

**BOARD OF ALDERMEN MEETING**  
**January 8, 2018 at 7:00 p.m.**

300 Park Drive – Donald “Red” Loehr Police & Court Center



1. *Call to Order*
2. *Roll Call*
3. *Pledge of Allegiance*
4. **Approval of Minutes:** December 11, 2017 Board of Aldermen Meeting Minutes
5. **Presentation:** *None*
6. **Citizen Comments:**
7. **Public Hearing:** *None*
8. **Old Business:** *None*

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**New Business:**

9. **Legislation:** *None* **Next Ordinance # 18-01**
10. **Consent Items:**
  - a. Check Signatories
  - b. Financial Statement
  - c. Wildwood Pool Pass
11. **Mayor's Report**
  - a. Air BnB
12. **City Administrators Report**
13. **Staff Reports:**
  - a. Comprehensive Plan RFQ
14. **City Attorney's Report**
15. **Aldermanic Comments**
16. **Closed Session**
17. **Information Only**
18. **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 Meeting Agenda Overview  
January 8, 2018 at 7:00 p.m.



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 December 11, 2017, Board of Aldermen meeting is enclosed for your review and approval.

**CITIZEN COMMENTS:**

**PUBLIC HEARING:** None

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## NEW BUSINESS

### CONSENT ITEMS

This section includes budgeted items which are low bid and do not exceed expenditure estimates, and/or items which have been previously approved in concept.

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#### **CHECK SIGNATORIES** (Discussion & Enclosure)

This is an annual exercise that requires Board approval for renewal purposes.

#### **SEMI ANNUAL REVENUE / EXPENSE STATEMENT PUBLICATION** (Discussion & Enclosure)

This publication is required by state law and there is a tight time frame requirement for its publication.

#### **WILDWOOD SWIM PASSES** (Discussion & Enclosure)

In an effort to provide recreational swimming for their residents, the City of Wildwood has in the past contracted with Ballwin to offer their residents a season pass to the North Pointe Aquatic Center. In exchange, the City of Wildwood pays Ballwin \$80 per family pass purchased by a Wildwood family. (limit 50 passes). Staff recommends the sale of season passes to the North Pointe Aquatic Center to Wildwood residents.

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## MAYOR'S REPORT

**Air BnB**

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## CITY ADMINISTRATOR'S REPORT

## STAFF REPORTS

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### **COMPREHENSIVE PLAN RFQ (Discussion & Enclosure)**

Staff is suggesting the Board move forward with a Comprehensive Plan for the City. A project timeline for the Comprehensive Plan is provided for the Board's review. The Comprehensive Plan is going to be a key policy and action document for the City of Ballwin. This plan will be used by staff, government agencies, economic development entities, elected officials, boards and commissions, developers, property owners, and residents as a guide for future land use development, capital investments, and growth management decisions over the next 20 years and beyond.

## CITY ATTORNEY'S REPORT

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## ALDERMANIC COMMENTS

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**January 5, 2018**

A Johnson



**UNOFFICIAL DRAFT**  
**MINUTES OF THE BOARD OF ALDERMEN MEETING**  
**CITY OF BALLWIN – 300 Park Drive**  
**December 11, 2017**

**STATEMENTS ATTRIBUTED TO INDIVIDUALS IN THIS “DRAFT” ARE NOT VERBATIM QUOTES. THE MINUTES OF THIS MEETING ARE REPORTED IN SUMMARY. THIS IS AN “UNOFFICIAL DRAFT VERSION” OF THE MEETING MINUTES. DRAFT VERSIONS OF MINUTES ARE SUBJECT TO REVIEW, MODIFICATION, AND APPROVAL OF THE BOARD OF ALDERMEN.**

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

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

*Roll Call*

PRESENT

Mayor Tim Pogue  
Alderman James Terbrock  
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 Hanson  
City Attorney Robert E. Jones

ABSENT

The Pledge of Allegiance was given.

**MINUTES**

The Minutes of the *November 27, 2017, Board of Aldermen meeting minutes* were submitted for approval.

**A motion was made** by Alderman Fleming and seconded by Alderman Terbrock to approve the November 27, 2017, Board of Aldermen meeting minutes as presented. A voice vote was taken with a unanimous affirmative result and the motion passed.

