needs to be appropriated to Account #101-0000-331.21.10 (Federal/ARPA Fund) and appropriate \$500,000 to Account #101-1102-412.75.05 (Machinery and Equipment), Project #AD2202.

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

SECTION 1. Funds in the amount of \$2,805,526 are hereby appropriated to Account #101-0000-331.21.10 (Federal/ARPA Fund) and appropriate \$500,000 to Account #101-1102-412.75.05 (Machinery and Equipment), Project #AD2202.

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: 9/16/2021

Step #1:

Strategic Plan YES Goal # & Title Strategic Plan

Background To Issue:

On September 3, 2021, the City received the first of two ARPA tranche payments in the amount of \$2,805,526. As previously discussed with Council, the U.S. Department of the Treasury has provided an interim final rule on allowable uses of the funding. Using the formula provided by the Department of Treasury, the City of Kirkwood is able to demonstrate a reduction in revenues; however, it is not enough to be able to demonstrate a reduction in revenue the government is restricted on how the funds can be used. It is necessary for that a budget amendment be adopted in order for the City to legally be able to expend the ARPA funds.

Recommendations and Action Requested:

Council approve amending the Fiscal Year 2021/2023 budget for the first ARPA tranche payment as follows: Appropriate \$2,805,526 to revenue account 101-0000-331.21-10, Federal/ARPA Fund and appropriate \$500,000 to expenditure account 101-1102-412-75-05, Machinery and Equipment, Project AD2202, ERP System.

Alternatives Available:

Should Council not approve the proposed Fiscal Year 2021/2022 budget amendment, the City will not be able to proceed with the replacement of the Enterprise Resource Program (ERP).

Does this project have a public information component? Yes No

Cost: \$2,805,526.00 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 amendment

BY: Sandra Stephens

Date: 9/9/2021

Authenticated: stephesf

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



Finance FY2023 Budget
Amendment ARPA 2021-09-
09.docx
Microsoft Word Document
21.9 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).**

Budgetary Approval

From Account # or Fund Name:

To Account # or Fund Name:

Finance Director's Comments:

I recommend Council approve the proposed amendment to the General Fund Fiscal Year 2021/2022 operating budget. The amendment request is to appropriate \$2,805,526 to revenue account 101-0000-331.21-10, Federal/ARPA Funds and appropriate \$500,000 to expenditure account 101-1102-412.75-05, Machinery and Equipment, Project AD2201, ERP System as requested above.

BY: Sandra Stephens

Date: 9/9/2021

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:

9-10-21

Finance Department Memorandum

TO: Russ Hawes, CAO
FROM: Sandy Stephens, Finance Director
DATE: September 8, 2021
RE: Ordinance Request Appropriating American Rescue Plan Act (ARPA) Funds

American Rescue Plan Act (ARPA)

On September 3, 2021, the City received the first of two ARPA tranche payments in the amount of \$2,805,525.70. As discussed at the Council planning session, the U.S. Department of the Treasury has provided an interim final rule on allowable uses of the funding. Using the formula provided by the Department of Treasury, the City of Kirkwood is able to demonstrate a reduction in revenues; however, it is not enough to be able to demonstrate a reduction in revenue. The government is restricted on how the funds can be used. It is now necessary for the City to increase the FY2022 appropriation request in order to legally be able to expend the ARPA funds.

- Appropriate to revenue account 101-0000-331.21-10, Federal/ARPA Fund \$2,805,526
- Appropriate to expenditure account 101-1102-412.75-05, Machinery & Equipment, project AD2201, ERP System \$500,000

Estimated Total Project Costs and Project Descriptions

Projects listed below cover multiple fiscal years from FY2022 through FY2024. Incremental expenditures amounts will be included in the appropriate fiscal year budget requests.

Enterprise Resource Program (ERP) Including annual maintenance through December 31, 2026	\$ 2,250,000
Computer Aided Dispatch (CAD) Including annual maintenance through December 31, 2026	992,000
Police Dispatch Facility Improvements (Estimate) Final scope of project is still to be determined	1,219,051
Restore Cancelled Recreation Programs Including opening of the Performing Arts Center	1,150,000

Finance Department

Memorandum

Enterprise Resource Program (ERP)-The current financial software was acquired in the late 1990s and has served the City over the years adequately; however, due to limitations the City has purchased other third party software solutions to make-up for these limitations. For example, the finance department uses a data base designed for external auditors to prepare our Comprehensive Annual Financial Report, the budget document, and the quarterly financial report. Over the years the software provider has merged or been sold to other companies and has not been innovative in providing meaningful upgrades to the software. The proposed ERP system will enhance the system interconnectivity between departments/functions allowing for greater efficiencies, accuracy, and timely processing of information. In addition, the Citizens Finance Committee (CFC) has recommended the purchase of a ERP system with the belief that the new system is believed to increase efficiency and decrease the amount of third-party software needed.

Computer Aided Dispatch (CAD)-The current Global CAD is outdated and needs to be replaced. It is limited in technology and unable to provide the needed updates to maintain the safety and efficiency of the fire, police and EMS crews. Because of age our current CAD needs continual updating and needs to be reset more often. When first put into use a reset was rarely required. We currently need to reset on a weekly basis if not more often. Efficiency and speed is no longer a factor due to its age. Dispatching for four police departments, three fire departments plus EMS the need for efficiency and speed is even greater. Some of the features that a new CAD system will provide are GPS tracking of equipment, mapping, map layers, two-way call notes, interface options, improved response plans, ability to request units from other agencies via CAD, and the ability for more than one dispatcher to work a single call at one time.

Police Dispatch Facility Improvements-The Police Department Dispatch center is in need of redesign and expansion to better accommodate current and potential future usage. Almost 10 years ago the St. Louis County Emergency Communications Commission (ECC) began planning for the fitting of existing dispatch centers with new radios, consoles and 911 equipment. At that time the Kirkwood Police Department dispatched Kirkwood Police and Kirkwood Fire/EMS, and the room was staffed with two dispatchers and was equipped with three radio consoles (one was backup). This is what was planned for by ECC, and consoles were ordered for that arrangement.

In December 2016 the Police Department began dispatching Des Peres Fire and EMS, and because of that a third dispatcher was added for peak times. After that the ECC installed the new consoles in the room, and we completed some dispatch upgrades at the same time. In the fall of 2020, the Kirkwood Police Department began providing Police/Fire and EMS dispatch services for the cities of Glendale and Warson Woods. In April 2021, we began providing police dispatch services for the City of Des Peres. This change required the addition of a fourth dispatcher during peak times, and a fourth console was added (it was received from Glendale).

Finance Department

Memorandum

The position of these consoles, especially with regard to the fourth console, is not ideal for cross-communication between dispatchers, which is an important issue because some calls for service require more than one dispatcher. In addition, there is presently no room to add a fifth console as a backup and as a training position, which also limits future options. Finally, the layout of the room is not ideal for the placement of the Lead Dispatcher workstation (not a console) or for the Lieutenant's office, and options are very limited for a "kitchenette" type area, as dispatchers do not leave the dispatch center for meal breaks.

In summary, to maximize the effectiveness of the Dispatch Center, and to sustain viability for future considerations, it is recommended that the City fund improvements to the area.

Restore Cancelled Recreation Programs-One allowable use of the ARPA funds is the reinstatement of programs and services that were cancelled as a result of the COVID-19 pandemic. One of the most impacted departments in the City has been the recreation department. We began FY2021 furloughing employees because the job duties were not conducive due to COVID capacity and gathering limits. As of March 31, 2021, the cancelled recreation programs and the delayed opening of the Kirkwood Performing Art Center (KPAC) has netted a loss of \$959,000. Effective April 1, 2021 all recreation programs have been offered at capacity with the exception of the day camp program. The day camp program was limited to 100 participants due to information available during the planning process.

BILL 10898

ORDINANCE

AN ORDINANCE ADOPTING A REVISED CITY OF KIRKWOOD CLASSIFICATION AND PAY PLAN.

WHEREAS, the City of Kirkwood's budget for the Kirkwood Performing Arts Center includes a custodial position which is not currently classified, and

WHEREAS, after review of operations, it is being recommended to create the position of Performing Arts Center Business Manager, replacing the custodial position, to support the operations of the facility, and

WHEREAS, in conjunction with the review of this position for classification, the Performing Arts Center General Manager position was also reviewed for classification level, and

WHEREAS, staff recommends approval of the changes to the City of Kirkwood Classification and Pay Plan (a copy of which is attached hereto and incorporated by reference herein), and

WHEREAS, the proposed changes will become effective upon passage of this legislation.

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

SECTION 1. The revised City of Kirkwood Classification and Pay Plan (a copy of which is incorporated by reference herein and attached hereto) is hereby adopted and approved effective upon passage of this Ordinance.

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: 9/16/2021

Step #1:

Strategic Plan Select... Goal # & Title

Background To Issue:

The City of Kirkwood's budget for the Kirkwood Performing Arts Center includes a custodial position which is not currently staffed. After review of operations, it is being recommended to create the position of Performing Arts Center Business Manager, replacing the custodial position, to support the operations of the facility. In conjunction with the review of this position for classification, the Performing Arts Center General Manager position was also reviewed for classification level.

Recommendations and Action Requested:

An amended pay classification plan is attached, including the position of Performing Arts Center Business Manager and changing the classification of the Performing Arts Center General Manager position, and staff is recommending adoption by ordinance.

