



## BOARD OF ALDERMEN

### Meeting Agenda

FEBRUARY 8, 2021

7:00 PM 1 GOVERNMENT CTR/ZOOM BALLWIN, MO 63011

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes**
  - a. January 25, 2021 Board of Aldermen Meeting Minutes
4. **Legislation**
  - a. Bill 4087 – Ruppel Farms – City Maintenance
  - b. Bill 4088 – Wolf Café SUE
  - c. Resolution – Land and Water Conservation Fund
5. **Consent Items**
  - a. Administration – Liquor License – Wolf Café
  - b. Parks – Ellipticals
  - c. Police – Radar Trailers
  - d. Public Works - Loader
6. **Mayor's Report**
7. **City Administrator's Report**
8. **City Attorney's Report**
9. **Staff Reports**
  - a. Administration - Owner's Representative Services for New Police Station
10. **Aldermanic Comments**
11. **Closed Session**
12. **Adjourn**

NOTE: Due to ongoing City business, all meeting agendas should be considered tentative. Additional issues may be introduced during the course of the meeting.

CLOSED SESSION: Pursuant to Section 610.022 RSMo., The Board of Aldermen could, at any time during the meeting, vote to close the public meeting and move to closed session to discuss matters relating to litigation, legal actions, and/or communications from the City Attorney, as provided under Section 610.021(1) RSMo., and/or personnel matters under Section 610.021(13) RSMo., and/or employee matters under Section 610.021(3) RSMo., and/or real estate matters under Section 610.021 (2) or other matters as permitted by Chapter 610.

This meeting of the Board of Aldermen will be conducted via Zoom.

Please click the link below to join the webinar:

<https://zoom.us/j/96939271851>

Or iPhone one-tap :

US: +13017158592,,96939271851# or +13126266799,,96939271851#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656 or +1 253 215 8782 or +1 346 248 7799 or +1 669 900 9128

Webinar ID: 969 3927 1851

No comments will be taken from the public during the meeting. If you wish to submit comments, please submit them in writing to [esterman@ballwin.mo.us](mailto:esterman@ballwin.mo.us) no later than 5 p.m. on Monday, February 8. Any comments received will be read aloud into the record during the meeting. Comments must not contain vulgar language or exceed three minutes in duration.



## BOARD OF ALDERMEN

### Meeting Briefs

FEBRUARY 8, 2021

7:00 PM 1 GOVERNMENT CTR/ZOOM BALLWIN, MO 63011

**MINUTES** Enclosed, please find the Minutes from the January 25, 2021 Board of Aldermen Meeting.

## LEGISLATION

**BILL 4087 - AN ORDINANCE ACCEPTING WESTRUN DRIVE AND WILHELMINE COURT FOR PUBLIC MAINTENANCE AS PROVIDED FOR IN THE CODE OF ORDINANCES OF THE CITY OF BALLWIN.**

With approval of this bill, the City accepts Westrun Drive and Wilhelmine Court for public maintenance.

**BILL 4088 - AN ORDINANCE GRANTING A SPECIAL USE EXCEPTION TO VEGGIE COUPLE, LLC, D/B/A THE WOLF CAFÉ FOR MANUFACTURING OF ALCOHOL (BEER) ON SITE AT 15480 CLAYTON RD.**

The Wolf Café would be able to manufacture alcohol (beer) on site with approval of this bill.

**RESOLUTION - A RESOLUTION SUPPORTING AN APPLICATION TO THE LAND AND WATER CONSERVATION FUND FOR A GRANT TO RENOVATE HOLLOWAY PARK.**

This resolution supports the City's application for a grant to renovate Holloway Park.

## CONSENT ITEMS

### **Administration** – Liquor License – Wolf Café

Staff recommends approval of the liquor manufacturing license for the Wolf Café. Their petition was presented and approved by the Planning and Zoning Commission on February 1, 2021.

### **Parks** – Ellipticals

Staff recommends the purchase of five Precor ellipticals from Push, Pedal, Pull for \$38,650 utilizing the Sourcewell Cooperative Purchasing Contract.

### **Police** – Radar Trailers

Staff recommends disposing of two radar trailers: Asset ID 0129 and Asset ID 0275.