**CITIZENS COMMENTS**

Tom Ratzki, 923 Castle Pines Dr, stated he would like to thank the Board of Aldermen, Mayor Pogue and City staff, specifically, Linda Bruer and James Boyd, for supporting pickle ball and for putting in pickle ball lines on several of the tennis courts in the City. He hopes the City will look into having a dedicated pickle ball court in the future.

## PUBLIC HEARING

### **2018 Budget Public Hearing**

Mayor Pogue asked if anyone wished to come forward to speak in opposition of the 2018 Budget.

*No one came forward to speak.*

Mayor Pogue asked if anyone wished to come forward to speak in favor of the 2018 Budget.

*No one came forward to speak.*

Mayor Pogue closed the public hearing.

## **NEW BUSINESS**

### LEGISLATION

#### **BILL NO. 3981** 2018 Capital Budget

**A motion was made** by Alderman Fleming and seconded by Alderman Bullington for a first reading of Bill No. 3981, title only. A voice vote was taken with a unanimous affirmative result and Bill No. 3981 was read for the first time.

Alderman Finley stated that he finds the 2018 Budget in order and that no complaints were received from any residents in ward 1 or any other wards; no one spoke in opposition to the budget during the Public Hearing. He added that the Finance department did another award winning job and is in favor of approving the 2018 Capital and Operating Budget.

**A motion was made** by Alderman Fleming and seconded by Alderman Stallmann for a second reading of Bill No. 3981, title only. A voice vote was taken with a unanimous affirmative result and Bill No. 3981 was read a second time.

A roll call vote was taken for passage and approval of Bill No. 3981 with the following results:  
Ayes – Aldermen Fleming, Stallmann, Leahy, Terbrock, Kerlagon, Roach, Finley, Bullington  
Nays -- None.

Bill No. 3981 was approved and became **Ordinance No. 17- 32**

#### **BILL NO. 3982** 2018 Operating Budget

**A motion was made** by Alderman Finley and seconded by Alderman Fleming for a first reading of Bill No. 3982, title only. A voice vote was taken with a unanimous affirmative result and Bill No. 3982 was read for the first time.

**A motion was made** by Alderman Finley and seconded by Alderman Bullington for a second reading of Bill No. 3982, title only. A voice vote was taken with a unanimous affirmative result and Bill No. 3982 was read a second time.

A roll call vote was taken for passage and approval of Bill No. 3982 with the following results:

Ayes – Aldermen Finley, Bullington, Terbrock, Roach, Kerlagon, Fleming, Stallmann, Leahy  
Nays -- None.

Bill No. 3982 was approved and became **Ordinance No. 17- 33**

#### **BILL NO. 3983 LAGERS Pension**

**A motion was made** by Alderman Fleming and seconded by Alderman Finley for a first reading of Bill No. 3983, title only. A voice vote was taken with a unanimous affirmative result and Bill No. 3983 was read for the first time.

**A motion was made** by Alderman Fleming and seconded by Alderman Terbrock for a second reading of Bill No. 3983, title only. A voice vote was taken with a unanimous affirmative result and Bill No. 3983 was read a second time.

A roll call vote was taken for passage and approval of Bill No. 3983 with the following results:  
Ayes – Aldermen Fleming, Terbrock, Bullington, Stallmann, Leahy, Roach, Kerlagon, Finley  
Nays -- None.

Bill No. 3983 was approved and became **Ordinance No. 17- 34**

#### **BILL NO. 3984 Churchill Ln Street Maintenance Acceptance**

**A motion was made** by Alderman Roach and seconded by Alderman Stallmann for a first reading of Bill No. 3984, title only. A voice vote was taken with a unanimous affirmative result and Bill No. 3984 was read for the first time.

**A motion was made** by Alderman Stallmann and seconded by Alderman Kerlagon for a second reading of Bill No. 3984, title only. A voice vote was taken with a unanimous affirmative result and Bill No. 3984 was read a second time.

A roll call vote was taken for passage and approval of Bill No. 3984 with the following results:  
Ayes – Aldermen Stallmann, Kerlagon, Finley, Fleming, Roach, Bullington, Terbrock, Leahy  
Nays -- None.

Bill No. 3984 was approved and became **Ordinance No. 17- 35**

#### **BILL NO. 3985 Ramsey Ln Water Relocation Adjustment Agreement**

**A motion was made** by Alderman Fleming and seconded by Alderman Kerlagon for a first reading of Bill No. 3985, title only. A voice vote was taken with a unanimous affirmative result and Bill No. 3985 was read for the first time.

