



**BOARD OF ALDERMEN  
Meeting Minutes**

February 22, 2021

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

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

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

**ROLL CALL**

Present

Mayor Tim Pogue  
Alderman Mike Utt  
Alderman Michael Finley  
Alderman Kevin M. Roach  
Alderman Mark Stallmann  
Alderman Frank Fleming  
Alderman Jim Leahy  
Alderman Ross Bullington  
Alderman Raymond Kerlagon  
City Administrator Eric Sterman  
City Attorney Robert Jones

Absent

**MINUTES**

The Minutes from the February 8, 2021, 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 February 8, 2021 Board of Aldermen meeting as submitted. A voice vote was taken with unanimous affirmative result and the motion passed.

## **RESOLUTION**

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**RESOLUTION** -This resolution supports the City’s participation in the Highway Patrol Safety Program Grant.

**Discussion:**

Chief Schaeffler gave a brief overview of the grant and how the funding is used in Ballwin. He noted this funding is not used for DWI checkpoints, as it is not allowed. Alderman Stallmann asked if this is a grant and not a matching situation; Chief Schaeffler replied it is a funded grant and explained how the department works with the amounts given.

A motion was made by Alderman Stallmann and seconded by Alderman Finley to approve the resolution to pursue the grant. A voice vote was taken with unanimous affirmative result and the motion passed.

Mayor Pogue noted this will need to be signed by all members of the Board; Ms. Moore will have the document available for everyone.

## **CONSENT ITEMS**

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**Administration – Salary Increases**

Staff recommends approval of a salary increase of 3% for all full-time staff. A merit increase of 3% was budgeted for 2021.

**Discussion:**

This item was pulled for further discussion by Alderman Roach.

**Administration – Finance Server Replacement**

This HPE Server is a 2021 budgeted item. Staff is recommending to purchase the new HPE ML350 Gen10 Server from SHI, the Missouri State Contract vendor, in the amount of \$25,910.17.

**Discussion:**

This item was pulled for further discussion by Alderman Roach.

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**Public Works – Cold Milling**

Staff recommends awarding this Unit Price contract to the low bidder NB West Contracting for the asphalt milling of streets.

Discussion:  
None

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

**Public Works – Crushed Rock**

We recommend awarding this unit price contract to Simpson Materials including all the alternate bids. Crushed rock/stone is used in-house as a base for concrete pavement slabs, curbs, gutters, and sidewalk replacements. Commercial stone is used in concrete production.

Discussion:  
None

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

**Public Works – Cement**

We recommend awarding this contract at the bid unit price to the low bidder, Buzzi Unicem Usa. Cement is one of the materials needed for concrete production.

Discussion:  
None

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

**Public Works - Striping**

We recommend awarding the unit price contract to America’s Parking Remarking for restriping yellow center street lines and white lane lines.

Discussion:  
None

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

## **MAYOR'S REPORT**

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Mayor Pogue read a letter he received from a Ballwin resident, thanking the street maintenance crews for the great service provided during the last snowstorm.

## **CITY ADMINISTRATOR'S REPORT**

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City Administrator Sterman stated there will be two documents at City Hall for the Aldermen to sign: the poverty letter and the resolution supporting the Police Department's participation in the Highway Patrol Safety Grant program. He asked that the Aldermen stop by this week to sign.

Mr. Sterman also provided an update on Panera Bread. He stated Panera is working the MSD and MoDot and they plan to come in, possibly next week, for demolition permits. They are looking at a late spring or early summer start of construction.

Mayor Pogue asked if there were further questions on Consent Items A and B. Alderman Roach stated he is supportive of the 3% increase in Consent Item A, but had a question regarding sales tax revenues for 2020 as opposed to 2019; what was the percentage difference? Finance Officer Denise Keller replied there was a decrease of 5%. Alderman Roach also asked about the DOR reports and the lag time in receiving the numbers; Ms. Keller stated we receive November's report in January and December's in February. A motion was made by Alderman Roach and seconded by Alderman Utt to approve Consent Item A. A voice vote was taken with unanimous affirmative result and the motion passed.

Regarding Consent Item B, Alderman Roach asked IT Manager Paula Reeds what departments will be using the new server; Ms. Reeds responded this is the new Finance server and will be used by all departments. He then asked if it is anticipated this server will last longer than what it is replacing; Ms. Reeds stated it should last about four-five years. A motion was made by Alderman Roach and seconded by Alderman Utt to approve Consent Item B. A voice vote was taken with unanimous affirmative result and the motion passed.

## **CITY ATTORNEY'S REPORT**

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Nothing to report

## **STAFF REPORTS**

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### **Administration – Architect Contract – New Police Building**

Make a motion to approve the contract with JEMA to provide detailed design services to the City for Development of a new City of Ballwin police facility.

#### Discussion:

City Administrator Sterman stated a recommendation is being made to award this contract to JEMA to serve as architect and design team for the detail design phase of the new police department facility. This was bid out in early 2020, but put on hold due to COVID. We rebudgeted in the 2021 budget. JEMA has completed other projects in the area and is a good firm and has a good team in place for our project. The total for the contract is \$794,000. Mr. Sterman stated we are seeking a motion to approve the contract pending legal review and that the design phase would take about nine months. Alderman Roach asked who would be assigned to work with us; Jon Emert from JEMA was brought into the meeting and stated he and John Mueller would be the points of contact on the project. Alderman Roach asked what percentage of the contract will be paid with accrued Prop P funding; Ms. Keller responded all of the contract would be paid with that funding.

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

### **Police – Stop Signs – Seawind**

Staff is recommending two new stop signs on Seawind Drive for the purpose of slowing traffic on Seawind between the Old Ballwin Apartments and the Kensington West Apartment complexes.