### **Public Works** – Loader

Staff recommends accepting Fabick Cat's proposal through Sourcewell ID# 103894 (formerly NJPA (National Joint Powers Alliance)) for \$175,315.76. This includes the trade in of the 2010 John Deere 544K.



## BOARD OF ALDERMEN

### Meeting Briefs

FEBRUARY 8, 2021

7:00 PM 1 GOVERNMENT CTR/ZOOM BALLWIN, MO 63011

## MAYOR'S REPORT

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## CITY ADMINISTRATOR'S REPORT

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## CITY ATTORNEY'S REPORT

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## STAFF REPORTS

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### **Administration** – Owner's Representative Services for New Police Station

Staff recommends making a motion to approve the contract with Navigate Building Solutions to provide Owner's Representative services to the City for development of a new City of Ballwin police facility.

## ALDERMANIC COMMENTS

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**DRAFT MINUTES**  
**BOARD OF ALDERMEN**  
**Meeting Minutes**

JANUARY 25, 2021

7:00 PM 1 GOVERNMENT CTR/ZOOM. 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 7:02 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 Jim Leahy  
Alderman Ross Bullington  
Alderman Raymond Kerlagon  
City Administrator Eric Sterman  
City Attorney Kate Henry

Absent

**MINUTES**

The Minutes from the January 11, 2021, Board of Aldermen meeting were submitted for approval. ***A motion was made*** by Alderman Fleming and seconded by Alderman Stallmann to approve the minutes from the January 11, 2021 Board of Aldermen meeting as submitted. A voice vote was taken with unanimous affirmative result and the motion passed.



**DRAFT MINUTES**  
**BOARD OF ALDERMEN**  
**Meeting Minutes**

JANUARY 25, 2021

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

## **LEGISLATION**

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### **BILL 4086 - AN ORDINANCE AMENDING THE EXCEPTIONS TO APPLICATION OF THE CLEAN AIR ACT.**

A motion was made by Alderman Fleming and seconded by Alderman Utt for a first reading of Bill 4086, title only. A voice vote was taken with unanimous affirmative result and Bill 4086 was read for the first time.

#### **Discussion:**

Alderman Roach asked if the VFW was still wanting the Board to move forward with this bill; Mayor Pogue stated that they do and are hoping for passage this evening. Alderman Roach then asked if the VFW was exempt under St. Louis County ordinance; Mayor Pogue replied they already have exemption from the County.

A motion was made by Alderman Fleming and seconded by Alderman Kerlagon for a second reading of Bill 4086, title only. A voice vote was taken with unanimous affirmative result and Bill 4086 was read for a second time.

A roll call vote was taken for passage and approval of Bill 4086 with the following results:

Ayes – Aldermen Finley, Roach, Stallmann, Fleming, Leahy, Bullington, Utt, Kerlagon

Nays -- None.

Bill No. 4086 was approved and became Ordinance No. 21-03

## **CONSENT ITEMS**

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### **Parks – Twin Oaks Recreation passes**

Staff recommends allowing the sale of Pointe Memberships, Platinum Memberships, North Pointe Swim Passes, and Resident Greens Fees to Twin Oaks residents at the Ballwin resident rate. The Village of Twin Oaks would reimburse Ballwin the difference between resident and non-resident passes, memberships, and fees.

#### **Discussion:**

Mayor Pogue asked Parks Director Chris Conway if Twin Oaks would be set up like Wildwood for passes. Mr. Conway stated Twin Oaks requested they be able to purchase any type of membership; Twin Oaks would reimburse Ballwin the difference between the resident and non-resident rate. Alderman Roach asked if this was the first time Twin Oaks has made this request and how many residents are in Twin Oaks; Mr. Conway replied this was the first time they requested this and there are approximately 374 residents.

A motion was made by Alderman Roach and seconded by Alderman Bullington to approve staff's recommendation. A voice vote was taken with unanimous affirmative result and the motion passed.



**DRAFT MINUTES**  
**BOARD OF ALDERMEN**  
**Meeting Minutes**

JANUARY 25, 2021

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**Parks – Wildwood Swim Passes**

Staff recommends allowing the sale of North Pointe Family Swim Passes to Wildwood residents at the Ballwin resident rate with the City of Wildwood to reimburse Ballwin \$125 per pass sold.