**A motion was made** by Alderman Fleming and seconded by Alderman Kerlagon for a second reading of Bill No. 3985, title only. A voice vote was taken with a unanimous affirmative result and Bill No. 3985 was read a second time.

A roll call vote was taken for passage and approval of Bill No. 3985 with the following results:  
Ayes – Aldermen Fleming, Kerlagon, Finley, Stallmann, Leahy, Bullington, Roach, Terbrock  
Nays -- None.

Bill No. 3985 was approved and became **Ordinance No. 17- 36**

## **BILL NO. 3986 Missouri American Water Radio Antennae**

**A motion was made** by Alderman Fleming and seconded by Alderman Terbrock for a first reading of Bill No. 3986, title only. A voice vote was taken with a unanimous affirmative result and Bill No. 3986 was read for the first time.

Alderman Finley asked how many radio antennae were currently in the City. Director of Development and Assistant City Administrator Andy Hixson stated that there are four antennae towers currently in Ballwin. Alderman Finley asked if this is something that will continue to occur. Mr. Hixson stated that this is something that will continue to occur. City Attorney Robert Jones added that Missouri American Water is nearing the end of their installation program.

**A motion was made** by Alderman Fleming and seconded by Alderman Finley for a second reading of Bill No. 3986, title only. A voice vote was taken with a unanimous affirmative result and Bill No. 3986 was read a second time.

A roll call vote was taken for passage and approval of Bill No. 3986 with the following results:

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

Nays – Alderman Terbrock

Bill No. 3986 was approved and became **Ordinance No. 17 - 37**

## **MAYOR'S REPORT**

Mayor Pogue announced terms on the Historical Commission are expiring for three members: Marie Clark, Virginia Rogan, and Barbie Trapp. Chairman Masotto is recommending the appointment of Marie Clark, Ken Velten and Irene Wirsing to the commission for a three year term effective January 1, 2018.

**A motion was made** by Alderman Stallmann and seconded by Alderman Fleming to appoint Marie Clark, Ken Velten and Irene Wirsing to the Historical Commission for a three year term effective January 1, 2018. A voice vote was taken with a unanimous affirmative result and the motion passed.

Mayor Pogue wished everyone a Merry Christmas and he looks forward to working with everyone in 2018.

## **CITY ADMINISTRATOR'S REPORT**

City Administrator Hanson thanked the Board for their guidance and support of the 2018 budget, the passing of the LAGERS pension plan. He thanked Denise and the Finance Staff for the many long nights spent to get the budget together and for receiving recognition from the GFOA.

City Administrator Hanson had Streets Superintendent Jim Link provide an update of the leaf pick-up program to the Board.

City Administrator Hanson asked if the Board had reached a decision on the building of a new Board and Court room.

Alderman Fleming stated he can't see himself voting in favor of a new board room. He stated he feels like he is being forced to consider this at the last minute and doesn't see how it benefits the public.

Alderman Stallmann stated he thinks it would be in the City's best interest to include a new board room with the new City Hall. A new building will provide room for future growth and expansion and by including it with the construction of the new city hall, it will save the City money in the long run.

**A motion was made** by Alderman Stallmann and seconded by Alderman Bullington to include the building of a new Board/Court room with the construction of the new City Hall. A roll call vote was taken for passage and approval of the motion to include a new board and court room with the construction of the new city hall with the following results:

Ayes – Aldermen Stallmann, Kerlagon, Bullington, Terbrock,

Nays – Aldermen Roach, Finley, Fleming, Leahy

Due to a split vote, Mayor Pogue cast the deciding vote: Aye

The motion passed.

## STAFF REPORTS

**Sewer Lateral Repair Program Sole Source Contractor** Director of Development Andy Hixson stated the Inspections Department received three (3) qualified bids. The sealed bids were opened and read aloud on November 29th. Mike Roberts, Building Commissioner, Chris Hyland, Inspector, Kathryn Kuelker, Inspections Clerk, and Mr. Hixson reviewed all bids. Staff reached the same conclusion and are recommending the Board award the Sewer Lateral Program contract to A&A Sewer LLC., for a contract starting January 1, 2018 and ending December 31st 2019. A&A Sewer LLC has worked with the City for over ten 10 years and has successfully completed approximately two hundred (200) or more jobs. A&A Sewer has met all of the criteria that was included in the RFP and were overall the lowest bidder.

Alderman Roach asked if there was a secondary company in place should work not be completed or a problem arises. Mr. Hixson stated they have a back-up plan with Roto Rooter should an issue arise with A & A.

