



UNOFFICIAL DRAFT
MINUTES OF THE BOARD OF ALDERMEN MEETING
CITY OF BALLWIN – 300 Park Drive
March 13, 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

ABSENT

Mayor Tim Pogue
Alderman James Terbrock
Alderman Michael Finley
Alderman Kevin 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 *February 27, 2017 Finance & Administration meeting minutes* were submitted for approval.

A motion was made by Alderman Finley and seconded by Alderman Fleming to amend the February 27, 2017 Finance & Administration meeting minutes to include that Alderman Finley was late to the meeting due to out of town business travel. A voice vote was taken with a unanimous affirmative result and the motion passed

A motion was made by Alderman Finley and seconded by Alderman Kerlagon to approve the February 27, 2017 Finance & Administration meeting minutes as Amended. A voice vote was taken with a unanimous affirmative result and the motion passed.

The Minutes of the *February 27, 2017 Closed Session meeting minutes* were submitted for approval.

A motion was made by Alderman Fleming and seconded by Alderman Bullington to approve the February 27, 2017 Closed Session meeting minutes as submitted. A voice vote was taken with a unanimous affirmative result and the motion passed.

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

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

NEW BUSINESS

CONSENT ITEMS

Budgeted items which are low bid and do not exceed expenditure estimates and/or items which have been previously approved in concept.

- a. Public Works Sign Truck
- b. Police Department Caravan Purchase
- c. Police Department purchase of 3 SUVs
- d. Liquor License for Texas Roadhouse
- e. Salary Adjustment

A motion was made by Alderman Fleming and seconded by Alderman Terbrock to accept the Consent Items. A voice vote was taken with a unanimous affirmative result and the motion passed.

MAYOR'S REPORT

Mayor Pogue congratulated Officer Mike Hitchcock of the Ballwin Police Department for winning the Rose Award at Selvidge Middle School. Mayor Pogue stated it's quite an accomplishment and it really shows the effort he has put forth at the school and the community support for the Ballwin officers.

There will be an Open House meeting for the Ramsey Lane/Fishpot Creek Bridge on March 21st from 4pm to 7pm at the Pointe.

MSD will be holding a meeting at the Pointe on April 11th from 6:30 p.m. to 8:30 p.m. to discuss their storm water services that MSD will be working on since the passing of Proposition S last April.

There will be a Ballwin Days Committee Meeting on March 23rd at the Pointe at 7:00 p.m.

Also on March 23rd there will be a Municipal League meeting held at Webster Groves Recreational Center at 6:30 p.m.

CITY ADMINISTRATOR'S REPORT

The Groundbreaking Ceremony for Officer Flamion's home will be held on Tuesday, March 21st at 10 a.m. The property is located up the street on Holloway. City Administrator Hanson stated staff should expect a large crowd.

Staff is working on the next issue of Ballwin Life which will come out just before Ballwin Days in early June. City Administrator Hanson added that if there is anything the Board wishes to have included in the magazine, staff is always looking for ideas.

City Administrator Hanson followed up on the Street Tree Program that was discussed a couple meetings ago and brought up by a resident. There would be multiple changes in the City's nuisance code along with subdivision ordinance so it is consistent throughout the City.

Alderman Fleming stated he has been receiving a lot of emails about street trees and thinks the program needs a little more tweaking. He added, based on responses he has received, people seem to like tree lined streets.

Mayor Pogue stated he has been receiving the opposite response from residents, that they want the trees pushed away from the streets and sidewalks, mainly from ward four.

A motion was made by Alderman Kerlagon and seconded by Alderman Bullington to draft legislation for amending ordinances for street trees. A voice vote was taken with a unanimous affirmative result and the motion passed.

STAFF REPORTS

Purchasing Policy Staff went over recommendations made by the Finance and Administration Committee for amendments to the purchasing policy thresholds for department managers, City Administrator and advertising.

Alderman Finley asked that the following expenditure list be included in the minutes.

2016 Expenditures Between \$1,000 and \$5,000

<u>Dept</u>	<u>Item</u>	<u>Cost</u>
PR	NP Concession freezer replacement	\$4,300.00
PR	Ballwin Days shuttle bus transportation	\$4,293.00
PR	Re-surface NP concession floor	\$4,000.00
PD	Ballistic Vests	\$3,875.00
PW	5X8 dump trailer for concrete wash for EPA/DNR comply	\$3,780.00
PR	Ballwin Days Tent Rental	\$3,500.00
PW	No start condition (truck repair)	\$3,162.00
PR	NP Concession Fryer	\$3,100.00
PD	Vehicle Computer Stands	\$3,041.45
PD	RCCEEG Invoice	\$3,000.00
PR	Pointe ice machine replacement	\$3,000.00
PD	Beisher Service Contract (cameras)	\$2,860.52
PW	Ennis-Flint/Flint Trading	\$2,719.60
PR	Concession umbrellas for NP	\$2,700.00
PW	Leaf Vac hose for intake & exhaust for leaf vac machines	\$2,414.00
PW	Additional repairs to 544K Loader upon inspection	\$2,348.65
PD	Ballistic Vests	\$2,325.00
PR	Ballwin Days JOS's	\$2,279.00