Discussion:

None

A motion was made by Alderman Roach and seconded by Alderman Bullington to approve staff's recommendation. A voice vote was taken with unanimous affirmative result and the motion passed.

**Parks – Staff/Program Apparel**

Staff recommends awarding the bid for apparel to low bidder, St. Louis Sportswear, in the amount of \$15,185.30.

Discussion:

None

A motion was made by Alderman Roach and seconded by Alderman Bullington to approve staff's recommendation. A voice vote was taken with unanimous affirmative result and the motion passed.

**MAYOR'S REPORT**

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Mayor Pogue thanked Public Works Director Jim Link for his prompt attention in following up with Missouri American Water regarding the recent water main breaks. He stated he saw the section on Ramsey had been repaired and asked the status of Holloway Rd. Mr. Link replied Holloway Rd was repaired as well.



**DRAFT MINUTES**  
**BOARD OF ALDERMEN**  
**Meeting Minutes**

JANUARY 25, 2021

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### **CITY ADMINISTRATOR'S REPORT**

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City Administrator Serman stated he and Parks Director Conway met with the citizen committee which oversees the annual Ballwin Days festival. There has been a debate on dates due to Covid restrictions. The carnival operator is holding two dates for us: June and August. We will need to decide by the end of February. Currently, the committee is still planning on having Ballwin Days this year, but dates may have to be shifted due to the pandemic.

Mr. Serman also talked about the police department building project which was put on hold because of Covid. A request for qualifications for an owner's rep was made and interviews have been conducted. A firm has been identified and he hopes to bring information to the Board at the next meeting. Mr. Serman also shared that the design work was not rebid and three firms from the first time the project was bid will be interviewed. He is hoping to have a contract to the Board in February.

### **CITY ATTORNEY'S REPORT**

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Nothing to report

### **STAFF REPORTS**

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#### **Police Department – Vehicle Purchase**

Staff recommends purchasing three Dodge Durango Police Vehicles from Lou Fusz Dodge.

#### **Discussion:**

Chief Doug Schaeffler stated that they had done their own competitive bid process, which will save \$400-\$1000 per vehicle over using the state contract. Alderman Stallmann asked if we will have all SUV's after this purchase; Chief Schaeffler replied we would. Alderman Fleming asked if the Durangos are more readily available; Chief Schaeffler replied they are and we would have no issues in getting them. Alderman Bullington asked about reliability; Chief Schaeffler replied we have not had issues with the Durangos we currently have. City Administrator Serman pointed out that, because of a delay, we will be receiving three vehicles shortly which were previously approved and these are three additional vehicles. Mayor Pogue asked Public Works Director Jim Link about maintenance costs; Mr. Link replied there have been no surprises or problems with maintenance.

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



**DRAFT MINUTES**  
**BOARD OF ALDERMEN**  
**Meeting Minutes**

JANUARY 25, 2021

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**Public Works – Ruppel Farms Maintenance**

Staff is recommending accepting Ruppel Farms Subdivision, which includes Wilhelmine Ct. and a portion of Westrun Drive, for City maintenance.

**Discussion:**

Public Works Director Link stated that McBride & Sons has completed their work and taken care of any issues and we are now ready to accept Ruppel Farms for maintenance. Alderman Roach asked if this includes Westrun from the circle; Mr. Link stated it does.

A motion was made by Alderman Roach and seconded by Alderman Stallmann to draft an ordinance to accept Ruppel Farms subdivision for City maintenance. A voice vote was taken with unanimous affirmative result and the motion passed.

**ALDERMANIC COMMENTS**

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Alderman Utt shared he had read the Eureka Board of Aldermen had passed an ordinance to provide financial relief to local restaurants, issuing refunds for 2020 liquor licenses and waiving 2021 liquor license fees. He believes this would be a good gesture for Ballwin to consider for our restaurants which may be struggling. He checked with Mr. Sterman and Finance Officer Denise Keller regarding how much revenues would be affected; the amount would be approximately \$18,000. Alderman Roach asked if any other municipalities have done this; Alderman Utt stated Eureka is the first. Alderman Stallmann asked about the business license discount the City had just passed. Alderman Leahy shared we did pass that discount for those businesses paying by square footage for their business license. Mayor Pogue stated he also feels this is a good gesture to support Ballwin businesses that have been struggling during the pandemic. A motion was made by Alderman Utt and seconded by Alderman Leahy to waive liquor license fees for 2021. A voice vote was taken with unanimous affirmative result and the motion passed.