**A motion was made** by Alderman Stallmann and seconded by Alderman Kerlagon to award the Sewer Lateral Repair Program Sole Source Contractor to A&A Sewer LLC for a contract starting January 1, 2018 and ending December 31, 2019. A voice vote was taken with a unanimous affirmative result and the motion passed.

**North Pointe Renovation Project** Director of Parks and Recreation, Linda Bruer, stated three submittals were received and per state statute the two most qualified teams were selected to proceed to Phase II and Phase III of the Design-Build process for the North Pointe Aquatic Center Renovation Project. Westport Pools and Capri Pools were selected to receive the City's Request for Proposal document in order to submit design proposals in Phase II and pricing in Phase III. Both Phase II and Phase III submittals were due in sealed, separate envelopes, on December 6. A team of staff reviewed the design proposals received from both Design-Build teams and assigned points based on criteria named in the RFP and the Missouri State Statutes. Following assignment of points, the pricing submittals (Phase III) were opened and publicly read aloud on December 7, at 2:00 pm.

Based on the Missouri State Statute regarding Design-Build contracts and after evaluation of the proposals, staff recommended the contract be awarded to Westport Pools in the amount of \$840,290, who submitted the best design for the best value with a construction timeline that has the project completed by opening day 2018. Ms. Bruer added that Westport Pools constructed both The Pointe and the North

Pointe Aquatic Center pools and the company has been engaged in over 100 design-build projects over their 50 year history.

Alderman Finley asked what a run out slide was. Ms. Bruer stated a run out slide is a newer slide design that has a long flat run at the flume or end of the slide. Currently there is a long rubber pad at the bottom of the slides to help cushion the landing. This pad has to be maintained and tends to be costly. The run out slide will allow older children to go down the slide.

Alderman Stallmann asked what the time frame was for the project. Ms. Bruer stated the demolition would begin in January with a completion date of May 1<sup>st</sup>.

Alderman Roach Congratulated Ms. Bruer on receiving the Park Grant that will help fund this project.

**A motion was made** by Alderman Roach and seconded by Alderman Terbrock to award the Design Build Contract to Westport Pools. A voice vote was taken with a unanimous affirmative result and the motion passed.

## ALDERMANIC COMMENTS

**Alderman Stallmann** complimented Kirsten and the police department on their efforts on a story Channel Two picked up about a resident calling the police after seeing what they thought was a teenager driving a police car. Alderman Terbrock stated JoyFM also picked up the story.

**Alderman Finley** thanked Administrative staff and colleagues for a great year, he thanked the citizens for their ongoing support and wished everyone a Happy Holiday.

**A motion was made** by Alderman Fleming and seconded by Alderman Terbrock to adjourn the Board of Aldermen Meeting. A roll call vote was taken with a unanimous result, and the meeting was adjourned at 7:54 p.m.

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TIM POGUE, MAYOR

ATTEST:

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ERIC HANSON, CITY ADMINISTRATOR

A Johnson  
Updated: **January 5, 2018**

# **CONSENT ITEM**

**RE:** Check Signatories

**DEPARTMENT:** Administration

**PROGRAM:** Finance

**RECOMMENDATION:** Staff recommends that the Board approve the authorized signers for all City accounts as presented.

**EXPLANATION:** Check signatories are to be approved by the Board annually. Eric Hanson and Haley Morrison are currently the authorized check signers for all city accounts except for the Balance Sheet Escrow account, the Ballwin Town Center TDD and the Lafayette Older Adult Program (LOAP) account. Eric and Denise Keller are the signers on the Balance Sheet Escrow account as well as the Ballwin Town Center TDD account. Robert Klahr, attorney for the TDD is an additional signer for the TDD account. Denise and Linda Bruer are the signers on the LOAP account, which was added in 2014. The City does not own the funds in this account but serves as a custodian for them.