Alternatives Available:

Does this project have a public information component? Yes No

Cost: \$0.00 Account #: N/A Project #: Budgeted: YES

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

Department Head Comments:

BY: David Weilder

Date: 9/9/2021

Authenticated: weidledc

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



PayClass October2021.pdf
Adobe Acrobat Document
441 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:

9-10-21

**City of Kirkwood
Classification and Pay Plan**

**All civilian employees Excluding IBEW No. 2 (Electric) plus fire department command staff
Effective October 8, 2021**

Title	Pay Grade	Minimum	Market	Midpoint (60%)	Maximum
Parking Control Attendant Recycling Center Worker	10	\$31,323	\$34,455	\$37,905	\$43,851
Custodian - Facilities Custodian - Recreation Custodian/Recreation Attendant	15	\$32,889	\$36,169	\$39,788	\$46,053
Maintenance Worker I - Parks Maintenance Worker I- Streets Horticulture Assistant	20	\$34,533	\$37,989	\$41,799	\$48,338
Maintenance Worker - Ice Rink Maintenance Worker - Recreation Police Records Clerk	25	\$37,989	\$41,799	\$45,989	\$53,185
Administrative Associate Customer Service Associate Maintenance Worker II - Parks Maintenance Worker II - Streets Permit Clerk Sanitation Driver	30	\$39,894	\$43,894	\$48,275	\$55,852
Assistant Court Clerk Code Enforcement Specialist Police/Prosecutor Clerk Traffic Sign Technician Water Distribution System Worker I	35	\$41,883	\$46,073	\$50,688	\$58,636
Accounting Technician Administrative & Operations Asst.- Sanitation CALEA Accreditation Asst./Grant Manager P/T Deputy City Clerk Human Resources Assistant Lead Worker-Sanitation Lead Worker-Streets Permit Technician Water Distribution System Worker II	40	\$43,978	\$48,381	\$53,227	\$61,566
Dispatcher Maintenance Technician - Facilities Maintenance Technician - Parks Office Manager Procurement Officer/Analyst	45	\$46,179	\$50,794	\$55,873	\$64,656

City of Kirkwood
Classification and Pay Plan

All civilian employees Excluding IBEW No. 2 (Electric) plus fire department command staff
Effective October 8, 2021

Title	Pay Grade	Minimum	Market	Midpoint (60%)	Maximum
Water Equipment Technician					
Assistant Ice Arena Manager*	50	\$49,883	\$54,878	\$60,359	\$69,841
Lead Worker - Dispatch					
Lead Worker - Facilities Maintenance Technician					
Lead Park Ranger					
Lead Worker - Water Distribution					
Performing Arts Center Technical Coordinator					
Security Officer					
Sr. Code Enforcement Specialist					
Accountant	55	\$52,381	\$57,629	\$63,392	\$73,333
Fleet Service Mechanic					
GIS Technician					
Horticulturalist					
Ice Arena Manager*					
Inspector I					
IT Systems Administrator					
Parks Supervisor					
Performing Arts Center Business Manager*					
Recreation Facilities Manager*					
Recreation Programs Manager *					
Sr. Procurement Officer/Analyst					
Urban Forester					
Communication Coordinator*	60	\$55,005	\$60,508	\$66,561	\$77,016
Inspector II					
Electric Distribution Planning Technician					
Engineering Technician - Water					
Performing Arts Center Manager*					
Inspector III	65	\$57,756	\$63,534	\$69,883	\$80,868
Municipal Court Clerk					
Streets Division Supervisor					
Water Distribution Supervisor					
Water Support Services Supervisor					
IT Analyst	70	\$60,635	\$66,708	\$73,375	\$84,889
Planner I*					
Plans Examiner/Inspector*					
Procurement Asst. Director*					
Sr. IT Systems Administrator					

**City of Kirkwood
Classification and Pay Plan**

**All civilian employees Excluding IBEW No. 2 (Electric) plus fire department command staff
Effective October 8, 2021**

Title	Pay Grade	Minimum	Market	Midpoint (60%)	Maximum
Facilities Division Superintendent*	75	\$66,708	\$73,375	\$80,719	\$93,396
Parks Division Superintendent*					
Performing Arts Center General Manager*					
Planner II*					
Project Engineer*					
Recreation Division Superintendent*					
Safety & Emergency Management Coordinator*					
Sanitation Division Superintendent*					
Streets Division Superintendent*					
Water Division Superintendent*					
Assistant City Engineer *	80	\$73,375	\$80,719	\$88,783	\$102,730
Electrical Engineer*					
Electric Operations Superintendent*					
Finance Assistant Director*					
Fire Marshal*					
Fleet Services Director*					
Human Resources Manager*					
Procurement Director*					
Building Commissioner*	85	\$79,238	\$87,153	\$95,873	\$110,941
Electric Engineer (PE)*					
City Engineer*	90	\$87,153	\$95,873	\$105,460	\$122,010
Deputy Fire Chief*					
Director of Planning & Development Services					
Electric Line Superintendent*					
Assistant Fire Chief*	95	\$95,873	\$105,460	\$116,000	\$134,221
IT Director*					
Parks and Recreation Director*					
Assistant CAO*	100	\$105,460	\$116,000	\$127,598	\$147,640
Finance Director*					
Fire Chief*	105	\$116,000	\$127,598	\$140,359	\$162,391
Police Chief*					
Public Services Director*					

BILL 10899

ORDINANCE

AN ORDINANCE APPROPRIATING \$124,623 FROM THE GENERAL FUND BALANCE TO THE OTHER PROFESSIONAL SERVICES ACCOUNT FOR FORESTRY OPERATIONS.

WHEREAS, in the summer of 2021 the City of Kirkwood enacted the Storm Debris Removal Policy, with the costs associated with the debris clean up being an unbudgeted expenditure, and

WHEREAS, to maintain Forestry operations staff is requesting appropriation of funds, and

WHEREAS, funds in the amount of \$124,623 needs to be appropriated from the General Fund Balance to Account #101-1705-423.31.10 (Other Professional Services).

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

SECTION 1. Funds in the amount of \$124,623 are hereby appropriated from the General Fund Balance to Account #101-1705-423.31.10 (Other Professional Services).

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: 10/7/2021

Step #1:

Strategic Plan NO Goal # & Title

Background To Issue:

This past Summer the City enacted the Storm Debris Removal Policy in July and August. The cost associated with this debris clean up was unbudgeted expenditure in the amount of \$124,622.50 (July-\$62,100; August-\$62,522.50). Therefore, to maintain forestry operations for the rest of FY22 funds will need to be allocated back into the forestry budget.

Recommendations and Action Requested:

It is recommended that the City Council authorize the appropriation of \$124,622.50 from the General Fund Balance to forestry account 101-1705-423.31-10.

Alternatives Available:

Does this project have a public information component? Yes No

Cost: \$124,622.50 Account #: 10117054233110 Project #: Budgeted: NO

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

Department Head Comments:

BY: Bill Bensing

Date: 9/29/2021

Authenticated: bensinwe

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**).

Appropriation

From Account # or Fund Name:

To Account # or Fund Name:

Finance Director's Comments:

The General Fund fund balance is sufficient and available to appropriate \$124,623 to account 101-1705-423-31-10, Other Professional Services to approve the above request.

BY: Sandra Stephens

Date: 9/29/2021

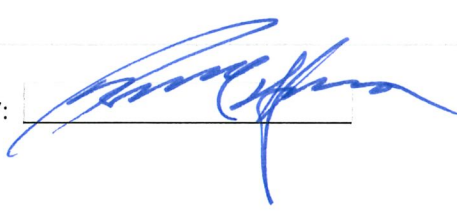
Authenticated: forgyjl

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

Approve Disapprove

Chief Administrative Officer's Comments:

BY:



Date:

9-30-21

RESOLUTION 95-2021

A RESOLUTION AMENDING THE CONTRACT WITH LOCHMUELLER GROUP BY INCREASING THE CONTRACT AMOUNT BY \$73,177.65 FOR A NOT TO EXCEED AMOUNT OF \$280,882.50 FOR ADDITIONAL ENGINEERING SERVICES FOR THE WEST ESSEX WATERMAIN REPLACEMENT PROJECT AND AUTHORIZING AND DIRECTING THE MAYOR TO ENTER INTO AN AMENDED CONTRACT.

WHEREAS, the City of Kirkwood competitively solicited and awarded the Engineering Services for West Essex Reconstruction to Lochmueller Group under current Contract # 13805 passed under Resolution 42-2021.

WHEREAS, the contractor for the project, Lochmueller Group, will have existing Field Survey and Geotechnical Services on-site and can run in conjunction to the Engineering Services for West Essex Reconstruction Project, and

WHEREAS, the Public Services Department is requesting an amendment of the contract with Lochmueller Group by increasing the contract amount by \$73,177.65 for a total not to exceed amount of \$280,882.50 for additional Engineering Services for West Essex Watermain Replacement Project, and

WHEREAS, funds are available in Account #505-2215-481.75.15, Project #WA2202.

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 an amended contract with Lochmueller Group by increasing the contract amount by \$73,177.65 for a total not to exceed amount of \$280,882.50 for additional Engineering Services for the West Essex Watermain Replacement Project.

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

PASSED AND APPROVED THIS 7TH DAY OF OCTOBER 2021.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Legislation Request

Resolution

Place On The Agenda Of: 10/7/2021

Step #1:

Strategic Plan NO Goal # & Title

Background To Issue:

The Water Division is requesting that Contract No. 13805 with the Lochmueller Group be amended to provide professional engineering design service for the replacement of 4", 6" and 8" water mains with a 12" main on W. Essex Ave. from Kirkwood Rd. to Geyer Rd. These services would be in conjunction and coordinated with the design services being provided by the Lochmueller for roadway improvements on W. Essex Ave. This amendment would increase current agreement \$73,177.65 (\$69,693 plus 5% contingency) for a total contract amount of \$280,882.50

Recommendations and Action Requested:

It is recommended that the City Council increase Lochmueller's contract no. 13805 the amount of \$73,177.65 for a total contract amount of \$280,882.50 to provide additional engineering services for the replacement of water mains on W, Essex Ave.

Alternatives Available:

Does this project have a public information component? Yes No

Cost: \$73,177.65 Account #: 50522154817515 Project #: WA2202 Budgeted: YES

If YES, Budgeted Amount: \$322,121.00 If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

BY: Bill Bensing

Date: 9/28/2021

Authenticated: bensinwe

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



Lochmueller_Scope_Fee_Proposal_EssexWMR - Geyer to Kirkwood.pdf
Adobe Acrobat Document
695 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: Brian Mullady

Date: 9/28/2021

Authenticated: mulladbd

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 \$73,178 in account 505-2215-481-75-15, Distribution System Improvements, Project WA2202, Water Main Replacement to approve the above request.

