BOARD OF ALDERMEN MEETING AGENDA

OCTOBER 8, 2018

1. *Call to Order*
2. *Roll Call*
3. *Pledge of Allegiance*
4. **Approval of Minutes:** September 24, 2018 Board of Aldermen Meeting Minutes and the September 24, 2018 Budget Meeting Minutes
5. **Presentation:** 2019 Budget Presentation: Revenue and Special Revenue Funds
6. **Citizen Comments:**
7. **Unfinished Business:** *None*

New Business:

8. **Legislation:** Next Ordinance # 18-13
    a. ***Resolution*** Missouri American Water Bioswale
9. **Mayor's Report:**
10. **City Administrators Report**
    a. Policy Manual Update
11. **Staff Reports:**
    a. **IT/Police:** Mitel Voicemail System Upgrade
    b. **Finance:** Simple Fund Transfer
12. **City Attorney's Report**
13. **Aldermanic Comments**
14. **Closed Session**
    a. Pursuant to Section 610.021(1) RSMo., the Board will meet in Closed Session to discuss Legal matters
15. **Information Only**
16. **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.

BOARD OF ALDERMEN MEETING OVERVIEW

OCTOBER 8, 2018

If you have any questions or concerns about any item on the agenda, please contact me prior to the meeting. If you cannot attend this meeting, please contact Mayor Pogue or me as soon as possible so we can plan accordingly.

Eric Hanson, City Administrator

MINUTES: The minutes from the September 24, 2018 Board of Aldermen Meeting & Budget Work Session are enclosed for your review and approval.

PRESENTATION: 2019 Budget Presentation: Revenue and Special Revenue Funds

CITIZEN COMMENTS:

NEW BUSINESS

LEGISLATION

RESOLUTION **A RESOLUTION ACKNOWLEDGING THAT THE CITY OF BALLWIN IS RESPONSIBLE FOR RESTORATION OF A BIOSWALE SERVING THE NEW CITY HALL.**

This Resolution acknowledges that the City of Ballwin will take responsibility for restoration of the bioswale serving the new City Hall in the event that the water main in the Missouri American Water Company Easement breaks and causes damage to structure

MAYOR'S REPORT

CITY ADMINISTRATOR'S REPORT

POLICY MANUAL UPDATE Several changes to the policy manual have been made in reference to retiring employees.

STAFF REPORTS

IT / POLICE For 2018, the Police Department budgeted for a new telephone conversation recording system to replace the existing Eventide analog recording system. The existing voicemail system will have to be upgraded to allow for the use of certain features. Tech Electronics, the City's Mitel telecommunications phone systems provider and servicing agent, prepared a proposal to upgrade the NuPoint voicemail system to the Mitel MiCollab system for $9,985. This includes: license transfer, hardware, software, implementation, and training. In addition, the upgraded system will be covered under our existing Tech Electronics annual maintenance agreement (hardware, software, phones, help desk, and training). Funds for the Mitel MiCollab upgrade project would come from the 2018 Police budget as agreed by the Police Chief.

FINANCE Staff is requesting that the annual transfer of 50% of the operating budget surplus be extended by one fiscal year to end on December 31, 2018.

CITY ATTORNEY'S REPORT

ALDERMANIC COMMENTS

CLOSED SESSION

Pursuant to Section 610.021(1) RSMo., the Board will meet in Closed Session to discuss Legal matters

UPDATED: September 20, 2018
A Johnson

Board of Aldermen
Budget Meeting Minutes

September 24, 2018 at 6:00 p.m.

300 Park Drive, Ballwin, MO 63011

The minutes are prepared in summary to reflect the overall discussion and not verbatim quotes.

The budget meeting was called to order at 6:01 p.m. by **Mayor Tim Pogue**.
Board members in attendance were **Aldermen Michael Finley, Kevin M. Roach, Mark Stallmann, Frank Fleming, Jim Leahy, Ross Bullington and Raymond Kerlagon**.
Alderman Jimmy Terbrock was absent from this meeting.

City Staff in attendance were City Administrator Eric Hanson, City Attorney Robert Jones, Assistant City Administrator/Director of Development Andy Hixson, City Clerk Abigail Johnson, Police Chief Kevin Scott, Superintendent of Streets Jim Link, Interim Director of Parks and Recreation John Hoffman, Finance Officer Denise Keller, Human Resource Coordinator Haley Morrison, IT Manager Paula Reed, and Marketing and Communications Director Kirsten Hochstetler.

Finance Officer Denise Keller provided an overview of the general fund operation which included expense assumptions related to overhead and other annual fixed costs. In addition, the board received updates on the fleet condition report, annual street maintenance schedule, public safety tax expenditures, and 5-year Capital Improvement Plan (CIP).

Administration

Assistant City Administrator/Director of Development Andy Hixson provided a summary of planned expenses for the Department of Administration. In addition to the yearly expenses associated with plan review, inspections, code enforcement, and information technology, Mr. Hixson discussed budget requests to fund a possible annexation vote in the future, the need for an outside consultant to manage and store all social media activity in order to remain in compliant with the Freedom of Information Act/Sunshine Requests as required by the State of Missouri, and the annual purchase and replacement of office computers (PC).

Parks and Recreation

Interim Director of Parks and Recreation John Hoffman began his presentation outlining expenses needed at the North Pointe, which included replacing the grates at the bottom of the pool, as required by federal law. In addition, the sand filtration system requires additional maintenance this year including new sand and associated filters to maintain water quality throughout the summer. At The Pointe, in addition to also needing new pool grates and sand filtration maintenance, the major item requested was to have the gym floor refinished, which unfortunately will require the entire gym space to be closed for several weeks to complete. For the Golf Course, Mr. Hoffman proposed continuing the renovation process by updating the Pro Shop area and bathrooms as part of the ongoing effort to update the Ballwin Golf Club.

Public Works

Superintendent of Streets Jim Link stated his department has requested a number of equipment and/or fleet upgrades in the 2019 budget to assist the department with projects and ongoing maintenance. Major items on the list include a 2-ton dump truck, 1-ton dump truck, a vehicle diagnostic machine for the mechanics operations, training funds to allow multiple staff members to upgrade their certifications to a class A CDL license, and other miscellaneous tools and equipment to assist throughout their operations. Mr. Link also stated that the only federally funded project for 2019 was for Holloway Road and that it was only in the design engineering phase.

Police

Chief Kevin Scott presented the Board with expense items the department would like to purchase or have completed in 2019. Some of the items discussed were to continue with certification programs and training, replace two vehicles, purchase bullet proof vests, and purchase addition ammunition for training. The Chief spoke at length about the need to update the facility, in order to address a number of issues. The jail cell area is compliant, but in need of updating, the lower lever is not adequate for the current operations, there is a need for HVAC and mechanical systems upgrades,numerous accessibility issues in various parts of the building, the need to expand the Sally Port for safety and security reasons, and a need to repurpose the current board room, once the new City Hall is complete. The Chief has requested that an allocation of funds from unused Public Safety Tax be made over the next few years to in order to establish a building fund to address the many facility needs mentioned above.

Ms. Keller concluded the 2019 budget expense presentation by providing the expenses for the Capital Budget improvement items. With the ongoing work on the Comprehensive Plan and Parks Master Plans, the CIP remains fluid with the only major expense anticipated in 2019 being the completion of City Hall.

Mayor Pogue adjourned the meeting at 7:19 p.m.

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TIM POGUE, MAYOR

ATTEST:

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ERIC HANSON, CITY ADMINISTRATOR

Updated: October 4, 2018
A Johnson

DRAFT MINUTES

Board of Aldermen

Meeting Minutes

September 24, 2018 at 7:00 p.m.

City of Ballwin – 300 Park Dr

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

The meeting was called to order by Mayor Tim Pogue at 7:24 p.m.