Denise is authorized to make transfers between any of the accounts.

| <b>Checking Account</b>              | <b>Authorized Signers</b>                |
|--------------------------------------|------------------------------------------|
| General                              | Eric Hanson, Haley Morrison              |
| Payroll                              | Eric Hanson, Haley Morrison              |
| Escrow                               | Eric Hanson, Haley Morrison              |
| Bail Bond                            | Eric Hanson, Haley Morrison              |
| Sewer Lateral                        | Eric Hanson, Haley Morrison              |
| Balance Sheet Escrow                 | Eric Hanson, Denise Keller               |
| HRA                                  | Eric Hanson, Haley Morrison              |
| Federal Asset Seizure                | Eric Hanson, Haley Morrison              |
| POST                                 | Eric Hanson, Haley Morrison              |
| Telephone Escrow                     | Eric Hanson, Haley Morrison              |
| Special Allocations TIF              | Eric Hanson, Haley Morrison              |
| Ballwin Town Center TDD              | Eric Hanson, Denise Keller, Robert Klahr |
| Lafayette Older Adult Program (LOAP) | Linda Bruer, Denise Keller               |

**SUBMITTED BY:** Denise Keller, Finance Officer

**DATE:** January 2, 2018

# **CONSENT ITEM**

**RE:** Semi-annual Revenue/Expenditure Statement

**DEPARTMENT:** Administration

**PROGRAM:** Finance

**RECOMMENDATION:** Staff recommends that the Board of Aldermen approve this report for publication.

**EXPLANATION:** Per RSMo Statute Section 79.160, *“the Board of Aldermen shall semi-annually each year, at times to be set by the Board of Aldermen, make out and spread upon their records a full and detailed account and statement of the receipts and expenditures and indebtedness of the city for the half year ending with the last day of the month immediately preceding the date of such report, which account and statement shall be published in some newspaper in the city.*

In accordance with this statute section, attached is a report of actual revenues and expenditures received/expensed during the period July 1 – December 31, 2017 for Board review. This report should be published in a local newspaper by the end of January.

**SUBMITTED BY:** Denise Keller

**DATE:** January 4, 2018

**CITY OF BALLWIN**  
**GENERAL/CAPITAL PROJECTS FUNDS**  
**REVENUE/EXPENSE STATEMENT**  
**FOR THE SIX MONTH PERIOD ENDING 12/31/17**

| <b>REVENUE</b>          | <b>General<br/>Fund</b> | <b>Capital<br/>Projects Fund</b> |
|-------------------------|-------------------------|----------------------------------|
| Sales Taxes             | \$ 3,630,770            | \$ 860,005                       |
| Other Taxes             | 1,028,401               | -                                |
| Licenses & Permits      | 442,043                 | -                                |
| Public Utility Licenses | 1,693,866               | -                                |
| Court Fines             | 239,234                 | -                                |
| Police & Communications | 100,912                 | -                                |
| Community Programs      | 1,381,263               | -                                |
| Grants & Donations      | 19,455                  | 185,688                          |
| Sale of Capital Assets  | 22,235                  | -                                |
| Investment Income       | 43,275                  | -                                |
| Escrows                 | 23,274                  | 148,782                          |
| Miscellaneous           | 161,722                 | -                                |
| Other Financing Sources | -                       | 473,409                          |
| Total:                  | <b>\$ 8,786,450</b>     | <b>\$ 1,667,884</b>              |

|                     |                     |                     |
|---------------------|---------------------|---------------------|
| <b>EXPENDITURES</b> |                     |                     |
| Administration      | \$ 1,415,760        | \$ 138,632          |
| Parks & Recreation  | 2,343,313           | 643,826             |
| Police              | 2,774,813           | -                   |
| Public Works        | 2,744,104           | 816,688             |
| Transfers Out       | 390,369             | 83,040              |
| Total:              | <b>\$ 9,668,359</b> | <b>\$ 1,682,186</b> |

**CITY INDEBTEDNESS**

2002 Tax Increment Revenue Bonds **\$ 9,270,000** (1)

**For the Twelve Month Period Ending 12/31/17:**

|              |               |              |     |
|--------------|---------------|--------------|-----|
| Revenue      | \$ 18,128,191 | \$ 2,129,598 |     |
| Expenditures | 17,790,367    | 2,131,757    | (2) |

(1) The bonds do not constitute a general obligation or indebtedness of the City. Please refer to the annual audit report on the City's website for additional details.

(2) Accumulated fund balance is being used to balance the Capital Fund budget.

I, Denise Keller, Finance Officer for the City of Ballwin, Missouri, certify that to the best of my knowledge, the above unaudited statement is true and in agreement with city records on file as of 12/31/17.



Denise Keller  
Finance Officer

ATTEST:



Eric S. Hanson  
City Administrator

# **CONSENT ITEM**

**RE:** Wildwood Pool Pass Sales

**DEPARTMENT:** Parks and Recreation

**PROGRAM:** North Pointe

**RECOMMENDATION:** Staff recommends the continuation of the program allowing up to 50 Wildwood families to purchase a membership to the North Pointe Aquatic Center at a discounted rate with a reimbursement by the City of Wildwood to the City of Ballwin of \$80 per membership.

