



**BOARD OF ALDERMEN
Meeting Minutes**

MAY 13, 2024

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 Pamela Haug
- Alderman Mark Stallmann
- Alderman Frank Fleming
- Alderman Mark Weaver
- Alderman Ross Bullington via videoconference
- Alderman David Siegel
- City Administrator Eric Sterman
- City Attorney Robert Jones

Absent

The Pledge of Allegiance was recited.

MINUTES

The minutes from the April 22, 2024 Board of Aldermen meeting were submitted for approval. A motion to approve as submitted was made by Alderman Frank Fleming and seconded by Alderman Ross Bullington. A voice vote was taken with unanimous affirmative result and the motion passed.

CITIZEN COMMENTS

Mike Scott of 643 Kehrs Mill Road spoke to the board regarding the proposed Public Works facility project. He told the board he was disappointed the property is not being given back to Vlasis Park and wanted the Board to look at moving Public Works outside of the park area. He later spoke to the Board and apologized for misunderstanding, saying he was mistaken as to how much of the property would be returned to the park.



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JC Hagan of 209 Cool Meadows Drive spoke to the Board in favor of converting the courts at Holloway Park into all pickleball courts. He noted the pickleball courts there are always occupied.

PRESENTATION

Greg Gratza from Kerber, Eck & Braeckel presented the Board of Aldermen with the 2023 financial audit. Alderman Frank Fleming questioned an adjustment made on one section of the audit. Finance Officer Denise Keller noted that adjustment was made because the amount was added to the wrong month and was noticed during the audit and adjusted.

Alderman Frank Fleming asked about the potential for a performance audit. Mr. Gratza noted his firm in Springfield conducts those types of audits. Alderman Fleming directed City Administrator Eric Sterman to look into that possibility.

LEGISLATION

Bill 4190- AN ORDINANCE ESTABLISHING THE SPECIAL USE OF PET DAY-CARE AND BOARDING FACILITIES.

A motion was made by Alderman Frank Fleming and seconded by Alderman Ross Bullington for a first reading of Bill 4190 title only. A voice vote was taken with unanimous affirmative result, the motion passed and the bill was read for the first time, title only.

Discussion:

Alderman Mark Stallmann noted he had some concerns regarding this amendment to City code. He heard concerns from other neighboring communities as to problems with noise at night from these facilities. He questioned whether 300 feet was far enough distance between these facilities and homes. Alderman Mike Utt echoed that concern.

Alderman Michael Finley noted he boards his dog at a facility and there are no concerns with noise overnight since there are no employees there at night. Alderman David Siegel noted he also board his dog at a facility but there are employees there to let dogs out overnight.

Alderman Ross Bullington questioned whether 300 feet was too generous.

Alderman Frank Fleming noted he did not have a problem with these facilities and noted this bill was written to allow discretion on requirements for these types of facilities. City Attorney Bob Jones noted this is a Special Use Exception, not a permitted use, and it is written in a way that the City can change requirements if necessary. Dessa Williams, the petitioner for a boarding facility that prompted this legislation noted they would love to have someone on staff overnight to let the dogs out, but the dogs would not all be let out together. She is looking at a facility in Claymont Center and wanted to make sure to limit the noise in that area. She also noted



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she wants to use bricks and trees as sound barriers in the area and that the number of runs and dogs would be limited.

She also noted for a 10,000 square foot facility, 93 dogs would be the maximum and the number of dogs per pen would be limited.

A motion was made by Alderman Frank Fleming and seconded by Alderman Ross Bullington for a second reading of Bill 4190, title only. A voice vote was taken with unanimous affirmative result, the motion passed and the bill was read for the second time, title only.

A roll call vote was taken for passage and approval of Bill 4190 with the following results:

Aye: Aldermen Utt, Finley, Haug, Stallmann, Fleming, Weaver, Bullington, Siegel

Nay: none

Bill No. 4190 was approved and became Ordinance No. 24 -06.

CONSENT ITEMS

Administration – SUE Transfer Lal Qila

Staff recommends approval of this Special Use Exception Transfer with the standard Special Use Exception conditions.

A motion was made by Alderman Mark Stallmann and seconded by Alderman Mike Utt to accept staff’s recommendation. A voice vote was taken with unanimous affirmative result and the motion passed.

Alderman Frank Fleming complimented the owners on how well written the business report that was included with the SUE transfer.

MAYOR’S REPORT

Mayor Tim Pogue thanked and recognized the Ballwin Police Department for National Police Week. He also complimented officers on an incident at a local business over the weekend and how it was handled. He also received a compliment from a citizen for the Public Works Department for their quick work removing a tree that was blocking the road on Melanie Meadows Lane.

Mayor Pogue made the following recommendations to Board Committees:

Parks & Recreation Committee: Utt, Stallmann (chair), Fleming, Bullington

Finance & Administration Committee: Finley, Stallmann, Fleming (chair), Bullington

Public Works Committee: Utt (chair), Haug, Weaver, Siegel

Health & Safety Committee: Aldermen Finley (chair), Haug, Weaver, Siegel



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Mayor Pogue also recommended appointing Alderman David Siegel as the Planning & Zoning Commission Board Representative.