ROLL CALL

PRESENT	ABSENT
Mayor Tim Pogue	
Alderman Michael Finley	Alderman James Terbrock
Alderman Kevin M. Roach	
Alderman Mark Stallmann	
Alderman Frank Fleming	
Alderman Jim Leahy	
Alderman Ross Bullington	
Alderman Raymond Kerlagon	
City Administrator Eric Hanson	
City Attorney Robert E. Jones	

The Pledge of Allegiance was given.

MINUTES

The Minutes of the September 10, 2018, Board of Aldermen meeting were submitted for approval. ***A motion was made*** by Alderman Fleming and seconded by Alderman Finley to approve the minutes from the September 10, 2018, Board of Aldermen meeting as submitted. A voice vote was taken with a unanimous affirmative result and the motion passed.

The minutes from the September 10, 2018, Closed Session meeting were submitted for approval. ***A motion was made*** by Alderman Fleming and seconded by Alderman Stallmann to approve the minutes from the September 10, 2018, Closed Session meeting as submitted. A voice vote was taken with a unanimous affirmative result and the motion passed.

LEGISLATION

BILL NO. 4007 **AN ORDINANCE AUTHORIZING THE MAYOR OF THE CITY OF BALLWIN, MISSOURI, TO EXECUTE THE MUNICIPAL HOUSING AND COMMUNITY DEVELOPMENT COOPERATION ANNUAL AGREEMENT OF 2018; AND SUPPLEMENTAL AGREEMENTS THERETO WITH ST. LOUIS COUNTY WITH REGARD TO THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974 AS AMENDED.**

A motion was made by Alderman Fleming and seconded by Alderman Leahy for a first reading of Bill No. 4007, title only. A voice vote was taken with a unanimous affirmative result and Bill No. 4007 was read for the first time.

Alderman Stallmann asked for an update in regards to where the funds would be allocated. Director of Development, Andy Hixson, stated the funds would be made available for individuals who have low to moderate incomes.

A motion was made by Alderman Fleming and seconded by Alderman Leahy for a second reading of Bill No. 4007, title only. A voice vote was taken with a unanimous affirmative result and Bill No. 4007 was read for a second time.

A roll call vote was taken for passage and approval of Bill No. 4007 with the following results:
Ayes – Aldermen Fleming, Leahy, Kerlagon, Roach, Finley, Bullington, Stallmann;
Nays -- None.
Bill No. 4007 was approved and became **Ordinance No. 18-12**

CONSENT ITEM

a. Ballwin Life RFP 2019 Printing Contract

A motion was made by Alderman Stallmann and seconded by Alderman Bullington to accept the Consent Item as recommended by staff. A voice vote was taken with a unanimous affirmative result and the motion passed.

MAYOR'S REPORT

Mayor Pogue announced that he participated in the first Legislative Affairs Committee Meeting. He mentioned several items that the City may be interested in that the Committee would be focusing on: Court Reform, in particular, the Failure to Appear, Collection of Internet Sales Tax, Internet Overlay District (for faster fiber in St. Louis County), and a statewide Missouri Government Database. He stated the next meeting would take place on October 4th.

Alderman Finley asked if there was additional information on the Court Reform topic or if it was too soon to elaborate. Mayor Pogue stated it was too soon to elaborate.

Mayor Pogue announced that he just received word that St. Louis County just placed out to bid for the resurfacing of Ries Road from Big Bend Road to Castlewood State Park.

Alderman Fleming asked what this might impact in regards to the recent street repair discussion that was held during the budget meeting; or, if the City would not be able to combine the project with St. Louis County to get funding.

It was later determined that St. Louis County will bid the project to have the roads seal coated, which would only prolong the roads, at most, for an additional 7 years; a construction resurfacing would not occur.

Mayor Pogue thanked staff for the work they did in resolving the water leak on Barker. Mayor Pogue stated the leak has been present since May.

Mayor Pogue announced that himself, Director of Development Andy Hixson and members of the Ballwin Police Department will be participating in the Polar Plunge at Creve Coeur Lake on February 23rd. He stated if anyone was interested in joining them, they should let him know.

CITY ADMINISTRATOR'S REPORT

City Administrator thanked staff for their presentation of their departmental budgets. He stated this discuss began in July. He stated that at the next Board meeting a presentation will take place providing the revenue and other special revenue funds.

STAFF REPORTS

PUBLIC WORKS Authorization to Bid on Forestry Equipment
Superintendent of Streets, Jim Link, requested that the Board approve an amount not to exceed $75,000 to bid on a used forestry/lift truck the CIty of Kirkwood is currently selling via online auction on GovDeals. Mr. Link has been to Kirkwood to inspect the truck and believes the $75,000 top bid is the most the city should spend on the truck given its age and condition.

Alderman Leahy asked why Kirkwood was selling that truck. Mr. Link stated the city was eliminating that service so there was no need for them to keep that piece of equipment.

A motion was made by Alderman Leahy and seconded by Alderman Stallmann to authorize staff to bid on the used lift truck not to exceed $75,000.00. A voice vote was taken with a unanimous affirmative result and the motion passed.

CITY ATTORNEY'S REPORT

City Attorney Jones stated he completed his review of the litigation file of the property formerly a PNC bank on the southwest corner of Clarkson Road and Kehrs Mill Road. He stated he talked to the attorney representing the urgent care company wanting to purchase the property and he also spoke with the attorney who represented the plaintiff in the original litigation of the property. He stated the settlement was with the City's insurer who paid the attorney's fee and the property was zoned commercial. He stated he did not see a third party that could enforce this deed restriction. He advised the City could release the restriction.

A motion was made by Alderman Stallmann and seconded by Alderman Bullington to authorize the Mayor to sign the release. A voice vote was taken with a unanimous affirmative result and the motion passed.

ALERMANIC COMMENTS

Alderman Bullington stated that the Hot Dogs with Heros event had a fantastic turnout.

Alderman Roach asked to amend the Policy Manual Section 3-2 to include retired employees: Mr. & Mrs. Jerry Klein, Mr. & Mrs. Gary Kramer, Mr. & Mrs. Tom Aiken, Mr. & Mrs. Linda Bruer, and Mr. & Mrs. Bob Kuntz.

Alderman Finley asked if there could be a debate or further discussion about this item.

Mayor Pogue stated this item was in reference to golf privileges and that it requires Board approval to make any amendments to the list.

Alderman Finley stated that the list does need to be updated but that he thought some parameters should be decided or be done on a case by case basis.

City Administrator Hanson stated that the cut off is 25 years or more to qualify for a watch or an associated recognition of staff.

A motion was made by Alderman Roach and seconded by Alderman Fleming to amend the Policy Manual, Section 3-2, to include retired employees: Mr. & Mrs. Jerry Klein, Mr. & Mrs. Gary Kramer, Mr. & Mrs. Tom Aiken, Mr. & Mrs. Linda Bruer, and Mr. & Mrs. Bob Kuntz.
A voice vote was taken with a unanimous affirmative result and the motion passed.

A motion was made by Alderman Fleming and seconded by Alderman Stallmann to adjourn the Board of Aldermen Meeting. A voice vote was taken with a unanimous result, and the meeting was adjourned at 7:55 p.m.