BY: Sandra Stephens

Date: 9/28/2021

Authenticated: forgyjl

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

Approve Disapprove

Chief Administrative Officer's Comments:

BY: 

Date: 9-30-21

Scope & Fee Proposal

Essex Water Main Replacement Project for City of Kirkwood, Missouri



September 17, 2021

City of Kirkwood, Missouri
212 South Taylor Avenue
Kirkwood, Missouri 63122
Attn: Clarence A. Patterson, Water Superintendent

Dear Mr. Patterson,

Lochmueller Group is excited about the opportunity to provide engineering services to the City of Kirkwood for the Essex Water Main Replacement Project. This project will replace approximately 4,250 feet of 4", 6" and 8" C.I.P. with 12' PVC, designed to be installed utilizing the open-cut method from **Geyer to Kirkwood Road**. This project scope is being completed concurrently with the West Essex Avenue Reconstruction Project, STP-5502 (610).

Field Survey and Geotechnical services for the project are within the same project limits as the West Essex Avenue Reconstruction project, and as such are not included with this fee proposal. Lochmueller will provide engineering services to assist the City in the preparation of construction plans, technical specifications, and bidding documents for the replacement of water mains. We will also prepare permit applications for submittal to the Missouri Department of Natural Resources (DNR). Permit fees will be paid by the City of Kirkwood and are not included in this fee proposal.

The following pages describe the scope of services to be completed for a **lump sum** design fee of dollars sixty nine thousand, six hundred and ninety three, **\$69,693** and include the following attachments.

- A.) Scope of Services – *Essex Water Main Replacement, Attachment A*
- B.) Cost Proposal – *Attachment B*

We have availability to start work on this project immediately upon notice to proceed. Please feel free to contact me at 314.749.0573 if you have questions or need additional information. This project is very important to us, and we will treat it accordingly.

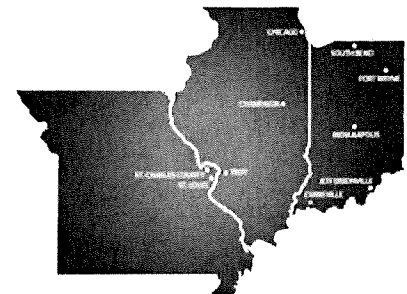
Sincerely,
Lochmueller Group

Scott J. Smith, PE | Principal, Missouri Regional Manager

Laura Mwirigi Rightler, PE, CFM

Primary Point of Contact

Project Manager: Laura Mwirigi Rightler, PE, CFM
Title: Water Resources Dept. Manager
Mailing Address: 411 North 10th Street, Suite 200
St. Louis, Missouri 63101
Licensed In: Missouri, Illinois, Indiana
Office Phone: 314.446.4484
Cell Phone: 314.703.3986
Email: rightler@lochgroup.com



Project Management and Administration

1. Provide the management functions required to successfully complete the preliminary and final design work, including all project correspondence with the City; consultation with the City's staff; supervision and coordination of services; implementation of a project specific work plan, procedures, and a quality control/quality assurance plan; scheduling and assignment of personnel resources, administration and coordination of sub consultants, continuous monitoring of work progress; and invoicing for the work performed. This includes progress emails and monthly project updates.
2. Conduct an initial project meeting to clarify the Water Department's intended scope of work, schedule, budget requirements, and other special requirements for the Project. This includes one (1) project kickoff meeting with the project team and City personnel either virtual or in-person.
3. Review pertinent available data and to present design Professional's draft work plan and work schedule to confirm they meet the City's expectations. Following the initial project meeting, Lochmueller shall submit to the Water Department for approval its work plan and work schedule for the Project, providing for completion within the term of the Contract. Lochmueller shall make modifications to the work plan and work schedule as necessary to obtain City approval.

Preliminary Design Phase

Prepare Preliminary Layout Drawing 30% Design Development

4. Hold a preliminary conference with the City Water Department to review any Preliminary Layout Drawing, prepared by the Water Department, including recommendations for new water mains and appurtenances with proposed alignment main size, and proposed mains to be abandoned.
5. Inspect the project site and conduct a records investigation including reviewing water main as-constructed drawings, break history, GIS base information, surface, and utility information, and obtain other information necessary for making further refined preliminary recommendations for proposed water improvements.
6. Prepare Preliminary Layout drawings in GIS and submit to the City for comment. Address the City's comments and modify the Preliminary Layout Drawing based on the review, and submit one (1) copy of the modified Preliminary Layout Drawing to the Water Department for approval.
7. Conduct Field and Record Investigations. Lochmueller shall conduct field and record investigations and pipeline route surveys of the project site for proposed improvements. These services will include the following tasks:
 - Contact utilities and gather information on the location of their existing facilities and any utility requirements. Document all utility contacts and provide the City copies of all utility maps or drawings relating to existing facilities obtained.
 - Contact utilities, other agencies, or city departments concerning planned or proposed improvements which might affect the proposed water improvements within the project site. Maintain record of utilities, agencies, departments contacted and information provided.
 - Review Survey previously prepared by others for the West Essex avenue Reconstruction Project. Confirm by field walk and data review that the survey includes the following information and standards:
 - » Existing street right-of-way, critical property corners and existing easements along the proposed main alignments
 - » Surface information along proposed main alignments, including utilities, trees, and structures
 - » Subsurface utility information along the proposed main alignments, including inverts and diameters of storm and sanitary sewers.
 - » Vertical elevations at locations at least every 50 feet along the proposed main alignments, to provide information to evaluate and adjust proposed alignments.
 - » Survey information established and provided in State Plane Coordinates, "Missouri Coordinate System of 198, NAD 83, Missouri East 2401 datum
 - Conduct a review meeting with Water Department staff upon completion of the field and record investigations and surveys and note any data gaps. Additional survey where not included within the West Essex Avenue Reconstruction Project limits may require additional services.
8. Submittals shall be within **thirty (30) calendar days** of the notice to proceed

Prepare Preliminary Construction Drawings 60%

9. Prepare preliminary (60 percent complete) CAD construction drawings for water main improvements in accordance with the latest version of the City's specifications for the construction of Water Mains and Fire Services.
10. Address revisions to the preliminary plans and prepare detailed plans for submittal to the City for review.
 - The preliminary drawings shall include the proposed alignment, above ground and buried utilities, crossing locations, proposed valves, branch line connections and temporary and permanent connection details. Construction details must include provisions that provide for filling, flushing, testing, disinfection, flushing disinfectant, thrust restraint, and permanent connections with the least possible disruption of service to customers. Particular attention should be paid to sequencing of connections to further reduce service outages.
 - The preliminary drawings shall include a water service transfer table that contains the following information for each service line: address, account number, service line size and material, and relocation requirements for curb stop and meter.
 - Service line transfers and curb box and meter relocations shall be clearly indicated in the plan view. Perform site inspection to ensure all necessary transfers are included on the drawings, and that the transfers will comply fully with the Water Department requirements.
 - Submit two (2) copies of the drawings (60 percent complete) to Water Department for review that meet the requirements from the latest version of the specifications for the construction of Water Mains and Fire Services Rules and Regulations.
11. Attend one (1) meeting with City Water Department personnel to review the plans either virtual or in-person.
12. Submit copies of the drawings (60 percent complete) for review and comment to other utilities, which have existing underground facilities which potentially conflict with, cross over or under, or adjacent to, proposed water improvements.
13. Design Professional will prepare a preliminary opinion of probable construction cost for the water main improvements defined, restoration cost and submit it to the City.
14. Submittals shall be within **sixty (60) calendar days** of the notice to proceed.

Final Design Phase

95% Construction Drawings.

15. Prepare final (95 percent complete) CAD construction drawings for water main improvements. Plans shall include at the minimum a title block for drawings, design procedures, drafting standards and criteria, legend, general notes, and special construction details. Prepare drawings which include final and temporary connection details, dimensions, schedules, and diagrams for all design disciplines. Materials and methods detailed on the drawings should conform to the latest specifications for the construction of Water Mains and Fire Services and incorporate City's previous review comments into the drawings.
16. Submit to the Water Department a review set of drawings at the 95% design completion stage.
17. Perform an internal quality control review on the drawings and then submit two (2) copies to the Water Department for review. Design Professional shall meet with Water Department staff to review project progress and receive review comments on the final drawings.
18. Submit copies of drawings (95 % complete) for review and comment to other utilities, which have existing underground facilities which potentially conflict with, cross over or under, or adjacent to, proposed water improvements.

Missouri DNR Permit Application

19. Coordinate and submit an application the Missouri Department of Natural Resources to obtain a construction permit.
20. Submittals shall be within **ninety (90) calendar days** of the notice to proceed.

Finalize Drawings for Bidding 100%

21. Address review comments received on the 95% submittal and finalize the construction drawings.
22. Submit three (3) copies of the final construction drawings to the Water Department for review.
23. Revise the drawings and include all revisions and additions required by Water Department.
24. Provide Water Department one (1) set of the final sealed (signed and dated) drawings and a computer disk/thumb drive containing the drawings in the latest version of AutoCAD. The disk/thumb drive shall be labeled with the project Name, Project Number, and date of publication, and contain all information and files necessary to edit or plot the drawings including all field survey data.

- 25. Provide two (2) PDF copies of the final signed and sealed construction drawings that will be used for bidding purposes on two (2) computer disks/ thumb drives to the Water Department. Submit final plans technical specifications, and cost estimate (PS&E) to the City in PDF format for review and attend one (1) meeting with City personnel to review the plan either virtually or in-person.
- 26. Prepare a final opinion of probable construction cost for the entire project including restoration and submit it to the Water Department for review.