Alderman Fleming shared he drafted a letter of support regarding poverty; the Board had discussed this request from Leah Schroeder previously. He received suggestions for revisions and will make those changes. Alderman Roach asked if a final copy will be left at the government center for signature. Alderman Fleming stated there's no urgency and, if the next Board meeting is in person, everyone could sign then. If the meeting is not in person, something different would need to be worked out. Mayor Pogue asked if everyone was in favor of the letter and there was unanimous affirmative result.

Alderman Stallmann wished to congratulate Ballwin resident Janet Judd as she was installed as the 2021 president of the Missouri Board of Realtors. Mayor Pogue congratulated Alderman Stallmann for his article presented in Realtor Magazine.



**DRAFT MINUTES**  
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Alderman Roach would like to work with City Administrator Sterman to get back to reviewing monthly and quarterly departmental reports and also work on Board communication/notification policies. Alderman Fleming stated these are good things to have in place and he would be in favor of giving Mr. Sterman the latitude to prepare requested reports. Mr. Sterman stated he will be happy to work with everyone to bring information requested to the Board.

A motion was made by Alderman Fleming and seconded by Alderman Finley to adjourn. The motion was passed by unanimous affirmative voice vote and the meeting adjourned at 7:28 p.m.

\_\_\_\_\_ TIM POGUE, MAYOR

ATTEST:

\_\_\_\_\_ POLLY MOORE, CITY CLERK



Bill No. 4087

Ordinance No. \_\_\_\_\_

INTRODUCED BY

ALDERMEN UTT, FINLEY, STALLMANN, ROACH, FLEMING, LEAHY, KERLAGON, BULLINGTON

---

AN ORDINANCE ACCEPTING WESTRUN DRIVE AND WILHELMINE COURT FOR PUBLIC MAINTENANCE AS PROVIDED FOR IN THE CODE OF ORDINANCES OF THE CITY OF BALLWIN.

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WHEREAS, a request has been received to accept Westrun Drive and Wilhelmine Court in the City of Ballwin for public maintenance; and

WHEREAS, the minimum standards relative to width, curb and gutter and pavement conditions as determined by the Director of Public Works have been met; and

WHEREAS, all easements are properly dedicated and shown on the recorded record plat of Ruppel Farms Subdivision which is intended to be incorporated herein by reference.

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF BALLWIN, MISSOURI, AS FOLLOWS:**

Section 1. Westrun Drive and Wilhelmine Court are hereby accepted for public maintenance.

Section 2. This Ordinance shall take effect and be in full force from and after its passage and approval.

PASSED this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
**TIM POGUE, MAYOR**

APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
**TIM POGUE, MAYOR**

ATTEST: \_\_\_\_\_  
**ERIC STERMAN, CITY ADMINISTRATOR**



Bill No. 4088

Ordinance No. \_\_\_\_\_

INTRODUCED BY

ALDERMEN UTT, FINLEY, STALLMANN, ROACH, FLEMING, LEAHY, KERLAGON, BULLINGTON

---

AN ORDINANCE GRANTING A SPECIAL USE EXCEPTION TO VEGGIE COUPLE, LLC D/B/A THE WOLF CAFE FOR MANUFACTURING OF ALCOHOL (BEER) ON SITE AT 15480 CLAYTON ROAD.