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TIM POGUE, MAYOR

ATTEST:

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ERIC HANSON, CITY ADMINISTRATOR

Approved: October 3, 2018
A Johnson

Revenue Budget Worksheet Report

Budget Year 2019

BALLWIN — Bringing People Together

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Estimated Amount	2019 Department Head
Fund **01 - General**					
Department **01 - Administration**					
Program **00 - --**					
Sales and Use Taxes					
500001	Sales tax	5,356,570.58	5,670,000.00	5,559,000.00	6,049,000.00
500005	Sales tax - TIF 2A	287,044.99	245,000.00	270,000.00	252,000.00
	Sales and Use Taxes Totals	$5,643,615.57	$5,915,000.00	$5,829,000.00	$6,301,000.00
Other Taxes					
500002	Sales tax - vehicles	273,139.11	260,000.00	280,000.00	276,000.00
500025	Cigarette tax	74,845.18	75,000.00	70,000.00	70,000.00
	Other Taxes Totals	$347,984.29	$335,000.00	$350,000.00	$346,000.00
Licenses & Permits					
501025	Cable TV franchise fees	430,863.68	440,000.00	410,000.00	400,000.00
501026	Tower franchise fees	90,600.73	65,000.00	68,876.00	69,000.00
502001	Business Licenses	664,220.51	664,000.00	678,000.00	675,000.00
502005	Contractor Licenses	44,280.00	43,000.00	46,000.00	44,000.00
502010	Liquor Licenses	17,766.67	18,000.00	18,000.00	18,000.00
	Licenses & Permits Totals	$1,247,731.59	$1,230,000.00	$1,220,876.00	$1,206,000.00
Public Utility Licenses					
501001	Gas gross receipts	727,457.39	714,000.00	740,000.00	733,000.00
501002	Water gross receipts	377,472.28	328,000.00	357,000.00	344,000.00
501003	Telephone gross receipts	665,365.42	600,000.00	620,000.00	560,000.00
501004	Electric gross receipts	1,647,043.43	1,622,000.00	1,622,000.00	1,500,000.00
501006	Protest Telephone gross receipts	23,660.21	23,500.00	23,000.00	22,800.00
501007	TIF util gross receipts - gas	5,198.96	5,300.00	5,200.00	4,900.00
501008	TIF util gross receipts - water	1,518.60	1,500.00	1,500.00	1,400.00
501009	TIF util gross receipts - phone	4,196.99	4,200.00	4,200.00	400.00
501010	TIF util gross receipts - electric	18,247.98	18,500.00	18,500.00	17,000.00
	Public Utility Licenses Totals	$3,470,161.26	$3,317,000.00	$3,391,400.00	$3,183,500.00
Investment Earnings					
505001	Bank account interest	1,627.15	800.00	2,400.00	1,200.00
505050	Investment income	90,842.46	55,000.00	60,000.00	38,000.00
	Investment Earnings Totals	$92,469.61	$55,800.00	$62,400.00	$39,200.00
Sale of Assets/Property					
508100	Sale of surplus property	5,506.35	5,000.00	5,000.00	5,000.00
508150	Sale of capital assets	20,223.00	10,000.00	17,000.00	10,000.00

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Estimated Amount	2019 Department Head
Fund	**01 - General**				
Department	**01 - Administration**				
Program	**00 - --**				
Sale of Assets/Property					
	Sale of Assets/Property Totals	$25,729.35	$15,000.00	$22,000.00	$15,000.00
Miscellaneous Revenues					
508001	Rent income	15,300.00	15,300.00	15,300.00	15,300.00
508105	History book sales/royalties	37.00	.00	95.00	.00
508200	Admin service charges	513.41	100.00	200.00	200.00
508211	Notary service	40.00	50.00	25.00	25.00
508300	Previous year collections	134,396.19	101,463.00	20,000.00	2,500.00
508400	IT services	200.00	350.00	200.00	200.00
508900	Miscellaneous	1,180.54	4,000.00	35,000.00	2,000.00
	Miscellaneous Revenues Totals	$151,667.14	$121,263.00	$70,820.00	$20,225.00
	Program **00 - --** Totals	$10,979,358.81	$10,989,063.00	$10,946,496.00	$11,110,925.00
Program	**01 - Planning and Zoning**				
Licenses & Permits					
503001	Petition fees	5,750.00	7,000.00	4,500.00	4,500.00
	Licenses & Permits Totals	$5,750.00	$7,000.00	$4,500.00	$4,500.00
	Program **01 - Planning and Zoning** Totals	$5,750.00	$7,000.00	$4,500.00	$4,500.00
Program	**02 - Inspections**				
Licenses & Permits					
502025	Electrical Tests	125.00	50.00	100.00	50.00
504001	Housing inspections	63,200.00	63,000.00	64,000.00	65,000.00
504005	Apartment inspections	18,810.00	18,000.00	18,000.00	18,000.00
504010	Commercial inspections	2,653.92	3,000.00	2,700.00	2,700.00
504015	Occupancy permits	300.00	400.00	300.00	300.00
504100	Building permits	101,802.00	82,000.00	82,000.00	85,000.00
504101	Contracted building permits	11,927.00	17,000.00	17,000.00	17,000.00
504102	Mechanical permits	38,470.00	35,000.00	37,000.00	37,000.00
504103	Electrical permits	47,172.80	44,500.00	46,000.00	45,000.00
504104	Demolition permits	900.00	500.00	900.00	800.00
504105	Plumbing permits	31,840.00	28,000.00	29,000.00	29,000.00
504110	Sign permits	5,852.96	5,000.00	5,000.00	6,000.00
504115	Fence permits	5,075.00	4,000.00	4,300.00	4,300.00

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Estimated Amount	2019 Department Head
Fund **01 - General**					
Department **01 - Administration**					
Program **02 - Inspections**					
Licenses & Permits					
504150	Reinspection fees	.00	50.00	45.00	50.00
	Licenses & Permits Totals	$328,128.68	$300,500.00	$306,345.00	$310,200.00
Miscellaneous Revenues					
504200	Sewer lateral admin fees	33,242.04	26,800.00	26,800.00	28,324.00
508200	Admin service charges	2,250.00	3,000.00	2,300.00	2,300.00
508450	Contracted code enforcement	2,450.00	4,200.00	4,200.00	4,200.00
	Miscellaneous Revenues Totals	$37,942.04	$34,000.00	$33,300.00	$34,824.00
	Program **02 - Inspections** Totals	$366,070.72	$334,500.00	$339,645.00	$345,024.00
Program **03 - Community Services**					
Miscellaneous Revenues					
508110	Advertising sales	13,000.00	15,000.00	16,530.00	17,500.00
	Miscellaneous Revenues Totals	$13,000.00	$15,000.00	$16,530.00	$17,500.00
	Program **03 - Community Services** Totals	$13,000.00	$15,000.00	$16,530.00	$17,500.00
Program **07 - Court**					
Court Fines					
503005	Court fines	462,383.07	500,000.00	625,000.00	600,000.00
	Court Fines Totals	$462,383.07	$500,000.00	$625,000.00	$600,000.00
	Program **07 - Court** Totals	$462,383.07	$500,000.00	$625,000.00	$600,000.00
	Department **01 - Administration** Totals	$11,826,562.60	$11,845,563.00	$11,932,171.00	$12,077,949.00
Department **02 - Public Works**					
Program **00 - --**					
Other Taxes					
500030	Motor vehicle fees	135,126.16	128,000.00	136,000.00	136,000.00
500040	County road tax	631,718.34	625,000.00	635,000.00	630,000.00
500045	Motor fuel tax	819,499.34	810,000.00	810,000.00	805,000.00
	Other Taxes Totals	$1,586,343.84	$1,563,000.00	$1,581,000.00	$1,571,000.00
Grants and Entitlements					
506500	Miscellaneous grants	5,945.10	.00	.00	.00
	Grants and Entitlements Totals	$5,945.10	$0.00	$0.00	$0.00
Miscellaneous Revenues					
506750	Insurance/damage reimbursement	1,149.95	.00	20,346.00	.00
528506	Soda machine revenue	155.34	175.00	.00	.00
	Miscellaneous Revenues Totals	$1,305.29	$175.00	$20,346.00	$0.00
	Program **00 - --** Totals	$1,593,594.23	$1,563,175.00	$1,601,346.00	$1,571,000.00