**EXPLANATION:** For the past 10 years Ballwin has partnered with Wildwood to provide summer swimming opportunities for their residents. In the past, up to 50 Wildwood families could pay the Ballwin family rate for a membership or \$210. With Wildwood supplementing \$80 per membership sold, the total realized per Wildwood membership is \$290. The regular rate for a non-resident membership is \$320. 2017 we sold 26 memberships to Wildwood families that generated \$7,267 in revenue for the facility.

**SUBMITTED BY:** Linda Bruer, CPRP  
Director of Parks and Recreation

**DATE:** January 2, 2018

City of Ballwin  
14811 Manchester Road  
Ballwin, MO 63011-3717



Office of the Director of Development/  
Assistant City Administrator

(636) 227-2243  
Fax: (636) 207-2340  
[www.ballwin.mo.us](http://www.ballwin.mo.us)

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TO: Mayor, Board of Aldermen and City Administrator Hanson

FROM: Andy Hixson, DoD/ACA

DATE: January 8, 2018

SUBJECT: Comprehensive Plan Time Frame and Kickoff Notice

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The City of Ballwin is seeking proposals from qualified consulting firms to prepare a long-range comprehensive plan. This will engage the community to identify its desired vision for the City's future, identify community priorities, and articulate strategies to address community priorities.

The Comprehensive Plan is going to be a key policy and action document for the City of Ballwin, to be used by staff, government agencies, economic development entities, elected officials, boards and commissions, developers, property owners, and residents as a guide for future land use development, capital investments, and growth management decisions over the next 20 years and beyond. A Future Land Use Plan will be a key component or element of this plan.

### **Project Timeframe**

- Present to the Board of Aldermen that we are putting the RFP out for bid
  - *January 8<sup>th</sup> Board Meeting*
- RFP Out to Bid
  - *January 9<sup>th</sup>*
- Bid Opening
  - *February 2<sup>nd</sup>*
- Interviews
  - *February 5<sup>th</sup>-7<sup>th</sup>*
- Staff Recommendation
  - Board Votes on Recommendation
  - *February 19<sup>th</sup> Board Meeting*
- Contractor Offer
  - *February 20<sup>th</sup>*
- Completed Product By
  - *December 1<sup>st</sup>, 2018 –February 1<sup>st</sup>, 2019*
- P and Z Vote to Accept Comprehensive Plan
- Board of Aldermen, **by resolution**, Votes to Accept Comprehensive Plan

## THE COMPREHENSIVE DEVELOPMENT PLAN (Master Plan)

A comprehensive development plan is an official document adopted by a city as a policy guide to decisions about the physical development of the community. The plan is not a regulatory ordinance, but a guide to be used when regulatory ordinances are developed and administered. Nor is the comprehensive development plan a detailed capital improvement program showing precise locations of public improvements and community facilities; it is used as a guide in the more detailed development planning that must occur before those facilities are built. The plan is a comprehensive document in that it covers all portions of the city and all facilities that relate to development.

The comprehensive development plan is not designed to solve all the problems that confront the city, but it can contribute toward solving some of those problems. For example, city government has considerable influence over how development will take place in the city. At most city council meetings there are items on the agenda that deal with development issues. A developer may be seeking approval for construction of a shopping center, residential subdivision or industrial park; new streets are being constructed and fire stations built, and sewer and water lines are being extended. The plan can help improve decisions on these matters by providing the city with information on how much the city will grow, its priorities, what proposals will help achieve community objectives, and how all the various elements relate to one another.

The comprehensive planning process has four basic steps:

1. Establishment of goals and objectives,
2. Basic research,
3. Plan preparation, and
4. Plan implementation.

### Goals and Objectives

The main purpose of the comprehensive development plan is to serve as a guide for making the city a better place to live and work. It is, therefore, essential to determine what constitutes a "better place." This can be accomplished by establishing basic long-term goals and short-term objectives to carry out those goals. Through such a statement of goals and objectives a consensus of future development policy can be formed. The goals and objectives established by the city will provide the foundation from which the plan will be developed.