PW	200-Aluminum Blanks 30x30 Octagon plus shipping	\$2,203.56
PW	Pre-made hydraulic hoses for the backhoe	\$2,187.58
PW	Core drill for pavement	\$1,999.99
PW	GPS for 3 city vehicles	\$1,985.40
PD	NIXLE	\$1,879.75
PW	Lime green shirts	\$1,763.00
PR	Pool impeller replacements—one for each pool per year	\$1,700.00
PW	Sheeting for Signs	\$1,620.09
PD	360 Degree Mirror Lights	\$1,580.50
PD	360 Degree Mirror Lights	\$1,580.50
PD	2016 Ford Taurus Body Damage	\$1,508.85
PD	Vehicle Prisoner Partitions	\$1,503.00
PW	Truck 2210 has transmission issues. Control module bad	\$1,403.60
PW	Florescent yellow/green school signs	\$1,355.26
PD	VIOLA Drug Burn	\$1,338.00
PW	Repair of scale unit for John Deere loader.	\$1,311.00
PR	Pointe pool lap lane replacements	\$1,270.00
PD	2005 Ford Taurus Body Damage	\$1,206.00
PD	Vehicle Twist Lock Corner Strobes	\$1,180.00
PW	Throttle body issues (2101)	\$1,175.58
PW	Diagnostic thermal imager	\$1,094.10
PW	Repairs to Salt Conveyor	\$1,062.25
PR	Numerous entertainment contracts in this range for Ballwin Days and parks & rec events	

Finance Officer Denise Keller provided revisions to the purchasing policy, which comprises Sections 2-4.1 through 2-4.9 of the City's Code of Ordinances.

There was a discussion between the Board members about changes to the purchasing policy for budgeted items. The following motions were recorded:

A motion was made by Alderman Finley and seconded by Alderman Fleming to draft legislation for amending the purchasing threshold for Department Heads to \$3,000 for budgeted items. A voice vote was taken with a unanimous affirmative result and the motion passed.

A motion was made by Alderman Finley and seconded by Alderman Fleming to draft legislation for amending the purchasing threshold for the City Administrator to \$10,000 for budgeted items. A voice vote was taken with three affirmative votes and four negative votes and the motion failed.

A motion was made by Alderman Bullington and seconded by Alderman Stallmann to draft legislation for amending the purchasing threshold for the City Administrator to \$15,000 for budgeted items. A voice vote was taken with two negative votes and five affirmative votes and the motion passed.

No motion was made to amend the advertising threshold since current advertising language in the ordinance provides that requests for bids shall be advertised in any local newspaper of general circulation and/or relevant trade publication. Mayor Pogue asked that staff begin surveying bidders to find out how they heard about the RFP.

A motion was made by Alderman Finley and seconded by Alderman Fleming to draft legislation for amending Sec. 2-4.2 to include purchases under \$15,000 and provide documentation in the Board packet in the last paragraph; Sec. 2-4.5; Sec. 2-4.7 of the Ballwin Code of Ordinances. A voice vote was taken with a unanimous affirmative result and the motion passed.

Sewer Lateral Program

Director of Economic Development and Assistant City Administrator Andy Hixson provided the Board with an overview of the Finance and Administration Committee's recommendation:

1. \$150 user fee
2. Bid for a Sole Source Vender with a two year contract
3. Not to look at increasing sewer lateral tax

Alderman Roach asked if the City could legally charge a user fee. City Attorney Jones stated that the City could as long as it was within the cost incurred to the City for processing the application. Alderman Fleming stated based off Mr. Hixson's report that it would cover about 45% of incurred administrative costs. Mr. Hixson also added that by collecting the \$150 user fee it would offset the costs to supply an additional five spaces for sewer lateral repairs.

A motion was made by Alderman Stallmann and seconded by Alderman Bullington to draft legislation for the sewer lateral repair program based on recommendation one and two provided by staff. A voice vote was taken with a unanimous affirmative result and the motion passed.

Escrows

Mr. Hixson provided a summary of the escrow process and based on the Finance and Administration Committee presented the following recommendation:

- Continue to require escrows that deal with anything in the right-of-way, new subdivisions and land disturbances as laid out in our code of ordinances. Escrows for temporary sign permits, basement finishes and decks will also continue to be required. Eliminated will be escrows for interior remodels, structural repairs, retaining walls, etc.
- Create an easy to read sheet of which escrows are needed for which projects.
- Update the ordinance regarding escrows for permits fees.

A motion was made by Alderman Terbrock and seconded by Alderman Bullington to draft legislation for amending escrow changes. A voice vote was taken with a unanimous affirmative result and the motion passed.

ALDERMANIC COMMENTS

Alderman Bullington Congratulated Officer Hitchcock, the SRO at Selvidge Middle School. Working in schools, Alderman Bullington understands completely how important the SROs are in making that connection with youth. He stated it's great that Rockwood recognizes that and provided the Rose award. He stated he would also like to thank Ballwin Public Works for their quick response for one of the subdivisions in Ward 4.

Alderman Finley Commented how timely it was the MSD meeting is scheduled for April 11th. He stated he had been thinking of calling a Public Health and Safety Committee meeting to discuss matters related to the sewer districts; more specifically, how it pertains to the two creeks that go through Ballwin. He said he has noticed some problems in his ward in regards to the infrastructure within the creek and what can be done. He also stated he wanted to take a look at the liquor license application and possibly make additions to have new applicants consider and to have these businesses bring forth their policies on certain things related to the selling of liquor. He would also like to discuss the opportunity for citizen involvement with

policing. He stated he will get in touch with Mayor Pogue and City Administrator Hanson \ about planning this meeting in the future.

A motion was made by Alderman Fleming and seconded by Alderman Kerlagon to adjourn the Board of Aldermen Meeting. A roll call vote was taken with a unanimous result, and the meeting was adjourned at 8:34 p.m.

TIM POGUE, MAYOR

ATTEST:

ERIC HANSON, CITY ADMINISTRATOR

A Johnson
Updated: **March 24, 2017**