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Estimated Amount	2019 Department Head
Fund **01 - General**					
Department **02 - Public Works**					
Program **20 - Engineering**					
Licenses & Permits					
504120	Excavation permits - others	4,150.00	4,500.00	3,000.00	4,000.00
504125	Excavation permits - utilities	4,250.00	4,000.00	4,800.00	4,500.00
504130	Site/grading permits/fees	12,102.40	10,000.00	4,000.00	2,000.00
504135	Right of way users	100.00	.00	.00	.00
	Licenses & Permits Totals	$20,602.40	$18,500.00	$11,800.00	$10,500.00
	Program **20 - Engineering** Totals	$20,602.40	$18,500.00	$11,800.00	$10,500.00
Program **21 - Sidewalk Maintenance**					
Miscellaneous Revenues					
508910	Misc construction reimbursement	40,400.00	.00	.00	.00
	Miscellaneous Revenues Totals	$40,400.00	$0.00	$0.00	$0.00
	Program **21 - Sidewalk Maintenance** Totals	$40,400.00	$0.00	$0.00	$0.00
Program **22 - Streets and Sidewalks**					
Donations					
506010	Sidewalk contributions	4,455.00	.00	.00	.00
	Donations Totals	$4,455.00	$0.00	$0.00	$0.00
	Program **22 - Streets and Sidewalks** Totals	$4,455.00	$0.00	$0.00	$0.00
	Department **02 - Public Works** Totals	$1,659,051.63	$1,581,675.00	$1,613,146.00	$1,581,500.00
Department **03 - Police**					
Program **00 - --**					
Sales and Use Taxes					
500001	Sales tax	366,376.31	1,404,000.00	1,668,000.00	1,643,000.00
	Sales and Use Taxes Totals	$366,376.31	$1,404,000.00	$1,668,000.00	$1,643,000.00
Licenses & Permits					
504160	Solicitation permits	11,720.00	8,000.00	6,000.00	6,000.00
504199	Miscellaneous permits	2,100.00	2,000.00	2,000.00	2,000.00
	Licenses & Permits Totals	$13,820.00	$10,000.00	$8,000.00	$8,000.00
Grants and Entitlements					
506500	Miscellaneous grants	31,562.53	23,477.00	20,000.00	21,750.00
	Grants and Entitlements Totals	$31,562.53	$23,477.00	$20,000.00	$21,750.00
False Alarm Fines					
530002	False alarm fines	6,550.00	7,800.00	6,800.00	6,800.00
	False Alarm Fines Totals	$6,550.00	$7,800.00	$6,800.00	$6,800.00
Police and Communications					
530003	Police reports	4,094.30	4,500.00	4,500.00	4,500.00

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Estimated Amount	2019 Department Head
Fund **01 - General**					
Department **03 - Police**					
Program **00 - --**					
Police and Communications					
530004	Police record checks	192.00	250.00	350.00	350.00
530006	Police training fees	6,656.00	6,500.00	8,500.00	8,500.00
530007	Prisoner fit for confinement reimb	325.00	300.00	2,500.00	1,000.00
530010	Fingerprinting fees	2,670.00	2,500.00	2,500.00	2,500.00
530052	Inmate security funds	6,626.00	8,000.00	7,000.00	7,000.00
530100	Communications - Manchester	127,755.00	128,643.00	128,642.00	132,147.00
530102	Prisoner housing contract	.00	.00	1,000.00	1,000.00
530110	Police services - Rockwood	55,564.00	60,000.00	59,400.00	61,800.00
	Police and Communications Totals	$203,882.30	$210,693.00	$214,392.00	$218,797.00
Miscellaneous Revenues					
506750	Insurance/damage reimbursement	.00	1,000.00	3,000.00	1,000.00
508211	Notary service	10.00	20.00	20.00	20.00
508900	Miscellaneous	.00	.00	15.00	15.00
	Miscellaneous Revenues Totals	$10.00	$1,020.00	$3,035.00	$1,035.00
	Program **00 - --** Totals	$622,201.14	$1,656,990.00	$1,920,227.00	$1,899,382.00
Program **33 - Criminal Investigations**					
Grants and Entitlements					
506501	OCDETF/FBI ot reimbursement	16,848.66	14,500.00	14,500.00	14,500.00
	Grants and Entitlements Totals	$16,848.66	$14,500.00	$14,500.00	$14,500.00
	Program **33 - Criminal Investigations** Totals	$16,848.66	$14,500.00	$14,500.00	$14,500.00
	Department **03 - Police** Totals	$639,049.80	$1,671,490.00	$1,934,727.00	$1,913,882.00
Department **04 - Parks and Recreation**					
Program **00 - --**					
Sales and Use Taxes					
500001	Sales tax	1,299,034.72	1,275,600.00	1,332,000.00	1,282,000.00
	Sales and Use Taxes Totals	$1,299,034.72	$1,275,600.00	$1,332,000.00	$1,282,000.00
Miscellaneous Revenues					
506750	Insurance/damage reimbursement	4,120.00	.00	15,475.00	.00
	Miscellaneous Revenues Totals	$4,120.00	$0.00	$15,475.00	$0.00
	Program **00 - --** Totals	$1,303,154.72	$1,275,600.00	$1,347,475.00	$1,282,000.00
Program **40 - Parks**					
Community Programs - Recreation					
540001	Pavilion rentals	12,785.00	12,000.00	12,000.00	12,000.00

Revenue Budget Worksheet Report

Budget Year 2019

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Estimated Amount	2019 Department Head
Fund **01 - General**					
Department **04 - Parks and Recreation**					
Program **40 - Parks**					
Community Programs - Recreation					
540005	Ball field rentals	2,045.00	1,000.00	1,000.00	1,000.00
540200	Art commission funds	5,000.00	6,000.00	.00	6,000.00
540205	Historical society funds	2,891.50	3,500.00	2,500.00	2,500.00
540215	L.O.A.P. funds	19,991.78	13,000.00	22,000.00	23,000.00
	Community Programs - Recreation Totals	$42,713.28	$35,500.00	$37,500.00	$44,500.00
	Program **40 - Parks** Totals	$42,713.28	$35,500.00	$37,500.00	$44,500.00
Program **41 - Golf Operations**					
Community Programs - Golf Course					
541001	Resident greens fees	140,725.60	132,000.00	130,000.00	132,000.00
541005	Non-resident greens fees	339,415.13	317,000.00	300,000.00	317,000.00
541006	Tournament greens fees	16,124.00	17,500.00	16,000.00	17,500.00
541009	Permanent tee times	1,170.00	1,170.00	1,600.00	1,600.00
541010	Golf carts	144,160.70	130,000.00	130,000.00	130,000.00
541015	Pull carts	3,569.15	3,500.00	3,000.00	3,500.00
541016	Golf carts - tournaments	7,679.00	9,000.00	9,000.00	8,500.00
541060	Junior golf/swim pass - res	1,575.00	1,575.00	525.00	1,000.00
541065	Junior golf/swim pass - n/res	350.00	350.00	700.00	500.00
541250	Golf programs	2,269.00	2,600.00	2,600.00	2,600.00
541301	Golf course advertising	1,500.00	1,000.00	.00	1,000.00
	Community Programs - Golf Course Totals	$658,537.58	$615,695.00	$593,425.00	$615,200.00
Community Programs - Pro Shop Snack Bar					
541505	Soda fountain sales	10,395.88	10,000.00	9,300.00	9,800.00
541506	On course soda machine	2,045.50	2,000.00	1,600.00	1,800.00
541515	Beer sales	27,464.50	24,000.00	26,000.00	25,000.00
541520	Deli sales	3,760.25	3,600.00	3,000.00	3,500.00
541521	Snack sales	2,358.48	2,100.00	2,000.00	2,100.00
541525	Food/beverages - tournaments	2,168.50	2,000.00	2,500.00	2,500.00
541900	Receipts overages/(shortages)	(34.95)	.00	.00	.00
541950	Golf club misc revenues	787.00	300.00	1,000.00	700.00
	Community Programs - Pro Shop Snack Bar Totals	$48,945.16	$44,000.00	$45,400.00	$45,400.00