Although establishment of goals should involve the planning commission, all city officials and all departments, the city council should play the leading role in the goal and objective formulation process. The city council, as the policy-making body for the city, will be making most of the development decisions, and the plan would be unrealistic if it does not express their desires. Also, when the plan is completed it is desirable that the council formally adopt it as public policy. If they were not involved in the development process, it would be unlikely that they would adopt the plan.

## Basic Research

A plan is only as accurate as the basic information on which it is based. All pertinent information must be examined and analyzed before any plans can be made. The second step in developing a comprehensive plan is formation of basic studies and maps. The analyses of these studies and maps should reveal the city's needs and problems and examine its objectives.

1. Mapping — The first map that is needed is a base map. A base map indicates such existing features as the street system, railroads, rivers, parks or other community facilities. The map is the foundation for all other maps to be used in the planning process. An important outgrowth of the base map is the existing land use map. It shows the current use of each parcel of land, usually divided into such categories as residential, commercial, industrial, agricultural, public and semi-public uses. The finished map gives an accurate picture of the city and how its land is being utilized.

A slope map showing the topography of the city also is needed to determine land characteristics that will influence future development. It should show the degree of buildable slopes, the existence of subsoil conditions that affect development and the existence of flood plains.

2. Land Use Analysis — Land use analysis is accomplished by studying the land use map for deficiencies in the existing land use pattern. The study should determine the quantities and qualities of various land uses and the condition of structures. A land use analysis points out areas of conflict and inefficient development as well as specific areas with desirable land use patterns. The land use analysis also is a guide in preparing land use plans.
3. Population Studies — The planning process must include research on the present and future population of the city. The population study should indicate present population trends and development and where population growth may be expected as well as its gross amount. Unless the number and characteristics of the future population are roughly known, it is difficult to determine any realistic plans or proposals.
4. Economic Studies — Economic studies indicate how the city makes a living. They analyze industry and its role in the present economy, as well as retail-wholesale trade, agriculture or any other major producer of economic activity. The economic study also projects the effects of economic trends on the city's future and suggests methods and techniques for achieving a more realistic and balanced economic base.

## Plan Preparation

Once the goals and objectives have been formed and the research accomplished, a plan can be prepared. The plan tries to indicate how private and public action can achieve certain community goals and policies in the next 10 to 20 years. A plan brings together the available information and organizes it in various ways to address specific problems. A plan is not a rigid design for the future; it suggests solutions to specific current problems and to those future problems that can be foreseen. For the plan to be effective the city must carry it out, not in 20 years but continuously.

The comprehensive development plan should include at least three basic plans: the community facilities plan, the transportation plan and the land use plan.

### The Community Facilities Plan

A community facilities plan describes the general location, characteristics, extent and adequacy of all public facilities, including maps of their present and proposed locations and extent.

In developing a community facilities plan, the planning staff or consultant must determine community goals and objectives based on the level of municipal services desired. The plan should attempt to balance community desires for needed future services. First, an inventory is made of present services and facilities. Then, the present level is compared to the community goals and the expected needs to determine the future level and extent of services and facilities.

The following must be determined:

1. The city's future population and its distribution (part of the population study), and
2. The level and types of services the community desires, expressed as local standards and policies for development.

Such local standards for community facilities, when used with projected population levels and distribution, are a guide to preparing a plan for the placement of schools, the amount and placement of recreational land, the location and extent of public buildings and the needs for such health facilities as a sewerage system, water system and a solid waste disposal system.

It is very important to coordinate the community facilities plan with the land use plan and the transportation plan; the location and arrangement of city investments should implement the land use and transportation plans.

The following items usually are included in the community facilities plan:

1. Open areas
  - a. Parks, golf courses, fairgrounds, preserves;
  - b. Playgrounds and recreational facilities such as swimming pools; and
  - c. Rivers and other bodies of water.
2. Educational and cultural facilities
  - a. Schools — The plan should show the type, location and size of present schools to be retained, enlarged or modernized, and new ones to be built. The area or district and estimated population of each school should be indicated.
  - b. Colleges and universities — Both public and private institutions should be shown.

