



**BOARD OF ALDERMEN
Meeting Minutes**

AUGUST 14, 2023

7:00 PM 1 GOVERNMENT CTR. BALLWIN, MO 63011

THE MINUTES ARE PREPARED IN SUMMARY TO REFLECT THE OVERALL DISCUSSIONS, NOT VERBATIM QUOTES.

The meeting was called to order by Mayor Pogue at 7:00 p.m.

ROLL CALL

Present

Mayor Tim Pogue
Alderman Mike Utt
Alderman Michael Finley
Alderman Kevin M. Roach
Alderman Mark Stallmann
Alderman Frank Fleming
Alderman Mark Weaver
Alderman Ross Bullington
Alderman David Siegel
City Administrator Eric Sterman
City Attorney Robert Jones

Absent

The Pledge of Allegiance was recited.

MINUTES

The minutes from the July 10, 2023 Board of Aldermen meeting were submitted for approval. A motion to approve the minutes as submitted was made by Alderman Frank Fleming and seconded by Alderman Michael Finley. The motion was approved unanimously.

CITIZEN COMMENTS

None.



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PRESENTATIONS

Metro West Firefighters and Ballwin Police presented Debra Belobraydich with an award, the City of Ballwin presented her with a proclamation. Debra saved the life of an 11-year-old girl who was at the bottom of a pool along Kehrs Mill Trail by jumping in and rescuing her. She also helped call 911. The Board, Metro West Fire, and the Ballwin Police Department all thanked Debra for her heroic actions.

CONSENT ITEMS

Administration – Destruction of Records

Staff requests the Board's approval to destroy these records which have been kept per the Missouri Secretary of State - State Archives - Local Records Retention Schedule (August 2021).

A motion was made by Alderman Mark Stallmann and seconded by Alderman Frank Fleming for approval of Staff's recommendation. The motion was approved unanimously and staff's recommendation was accepted.

Administration -- Semi-Annual Revenue/Expenditure Statement

Staff recommends that the Board approve the semi-annual statement of revenues and expenditures.

A motion was made by Alderman Mark Stallmann and seconded by Alderman Frank Fleming for approval of Staff's recommendation. The motion was approved unanimously and staff's recommendation was accepted.

MAYOR'S REPORT

Mayor Tim Pogue noted there are still problems occurring with contractor i3. The City has halted their right of way permit and they are bringing in a new subcontractor and closing out open issues.

Mayor Pogue also invited everyone out to Ballwin Days happening this week.

CITY ADMINISTRATOR'S REPORT

CALEA Accreditation Update

City Administrator Eric Sterman had Chief of Police Doug Schaeffler update the Board of Aldermen on the CALEA Accreditation process. The City of Ballwin has been awarded CALEA accreditation in July. Only 11% of all police agencies have this accreditation, Chief Schaeffler noted. He also noted this shows the City's commitment to professional excellence in policing.

City Administrator Sterman also announced to the Board the need for an emergency repair of the lower boom on one of Public Works bucket trucks. This cost the City around \$30,000, and was authorized under the emergency purchasing policy.



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2024 Budget Calendar

City Administrator Sterman also proposed two work sessions for the 2024 budget. Both would occur at 6 p.m. before the scheduled Board meeting on September 25th and October 9th.

Alderman Frank Fleming noted that he did speak with City Administrator Sterman regarding some of the numbers for Golf Now that were brought up at the last meeting. Alderman Fleming noted some of the numbers were incorrect after they were looked into. City Administrator Sterman noted the change in numbers was because of how tee times and no shows were tracked and manually written in. Alderman Fleming noted the number of no shows dropped, but it is still a significant number.

CITY ATTORNEY’S REPORT

Lighting Ordinance

City Attorney Bob Jones brought to the Board of Alderman a lighting ordinance that would create lighting standards and requirements regarding brightness, direction, and timing of lights throughout Ballwin. City Attorney Jones noted this bill would end up being part of the zoning ordinance.