Bidding Phase Services

- 27. Assist the City with Bid Document preparation (Front End Documents are to be provided by the City)
- 28. Respond to Requests for Information following bid advertisement (Services not to exceed one (1) month)
- 29. Assist the City with the Contractor Selection Process (services not to exceed one (1) month)

Project Progress Reporting

Lochmueller will provide monthly project progress reports via email to the City. This report will include, but is not limited to, work completed, work anticipated, scope modifications, issues/concerns, and schedule status.

Standards and Specifications

Lochmueller will perform field investigations and prepare plans and specifications for the improvements in compliance with the City of Kirkwood Standard Specifications, Missouri Department of Natural Resources (DNR) Design Guides, Metropolitan St. Louis Sewer District (MSD) Standard Specifications, Ten States Standards and American Water Works Association (AWWA) water supply practices. Lochmueller will be responsible for coordinating approvals with the City of Kirkwood, MoDNR, and other state and federal regulatory agencies. The design plans will be prepared utilizing the AutoCAD design software unless otherwise directed by the City.

Exclusions, Extra Costs and Supplemental Services

This proposal does not include supplemental services which could be included for an additional fee including surveying, geotechnical investigations; property appraisals or easement acquisition; and construction staking.

Any other tasks in addition to those specifically described in the above scope of services, including but not limited to supplemental meeting time; and/or additional iterations of the design alternatives, would be billed as extras on a time and materials basis in accordance with the rates included in the Cost Proposal (Attachment 2) unless a specific scope and fee is negotiated separately.



DELIVER QUALITY: At Lochmueller, we embrace quality. This is demonstrated by our continuous high scores and comments from our clients. In addition to our design review process, our experienced engineering staff checks plans and cost estimates to ensure we are delivering a design that is both economical and constructable. Our team has a wealth of experience spent on jobsites around the Midwest, helping deliver water resources construction projects to our clients. Our QA/QC Process is briefly diagrammed below:



ATTACHMENT B: Essex Water Main Replacement - Geyer to Kirkwood

City of Kirkwood, MO		ESTIMATED HOURS				Date: 9/17/2021	
		LOCHMUELLER GROUP					
Primary Tasks	Project Manager SPM	QA/QC Reviewer - PE IV	Project Engineer - PE III	Engineering Designer(s) PE I	Subtotal Hours by Task	Subtotal Fee by Task	
Project Management	24	2	8	6	40	\$7,850	
Preliminary Design Layout (30%)	14	4	22	44	84	\$13,170	
Preliminary Design - Construction Drawings (60%)	16	10	16	48	90	\$14,350	
Final Design (95% - 100%)	16	4	42	58	120	\$18,640	
Missouri DNR Permit Applications	8	4	12	20	44	\$7,100	
Bid Assistance	20	0	16	6	42	\$7,840	
Total Estimated Hours by Classification	98	24	116	182	420		
Hourly Rates by Classification	\$225	\$195	\$160	\$130			
Classification	Sr. Project Manager	Project Engineer IV	Project Engineer III	Project Engineer I			
					Lochmueller Group Labor	\$68,950	
					Lochmueller Group Expenses	\$743	
					Lochmueller Group Subtotal	\$69,693	

Topographic & Boundary Survey

Field Survey was completed by BAX Engineering as a subconsultant to Lochmueller during the survey for the West Essex Ave. Roadway Reconstruction Project. Though not anticipated, additional survey pick up for the project will be coordinated through the roadway reconstruction agreement.

Geotechnical Investigation

Geotechnical Investigation was completed by TSi as a subconsultant to Lochmueller during survey for the West Essex Ave. Roadway Reconstruction. Though not anticipated, additional geotechnical investigation will be coordinated through the Roadway reconstruction agreement.

Grand Total Not to Exceed	\$69,693
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RESOLUTION 42-2021

A RESOLUTION ACCEPTING THE PROPOSAL OF LOCHMUELLER GROUP IN THE AMOUNT NOT TO EXCEED OF \$207,704.85 FOR ENGINEERING SERVICES FOR STP 5502 (610) WEST ESSEX RECONSTRUCTION PROJECT AND AUTHORIZING AND DIRECTING THE MAYOR TO ENTER INTO A CONTRACT.

WHEREAS, a Request for Proposals was developed and proposals were received for Engineering Services for STP 5502 (610) West Essex Reconstruction Project, and

WHEREAS, a Selection Committee consisting of the Director of Procurement, Director of Public Services, City Engineer, Assistant City Engineer, and Senior Procurement Buyer/Analyst reviewed the proposals, and

WHEREAS, the Selection Committee recommends Lochmueller Group as the most qualified to provide Engineering Services for STP 5502 (610) West Essex Reconstruction Project, and

WHEREAS, funds are available in Account #301-1401-600.75-14, Project #PW2106.

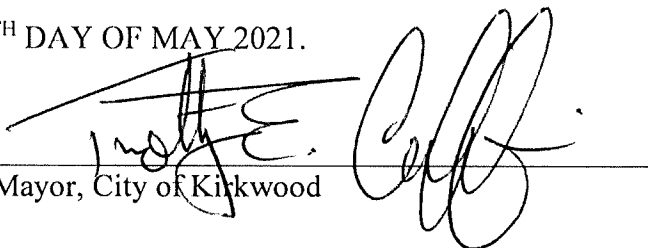
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KIRKWOOD, MISSOURI, AS FOLLOWS:

SECTION 1. The proposal of Lochmueller Group in the amount not to exceed of \$207,704.85 for Engineering Services for STP 5502 (610) West Essex Reconstruction Project is hereby accepted and approved.

SECTION 2. The Mayor is hereby authorized and directed to enter into a contract with Lochmueller Group in the amount not to exceed of \$207,704.85 for Engineering Services for STP 5502 (610) West Essex Reconstruction Project.

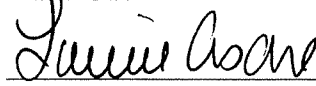
SECTION 3. This Resolution shall be in full force and effect after its passage and approval.

PASSED AND APPROVED THIS 6TH DAY OF MAY 2021.



Mayor, City of Kirkwood

ATTEST:



City Clerk

September 28, 2021

To: Russell B. Hawes, Chief Administrative Officer

For Your Consideration: Engineering Services for W. Essex Reconstruction Project; Contract 13805 - Amendment 1

A Proposal for additional Engineering Services required has been received from Lochmueller Group, who is under contract with the City for providing Engineering Services for W. Essex Reconstruction.

The City of Kirkwood competitively solicited and awarded Engineering Services for W. Essex Reconstruction to Lochmueller Group. The current Contract #13805 was passed under Resolution 42-2021.

Lochmueller Group will have existing Field Survey and Geotechnical Services on-site and can run in conjunction to the Engineering Services for W. Essex Reconstruction Project. With Lochmueller Group already being awarded for above mentioned services, it shall behoove the City to award for Engineering Services for W. Essex Watermain Replacement Project.

After a final review of the qualified company's proposal to perform these types of services, it is recommended to award Lochmueller Group to perform Engineering Services for W. Essex Watermain Replacement Project based on the criteria listed above. The specific recommendation is to enter into a contract amendment with Lochmueller Group to have Engineering Services for W. Essex Watermain Replacement Project for a total of \$69,693.00 with a 5% contingency, for a total not to exceed value of \$73,177.65 for Engineering Services for W. Essex Watermain Replacement Project. The current contracted amount is \$207,704.85. By this amendment, contract amount shall not exceed \$280,882.50.

Funding for this amendment is available in the amount of \$322,121.00 in account 505-2215-481-75-15, project number WA2202.

Attached is a request from Bill Bensing, Director of Public Services, authorizing that a contract amendment be issued to Lochmueller Group in the additional amount of not to exceed of \$73,177.65 for Engineering Services for W. Essex Watermain Replacement Project.

Respectfully,



Brian Muffady
Director of Procurement

RESOLUTION 96-2021

A RESOLUTION APPROVING A SECOND ONE-YEAR EXTENSION TO THE APPROVAL OF ORDINANCE 10627 GRANTING A SPECIAL USE PERMIT AND SITE PLAN APPROVAL FOR MOTOR VEHICLE SALES AT 10230 AND 10240 MANCHESTER ROAD.

WHEREAS, Ordinance 10627, granting a special use permit and site plan approval for motor vehicle sales at 10230 and 10240 Manchester Road, subject to certain conditions, was approved by the City Council on September 19, 2019; and

WHEREAS, in the event that an applicant fails to commence construction within one year of the date a special use permit has been granted, such permit shall expire; and

WHEREAS, Resolution 109-2020 granting a one-year extension of time until September 19, 2021 in which to commence construction was approved by City Council on October 1, 2020; and

WHEREAS, any applicant desiring to extend the period in which construction shall commence under a special use permit shall, no later than thirty (30) days prior to the date such special use permit shall terminate, submit a written request to the City Council setting forth the reasons such exception should be extended; and

WHEREAS, a second time extension request letter was received on August 11, 2021; and

WHEREAS, the Planning and Zoning Commission did on September 15, 2021 recommend a second one-year extension of Ordinance 10627 to September 19, 2022.

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

SECTION 1. The approval of Ordinance 10627 is extended for a second time of one year to September 19, 2022.

SECTION 2. This Resolution shall be in full force and effect after its passage and approval, as provided by law.

PASSED AND APPROVED THIS 7TH DAY OF OCTOBER 2021.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Legislation Request

Resolution

Place On The Agenda Of: 10/7/2021

Step #1:

Strategic Plan NO Goal # & Title

Background To Issue:

Audi Kirkwood is requesting a 2nd one-year time extension to commence construction of a building addition and site improvement under its Special Use Permit for Motor Vehicle Sales at 10230 and 10240 Manchester Road. The Zoning Code allows up to 2 such one-year extensions of time.

Recommendations and Action Requested:

The Planning and Zoning Commission unanimously approved the time extension at its September 15, 2021 meeting.