- c. Libraries — The plan should show the location of existing and proposed central and branch libraries.
  - d. Cultural facilities — Cultural facilities also should be shown such as theaters, museums, zoos, etc.
- 3. Medical facilities — The plan should show the location, character and capacity of medical centers, hospitals, nursing homes and clinics, and those to be retained, altered, enlarged or built.
- 4. Religious and other institutions — The location of major institutional developments that serve the city as a whole or that are regional institutions should be shown in the plan for public facilities and the land use plan
- 5. Public Buildings — The locations and sizes of public buildings to be retained and those to be built should be shown. Public buildings are:
  - a. Government buildings, such as municipal offices, county buildings, post offices, state and federal buildings;
  - b. Public safety buildings and facilities, fire and police stations and jails; and
  - c. Other public buildings such as public markets, civic auditoriums and group-care facilities for children or the aged.
- 6. Environmental health facilities — The plan should show the location and extent of environmental health facilities that deal with the physical and mental health or social well being of the community. Because health hazards rarely consider jurisdictional boundaries, environmental studies must be on a regional rather than a community basis.

These studies should include:

- a. Water supply, including its source, capacity, treatment, storage and distribution;
- b. Water pollution control, including the sewerage system and wastewater treatment methods;
- c. Solid waste disposal control by sanitary landfill, incinerator or similar methods, and determination of the most appropriate means of collection;
- d. Air pollution, including a study of its various sources and means of control; and
- e. Flood control, including areas subject to flooding and appropriate development pattern.

### The Transportation Plan

A transportation plan is a pattern or alternative patterns of the general location and extent of the city's circulation needs. This plan again is based on the goals, objectives and needs of the city. The transportation plan also analyzes the adequacy of existing transportation systems and their specific requirements and relationships. The purpose of the plan is to foresee as accurately as possible all the transportation problems the city faces and to suggest feasible solutions.

The transportation plan should be carefully coordinated with the land use plan. A major determination of how much traffic a particular street will carry is the development and arrangement of the land use in its vicinity. Also, the land use arrangement in an area is determined to a great extent by traffic patterns.

The transportation plan also should consider any transportation needs for railroads, waterways and airports.

### The Land Use Plan

A land use plan is a graphic and written analysis of a desirable and feasible land use pattern. It gives the general location, character, extent and the relationship of future land uses.

The first section should contain specific goals and objectives for land use development, based on the general goals of the city and on prior analysis and research. Such goals might indicate a desire for a particular type of residential pattern and also might show the desired amount and types of commercial activity. This section might show the amount of anticipated industrialization and where, in general, it could occur.

The next step is to develop standards for the extent and location of the various types of land uses that will be needed. Local standards set a feasible level of performance and adequacy for each type of land use, both its location and extent. These standards might specify the amount of residential land needed for each 1,000 increase in population, the location of schools or the amount and location of commercial property.

The next step is to design a land use plan showing a feasible pattern based on the goals and objectives and on determined local standards. A land use plan should include at least the following uses of land:

1. Residential — where the size and complexity of a locality requires it, residential uses may be subdivided to show
  - a. Low density areas,
  - b. High density areas.

2. Commercial
  - a. Central business areas,
  - b. Outlying neighborhood areas,
  - c. Highway oriented commercial areas.
3. Industrial
  - a. Light industry, including warehouses,
  - b. Heavy industry.
4. Open areas, parks and recreational areas.
5. Public and semi-public buildings and institutions
  - a. Educational — schools and colleges,
  - b. Government buildings,
  - c. Cultural — libraries, museums and theaters,
  - d. Public safety buildings — police and fire,
  - e. Medical — hospitals and health centers,
  - f. Public utility plants and facilities.

#### Plan Implementation

A comprehensive development plan is a guide to the physical development of the city and its success depends on the way it is implemented. One way a plan can be implemented is by public action. If a city builds its public buildings and civic developments in accordance with the plan, much can be done to carry out the proposals of the plan. Private action also is important in implementing the plan. The plan can direct private development in two ways:

1. By regulations, such as zoning ordinances, subdivision regulations, requiring minimum standards for development; and
2. By influence on private citizens to develop their land in accordance with the broad community goals and objectives, benefiting the developer and the city as a whole.

### Adoption Procedures

Before the comprehensive development plan can be adopted, the planning commission first must hold a public hearing (Section 89.360 RSMo). A 15-day notice of the hearing must be published in a newspaper having general circulation within the city. The notice must state the time and place of the hearing. Once the hearing has been conducted, the commission may adopt the plan, which requires a majority vote of the full membership of the commission. Then a certified copy of the comprehensive plan is sent to the city council and city clerk. A copy also is required to be filed in the office of the county recorder of deeds (Section 89.360 RSMo).

Although state law only requires the plan to be adopted by the planning commission, it is advisable that the city council also adopt the plan by resolution. This will give some assurance that the plan does represent the views of the city council.