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Estimated Amount	2019 Department Head
Fund	**01 - General**				
Department	**04 - Parks and Recreation**				
Program	**41 - Golf Operations**				
Community Programs - Banquet Center					
541510	Beverage sales	29,765.80	30,000.00	27,000.00	29,000.00
541600	Rental fees	18,000.00	15,000.00	20,000.00	20,000.00
541650	Preferred catering fees	499.41	500.00	600.00	500.00
	Community Programs - Banquet Center Totals	$48,265.21	$45,500.00	$47,600.00	$49,500.00
	Program **41 - Golf Operations** Totals	$755,747.95	$705,195.00	$686,425.00	$710,100.00
Program	**42 - Aquatic Center Operations**				
Community Programs - Aquatic Center					
542001	Daily fees - res adult	28,090.00	29,000.00	25,970.00	25,000.00
542005	Daily fees - res child	14,797.05	16,500.00	17,345.00	15,000.00
542010	Daily fees - non res	243,261.71	243,000.00	245,868.00	240,000.00
542015	Pool pass - res indiv	2,525.00	2,300.00	3,690.00	3,500.00
542016	Pool pass - res sing+1	3,660.00	3,000.00	2,235.00	2,500.00
542017	Pool pass - non res sing+1	1,350.00	1,000.00	570.00	1,000.00
542020	Pool pass - non res indiv	425.00	500.00	1,415.00	1,500.00
542023	Pool pass - res snr cpl	895.00	750.00	635.00	750.00
542024	Pool pass - non res snr cpl	185.00	200.00	205.00	205.00
542025	Pool pass - res family	51,315.97	52,000.00	55,057.00	52,500.00
542030	Pool pass - non res family	17,710.00	17,000.00	20,890.00	18,500.00
542051	Pointe plus pass - res	21,798.28	16,000.00	17,000.00	20,000.00
542053	Pointe plus pass - non res	5,155.73	4,000.00	6,500.00	6,500.00
542060	Junior golf/swim pass - res	450.00	400.00	150.00	300.00
542065	Junior golf/swim pass - non res	200.00	350.00	400.00	300.00
542070	Platinum pass - res	17,954.88	14,000.00	20,000.00	20,000.00
542072	Platinum pass - non res	8,959.00	6,500.00	9,272.00	9,500.00
542098	Wildwood swim passes	7,267.00	6,000.00	8,011.00	7,500.00
542100	Swim lessons	7,832.50	9,000.00	10,319.00	9,500.00
542200	Aqua fitness	1,507.00	1,500.00	1,121.00	1,000.00
542250	Pool programs	13,842.00	13,000.00	13,778.00	12,500.00
542300	Swim team	15,552.72	16,000.00	15,363.00	15,500.00
542500	Concessions	131,200.39	128,000.00	143,000.00	132,000.00
542600	Rental fees	3,285.00	3,000.00	1,415.00	2,000.00

Revenue Budget Worksheet Report

Budget Year 2019

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Estimated Amount	2019 Department Head
Fund **01 - General**					
Department **04 - Parks and Recreation**					
Program **42 - Aquatic Center Operations**					
Community Programs - Aquatic Center					
542601	Party rental fees	17,362.00	17,000.00	12,819.00	15,000.00
542800	Items for resale	202.88	.00	142.00	100.00
542900	Receipts overage/(shortage)	(61.58)	.00	.00	.00
	Community Programs - Aquatic Center Totals	$616,722.53	$600,000.00	$633,170.00	$612,155.00
	Program **42 - Aquatic Center Operations** Totals	$616,722.53	$600,000.00	$633,170.00	$612,155.00
Program **45 - Community Center**					
Donations					
506003	Sponsorships	9,205.00	10,000.00	8,000.00	8,000.00
	Donations Totals	$9,205.00	$10,000.00	$8,000.00	$8,000.00
Community Programs - Community Center					
545001	Daily fees - res	17,694.73	18,000.00	14,950.00	16,000.00
545002	Daily fees - non res	73,399.33	75,000.00	66,072.00	70,000.00
545005	Punch card - res	25,224.00	25,000.00	27,238.00	27,000.00
545006	Punch card - non res	30,980.00	29,000.00	29,936.00	30,000.00
545010	Pass - res	546,839.88	505,000.00	545,000.00	548,000.00
545011	Pass - non res	221,826.71	195,000.00	230,000.00	230,000.00
545051	Pointe plus pass - res	42,855.76	40,000.00	40,000.00	40,000.00
545053	Pointe plus pass - non res	10,156.73	10,000.00	12,275.00	11,000.00
545055	Business memberships	14,160.00	12,000.00	15,440.00	14,000.00
545070	Platinum pass - res	64,838.97	75,000.00	73,000.00	75,000.00
545072	Platinum pass - non res	33,265.62	35,000.00	38,875.00	38,000.00
545100	Swim lessons	86,003.19	78,000.00	81,200.00	80,000.00
545175	Lifeguard cert fees	4,015.00	6,000.00	3,870.00	4,000.00
545200	Aqua fitness	26,149.30	25,000.00	28,740.00	28,000.00
545250	Indoor pool special programs	2,768.00	2,000.00	2,575.00	2,500.00
545400	Program fees - res	50,762.10	50,000.00	50,000.00	55,000.00
545405	Program fees - snr	3,666.00	3,500.00	3,500.00	3,500.00
545410	Program fees - non res	44,691.86	48,000.00	40,000.00	48,000.00
545425	Babysitting	1,516.64	2,000.00	1,150.00	1,000.00
545450	Summer camp fees - res	136,757.20	135,000.00	140,150.00	142,000.00
545460	Summer camp fees - non res	96,936.10	98,000.00	112,090.00	114,000.00

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Estimated Amount	2019 Department Head
Fund **01 - General**					
Department **04 - Parks and Recreation**					
Program **45 - Community Center**					
Community Programs - Community Center					
545475	Personal trainer	32,335.00	25,000.00	35,900.00	33,000.00
545500	Concessions	2,048.56	3,000.00	775.00	500.00
545506	Soda machine revenue	9,553.35	11,000.00	9,300.00	9,500.00
545550	Vending machine revenue	3,446.22	3,000.00	3,000.00	3,000.00
545600	Rental fees	47,828.00	44,000.00	47,000.00	47,000.00
545602	Birthday parties - res	13,273.00	12,000.00	10,230.00	11,000.00
545603	Birthday parties - non res	14,200.00	13,000.00	11,100.00	11,000.00
545610	Lock-ins	7,162.50	7,000.00	4,500.00	5,000.00
545700	ID fees	9,522.00	10,000.00	9,170.00	9,500.00
545800	Items for resale	50.93	75.00	32.00	50.00
545900	Receipts overage/(shortage)	(9.31)	.00	.00	.00
545950	Miscellaneous	5.00	.00	.00	.00
	Community Programs - Community Center Totals	$1,673,922.37	$1,594,575.00	$1,687,068.00	$1,706,550.00
	Program **45 - Community Center** Totals	$1,683,127.37	$1,604,575.00	$1,695,068.00	$1,714,550.00
Program **47 - Ballwin Days Program**					
Community Programs - Ballwin Days					
547001	Ballwin Days	65,356.75	70,000.00	65,000.00	65,000.00
	Community Programs - Ballwin Days Totals	$65,356.75	$70,000.00	$65,000.00	$65,000.00
	Program **47 - Ballwin Days Program** Totals	$65,356.75	$70,000.00	$65,000.00	$65,000.00
	Department **04 - Parks and Recreation** Totals	$4,466,822.60	$4,290,870.00	$4,464,638.00	$4,428,305.00
	Fund **01 - General** Totals	$18,591,486.63	$19,389,598.00	$19,944,682.00	$20,001,636.00
Fund **02 - Capital Projects**					
Department **01 - Administration**					
Program **00 - --**					
Sales and Use Taxes					
500001	Sales tax	592,619.41	240,000.00	490,000.00	.00
500005	Sales tax - TIF 2A	36,810.68	115,000.00	115,000.00	75,000.00
	Sales and Use Taxes Totals	$629,430.09	$355,000.00	$605,000.00	$75,000.00
	Program **00 - --** Totals	$629,430.09	$355,000.00	$605,000.00	$75,000.00
Program **05 - Support Services**					
Transfers In					
580005	Transfers in	223,397.17	2,710,861.00	3,003,507.00	298,176.00