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: 9/27/2021

Authenticated: lowryag

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



2021-10-07 PZ-8-20 Time Ext
Resolution.docx
Microsoft Word Document
15.8 KB



2021-09-01 PZ-8-20 Memo.pdf
Adobe Acrobat Document
17.8 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:

9-30-21

MEMORANDUM

TO: PLANNING & ZONING COMMISSION
FROM: AMY LOWRY, PLANNER II *AGL*
SUBJECT: PZ-08-20, 10230 MANCHESTER ROAD
(AUDI KIRKWOOD) – SPECIAL USE PERMIT
EXTENSION
DATE: SEPTEMBER 1, 2021
CC: JONATHAN D. RAICHE, PLANNING AND DEVELOPMENT SERVICES DIRECTOR
BILL BENSING, PUBLIC SERVICES DIRECTOR



WHERE COMMUNITY AND SPIRIT MEET[®]

Per Section 25-20(h)(3) of the City's Zoning Code, the applicant has requested a second 12-month extension to the period in which construction shall commence under the previously approved Special Use Permit. If a building permit is not issued by September 19, 2021, the current approval under Ordinance 10627 and Time Extension 109-2020 will expire.

Attached for your consideration are copies of the following items:

- 1) The Application and request letter from the applicant
- 2) Resolution 109-2020 granting a one-year extension of time
- 3) Ordinance 10627
- 4) The original July 17, 2019 Subcommittee Report
- 5) Sheet 2.1 from the Approved Plan



APPLICATION FOR PLANNING AND ZONING REVIEW

DATE: 8/19/2021 CASE NUMBER: P28-20 Time Ext 2
ZONING DISTRICT: B-3 LOCATOR NUMBER: 22M24-1072
PROJECT ADDRESS: 10230-40 Manchester Road, Kirkwood, MO
PROJECT NAME: Audi Kirkwood

ACTION REQUESTED

- Development Plan, Final Site Plan, Site Plan Review, etc.
Subdivision, Text Amendment, etc.
Comments: Time Extension: Ordinance No. 10627
Site Plan Review (Major): Extension: \$300

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): Manchester 10230, LLC Signature: [Signature] Phone No.: 414-881-8099
Mailing Address: 47B Water Street City: Prairie du Sac State: WI Zip: 53578
E-mail Address: jwhitt@leadcar.com
Petitioner's Status: [] Corporation [] Partnership [] Individual [x] LLC
Relationship of Petitioner to Property: [x] Owner [] Tenant [] Option Holder [] Other

AGENT INFORMATION

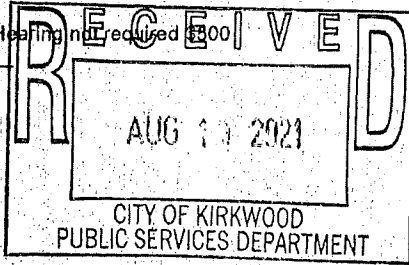
Agent's Name: Signature: Phone No.:
Mailing Address: City: State: Zip:
E-mail Address:
(NOTE: The petitioner's agent, if listed, shall receive all official communication)

PROPERTY OWNERS

Signature required or submit proof petitioner has legal interest in property.
Name: Manchester 10230, LLC
Signature: [Signature]
Address: 47B Water Street
City/State/Zip: Prairie du Sac, WI, 53578
Phone: 414-881-8094

FOR CITY USE ONLY

- Date Received: Total Received: \$ Agenda Date:
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 = \$
R8 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 ()

LEADCAR™

Manchester 10230, LLC

Sent via FedEx & Email

August 9, 2021

Jonathan D. Raiche
Planning & Development Services Director
City of Kirkwood
139 S. Kirkwood Road
Kirkwood, MO 63122-4303

Re: Extension of Time Under Ordinance No. 10627


Dear Jonathan:

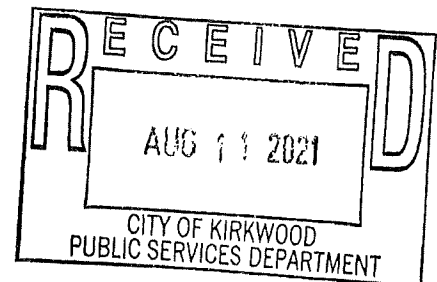
Manchester 10230, LLC, an affiliate of Audi Kirkwood and LeadCar, hereby formally requests a one year time extension under Ordinance No. 10627, including with respect to building permit, performance guaranty, administrative fee and related deadlines. We are requesting additional time for final construction design/planning and unexpected delays, including due to the COVID-19 pandemic.

Please contact our General Counsel, Jeremy Whitt, at 414-881-8099 or jwhitt@leadcar.com with any questions. We greatly appreciate the opportunity to continue working with the City of Kirkwood on this project.

Sincerely,

Manchester 10230, LLC


Jason R. Brickl, Manager



RESOLUTION 109-2020

A RESOLUTION APPROVING A ONE YEAR EXTENSION TO THE APPROVAL OF ORDINANCE 10627 GRANTING A SPECIAL USE PERMIT AND SITE PLAN APPROVAL FOR MOTOR VEHICLE SALES AT 10230 AND 10240 MANCHESTER ROAD.

WHEREAS, Ordinance 10627, granting a special use permit and site plan approval for motor vehicle sales at 10230 and 10240 Manchester Road subject to certain conditions, was approved by the City Council on September 19, 2019; and

WHEREAS, in the event that an applicant fails to commence construction within one year of the date a special use permit has been granted such permit shall expire; and

WHEREAS, any applicant desiring to extend the period in which construction shall commence under a special use permit shall, no later than thirty (30) days prior to the date such special use permit shall terminate, submit a written request to the City Council setting forth the reasons such exception should be extended; and

WHEREAS, an extension request letter was submitted on August 28, 2020; and

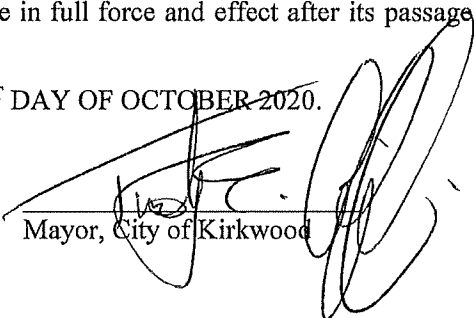
WHEREAS, the Planning and Zoning Commission did on September 16, 2020, recommend a one year extension of Ordinance 10627 to September 19, 2021.

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


SECTION 1. The approval of Ordinance 10627 is extended one year to September 19, 2021.

SECTION 2. This Resolution shall be in full force and effect after its passage and approval, as provided by law.

PASSED AND APPROVED THIS 1ST DAY OF OCTOBER 2020.


Mayor, City of Kirkwood

ATTEST:


City Clerk

BILL 10788AA

ORDINANCE 10627

AN ORDINANCE GRANTING A SPECIAL USE PERMIT AND SITE PLAN APPROVAL FOR MOTOR VEHICLE SALES AT 10230 AND 10240 MANCHESTER ROAD SUBJECT TO CERTAIN CONDITIONS.

WHEREAS, Manchester 10230, LLC made application (PZ-8-20) for a Special Use Permit and Site Plan approval for the purpose of a building addition and site improvement on the subject property to be utilized for motor vehicle sales to be located at 10230 and 10240 Manchester Road; and

WHEREAS, the Planning and Zoning Commission did on the 17th day of July, 2019, by adopting the Planning and Zoning Commission Report dated July 17, 2019, (attached hereto as Exhibit "A" and incorporated by reference herein), recommend the granting of said Special Use Permit and Site Plan approval subject to certain conditions and did find that granting of said permit and site plan approval would not substantially increase traffic hazards or congestion, would not substantially increase fire hazards, would not adversely affect the character of the neighborhood, would not adversely affect the general welfare of the community, and would not overtax public utilities, and that granting such permit would be consistent with the zoning laws; and

WHEREAS, the Council did on the 15th day of August, 2019, 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 permit and site plan approval, subject to certain conditions, would not substantially increase traffic hazards or congestion, would not substantially increase fire hazards, would not adversely affect the character of the neighborhood, would not adversely affect the general welfare of the community, and would not overtax public utilities; 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 and Site Plan approval for motor vehicle sales is granted on the properties known as 10230 and 10240 Manchester Road subject to the following conditions:

1. The project shall be constructed and maintained in accordance with the Site Plan stamped "Received July 2, 2019, City of Kirkwood Public Services Department", the Landscape Plan stamped "Received September 16, 2019, City of Kirkwood Public Services Department", and the Lighting Plan stamped "Received July 10, 2019, City of Kirkwood Public Services Department", except as noted herein.
2. A performance guarantee in the form of a cash deposit or letter of credit in an amount approved by the Public Services Department and an administrative fee (10% of the first \$10,000 and 2% of the remaining balance of the performance guarantee) shall be submitted within one year of approval and prior to the issuance of a foundation letter or building permit to insure the completion of the proposed improvements, utilities and

landscaping; to replace public improvements damaged by construction activities (sidewalks, curbs, etc.); and to guarantee significant trees designated to be saved. The letter of credit shall be in effect for a minimum of two years and may be extended in minimum six-month intervals as approved by the Department of Public Services. The Letter of Credit shall be drawn from a St. Louis area bank.

3. Based upon the justification submitted per Section 220.2, the following modifications shall be granted:
 - a. A reduced drive aisle width for the ramp to the western parking lot from 22' to 20'.
 - b. A full waiver of the required 10' planting screen along Manchester Road.
 - c. A full waiver of the 8 canopy trees required along Manchester Road.
 - d. A full waiver of the 11 canopy trees required along the southern property line.
 - e. A full waiver of the 7 canopy trees required along the west perimeter of the western parking lot.
 - f. An allowance for 2 of the required parking island canopy trees to be replaced with 2 understory trees.
4. The 18 parking spaces near the southeast corner of the site and indicated on the site plan as "Inventory or Service Car Parking Spots Only" shall be reserved for those uses and designated with signage and/or striping.
5. One additional ADA parking space is required, a total of 4 ADA spaces, per Section A-1000.5 (3) and shall be included on a revised Site Plan prior to issuance of permits.
6. A landscape island shall be added in the southeast corner of the site to accommodate landscaping consistent with other landscaping proposed in consultation with the Public Services Department.
7. All permanent and temporary easements for the Route 100 project shall be provided as part of this project prior to issuance of a building permit.
8. A consolidation plat with easements as required by the City shall be recorded and a recorded copy provided to the City prior to the issuance of a building permit.
9. All proposed public sidewalks shall be constructed so that they terminate in a manner compliant with ADA/PROWAG.
10. Site plan approval from MoDOT is required prior to issuance of permits.
11. If applicable, proper ground disturbance permits through MDNR shall be obtained prior to issuance of permits from the City.
12. All new curb is required to be 18" concrete barrier curb.
13. Storm water management plans shall be submitted to Metropolitan Sewer District (MSD) and City for review and approval prior to the issuance of a grading, foundation or building permit. Storm water greater than one c.f.s. shall not be directed across the public sidewalk or driveway entrances.