Alderman Mark Stallmann made a motion to approve, seconded by Alderman Frank Fleming. A voice vote was taken with unanimous affirmative result and the motion passed.

Mayor Pogue also recommended appointing Alderman Pam Haug as the Board Representative to the Parks & Recreation Citizen Advisory Committee. Alderman Mike Utt made a motion to approve, seconded by Alderman Mark Stallmann. A voice vote was taken with unanimous affirmative result and the motion passed.

CITY ADMINISTRATOR’S REPORT

City Administrator Eric Sterman noted there is a Board of Aldermen Finance Committee Meeting that will be held on June 10th at 6 p.m. before the Board of Aldermen Meeting. City Administrator Sterman also noted there is a new SRO that was chosen for Selvidge Middle School, Officer Ceriana Davis. She will be starting soon as the current SRO Mike Reynolds has decided to retire at the end of May.

CITY ATTORNEY’S REPORT

None.

STAFF REPORTS

Administration – Owner’s Representative for Public Works & Parks Facility

Staff recommends making a motion to approve the contract with Navigate Building Solutions for \$176,500 to provide Owner’s Representative services to the City for renovation/redevelopment of the City’s Public Works and Parks Maintenance facilities.

City Administrator Eric Sterman walked the Board through the proposed Public Works facility plan and the impact to Vlasik Park, and noted that with the plan, there would be a net addition of one acre to the park. He also noted there are three bids to the design phase, each one a separate staff report that should be voted on individually.

City Administrator Sterman noted the project is still in the beginning stages and there are still several steps left to take before construction begins, including what is included in the scope and the viability of the project. For the first staff report, City Administrator Sterman noted an RFQ was sent out for an owner’s Representative in 2021 for the process of designing and building the new Police Station in 2021. The City selected Navigate as the most qualified firm and the City wants to continue with them. The use of Navigate meets the City’s purchasing policies due to the fact that we have an ongoing service agreement with them stemming from the original 2021 RFQ, as well as their pricing being competitively bid through the TIPS purchasing cooperative.



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For the second staff report, City Administrator Eric Sterman noted the City chose the firm CEDC that is also the Civil Engineer for the Police Department & Vlasik Park. Given their familiarity with the City and Vlasik Park in particular, as well as their track record of helping us navigate MSD permitting in the Park, staff is recommending the City directly hire CEDC to provide civil engineering services for the Public Works and Parks Maintenance facility renovations.

For the third staff report, City Administrator Sterman noted staff went out to bid for an architect firm for the project and chose Archimages from an RFQ for the architect.

Alderman Mark Stallmann questioned what the cost to move offsite was that was discussed at a prior meeting. City Administrator Sterman noted the cost would be at least \$16.8 million for relocation, not including the cost of purchasing the property needed.

Alderman Michael Finley questioned whether the funding would come out of the Building Fund.

City Administrator Sterman noted it would come out of the Capital Project fund, of which some funds are earmarked for building infrastructure.

Alderman David Siegel noted he'd like to see some similar design elements to the City Government Center and the Police Department to make sure everything is cohesive and aesthetically pleasing.

City Administrator Sterman noted the architect would be before the Board during several points of the project.

Alderman Mark Stallmann noted he previously made remarks about the police department coming down and that property being returned to the park, which it is. He also noted the Board is committed to parks and making sure money is spent on good investments.

City Administrator Sterman noted the majority of work for the site is adding covered storage for vehicles that currently sit outside exposed to the elements, creating reduced lifespans.

A motion was made by Alderman Mark Stallmann and seconded by Alderman Frank Fleming to accept staff's recommendation. A voice vote was taken with unanimous affirmative result and the motion passed.

Administration – Civil Engineer for Public Works & Parks Facility

Staff recommends making a motion to approve the contract with CEDC for \$42,400 to provide civil engineering services to the City for renovation/redevelopment of the City's Public Works and Parks Maintenance facilities.

A motion was made by Alderman Frank Fleming and seconded by Alderman David Siegel to accept staff's recommendation. A voice vote was taken with unanimous affirmative result and the motion passed.

Administration – Architect Firm for Public Works & Parks Facility



Staff recommends making a motion to approve the contract with Archimages for \$225,750 to provide detailed design services to the City for renovation/redevelopment of the City's Public Works and Parks Maintenance facilities.

A motion was made by Alderman Frank Fleming and seconded by Alderman David Siegel to accept staff's recommendation. A voice vote was taken with unanimous affirmative result and the motion passed.

Parks & Recreation – Pickleball & Tennis Court Improvements Bids

Staff recommends low bidder Byrne & Jones Construction. The contracted scope of work will come in approximately \$7,000 under budget. Byrne & Jones is qualified and has previously performed basketball court maintenance at New Ballwin Park in 2019.