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Estimated Amount	2019 Department Head
Fund **02 - Capital Projects**					
Department **01 - Administration**					
Program **05 - Support Services**					
Transfers In					
	Transfers In Totals	$223,397.17	$2,710,861.00	$3,003,507.00	$298,176.00
	Program **05 - Support Services** Totals	$223,397.17	$2,710,861.00	$3,003,507.00	$298,176.00
	Department **01 - Administration** Totals	$852,827.26	$3,065,861.00	$3,608,507.00	$373,176.00
Department **02 - Public Works**					
Program **22 - Streets and Sidewalks**					
Federal Grants					
560050	Misc project reimb	963,744.85	.00	49,133.00	70,768.00
	Federal Grants Totals	$963,744.85	$0.00	$49,133.00	$70,768.00
	Program **22 - Streets and Sidewalks** Totals	$963,744.85	$0.00	$49,133.00	$70,768.00
Program **27 - Property Services**					
Grants and Entitlements					
506201	Stormwater grants	51,085.12	1,200,480.00	1,120,344.00	.00
	Grants and Entitlements Totals	$51,085.12	$1,200,480.00	$1,120,344.00	$0.00
	Program **27 - Property Services** Totals	$51,085.12	$1,200,480.00	$1,120,344.00	$0.00
	Department **02 - Public Works** Totals	$1,014,829.97	$1,200,480.00	$1,169,477.00	$70,768.00
Department **03 - Police**					
Program **00 - --**					
Sales and Use Taxes					
500001	Sales tax	.00	.00	.00	25,000.00
	Sales and Use Taxes Totals	$0.00	$0.00	$0.00	$25,000.00
	Program **00 - --** Totals	$0.00	$0.00	$0.00	$25,000.00
	Department **03 - Police** Totals	$0.00	$0.00	$0.00	$25,000.00
Department **04 - Parks and Recreation**					
Program **00 - --**					
Sales and Use Taxes					
500001	Sales tax	142,753.66	128,400.00	135,000.00	185,000.00
500005	Sales tax - TIF 2A	128,734.16	135,000.00	135,000.00	115,000.00
	Sales and Use Taxes Totals	$271,487.82	$263,400.00	$270,000.00	$300,000.00
Donations					
506020	Recreation contributions	148,781.67	.00	.00	.00
	Donations Totals	$148,781.67	$0.00	$0.00	$0.00
Grants and Entitlements					
506500	Miscellaneous grants	.00	531,400.00	531,400.00	.00
	Grants and Entitlements Totals	$0.00	$531,400.00	$531,400.00	$0.00

Revenue Budget Worksheet Report

Budget Year 2019

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Estimated Amount	2019 Department Head
Fund **02 - Capital Projects**					
Department **04 - Parks and Recreation**					
	Program **00 - --** Totals	$420,269.49	$794,800.00	$801,400.00	$300,000.00
Program **40 - Parks**					
Transfers In					
580005	Transfers in	251,737.64	.00	.00	.00
	Transfers In Totals	$251,737.64	$0.00	$0.00	$0.00
	Program **40 - Parks** Totals	$251,737.64	$0.00	$0.00	$0.00
Program **45 - Community Center**					
Transfers In					
580005	Transfers in	83,039.86	.00	195,381.00	.00
	Transfers In Totals	$83,039.86	$0.00	$195,381.00	$0.00
	Program **45 - Community Center** Totals	$83,039.86	$0.00	$195,381.00	$0.00
	Department **04 - Parks and Recreation** Totals	$755,046.99	$794,800.00	$996,781.00	$300,000.00
	Fund **02 - Capital Projects** Totals	$2,622,704.22	$5,061,141.00	$5,774,765.00	$768,944.00
	Net Grand Totals	$21,214,190.85	$24,450,739.00	$25,719,447.00	$20,770,580.00

Resolution

City of Ballwin, Missouri

Introduced By

Aldermen Terbrock, Finley, Stallmann, Roach, Fleming, Leahy, Kerlagon, Bullington

A RESOLUTION ACKNOWLEDGING THAT THE CITY OF BALLWIN IS RESPONSIBLE FOR RESTORATION OF A BIOSWALE SERVING THE NEW CITY HALL.

WHEREAS, the Metropolitan St. Louis Sewer District required the City of Ballwin to install a bioswale for the new City Hall in Vlasis Park; and

WHEREAS, the location of the bioswale is in a Missouri American Water Company Easement and shown cross-hatched on the Grading Plan attached hereto; and

WHEREAS, the City of Ballwin wishes to acknowledge the City's responsibility for restoration of the bioswale in the event that the water main in the Missouri American Water Company Easement breaks.

THEREFORE, BE IT RESOLVED by the Board of Aldermen that the City of Ballwin acknowledges its responsibility for restoration of the bioswale serving the new City Hall in the event that the water main in the Missouri American Water Company Easement breaks.