14. If applicable, sanitary sewer plan shall be approved by MSD prior to the issuance of a foundation letter or building permit.
15. Parking lot entrances shall be 7" thick concrete and ADA compliant.
16. The water system shall meet the requirements of the Kirkwood Fire and Water Departments. The Fire Department shall approve the water flow for the project. If satisfactory water flow is not available from the existing water system in accordance with City policy, the petitioner shall install the necessary mains and accessories.
17. If applicable, a grading permit shall be obtained from the Public Services Department in accordance with the Kirkwood Code of Ordinances prior to any grading on the site. The grading permit shall include a grading plan in accordance with the Code of Ordinances.
18. During excavation and construction activities, the area of the site that is disturbed for this project shall be fully enclosed by a 6-foot high chain link fence to prevent the entry of unauthorized persons. The gate for the fence shall be locked during non-working hours.
19. No parking of construction trailers, material storage, equipment storage, or construction equipment is authorized on the public streets at any time.
20. Enclosures are required to screen all dumpsters, grease receptacles, and similar items on the site and shall be constructed of sight-proof materials (e.g. masonry, split-faced concrete masonry units, etc.) similar or complementary to the main building and not less than six feet in height. Latching gates of similar or complementary materials shall be required to completely enclose the dumpster.
21. An accessible route in compliance with ADA standards shall be provided from the proposed accessible parking spaces to the accessible entrance of the building.
22. All rooftop equipment, air-conditioning units and mechanical equipment shall be completely screened from view of adjoining properties and public right-of-way.
23. The Architectural Review Board shall approve all signs and building architecture prior to the issuance of any building permits.
24. Between the hours of 8 p.m. and 8 a.m., interior lighting for second story rooms along the south façade shall be limited to lighting required for building and fire code compliance, janitorial services, and security.
25. The use of outdoor speakers for amplification of sound including, but not limited to, music and voice shall be prohibited.
26. An 8 foot tall sight-proof fence in an earth-tone color and made of Simtek, or a similar durable composite product as approved by the Public Services Department, shall be provided along the southern property line adjacent to residentially zoned property.

SECTION 2. Erosion and sediment control devices shall be sufficient to protect all off-site property from siltation and shall be installed prior to beginning of any grading or construction. The siltation control measures shall be installed and approved by the Public Services Department prior to issuance of any permit. These devices shall be maintained during the construction activities. Failure to maintain these devices authorizes the Public Services Department to issue a Stop Work Order for the building permit until such devices are restored.

SECTION 3. The approval of this special use permit and site plan 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 4. The premises and improvements as approved by this special use permit and site plan shall be in good working order and maintained in good repair at all times.

SECTION 5. The applicant by accepting and acting under the special use permit and site plan 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.

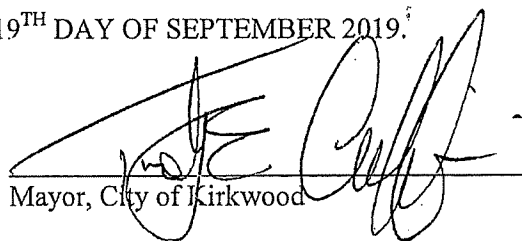
SECTION 6. The applicant further agrees by accepting and acting under this special use permit and site plan herein granted that this ordinance does not grant applicant any special rights, privileges, or immunities.

SECTION 7. This ordinance shall become null and void in the event the petitioner does not obtain a building permit within one year of the passage of this ordinance.

SECTION 8. The applicant and her 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 9. This ordinance shall be in full force and effect after its passage and approval, as provided by law.

PASSED AND APPROVED THIS 19TH DAY OF SEPTEMBER 2019.



Mayor, City of Kirkwood

ATTEST:



City Clerk

Public Hearing: August 15, 2019

1st Reading: September 5, 2019

2nd Reading: September 19, 2019

AMENDED
APPROVED 7.17.19

CITY OF KIRKWOOD
PLANNING AND ZONING COMMISSION
SUBCOMMITTEE REPORT
July 17, 2019

PETITION NUMBER: PZ-8-20

ACTION REQUESTED: SPECIAL USE PERMIT (MOTOR VEHICLE SALES) AND SITE PLAN REVIEW – AUDI KIRKWOOD

PROPERTY OWNER: MANCHESTER 10230, LLC

APPLICANT: MANCHESTER 10230, LLC

APPLICANT'S AGENT: JEREMY WHITT, ATTORNEY

PROPERTY LOCATION: 10230 – 10240 MANCHESTER ROAD

ZONING: B-3, HIGHWAY BUSINESS DISTRICT

DRAWINGS SUBMITTED: FLOOR PLAN (4 SHEETS) STAMPED "RECEIVED MAY 31, 2019, CITY OF KIRKWOOD PUBLIC SERVICES DEPARTMENT"

SITE PLAN BY STERLING ENGINEERING STAMPED "RECEIVED JULY 2, 2019, CITY OF KIRKWOOD PUBLIC SERVICES DEPARTMENT"

LANDSCAPE PLAN PREPARED BY LANDSCAPE TECHNOLOGIES STAMPED "RECEIVED JULY 10, 2019, CITY OF KIRKWOOD PUBLIC SERVICES DEPARTMENT"

LIGHTING PLAN PREPARED BY CHIODINI ARCHITECTS STAMPED "RECEIVED JULY 10, 2019, CITY OF KIRKWOOD PUBLIC SERVICES DEPARTMENT"

DESCRIPTION OF PROJECT:

The applicant is requesting a Special Use Permit and Site Plan approval for a significant building remodel/addition with associated parking lot improvements on the sites located at 10230 and 10240 Manchester Road for the existing Motor Vehicle Sales business. There is no active Special Use Permit on the site; however, Staff has determined that the business is a legal non-conforming use. Approximately the front third of the existing building is proposed to be removed and replaced with a 2-story building addition which will provide space for offices and showroom on the 2nd story and service department arrival area on the 1st story. The parking to the west will be reconstructed to further utilize the existing grade change on the site. The western parking lot will be built to gradually rise until it meets the 2nd story which will become the main entrance to the new showroom and office space. The remaining parking areas are proposed to remain in their current footprint with more minor repairs and resurfacing/restriping occurring to accommodate the proposed internal circulation.

The proposed site plan includes the elimination of three access points that currently exist on Manchester Road for a total proposed two access point (reduced from 5 existing). The applicant also shows a 5' wide sidewalk along the entire frontage on private property and located in a public sidewalk easement. This sidewalk is separated from Manchester Road by a proposed 5' wide greenspace. This

design was the result of consultation with City Staff in order to keep the project consistent with the City/MoDOT Route 100 project.

COMPREHENSIVE PLAN, LAND USE AND ZONING:

The site is designated as Corridor Commercial on the EnVision Kirkwood 2035 Future Land Use Map. Development types discussed in this land use include regional/neighborhood commercial. The proposed development maintains the current use of the site and is consistent with the uses listed.

The subject properties are zoned B-3, Highway Business District. The proposed use, Motor Vehicle Sales is technically termed "Motor vehicle and other vehicle sales by a factory franchised dealer, provided that sales of new vehicles shall exceed the sale of used vehicles each year and no streamer lights are used". This use is a special use in this district which is why the applicant has applied for a Special Use Permit.

Surrounding land uses and zoning include the following:

- To the north: Across Manchester Road, properties are zoned B-3 and B-4 with various commercial uses being conducted.
- To the south: There is a single-family residential neighborhood zoned R-4.
- To the east: There are multiple commercial properties zoned B-3.
- To the west: There is a single commercial property zoned B-3 between the subject site and Woodlawn Avenue.

DEPARTMENTAL/AGENCY COMMENTS:

- Electric: No comments received.
- Water: Water service and appurtenances to be installed per City specs.
- Engineering:
 1. Provide all permanent and temporary easements for the Route 100 project.
 2. MSD approval is required.
 3. MoDOT approval is required.
- Building/Fire:
 1. A flow test is required.
 2. Identify fire hydrant locations
 3. Provide turning radius details for the entrances.
 4. Front loading spaces may limit access to front of building.
- Forester: No Comments.
- MoDOT:
 1. Project is found to be feasible subject to final approval in form of a permit issued by MoDOT.
 2. MoDOT objects to new trees being located in the right-of-way.

SITE ELEMENTS ANALYSIS:

Structure & Parking

The proposed building addition is located approximately 38' from the front property line which is approximately 5' further back from the property line when compared to the existing building. The front yard setback is 37.8' which is determined by averaging the setback of the adjacent buildings. The

building addition complies with all structure setbacks in the B-3 District. The proposed building also conforms to the height which is regulated through a maximum F.A.R of 2.0.

The proposed building includes 8 service bays with 7 service employees (47 parking spaces required), and 4,150 sf of office space (21 parking spaces required) which require a total of 68 parking spaces. The proposed plan includes 104 parking spaces including 10 internal spaces in the service arrival area. There are 18 spaces designated as Inventory or Service car parking-only. This restriction is included in the recommendation section of this report and is due to the fact that these spaces are double-parked. A condition has also been added that 1 additional ADA parking space be provided to comply with Section A-1000.5 (3). Additionally, the proposed plan includes 3 inverted-U bicycle racks as required by Code.

