



**MINUTES OF THE
PLANNING AND ZONING COMMISSION MEETING
1 GOVERNMENT CTR ♦ BALLWIN MO 63011
DECEMBER 2, 2019**

Chairman Weaver called the meeting to order at 7:00 p.m. Members in attendance were:

PRESENT

Chairman Mark Weaver
Secretary Lisa Zimmerman
Commissioner Grant Alexander
Commissioner Tracy Bolte
Commissioner Gary Carr
Commissioner Olivia Pieknik
Commissioner Chad Silker
Commissioner Victoria Winfrey
Alderman Kevin Roach
Mayor Tim Pogue

City Administrator Bob Kuntz
City Attorney Robert E. Jones

ABSENT

Approval of Minutes

A motion was made by Commissioner Silker to accept the minutes of the October 7, 2019 meeting as submitted. Secretary Zimmerman seconded the motion, which received unanimous approval from the Commission members present.

Capital Improvement Plan Budget

Finance Officer Denise Keller presented the 2020 Capital Improvement Plan Budget (CIP) for review per Section 89.380 of the Revised MO Statutes, which states that all improvements to land, infrastructure and public facilities are to be reviewed by this commission before being approved by the Board of Aldermen.

The City’s CIP only includes true capital projects. These are defined as: land and building acquisition, major land and building improvements with a cost of \$250,000 or more, and systems reconstruction or replacement with a cost of \$250,000 or more. We also include all major street, culvert and bridge reconstruction projects that are partially offset by federal grants. Any design or planning work for capital projects is also included in the CIP.

Several of the City’s projects are carryovers from the current year budget. The first is the golf maintenance building. Originally it was planned to replace this building with a larger one to be able to shelter all of the equipment from the elements. The revised plan is to renovate the existing building. It will receive new windows and siding, and boring will be done to run communication cabling to the building, which currently receives intermittent service during wet weather. In 2020 the office area, restroom and staff breakroom will be remodeled, the HVAC system will be replaced and a structure

will be added to protect outdoor equipment. While \$227,000 is budgeted, Parks staff is optimistic that the project will cost less.

The other significant Parks project is the second phase of Ferris Park redevelopment. The City has received a commitment from the Municipal Parks Commission for a grant of \$525,000, bringing our cost for this project down to \$225,000. Upgrades include a new visitor parking lot, walkways to park features that are also handicap accessible, a multi-use loop trail and shaded outdoor fitness station.

Over the next four years the City has plans to replace the 30 year old playgrounds at both New Ballwin Park and Holloway Park, redevelop Vlasik Park and expand The Pointe as recommended in the parks master plan. Proceeding with any of these projects however, will be contingent on the receipt of additional parks grants.

Engineering for the resurfacing of Holloway Road was budgeted for this year, but is projected to be just 50% complete due to delays in approvals by MoDOT. The remaining 50% along with easement acquisition is budgeted at \$10,846 after 80% federal matching funds. Construction will follow in 2021 at a net cost of \$242,054.

Engineering for another federal project is also being done in 2020. This is the resurfacing of New Ballwin Road from Manchester Road to Twigwood Drive. This project encompasses pavement resurfacing, curb repair, ADA ramp replacements and upgrades to the intersection pedestrian signal. It also includes 25 new streetlights which will be the property of the city. Engineering on this project is not eligible for federal funding, only the construction portion in 2022 is. \$81,608 is budgeted for engineering in 2020 and \$57,125 for construction engineering in 2022. Our net cost for construction will be \$163,216.

The last public works project is another carryover from the current year – a needs assessment and redesign of the Public Works yard. This is budgeted at \$25,000. Construction associated with the project is tentatively set for 2022 and 2023 at a combined cost of \$250,000.

A needs assessment of the Police building was conducted this year. The building is not fully ADA compliant, the HVAC system is outdated, vital computer systems need to be relocated, the sally port is unsafe due to its size, and improper ventilation exists in the evidence locker and the armory. The projected cost to renovate the existing building is not significantly lower than the projected cost for new construction. The Board of Aldermen is considering all of its options including site selection for new construction. The 2020 budget includes \$900,000 for design work. Funding for this building will come from the public safety sales tax and will most likely require the issuance of debt.

The last expense in the budget is \$62,000 for TIF municipal revenues. The City is obligated to contribute funds annually towards the repayment of the TIF bonds which financed the Old Town Plaza development. The amount of the payment is tied to the amount of TIF sales taxes received, is divided between the operating and capital budgets and cannot exceed \$250,000 in total in a year. The final maturity of the TIF bonds is in 2022, so the last year for TIF municipal revenue payments will be in 2023.

All expenses combined for 2020 total \$2,099,838. In addition to the grants we have already mentioned, an allocation of \$755,000 of sales taxes will be made to the Capital Fund, and a transfer of \$344,000 of unspent public safety taxes in Operating fund balance will also be made. The Capital Fund begins the year with fund balance of just over \$442,000 primarily because of the project carryovers. The fund is expected to end the year with just under \$10,000 of fund balance.

Mayor Pogue made a motion to approve the Capital Improvement Plan Budget to the Board of Aldermen. Secretary Zimmerman seconded the motion, which received unanimous approval from the Commission members present.

Adjournment

Mayor Pogue made a motion to adjourn the meeting. Commissioner Carr seconded the motion, which received unanimous approval from the Commission members present. The meeting was adjourned at 7:18 p.m.

Mark Weaver, Chairman
Planning & Zoning Commission