Passed this ____ day of __________, 2018. ______________________________

Tim Pogue, Mayor

Approved this ____day of __________, 2018. ______________________________

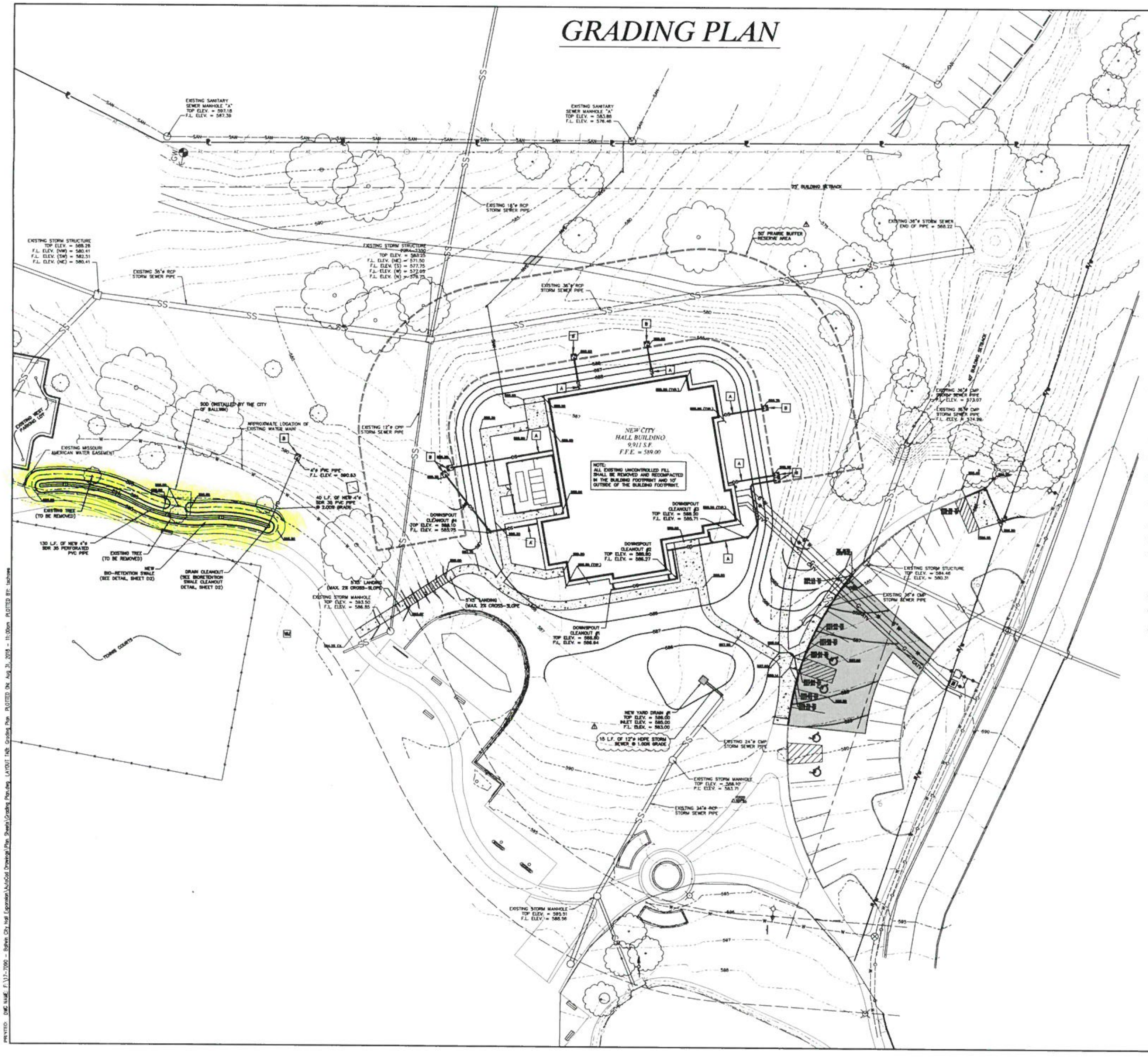
Tim Pogue, Mayor

Attest: ______________________________

Eric Hanson, City Administrator

City of Ballwin Missouri Est. 1837

GRADING PLAN



MARCH, 2018

LEGEND

EXISTING		PROPOSED
	INDEX CONTOUR	
	INTERMEDIATE CONTOUR	
	AERIAL ELECTRIC	
	UTILITY POLE / GUY WIRE	
	UNDERGROUND ELECTRIC	
	UNDERGROUND TELEPHONE	
	UNDERGROUND CABLE	
	UNDERGROUND FIBER OPTIC	
	SANITARY SEWER	
	SANITARY MANHOLE	
	STORM SEWER	
	INLET	
	GAS LINE	
	GAS VALVE	
	GAS METER	
	WATER LINE	
	FIRE HYDRANTS	
	WATER VALVE	
	WATER METER	
	TREE	
	TREELINE	
	FENCE	
	LIGHT	
	CONCRETE PAVEMENT	
	ASPHALT PAVEMENT	

GRADING NOTES

1. The sitework on this project shall meet or exceed the City of Ballwin standards and specifications.
2. Project benchmark is a bench tie in power pole running along the north property line of Vlasis Park.
3. This property is within Zone "X", "Areas of minimal flooding" per Flood Insurance Rate Map 29013C0200C Community Panel No. 200 of 500, effective date May 3, 2010.
4. Underground structures, facilities and utilities have been plotted from available surveys and records. Therefore, their locations must be considered approximate only. There may be others, the existence of which is presently not known.
5. Contractor to contact telephone, electric, gas, water and cable companies to have underground utilities located on this site and adjacent to this site prior to doing any excavating.
6. All unsurfaced areas are to receive 4 inches of topsoil. Contractor to seed, mulch, fertilize, and maintain all areas outside of paved areas that were disturbed during construction until an acceptable stand of grass is established. The Contractor shall be responsible to take whatever means necessary to establish permanent soil stabilization.
7. Contractor shall saw cut all curb and gutter sections, concrete medians and along pavement where new construction ties into existing areas. Contractor shall maintain traffic flow and provide traffic control throughout construction.
8. All survey monuments disturbed during construction shall be replaced by a licensed surveyor.
9. All improvements including roadway, sanitary sewer, waterline & storm sewer construction will meet City of Ballwin, MO Specifications.
10. In accordance with generally accepted construction practices, the Contractor will be solely and completely responsible for conditions of the job site, including safety of all persons and property during performance of the work. This requirement will apply continuously and not be limited to normal working hours. Contractor will be responsible for providing and maintaining all barricades, warning signs, flashing lights and traffic control devices during construction. Contractor to comply with all OSHA regulation requirements and safety meeting requirement.
11. All trenches under paved areas shall be backfilled with granular material and compacted to compaction requirements of the road.
12. TP = Top of pavement
    TC = Top of curb
    EX = Existing
13. (A) Storm sewer pipe shall be reinforced concrete pipe, Class III per ASTM C-76, with flexible plastic bitumen gaskets at joints.
    OR
    (B) High Density Polyethylene Pipe (HDPE) smooth interior. AASHTO Designation M25 and M294, maximum diameter of 36-inches. Only permitted when specifically indicated on construction drawings. Pipe shall be installed in accordance with pipe manufacturer's installation guidelines for culvert storm drainage applications.

DOWNSPOUT LEGEND

A — 6"Ø SDR 35 PVC DOWNSPOUT COLLECTOR @ 1.00% GRADE

B — CONCRETE SPLASH PAD WITH DISSIPATER BLOCKS. SEE DETAIL, SHEET D2

ALL STORM SEWER MATERIALS SHALL MEET MSD STANDARD CONSTRUCTION SPECIFICATIONS.

Rock Preparation and Compaction:

Prior to fill placement, vegetation should be stripped and sloped areas should be benched. The fill materials placed at the site will consist primarily of a rock/soil mixture and blasted rock generated from the site. The shot rock fill materials should be well graded with particle sizes ranging from sand and silt to boulders less that 18 inches in diameter. Boulders larger than 18 inches in diameter should be separated and broke using a track hoe with a breaker or by other means or the boulders should be placed in non-critical fill areas, as approved by a soil technician. We recommend that boulders larger than 18 inches not be placed in areas where they will be encountered when excavating to install utilities or construct basements, or within 2 or 3 feet of the street subgrade level. Where the larger boulders are placed, care should be taken to ensure that voids are not present around them. It may be necessary to place gravel to in fill or "choke off" voids around the larger boulders.

Ripped rock and shot rock should be placed in horizontal lifts not exceeding 18 inches in loose thickness and compacted by a minimum of five passes of a vibratory roller weighing at least 10 tons. Proper compaction may not be achieved without vibratory roller. Due to the varying gradation of fill materials, density tests will generally be considered inappropriate to determine the quality of the fill. Therefore, performance criteria will be used to evaluate the fill. This involves observing the placement of each lift of fill and the effects of the compaction equipment prior to placing additional fill.

Soil Preparation and Compaction:

Remove all stumps, bushes, trees, weeds, roots and other surface obstructions from the site. Contractor to strip all topsoil from the entire area to be graded. After the removal of all foreign organic matter, and after stripping of topsoil, the entire surface to be filled, or areas that are cut to subgrade shall be scarified to a minimum depth of 12 inches and the compacted by proof rolling with suitable compaction equipment weighing not less than 400 psi based on the contact area of one row of feet, or pneumatic-tired roller of equivalent compaction characteristics.