Parks & Recreation Director Chris Conway noted \$45,000 was budgeted for improvements to pickleball and tennis court facilities. Options were presented to the Parks & Recreation Citizen Advisory Committee in February. In April, the Parks & Recreation Citizen Advisory Committee chose to repair the tennis courts at Vlasik Park and convert the tennis courts at Holloway Park to pickleball.

Alderman Michael Finley asked if a sign could be placed at Holloway Park to let tennis players know there are courts available at Vlasik Park. Parks & Recreation Director Conway noted those signs can be made.

Alderman David Siegel inquired as to the scope of work that needs to be done at Vlasik Park.

Parks & Recreation Director Conway noted there are several hazards that need to be repaired, included a large crack along the court. The courts would be repaired, repainted and a fiber mesh would be placed over the crack.

Alderman Siegel asked what the scope of work at New Ballwin Park would be for a repair at the courts there.

Parks & Recreation Director Conway noted it would most likely be between \$35,000-40,000 for those repairs. It is currently in the 2025 budget for that work and for path repair work at New Ballwin Park.

A motion was made by Alderman Frank Fleming and seconded by Alderman Michael Finley to accept staff's recommendation. A voice vote was taken with unanimous affirmative result and the motion passed.

Parks & Recreation – Utility Vehicle Purchase

Staff recommends purchasing the one bidder, Elco a 2024 work van for \$48,976.

Parks & Recreation Director Chris Conway noted a new utility vehicle would be \$75,000, so the department decided to source a work van instead for \$48,976 and would use one of the Public Works vehicles for anything not able to be done with the van.

Alderman David Siegel thanked Parks & Recreation Director Conway for his work in saving the city money.

A motion was made by Alderman David Siegel and seconded by Alderman Mark Stallmann to accept staff's recommendation. A voice vote was taken with unanimous affirmative result and the motion passed.



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Public Works – Crack Sealing Bids

Staff recommends awarding the unit price contract to Sweetens Sealing for the crack sealing portion and Cam LLC for the alternate bids #1-4 for a total price not to exceed \$88,515.62

Public Works Director Jim Link noted the City has not done crack sealing in several years. There are 13 miles of full width streets and about five miles of the asphalt edges that need to be done. He also noted the City would like to continue testing a new product that would seal up the roads that’s currently being used in Ellisville and Wildwood and on two test strips in Ballwin on Ballwin Commons and Paula Vale.

A motion was made by Alderman David Siegel and seconded by Alderman Mike Utt to accept staff’s recommendation. A voice vote was taken with unanimous affirmative result and the motion passed.

ALDERMANIC COMMENTS

Alderman Mark Stallmann noted he sent out information on a request for information from residents up near the Kehrs Mill Schnucks for removal of the no parking on streets near Marquette High School. He made a motion to have staff draft legislation to remove those parking restrictions. Alderman Michael Finley seconded the motion. A voice vote was taken with unanimous affirmative result and the motion passed.

Alderman Stallmann also passed along a compliment for Public Works for their work in helping the Oakwood Farms Subdivision clean up the area along Oakwood Farms Drive. He also passed along another compliment from a resident for the Public Works Department’s work at her property. He also reminded Aldermen the Memorial Day Ceremony will once again be held in Vlasis Park on Memorial Day and invited everyone to come out.

Alderman Michael Finley asked staff for an update on the proposed apartment complex in Vlasis Park.

City Administrator Sterman noted there was no update, the previously proposed plan is most likely considered expired at this point and there’s no update on a new plan. Alderman Finley also asked for an update on the car wash going in on Manchester Road near the former Hobby Lobby site. City Planner Lynn Sprick noted they’re still moving forward and most likely waiting until the plant stand sales are over.

Alderman David Siegel asked for an update on Dunkin Donuts. City Planner Sprick noted there is an SUE extension until September, but Dunkin Donuts still has not picked up their building permits.

Alderman Mark Stallmann noted the weeds on the north side of Andrews Parkway are getting high. City Administrator Sterman noted he will send the request to City inspectors.

CLOSED SESSION

A motion was made by Alderman Mike Utt and seconded by Alderman Michael Finley to move to closed session pursuant to Section 610.022 RSMo to discuss legal and personnel matters under Section 610.021 (1) and (3).



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A roll call vote was taken on the move to closed session with the following results:

Aye: Aldermen Utt, Finley, Haug, Stallmann, Fleming, Weaver, Bullington, Siegel

Nay: none

The meeting moved to closed session at 8:13 p.m.

ADJOURNMENT

When the board returned to open session, a motion was made by Alderman Frank Fleming to reconvene. The motion was seconded by Alderman Mark Stallmann and passed by unanimous affirmative voice vote at 9:16 PM.

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 9:17 p.m.

TIM POGUE, MAYOR

ATTEST:

MEGAN FREEMAN, CITY CLERK