Site Access & Traffic Management

As mentioned in the Project Description, the proposal reduces the number of access points from 5 to 2 which will eliminate many potential conflict points for vehicles and pedestrians. There is a concrete median across from the western entrance which restricts this entrance to right-in, right-out movements. The eastern entrance is proposed as full-access. In addition to reducing the number of entrances, the current access points also range in size from 29' wide to 59' wide nearly creating one continuous curb-cut along the property line. To further the circulation concerns, the existing site also has parking spaces directly adjacent to the right-of-way. The proposed plan has all parking spaces a minimum of 15' from the property line with an additional 5' of greenspace before the proposed curb. This design will create further separation and better visibility for all users.

Landscaping

Five of the six modifications listed in the Modifications section below are due to deficiencies in the proposed plan when compared to the City's landscaping requirements. For landscaping purposes, the proposal was evaluated in two separate parts. The existing building site (10230 Manchester) was evaluated as a redevelopment for purposes of frontage and rear yard trees. This parcel; however, was not evaluated to require additional trees around the parking areas since these areas are in the same location and are not being reconstructed. Because the western parking lot is being reconstructed, Staff evaluated this portion to require frontage trees, rear yard trees, and perimeter trees.

The proposed plan includes 8 trees (6 canopy and 2 understory) and various shrubs within landscape islands in the western parking lot. On the eastern portion of the project, there are various shrubs around the proposed monument sign and 4 evergreen trees around the proposed dumpster enclosure.

The applicant's original proposal included street frontage trees that met the requirements, with the exception of understory trees being proposed under overhead utility lines. After review by MoDOT; however, the City received comment that MoDOT would not allow the proposed trees in their right-of-way. The applicant could provide a 5' sidewalk in the public right-of-way and a 5' greenspace for planting of trees on their property; however, City Staff recommends that the current proposal which locates the greenspace between the sidewalk and the street is preferable. This design will be safer for pedestrians and will be consistent with the Route 100 project occurring along the corridor from Kirkwood Road east into Brentwood. The other option would be for the developer to provide additional greenspace on their property; however, this would make significant changes to their building and site layout design. The applicant has elected to request modifications for these items that they have not complied with.

Lighting

A revised lighting plan was provided on July 10, 2019 which addressed Staff's outstanding comments. The proposed plan includes 15 pole-mounted LED fixtures and 4 building-mounted LED fixtures designed to meet the requirements of the Zoning Code.

MODIFICATIONS

Along with their request, the applicant has requested multiple modifications per Section 220.2 of the Zoning Code regarding parking and landscaping requirements. The following is a summary of the various modifications that would be needed to accommodate the proposed design:

Topic	Required	Provided	Difference
Drive aisle width	22'	20'	2'
Planting screen on private property between parking and abutting street	10'	0' (5' in public ROW)	10'
Street frontage trees	8 canopy	0 (not permitted in MoDOT ROW)	8
Rear yard trees	11 canopy	0	11
Parking lot perimeter trees (west property line only)	7 canopy trees	0	7
Parking lot island trees (western lot only)	8 canopy trees	6 canopy trees 2 understory trees	-2 canopy +2 understory

The applicant has submitted the following items for consideration regarding the modification. Additional detail on these items can be found in their letter received by the City on July 10, 2019:

1. Trees are proposed at 3.5" caliper rather than the 2" caliper required.
2. Adding as much landscape (irrigation included) as possible while allowing for adequate parking.
3. The architectural design provides an improved view for neighbors to the south.
4. The site and building will utilize high-efficiency lighting and HVAC equipment.
5. Reducing existing access points from 5 to 2 to promote safer vehicle and pedestrian circulation both on and off-site.
6. Public sidewalk easement on-site to coordinate with larger Route 100 plan and provide a 5' greenspace along Manchester Road and the addition of bicycle racks for safer access for all users.
7. The proposed site plan reduced the impervious area on-site which is currently 100% impervious.

DISCUSSION:

Zoning Matters signs were placed on the property on June 14, 2019. The request was introduced at the Planning & Zoning Commission meeting on June 19, 2019. An on-site subcommittee meetings was held on June 25th. A list of attendees of the subcommittee meeting can be seen in Exhibit B. At the subcommittee meeting, the following items were discussed:

1. On-site and off-site circulation improvements including pedestrian improvements.
2. The applicant expected to submit a modification request for multiple of the landscape issues.
3. The topography of the site was discussed with relation to the building's design and its utilization of the existing grade changes within the site.
4. Due to the existing raised-median, the western access point will be right-in/right-out and the eastern access point will be full-access.

These items have been discussed throughout the report and outstanding items have been included in conditions in the Recommendation section of this report.


RECOMMENDATION:

The Subcommittee recommends that this application be **approved** with the following conditions:

1. The project shall be constructed and maintained in accordance with the plans referenced in the Drawing Submitted portion of this report, except as noted herein.
2. Based upon the justification submitted per Section 220.2, the following modifications shall be granted:
 - a. A reduced drive aisle width for the ramp to the western parking lot from 22' to 20'.
 - b. A full waiver of the required 10' planting screen along Manchester Road.
 - c. A full waiver of the 8 canopy trees required along Manchester Road.
 - d. A full waiver of the 11 canopy trees required along the southern property line.
 - e. A full waiver of the 7 canopy trees required along the west perimeter of the western parking lot.
 - f. An allowance for 2 of the required parking island canopy trees to be replaced with 2 understory trees.
3. The 18 parking spaces near the southeast corner of the site and indicated on the site plan as "Inventory or Service Car Parking Spots Only" shall be reserved for those uses and designated with signage and/or striping.
4. One additional ADA parking space is required, a total of 4 ADA spaces, per Section A-1000.5 (3) and shall be included on a revised Site Plan prior to issuance of permits.
5. All permanent and temporary easements for the Route 100 project shall be provided as part of this project prior to issuance of a building permit.
6. All proposed public sidewalks shall be constructed so that they terminate in a manner compliant with ADA/PROWAG.
7. Site plan approval from MoDOT is required prior to issuance of permits.
8. If applicable, proper ground disturbance permits through MDNR shall be obtained prior to issuance of permits from the City.
9. The applicant shall comply with all standard conditions as listed in Exhibit A.
10. A landscape island shall be added in the southeast corner of the site to accommodate landscaping consistent with other landscaping proposed in consultation with the Public Services Department.

Respectfully submitted,

James Diel



Jim O'Donnell

EXHIBIT A
STANDARD CONDITIONS

1. A performance guarantee in the form of a cash deposit or letter of credit in an amount approved by the Public Services Department and an administrative fee (10% of the first \$10,000 and 2% of the remaining balance of the performance guarantee) shall be submitted within one year of approval and prior to the issuance of a foundation letter or building permit to insure the completion of the proposed improvements, utilities and landscaping; to replace public improvements damaged by construction activities (sidewalks, curbs, etc.); and to guarantee significant trees designated to be saved. The letter of credit shall be in effect for a minimum of two years and may be extended in minimum six-month intervals as approved by the Department of Public Services. The Letter of Credit shall be drawn from a St. Louis area bank.
2. Storm water management plans shall be submitted to Metropolitan Sewer District (MSD) and City for review and approval prior to the issuance of a grading, foundation or building permit. Storm water greater than one c.f.s. shall not be directed across the public sidewalk or driveway entrances.
3. Sanitary sewer plan shall be approved by MSD prior to the issuance of a foundation letter or building permit.
4. Parking lot entrances shall be 7" thick concrete and ADA compliant.
5. The water system shall meet the requirements of the Kirkwood Fire and Water Departments. The Fire Department shall approve the water flow for the project. If satisfactory water flow is not available from the existing water system in accordance with City policy, the applicant shall install the necessary mains and accessories.
6. If applicable, a grading permit shall be obtained from the Public Services Department in accordance with the Kirkwood Code of Ordinances prior to any grading on the site. The grading permit shall include a grading plan in accordance with the Code of Ordinances.
7. Erosion and sediment control devices shall be sufficient to protect all off-site property from siltation and shall be installed prior to beginning of any grading or construction. The siltation control measures shall be installed and approved by the Public Services Department prior to issuance of a building permit. These devices shall be maintained during the construction activities.
8. During excavation and construction activities, the area of the site that is disturbed for this project shall be fully enclosed by a 6-foot high chain link fence to prevent the entry of unauthorized persons. The gate for the fence shall be locked during non-working hours.
9. No parking of construction trailers, material storage, equipment storage or construction equipment is authorized on the public streets at any time.
10. An accessible route in compliance with ADA standards shall be provided from the proposed accessible parking spaces to the accessible entrance of the building.
11. All rooftop equipment, air-conditioning units and mechanical equipment shall be completely screened from view of adjoining properties and public right-of-way.

12. The Architectural Review Board shall approve all signs and building architecture prior to the issuance of any building permits.