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WHEREAS, a petition has been received from Veggie Couple, LLC d/b/a The Wolf Cafe, requesting the use of certain property for manufacturing of alcohol (beer) on site at 15480 Clayton Road; and

WHEREAS, said petition was duly referred to the Planning and Zoning Commission for its investigation and report; and

WHEREAS, due notice of a public hearing before the Planning and Zoning Commission upon said petition was published and posted according to law and ordinance; and

WHEREAS, a public hearing was held before the Planning and Zoning Commission on February 1, 2021, upon said petition; and

WHEREAS, the Planning and Zoning Commission has submitted its report recommending approval to the Board of Aldermen; and

WHEREAS, the Board of Aldermen has determined that an establishment for the purposes disclosed above, under certain conditions, would not substantially increase traffic hazards or congestion; would not adversely affect the character of the neighborhood; would not adversely affect the general welfare of the community; would not over-tax public utilities; would not adversely affect public safety and health; is consistent with good planning practice; can be operated in a manner that is not detrimental to the permitted developments and uses in the District; and can be developed and operated in a manner that is visually compatible with the permitted uses in the surrounding area; and

WHEREAS, all applicable matters in Section 2 of Article XIV of Ordinance No. 557, "The Zoning Ordinance," have been adequately provided for:

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF BALLWIN, ST. LOUIS COUNTY, MISSOURI, AS FOLLOWS:

Section 1. A special use exception, subject to the conditions hereinafter specifically set forth, is hereby granted to Veggie Couple, LLC d/b/a The Wolf Cafe, to use the premises in the City of Ballwin, Missouri, known as 15480 Clayton Road for manufacturing of alcohol (beer) on site, as is made and provided for in Article XIV of Ordinance No. 557.

Section 2. The special use exception hereby issued, and referred to in Section 1, is issued to the named permittee only and shall not be assigned or transferred, without the permission of the Board of Aldermen of the City of Ballwin.



**Bill No. 4088**

Section 3. The special use exception hereby issued and referred to in Section 1, shall be valid only if the conditions set forth in the Addendum, attached hereto as Exhibit 1 and made a part hereof, are observed by permittee.

Section 4. This Ordinance shall take effect and be in full force from and after its passage and approval.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2021. \_\_\_\_\_  
***TIM POGUE, MAYOR***

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2021. \_\_\_\_\_  
***TIM POGUE, MAYOR***

ATTEST: \_\_\_\_\_  
***ERIC STERMAN, CITY ADMINISTRATOR***

**EXHIBIT ONE**

The permittee granted a Special Use Exception per the ordinance hereby appended to, their assignees and successors, as authorized and approved by the Board of Aldermen of the City of Ballwin, agree to abide by the following provisions, the provisions of all ordinances of the City of Ballwin, and all applicable laws of St. Louis County, the State of Missouri and of the United States of America and to require all licensees, franchisees, and lessees to similarly abide by said ordinances, laws and provisions, as appropriate to such special use exception. In addition, the following provisions, as appropriate, shall apply:

1. There is no outdoor storage, display or sale of any merchandise, equipment, vehicle, supplies or product except as may be provided and limited by this Special Use Exception or ordinance of the City of Ballwin.

2. There is no servicing, repair, cleaning, maintenance or other work on any merchandise, equipment, vehicle, materials, supplies, or product except as may be provided and limited by this Special Use Exception or ordinance of the City of Ballwin, except within a fully enclosed building which shall not include carports, porte-cocheres, accessory structures or temporary coverings and/or enclosures such as tents, tarpaulins, flies, or other similar structures.

3. Any violation of the laws, statutes, ordinances, codes, policies and regulations of the City of Ballwin, St. Louis County, the State of Missouri, or the United States of America by the permittee, its agents, servants or employees shall be cause for the revocation of the Special Use Exception hereby granted.

4. That the site, premises and/or land use described by the permittee in the application and subsequently approved by this ordinance is developed and operated in accordance with the final approved development plan and the provisions of this ordinance, and any failure to do so shall be cause for the revocation of the Special Use Exception hereby granted.

5. All new utility and other service laterals and connections on the site and/or premises, and all connections to site improvements and fixtures installed outside of a fully enclosed building shall be installed underground.

6. All sign illumination and other lighting is selected and arranged so as not to cast light upon, and/or be a nuisance, to any right-of-way or any other property.

7. The permittee and their approved assignees or successors, if any, shall preserve, maintain and care for all plantings, and landscaped and planted areas on the site and/or premises, in accordance with the landscape and site plans of this ordinance. Such maintenance, preservation and care shall include all planted and landscaped rights-of-way adjacent to the site and/or premises addressed and approved by the Special Use Exception hereby granted.

8. Trash and debris shall not be allowed to accumulate and the site/premises shall at all times be kept clean and free of all refuse, debris, leakage and recyclable material accumulation.