The Board discussed the language of the bill, ultimately deciding to remove section (e) from the current draft and adding language about the potential fines that could be faced if the ordinance is not followed.

City Administrator Sterman noted the biggest problem the City is trying to address with this ordinance is nuisance lighting.

The Board of Aldermen decided to send the bill to Planning & Zoning after the above changes are made. The bill will be discussed during the October Planning & Zoning Commission meeting.

Dynamic Signs Ordinance

City Attorney Bob Jones brought forward an ordinance regarding how far dynamic signs should be set back from other properties in the City of Ballwin and when they can be operational. He noted that currently, they’re allowed no less than 250 feet from residences. This new change would allow them to be no less than 85 feet from residences and allow them to be operational from 6 a.m. - 9 p.m.

The Board discussed whether the signs should be off completely after 9 p.m. or if they should be allowed to remain static. There was also discussion on whether the hours should be changed in the bill.

City Administrator Sterman noted this change would only affect residential areas in places such as churches, schools and non-profit organizations only.

After more discussion, the Board of Aldermen called for a vote for non-illumination at night versus illumination. It was a tie vote, which meant that the bill as written would not be changed.

The Board ultimately decided not to change any of the wording in the bill, but will put it on the agenda for the next meeting.



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STAFF REPORTS

Administration – Payroll Software

Staff recommends engaging with ADP for payroll services. Services will commence in 2024.

City Finance Officer Denise Keller informed the Board that the goal of new payroll software was to modernize the process currently in place regarding hiring and payroll. It would also allow for improvements to data security and better access for employees to clock in and out. It would cost the City \$35,000 a year.

Alderman David Siegel brought up a concern with how and where people can clock in and out.

City Finance Officer Keller noted there will be an iPad set up for seasonal/part-time workers to clock in and out at in place of the current time clock. She also noted there is an option to set GPS boundaries on phones so employees cannot clock in and out at home, they would need to be at their place of work.

City Administrator Sterman noted there is a four to six month implementation process before this will be up and running.

Alderman Kevin Roach made a motion to accept staff’s recommendation. It was seconded by Alderman Frank Fleming. Staff’s recommendation was approved.

Parks & Recreation – New Ballwin & Holloway Park Lot Seal & Stripe

Staff recommends awarding McConnell & Associates Corp. the Sealing Striping contract for New Ballwin and Holloway Park lots.

Parks & Recreation Superintendent John Hoffman noted the budget for this project was \$15,000. There were three bidders and the winning bid, which was the lowest, was \$5,500 over budget. There are funds available in the Parks & Recreation budget to cover the overages.

Alderman David Siegel made a motion that was seconded by Alderman Kevin Roach to accept staff’s recommendation. Staff’s recommendation was accepted.

ALDERMANIC COMMENTS

Alderman Michael Finley brought up a private property dispute in Ward 1. City Administrator Eric Sterman noted the concern was over drainage off their property, and code currently permits homeowners to discharge stormwater wherever they want. He noted some cities have limitations, and asked the Board whether that was something they wanted the City to look into.

The Board directed staff to draft an ordinance looking into stormwater runoff and daylighting.

Alderman Michael Finley also brought up the Ries Road project, and noted the rutting at Ries and Manchester has gotten bad.

City Administrator Sterman noted the project is slated for 2024 with an 80/20 federal grant. Public Works Director Jim Link noted the rutting will be addressed with asphalt and superpave when the time comes.



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CLOSED SESSION

A motion was made by Alderman Mike Utt and seconded by Alderman Michael Finley to move to closed session. The motion was passed by unanimous affirmative voice vote and the meeting moved to closed session at 8:39 p.m.

A motion was made by Alderman Frank Fleming and seconded by Alderman Ross Bullington to reconvene back into open session at 9:55 p.m. The motion passed unanimously.

A motion was made by Alderman Frank Fleming and seconded by Alderman Michael Finley to adjourn. The motion was passed by unanimous affirmative voice vote and the meeting adjourned at 9:56 p.m.

TIM POGUE, MAYOR

ATTEST:

MEGAN FREEMAN, CITY CLERK