EXHIBIT B
Subcommittee Meeting Attendees
June 25, 2019

P&Z Subcommittee Meeting

Project:

P2-8-20, Audi Kirkwood

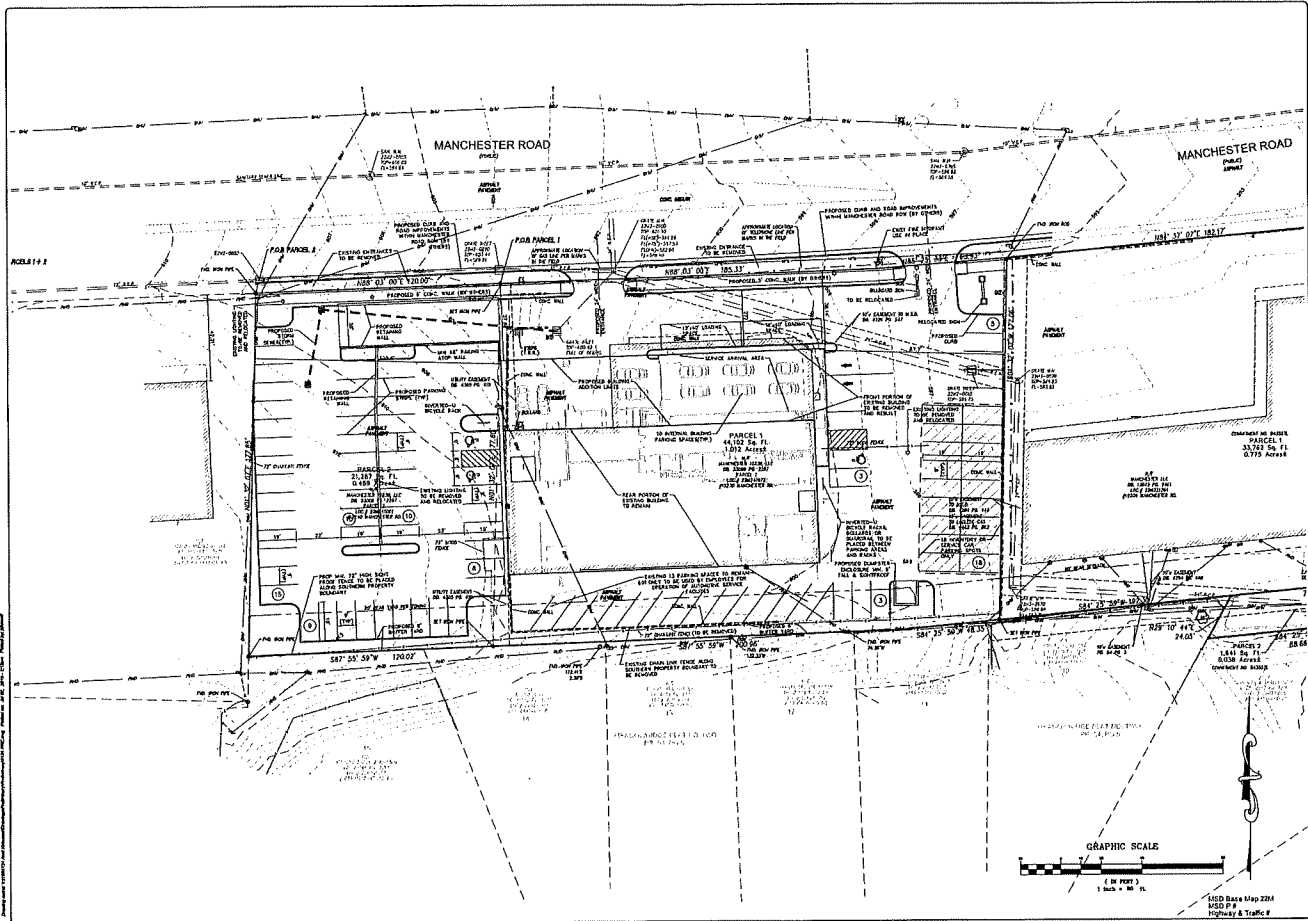
Date:

6/25/19

Location:

10230 Manchester Rd.

Name	Organization
Jonathan Raiche	City of Kirkwood
AUGEN KLIPPER	P&Z
MICHAEL A. CHIODINI	CHIODINI
Jeremy Whitt	Audi Kirkwood
Adam Fitzpatrick	Audi Kirkwood
Jim O'SConnell	P&Z
TED JUNKMANN	CITY OF KIRKWOOD
RICK MCKINLEY	KIRKWOOD ELECTRIC
JAMES DIEI	PZ
RUSS TODD	CITY OF KIRKWOOD
JACK SCHENCK	CITY OF KIRKWOOD
J.D. HOWELL	STERLING ENGINEERING



<p>MANCHESTER RD 1/2" = 100'</p> <p>MANCHESTER RD 1/2" = 100'</p>
<p>Manchester Road, LLC 447 Manchester Road Plymouth, MA 01970 PH: (508) 833-2001</p>
<p>THE STERLING ENGINEERS & SURVEYORS 1000 Newbury Street Boston, MA 02115 PH: (617) 552-1200 Corporate Offices of Aubrey-Smith</p>
<p>AUDI KIRKWOOD Plymouth, MA PRELIMINARY PLAN</p>
<p>SEAL OF THE PROFESSION</p> <p>DATE: 7/10/2019</p> <p>PROJECT: 19-05-134</p> <p>SCALE: 1" = 100'</p> <p>DATE: 7/10/2019</p> <p>DESIGNER: [Signature]</p> <p>CHECKED: [Signature]</p> <p>PROJECT: 19-05-134</p> <p>SCALE: 1" = 100'</p> <p>DATE: 7/10/2019</p> <p>DESIGNER: [Signature]</p> <p>CHECKED: [Signature]</p>



CITY OF KIRKWOOD
139 S. Kirkwood Road
Kirkwood, MO 63122

Approved: _____

Date: _____

- NEW
RENEWAL

APPLICATION FOR LIQUOR LICENSE

Type of License Requested:

All applicants must pay \$20 Background check plus a \$20 check must be made out to: Mo Highway Patrol

- Intoxicating Liquor by the Drink, Not including Sunday \$450.00
Intoxicating Liquor by the Drink, Plus Sunday \$550.00
Intoxicating Liquor in Original Package, Not including Sunday \$150.00
Intoxicating Liquor in Original Package, Plus Sunday \$450.00
Malt Liquor by Drink, Not Including Sunday \$200.00
Malt Liquor by Drink, Plus Sunday \$500.00
Malt Liquor in Original Package, Not including Sunday \$22.50
Malt Liquor in Original Package, Including Sunday \$322.50
Malt Liquor and Wine by the Drink, Not including Sundays \$225.00
Malt Liquor and Wine by the Drink, Including Sundays \$525.00
Wholesaler/Distributor Intoxicating Liquor, All Kinds \$375.00
Wholesaler/Distributor Intoxicating Liquor, =<22% Alcohol by Weight \$150.00
Wholesaler/Distributor Intoxicating Liquor, =<5% Alcohol by Weight \$75.00
Picnic License (\$25.00 for first day, \$10.00 for each additional day) No organization shall obtain permits for more than 7 days per year. Date of event: N/A Place event will be held: N/A

**Establishments licensed to sell intoxicating liquor in the original package may apply for and obtain a license to conduct wine tasting on the premises of the licensed establishment for an additional fee of \$25.00.

Name of Company: First Watch Restaurants, Inc. - First Watch

Location Address: 491 South Kirkwood Rd., Kirkwood, MO 63122 Phone: (314) 909-7271

Name of Owner of Business: First Watch Restaurants, Inc. Phone: (941) 500-1987

Address of Owner: 8725 Penderly Place, Suite 201, Bradenton, FL 34201

Name of Managing Officer: David Ernst Phone: (314) 591-8379

Address of Managing Officer: 532 Goldwood Drive Ballwin MO 63021
Street City State Zip

Date of Birth: _____ Place of Birth: St. Louis, MO

Driver's License #: _____ Social Security: _____

Do you have an interest in any liquor license which is now in Yes
If so, give details First Watch Restaurants, Inc. has multiple locations throughout Missouri and the US.

Have you previously held a liquor license of any type? Yes
If so, give details First Watch Restaurants, Inc. has multiple locations throughout Missouri and the US.

Have you ever had a liquor license suspended or revoked? None
If so, give details

Have you ever been convicted of any violation of a federal law, state statute or local ordinance relating to toxicating liquor? No

If so, give details

Signature of Applicant David Ernst

David Ernst
Print Applicant's Name

13865



CITY OF KIRKWOOD
139 S. Kirkwood Road
Kirkwood, MO 63122

Approved: _____

Date: 9/22/21

- NEW
- RENEWAL

APPLICATION FOR LIQUOR LICENSE

Type of License Requested:

All applicants must pay \$20 Background check plus a \$20 check must be made out to: Mo Highway Patrol

- Intoxicating Liquor by the Drink, Not including Sunday **\$450.00**
- Intoxicating Liquor by the Drink, Plus Sunday **\$550.00**
- Intoxicating Liquor in Original Package, Not including Sunday **\$150.00**
- Intoxicating Liquor in Original Package, Plus Sunday **\$450.00**
- Malt Liquor by Drink, Not Including Sunday **\$200.00**
- Malt Liquor by Drink, Plus Sunday **\$500.00**
- Malt Liquor in Original Package, Not including Sunday **\$22.50**
- Malt Liquor in Original Package, Including Sunday **\$322.50**
- Malt Liquor and Wine by the Drink, Not including Sundays **\$225.00**
- Malt Liquor and Wine by the Drink, Including Sundays **\$525.00**
- Wholesaler/Distributor Intoxicating Liquor, All Kinds **\$375.00**
- Wholesaler/Distributor Intoxicating Liquor, =<22% Alcohol by Weight **\$150.00**
- Wholesaler/Distributor Intoxicating Liquor, =<5% Alcohol by Weight **\$75.00**
- Picnic License (\$25.00 for first day, \$10.00 for each additional day) No organization shall obtain permits for more than 7 days per year. Date of event: _____ Place event will be held: _____

****Establishments licensed to sell intoxicating liquor in the original package may apply for and obtain a license to conduct wine tasting on the premises of the licensed establishment for an additional fee of \$25.00.**

Name of Company: Revel Kitchen

Location Address: 11215 Manchester rd 63122 Phone: 314-230-9021

Name of Owner of Business: Simon Lusky Phone: 412-596-6369

Address of Owner: 4 Sona Ln Saint Louis, MO 63141

Name of Managing Officer: Simon Lusky Phone: 412-596-6359

Address of Managing Officer: 4 Sona Lane Saint Louis, MO 63141

Date of Birth: _____ Street _____ City _____ State _____ Zip _____
Place of Birth: Pittsburgh, PA

Driver's License #: _____ Social Security _____

Do you have an interest in any liquor license which is now in no
If so, give details _____

Have you previously held a liquor license of any type? no
If so, give details _____

Have you ever had a liquor license suspended or revoked? no
If so, give details _____

Have you ever been convicted of any violation of a federal law, state statute or local ordinance relating to toxicating liquor? no
If so, give details _____

Simon Lusky
Signature of Applicant

Simon Lusky
Print Applicant's Name