The maximum thickness of fill shall be in lifts not to exceed 8 inches. The proof rolling and the fill compaction operations under the building and paved areas shall produce at least 95% of the Standard Proctor Maximum Dry Density Test (ASTM D-698). Any soft areas encountered during proof rolling shall be undercut and replaced with a properly compacted fill. The compaction of the fill shall be tested during placement by a qualified soil technician to determine if the proper densification is taking place. All fill used on the site should consist of low plasticity soils as approved by the soils engineer. After proof rolling, no water should be allowed to pond on the surface. The earthwork for all building foundations and slabs shall be in accordance with architectural building plans and specifications. Compaction equipment shall be operating at the site at all times during filling operations.

BID / PERMIT SET - 2018.03.02

Chiodini
Architecture / Interior Design / Graphics

COCHRAN
530A E. Independence Dr.
Union, Missouri 63084
636-584-0540 (tel.)
636-584-0512 (fax)
mail@cochraneng.com
• Civil Engineering
• Land Surveying
• Architecture
• Site Development
• General Consulting
• Master Planning
Missouri State Certificate of Authority Numbers:
Survey : 000380
Engineering : 001655
Architecture: 2002014240

CITY OF BALLWIN
BALLWIN CITY HALL
Government Center
77 Seven Trails Drive
Ballwin, MO 63011

REVISIONS:

	Date	Description
1	03-02-18	MSD REVIEW NO. 1
2	04-04-18	MSD REVIEW NO. 2
3	07-12-18	REVISION NO. 10
4	07-17-18	MSD FIELD CHANGE 1

GRADING PLAN

Project Number: 2017.057
Date: 2018.07.17
Drawn By: Author

C3

HOSTED CITY FUNCTIONS – SECTION 1

CITY OF BALLWIN
OFFICIAL POLICY

EMPLOYEE APPRECIATION EVENT
Approved: June 21, 2010

PURPOSE: To foster positive employee morale and esprit de corps, and to demonstrate Ballwin's appreciation for the efforts of all employees by providing one or more annual social gatherings for employees, families and invited guests, as may be provided, outside of regular work-related interactions.

FREQUENCY: Such events may be held one or more times per year as the nature of the event and budget provide.

INVITEES:
- All full-time and part-time employees actively employed by Ballwin at the time of the event.
- Additional invitees to be considered based on the format and circumstances, as determined by the City Administrator.

ALCOHOL: If alcoholic beverages are provided, this shall be done in accordance with the Alcoholic Beverage Policy. No alcoholic beverages may be brought to the event by attendees.

CITY OF BALLWIN
OFFICIAL POLICY

DINNERS / RETIREMENT PARTIES
Approved: June 21, 2010

Retiring employees:

1. At the discretion and approval of department head, employees leaving in good standing with 25 ~~20~~ or more years of service may be eligible to a reception at a city-owned facility.

2. Refreshments for this event shall be paid by the city, subject to prior budget approval, exclusive of alcoholic beverages.

3. Employees retiring with at least 25 years of service will be presented with a watch from the City for their dedicated years of service.

CITY OF BALLWIN
OFFICIAL POLICY

RECREATIONAL FACILITIES - COMPLIMENTARY USE

Approved by Ordinance # 2537: August 12, 1996
Revised by Voice Vote: October 11, 2010
Golf: Revised by Voice Vote: August 20, 2012
Revised by Voice Vote: February 23, 2015

GOLF

The Mayor, Board of Aldermen, and City Administrator, showing current identification, shall receive unlimited complimentary golf and riding cart privileges for themselves and a guest (exclusive and non-transferable).

Full-time and part-time (part-time: working a minimum of 20 hours per week) employees, members of the Planning & Zoning Commission and Board of Adjustment will receive complimentary golf for themselves. Immediate family members of full-time and benefit eligible part-time employees, Planning & Zoning Commission and Board of Adjustment can play golf at a reduced rate by purchasing the discounted season pass.

Aldermen and Mayor currently receive 4 free 9-hole golf passes for guest use per year. After 4 free passes per year, additional passes will be provided at cost of the prevailing resident rate with no free golf cart.

Any member of the Board of Aldermen shall be issued an honorary lifetime pass upon retirement after serving at least 10 years in elective office.

HONORARY RECREATION PASSES

Honorary Recreation Passes have been issued only with the approval of the Board of Aldermen. Said passes shall entitle the recipient and his/her spouse to lifetime use of the City recreation facilities (golf course and pool only) at no charge. This benefit shall also include free use of a riding or pull cart.

In accordance with the terms of Ordinance No. 15-08 and the employment contract attached thereto, Robert Kuntz shall be entitled to all complimentary benefits as reflected above, as well as those in Section 4 of said agreement.

ELIGIBILITY REQUIREMENTS

Honorary Recreation Passes are restricted to the following:

CURRENT HONORARY PASSES

Mrs. Jim Cox	Mr. and Mrs. Don Mertz
Mr. Frank Byars	Mrs. Bob Ferris
Mrs. Edward Montgomery	Mr. and Mrs. Jerry Klenke
Mr. and Mrs. Lionel Lucchesi	Mrs. Richard Andrews
Mr. and Mrs. Jerry Klein	Mr. and Mrs. Gary Kramer
Mr. and Mrs. Tom Aiken	Mr. and Mrs. Linda Bruer

Upon the death of any of the above holders of Honorary Passes, the name will automatically be removed.

. . . . . M E M O . . . . .

TO:	Eric Hanson	**DATE:**	October 1, 2018
FROM:	Paula Reeds	**CC:**	
RE:	Mitel Voicemail Upgrade		

The City's current Mitel NuPoint voicemail system is scheduled to enter its end-of-life stage in 2019. As part of this transition, Mitel is now offering a very aggressive licensing upgrade path for their customers but only through the end of this year (December 31st, 2018).

Tech Electronics, the City's Mitel telecommunications phone systems provider and servicing agent, prepared a proposal to upgrade the NuPoint voicemail system to the Mitel MiCollab system for $9,985. This includes: license transfer, hardware, software, implementation, and training. In addition, the upgraded system will be covered under our existing Tech Electronics annual maintenance agreement (hardware, software, phones, help desk, and training).

Basically, Mitel is offering to transfer our existing voicemail licenses to the new product by waiving their new license fees. Should it be decided to wait until after the new year, the same configuration may cost in excess of $35,000 because existing licenses will not qualify and new licenses will have to be purchased.

For 2018, the Police Department budgeted for a new telephone conversation recording system to replace the existing Eventide analog recording system. The Police Department has expressed interest in using the record-a-call feature in the Mitel systems which can store conversations and transfer information as needed. However, the existing voicemail system will have to be upgraded in order to use this feature properly. Thus, the funds for the Mitel MiCollab upgrade project would come from the 2018 Police budget as agreed by the Police Chief.

Certainly there is an obvious monetary advantage to upgrading this year, but there are also licensing features we could implement immediately such as Unified Messaging (convert voicemails to emails), Twinning, and Record-a-Call functionality.

Please let me know if you have any questions or comments concerning this project. The attached proposal is ready for signature.

TO: Mayor Pogue, Board of Aldermen

FROM: Denise Keller, Finance Officer

DATE: October 2, 2018

RE: Extension of Restricted Fund Account for Government Center Improvements

On November 10, 2014 Ordinance number 14-34 was signed into law creating a restricted fund account for government center improvements. In addition to an immediate transfer of $1,000,000 from the unencumbered reserve funds, it required that each year thereafter by December 31st 50% of the operating budget surplus be transferred into this fund. This transfer was to contimue annually until the end of fiscal 2017.

This restricted fund account has been used in 2017 and 2018 to pay for the construction of the new City Hall and is expencted to be depleted by the end of the year. Administration recommends that the annual transfer of 50% of the operating budget surplus be extended by one fiscal year to end on December 31, 2018. The City Attorney has advised that this can be accomplished through a voice vote of the Borad of Aldermen.