#### Discussion:

Chief Schaeffler stated these stop signs are being recommended not necessarily because of speeding in the area, but due to a large amount of foot traffic in the area; there is a blind curve, so adding the stop signs would make it safer. There was further discussion as to where the signs would be placed; Chief Schaeffler stated he would get diagrams to City Attorney Jones for the legislation. Alderman Finley stated he has received no comments for or against this; Alderman Utt stated he hasn't either.

A motion was made by Alderman Roach and seconded by Alderman Utt to authorize the City Attorney to draft legislation. A voice vote was taken with unanimous affirmative result and the motion passed.



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**Police – Social Host Ordinance**

Staff is recommending changes to Ballwin ordinance 17-73, “Failure to Supervise a Minor”.

**Discussion:**

Chief Schaeffler stated our current ordinance is titled “Failure to Supervise a Minor”. Rockwood School District is trying to get all municipalities they serve to have the same ordinance on file which will work better with their Community Partner in Prevention program. Two minor adjustments are recommended: a title change and adding a sentence about a time warning limit. Alderman Roach asked what Rockwood noticed as a problem; Chief Schaeffler stated some municipalities did not have anything in place holding homeowners responsible for teen drinking/disorderly conduct in their homes. Rockwood School District is hoping to have these ordinances in place so families are aware of what can happen throughout the district.

A motion was made by Alderman Stallmann and seconded by Alderman Bullington to authorize the City Attorney to draft legislation. A voice vote was taken with unanimous affirmative result and the motion passed.

**Public Works – Asphalt**

Staff recommends awarding the unit price contract to the second lowest bidder, Fred Weber, and to accept alternate bid #2.

**Discussion:**

Public Works Director Jim Link stated there were three bidders and the lowest bidder, Simpson Materials, is not being recommended as they cannot guarantee product will be available when we need it. Alderman Roach asked if they are qualified; Mr. Link stated the product is needed all year, which Simpson cannot guarantee. Fred Weber has three plants and can provide materials when needed.

A motion was made by Alderman Roach and seconded by Alderman Utt to award the bid to the lowest qualified bidder, Fred Weber. A voice vote was taken with unanimous affirmative result and the motion passed.



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**Public Works – Street Sweeping**

Staff recommends awarding the contract to the bidder, Contractors and Municipal Sweeping Inc.

Discussion:

Public Works Director Link stated there was only one bidder for this item. Public Works has done business with them for the past four or five years. Street sweeping will take place four times this year: March, May, July and September. Mayor Pogue asked if Crown and Curbs provided a bid; Mr. Link stated they did not. Alderman Utt asked about the cost of a sweeper; Mr. Link stated they are very expensive and high maintenance. Alderman Roach asked if an additional sweep could be done after leaf collection, what would the cost be; Mr. Link stated it would be about \$7000. Mr. Link stated we can also change the months for sweeping. Alderman Finley stated he agreed with Mr. Link's proposed schedule.

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

**Public Works – Ready Mix Concrete**

Staff recommends awarding this contract at the Unit bid price for the two types of concrete, including the alternate bids, to the low bidder, Valley Material Company.

Discussion:

Mr. Link stated only two bids were received and the recommendation is to award to Valley Material, the low bidder. Alderman Roach asked if Mr. Link had any issues with the quantities; Mr. Link stated he did not and that this is a unit price contract. He also stated we produce concrete in-house and this is for situations in which we could not produce what would be needed with our own truck.

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

**Public Works – Ready Mix Sand**

Staff recommends awarding this contract at the unit bid price to the bidder, Bussen Quarries. Sand is one of the materials needed for concrete production.

**Discussion:**

Only one bid was received. Alderman Roach asked Mr. Link if he thought the price was reasonable; Mr. Link replied he thought so and it is slightly less expensive than last year's bid.

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

**ALDERMANIC COMMENTS**

Alderman Finley asked Mr. Link how much salt is left in the dome; Mr. Link stated we have used about 1500 tons of salt, so we have about 3500 tons left. We have one more delivery of about 800 tons this spring. Alderman Roach asked if Public Works is fully staffed; Mr. Link stated he is down about four or five staff, but the job opening has been posted.

Alderman Leahy discussed the intersection of Henry and Dutchmill, which is quite busy. He stated cars are parking quite close to the intersection which causes a bottleneck at times. He requested a study be done for a "no parking on this side of street" signs. There was further discussion on several other areas that have this same issue and potential problems. Chief Schaeffler stated he will work with Alderman Leahy and conduct a study and will bring the results back to the Board.

Alderman Bullington thanked Public Works staff on their work during the last snowstorm. Alderman Stallmann concurred.

Alderman Roach asked Parks Director Chris Conway about the outlook for the pool, staffing and summer programs. Mr. Conway stated day camp registration is off to a great start and they are hoping for a strong summer with lots of great programs planned. Alderman Roach asked about progress at Ferris Park; Mr. Conway stated the weather has slowed them down significantly, but the fitness structure is in place and the parking lot and the addition of trails is taking shape.





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Mayor Pogue asked for a motion to move to closed session under 610.021(2) RSMo for real estate matters. A motion was made by Alderman Bullington and seconded by Alderman Utt to move to closed session. A roll call vote was taken with the following results:

Ayes: Alderman Utt, Finley, Roach, Stallmann, Fleming, Leahy, Bullington, Kerlagon

Nays: None

The Board moved to closed session at 7:50.

A motion was made by Alderman Utt and seconded by Alderman Bullington to reconvene and the Board returned to open session.

A motion was made by Alderman Fleming and seconded by Alderman Finley to adjourn. The motion was passed by unanimous affirmative voice vote and the meeting adjourned at 7:59 p.m.

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

ATTEST:

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