9. All trash dumpsters and recyclable material storage areas shall be screened with a 100% opaque screen which shall totally obscure any visibility of the dumpster and recyclables container. Such screening shall be permanent in nature and architecturally compatible with the associated development.



10. Unless otherwise provided by this Special Use Exception or other ordinances of the City of Ballwin, no vehicles, equipment or property may be parked or stored on the premises for which this permit is issued except non-commercial vehicles as defined by the Ballwin Ordinances and one fully operational and licensed delivery/service vehicle per business or tenant or use operated on the premises.

11. Beer may be brewed in the lower level at 15480 Clayton Road and sold for package or consumption in the upper level. If beer is to be tasted or sold for package or consumption in the lower level, this Special Use Exception must be amended.

12. This Special Use Exception shall terminate three months following the non-renewal of the business license for the business associated with the location for which the Exception is granted.

# Resolution

## City of Ballwin, Missouri

INTRODUCED BY

ALDERMEN FINLEY, UTT, STALLMANN, ROACH, FLEMING, LEAHY, KERLAGON, BULLINGTON

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A RESOLUTION SUPPORTING AN APPLICATION TO THE LAND AND WATER CONSERVATION FUND FOR A GRANT TO RENOVATE HOLLOWAY PARK.

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WHEREAS, the City of Ballwin is applying for federal assistance from the Land & Water Conservation Fund program for the purpose of updating and renovating Holloway Park,

THEREFORE, BE IT RESOLVED BY THE City of Ballwin, that

1. The City Administrator of the City of Ballwin is authorized to sign the application for Federal assistance and any other official project documents that are necessary to obtain such assistance, including any agreements, contracts or other documents that are required by the State of Missouri or the U.S. Department of the Interior, National Park Service.
2. The City of Ballwin will commit to the minimum 50% matching share for the project elements that are identified in the application and will allocate the necessary funds to complete the project.
3. In the event a grant is awarded, the City of Ballwin will commit the necessary financial resources to operate and maintain the completed project in a safe and attractive manner for public access in perpetuity.
4. In the event a grant is awarded, the City of Ballwin is prepared to complete the project within the time period identified on the signed project agreement.
5. In the event a grant is awarded, the City of Ballwin will comply with all rules and regulations of the Land & Water Conservation Fund program, applicable Executive Orders and all federal and state laws that govern the grant applicant during the performance of the project.

PASSED this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
**TIM POGUE, MAYOR**

APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
**TIM POGUE, MAYOR**

ATTEST: \_\_\_\_\_  
**ERIC STERMAN, CITY ADMINISTRATOR**



# **MEMORANDUM**

**Subject:** Land Water Conservation Fund Resolution of Support for Holloway Park Improvements 2022

**Department/Program:** Parks and Recreation

**Explanation:** As part of the application process for the 2021 LWCF Grant, we are required to show support for the project via resolution.

**Recommendation:**

Staff recommends supporting the grant application with a resolution of support for the Holloway Park Improvements scheduled for FY 2022.

Holloway Park is located at 335 Holloway Road on the northern boundary of Ballwin. Holloway Park features a playground, one group pavilion and one single user pavilion, benches, pickleball courts, paved pathways, two tennis courts, two basketball hoops, and electrical outlets. The current playground listed in "Fair" condition in the city's 2018 Park Master plan was installed in 1992. Due to the age and condition of the playground, replacing this playground is planned for this project. The park also features two tennis courts with two pickleball courts overlayed on the easternmost tennis court. Due to the recent influx in pickleball popularity, the city plans to convert the easternmost tennis court into a permanent, four pickleball court facility with permanent net structures and improved paint and ground markings. Holloway Park is the City's only park without a comfort station and due to increased park activity attributed to pickleball play, there have been many requests for a restroom to be added. The final items that we plan to address are a 5' wide pedestrian path from Holloway Road to the playground and restroom and, in addition, a shade structure. These improvements were suggested in the 2018 Ballwin Park Master Plan backed by citizen participation. If awarded, the City anticipates this work to be 100% within the two years required grant time frame. The project would be bid in early 2022 and it is anticipated to be complete in 2022.

