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**MINUTES OF THE  
PLANNING AND ZONING COMMISSION MEETING  
1 GOVERNMENT CTR ♦ BALLWIN MO 63011  
DECEMBER 4, 2020**

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

PRESENT

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

Planning Technician Shawn Edghill  
City Administrator Eric Sterman  
City Attorney Robert E. Jones

ABSENT

Commissioner Tracy Bolte  
Commissioner Gary Carr

### Approval of Minutes

The minutes from the November 2, 2020 meeting were not available at the time of this meeting. They will be reviewed at the January 4, 2021 meeting.

### 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.

Our 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.

Preliminary design work and site selection for the new police station occurred earlier this year. In March the County-wide shelter in place order was issued in response to the pandemic. In April the decision was made to place further design work on hold for the remainder of the year due to the unknown impact the pandemic would have on the City's finances. Only projects with outside funding sources such as grants or federal reimbursements were permitted to proceed.

Sales tax receipts did not decline as badly as was anticipated though, and the City was able to reduce costs on par with the amount of the revenue decrease. Therefore, work on the police building will again begin early in 2021, with \$900,000 budgeted for architect services. Construction is budgeted in 2022. Debt will be issued for this project which is anticipated to cost approximately \$12 million in total.

The completion of Phase 2 of the redevelopment of Ferris Park is expected in the spring in 2021. Construction began in October 2020 to add a new visitor parking lot, drive and walkways as well as a loop trail and fitness station. Cost is anticipated at \$186,500 with a Municipal Parks grant of \$525,000 offsetting expenses in both 2020 and 2021. The City's share is 25%. This project was originally designed in 2012 with Phase 1 completed in 2014.

In 2019 a Parks Master plan was adopted as a ten year guide and strategic plan for enhancing park and recreation amenities for the community. Because of the complexities involved with the Government Center, Public Works yard and Police Station all being located within Vlasik Park it was recommended that a detailed plan specifically for this park be developed. The budget includes \$50,000 for a Park Master plan for Vlasik Park. This plan will provide a comprehensive approach to developing the park including the Public Works yard expansion, disposition of the old Police station, playground, pond maintenance and improvements, and trail connectivity to adjacent neighborhoods.

Design work of \$15,000 is planned for a new playground and comfort station in Holloway Park as well as other enhancements as recommended in the Parks Master plan. Construction is anticipated in 2022 at a cost of \$500,000, provided that an offsetting grant is received.

Redevelopment of Vlasik Park is tentatively planned for 2023 incorporating recommendations from its Park plan. The most urgent need is replacement of the playground. Any construction associated with the redesign of the Public Works yard is tentatively planned for 2023 and 2024 at a combined cost of \$250,000. With the police department being relocated there should be ample space to provide Public Works, Parks Maintenance, and Building Systems with what they need.

The last Parks project is planned for 2024: improvements to the lake at New Ballwin Park. Cost is estimated at \$500,000 and a grant from the Municipal Parks Commission will be applied for to offset the expense.

Chairman Weaver asked if "offset" means fully or partially paid for. Ms. Keller said that it is almost always partial. Mr. Chris Conway, Parks Director, said the minimum offset for grants is 5%.

Ms. Keller continued her presentation. The resurfacing of Holloway Road will occur in 2021 to address deteriorated pavement, curbs and gutters. Total expense is budgeted at \$1,156,040. With federal reimbursement of 80% of the project expenses, the net cost to the city is \$231,208.

A second federal project, the resurfacing of New Ballwin Road from Manchester Road to Twigwood Drive, will occur in 2022. 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. Our net cost for construction will be \$163,216.

The last expense in the budget is \$50,685 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 2021 total \$2,358,225. In addition to the grants we have already mentioned, an allocation of \$654,000 of sales taxes will be made to the Capital Fund. Because of the project carryovers, the Capital Fund will begin the year with fund balance of \$646,606 and is expected to end the year with just under \$5,000 of fund balance.

Mayor Pogue clarified that the Capital Improvement Plan Budget generally does not carry over funds from year to year. Ms. Keller said that is correct; however, sometimes projects do not get completed as planned, and then there is carry-over.

Alderman Roach made a motion to approve the Capital Improvement Plan Budget. Secretary Zimmerman seconded the motion, which received unanimous approval from the Commission members present.

### **Other Business**

Mayor Pogue said that he has consulted with the Ward 4 aldermen, and they have given a recommendation for a replacement for Commissioner Bolte.

### **Adjournment**

Mayor Pogue made a motion to adjourn the meeting. Commissioner Pieknik seconded the motion, which received unanimous approval from the Commission members present. The meeting was adjourned at 7:16 p.m.

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J. Mark Weaver, Chairman  
Planning & Zoning Commission