As indicated in the 2021 - 2025 Capital Improvement Plan in the 2021 budget, the city has set a place holder of \$500,000 to complete the improvements in 2022.

**Submitted By:** Chris Conway, CPRP, Director of Parks and Recreation

**Date:** February 8, 2021



## **Consent Item**

**RE:** The Wolf Café – Liquor Manufacturing License

**Department/Program:** Administration

**Recommendation:** Staff recommends the Board approve the Liquor Manufacturing License submitted by Robert Biribin, owner, The Wolf Café.

**Explanation:** The Wolf Café will begin manufacturing beer on-site. Their petition was presented at the February 1, 2021 Planning and Zoning Commission meeting and was approved by the Commission.

**Submitted By:** Polly Moore

**Date:** February 3, 2021



## **Consent Item**

**RE:** Purchase of Precor Ellipticals

**Department/Program:** Parks and Recreation/Community Center

**Recommendation:** Purchase Five Precor Ellipticals from Push, Pedal, Pull for \$38,650 Utilizing the Sourcewell Cooperative Purchasing Contract.

### **Explanation:**

As part of The Pointe's cardiovascular equipment update plan, it is time to replace five Precor EFX elliptical cross-trainers. Originally slated in the plan for replacement in 2019, the current equipment will be five years old in the spring of 2021. Updating cardiovascular equipment to the latest technology is an ongoing goal. The current trend is allowing users to access internet service on cardiovascular equipment consoles. With the recent upgrade to The Pointe's WiFi service, upgrading equipment so users may take advantage of this service is paramount in keeping The Pointe's fitness center state of the art.

The attached pricing reflects the Sourcewell contract Precor offers through local vendor, Push Pedal Pull. The Pointe houses a variety of cardiovascular brands and this specific cross-trainer is a popular design with members. Upgrading to the new version accomplishes two objectives: 1) The new design includes improved biomechanical motion with converging pedal paths. 2) The consoles are WiFi compatible and are equipped with an entertainment package should we choose to connect each unit to The Pointe's cable access for live TV.

The City has budgeted \$41,000 for the purchase of this equipment.

**Submitted By:** Chris Conway, CPRP, Director of Parks and Recreation

**Date:** February 8, 2021



## **Consent Item**

**RE:** Authorization to Sell Equipment

**Department/Program:** Police

**Recommendation:** Staff recommends disposing of two radar trailers: Asset ID 0129 and Asset ID 0275.

**Explanation:** Disposal of fixed assets require approval by the Board of Aldermen. Per the attached destruction request from Chief Schaeffler, two radar trailers owned by the Police Department no longer hold value and are recommended to be sold as scrap.

**Submitted By:** Eric Sterman, City Administrator

**Date:** 2/2/21



**Douglas W. Schaeffler**  
**Chief of Police**

# **POLICE DEPARTMENT**

## **INTEROFFICE MEMORANDUM**

**DATE:** January 26, 2021

**TO:** Eric Sterman, City Administrator

**FROM:** Col. Douglas W. Schaeffler, Chief of Police

**SUBJECT:** Radar Trailer, Destruction Request

Directing your attention to the two radar trailers owned by the Ballwin Police Department, I find that they no longer hold value to the department.

I have looked into the value of the trailers. These trailers were purchased in 2010 and prior. After consulting with professionals in the field, I have found the remaining value is that of scrap metal and parts.

Additionally the appearance and low functionality, their cumbersome size, the amount of rusty sharp metal edges, the insufficient and diminished battery strength, and the need for manpower to load, transport and space required to place the equipment, makes them more burdensome than useful.

Also considered was the 2020 & 2021 acquisitions of electronic speed display signs. The response from the public has been 100% positive and we should continue with this direction for alerting motorists to their speed. The new signs fulfill every benefit of the old trailers while not blocking traffic and eliminating potential employee and public injury hazards.

I am recommending disposal or scrap following an assessment by the city mechanics in order to determine if any parts contained are of value to public works.



## **Consent Item**

RE: Loader Purchase

**Department/Program:** Public Works/ Support

Recommendation: Staff recommends accepting Fabick Cat's proposal through Sourcewell ID# 103894 (formerly NJPA (National Joint Powers Alliance)) for \$175,315.76. This includes the trade in of the 2010 John Deere 544K.

**Explanation:** The 2021 budget provides for the replacement of 2010 John Deere 544K loader with 5,642 hours. The loader is the largest piece of equipment the City owns and is the backbone of our Public Works operation and is used for every program in our department.

After careful review it was determined that Sourcewell provided a more cost efficient purchase of the Loader versus the State bid contract pricing. Fabick Cat is a bidder on both programs.

Budget is \$ 185,000.00

Submitted By: Jim Link

Date: 1-28-2021



## **Staff Report**

**Subject:** Owner's Representative Services for New Police Station

**Department/Program:** Administration/Police

**Explanation:**

The City is in the process of planning for the development of a new police station facility at a site adjacent to Vlasik Park. The design process for the new station is expected to occur in 2021 with construction targeted for 2022. As the City begins this project in earnest, we underwent a process to select a firm to provide Owner's Representative (OR) services to the City throughout the project. The OR will represent the City in working with the design team and construction contractors throughout the project to ensure that the City's objectives are being met, while helping keep the project on time, on scope, and on budget. They also help manage the physical construction of the building in lieu of a construction manager. Use of an OR is very common on a construction project this size. We do not have anyone on staff with the time or expertise to provide these services in-house. The City used an OR for a significant portion of the recent government center project.

In December the City issued a Request for Qualifications (RFQ) in order to solicit firms willing and or able to provide OR services to the City for this project. We received seven responses to the RFQ from the following firms:

Landmark Contract Management  
Poettker Construction  
Holland Construction  
Navigate Building Solutions  
Ahal Preconstruction Services  
CBRE  
Kwame Building Group

A committee was formed to help review and evaluate the RFQ responses with the ultimate objective of providing a recommendation to the Board. The committee consisted of myself, Chief Schaeffler, Captain Bergfeld, Finance Officer Keller, and Mayor Pogue. We were pleased with the quantity and quality of the responses. Some of the respondents had more of a construction management focus and did not provide much service during the design phase of the project. Those firms were eliminated from consideration. The remaining firms were reviewed based on qualifications and experience. After review of the responses, it was determined to bring in Navigate Building Solutions, Landmark Contract Management, and Poettker Construction for an interview with the committee.

The interviews took place on January 14<sup>th</sup> and 15<sup>th</sup> at City Hall. All three firms had excellent qualifications. After the interviews, staff reached out to references for each of the finalists to review their experience and opinion of each firm. Upon completion of review of references, it was determined that the committee would recommend the selection of Navigate. Navigate has extensive experience providing OR services for area municipal facilities, including numerous police stations. They were the OR for recently built police facilities in Creve Coeur, Olivette, Poplar Bluff, Rock Hill, and St. Charles, among others. Their references all spoke very highly of both Navigate as a firm, as well as the specific Navigate employee who will be assigned to this project, Jen Kissinger.

I should note that the City previously used Navigate for OR services for the recent government center construction project. There were some disagreements between Navigate and the City that ultimately led to the City severing the contract with Navigate in 2018. The committee contemplated this situation while deliberating which firm to select. Ultimately, we felt that any issues specific to the government center project would not be applicable here, largely due to different staff on the Navigate side. The committee still felt they are the most qualified firm for the police station project.

The proposed contract with Navigate is for a total of \$365,702 which covers the entire project from design to construction to occupancy. Of that total, \$189,504 is for the pre-construction phase (programming, design, bidding, etc.), and \$176,198 is for the construction and post-occupancy phase. The contract is paid in equal installments monthly throughout the process, expected to conclude in the 2<sup>nd</sup> quarter of 2023, post-occupancy of the new facility.

Based upon an estimated \$12.9 million expected cost for the new police station (including design and construction), the proposed contract represents just under 3% of that cost. Based on research this seems to be reasonable and equal to or even below the cost of OR services on other recently built municipal facilities.

It is important to note that should Navigate not perform to the City's satisfaction, the City can exit the contract at any time with a 14 day notice and not pay any penalties.

**Recommendation:**

Make a motion to approve the contract with Navigate Building Solutions to provide Owner's Representative services to the City for development of a new City of Ballwin police facility.

**Submitted By:** Eric Sterman

**Date:** 2/1/21