



**BOARD OF ALDERMAN REGULAR MEETING**  
1 GOVERNMENT CTR, BALLWIN, MO 63011  
MONDAY, FEBRUARY 23, 2026 at 7:00 PM

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## **AGENDA**

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Approval of Minutes**
  - a.** Minutes of the February 9, 2026 Board of Aldermen Meeting
- 5. Citizen Comments**
- 6. Legislation**
  - a.** Bill 5052 – World Cup Alcohol Extended Sales Opt Out
- 7. Consent Items**
  - a.** Administration – Merit Raises
  - b.** Parks & Recreation – Median Maintenance Bid Award
- 8. Mayor’s Report**
- 9. City Administrator’s Report**
- 10. City Attorney’s Report**
- 11. Staff Reports**
  - a.** Administration – Parks Staff Adjustments
  - b.** Parks & Recreation – Day Camp Transportation Bid Award
- 12. Aldermanic Comments**
- 13. 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 legal matters, personnel/employee matters, and/or real estate, as provided under Sections 610.021(1) RSMo., 610.021(2) RSMo., 610.021(3) RSMo.

**ADA NOTICE:** Residents of Ballwin are afforded an equal opportunity to participate in the programs and services of the City of Ballwin regardless of race, color, religion, sex, age, disability, familial status, national origin or political affiliation. If one requires an accommodation, please call (636) 227-8580 V or (636) 527-9200 TDD or 1-800-735-2466 (Relay Missouri) no later than 5:00 p.m. on the third business day preceding the hearing. Offices are open between 8:00 a.m. and 5:00 p.m. Monday through Friday.



**BOARD OF ALDERMEN  
Meeting Minutes**

FEBRUARY 9, 2026

7:00 PM 1 GOVERNMENT CTR. 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 Stallmann at 7:00 p.m.

**ROLL CALL**

Present

Mayor Mark R. Stallmann  
Alderman Michael Finley  
Alderman Janet Rodriguez Judd  
  
Alderman Tequila Gray  
Alderman Frank Fleming  
Alderman Mark Weaver  
Alderman David Siegel  
Alderman Jim Lehmkuhl  
City Administrator Eric Sterman  
City Attorney Kyle Cronin

Absent

Alderman Pamela Haug

The Pledge of Allegiance was recited.

**MINUTES**

The minutes from the January 26, 2026 Board of Aldermen meeting were submitted for approval. A motion to approve as submitted was made by Alderman Frank Fleming and seconded by Alderman Michael Finley. A voice vote was taken with unanimous affirmative result and the motion passed.

The minutes from the January 26, 2026 Board of Aldermen Public Health & Safety Committee Meeting were submitted for approval. A motion to approve as submitted was made by Alderman Michael Finley and seconded by Alderman Frank Fleming. A voice vote was taken with unanimous affirmative result and the motion passed.

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**CITIZEN COMMENTS**

Eileen Graessle of 232 Old Ballwin Road spoke to the Board of Aldermen about her attendance at the Climate Action Summit and what she learned.

**LEGISLATION****Resolution – MSD Project Clear Grant Participation A RESOLUTION APPROVING AND AUTHORIZING PARTICIPATION IN THE MUNICIPAL STORMWATER GRANT PROGRAM.**

A motion was made by Alderman Frank Fleming and seconded by Alderman Michael Finley for approval of the resolution. A voice vote was taken with unanimous affirmative result and the motion passed.

Alderman David Siegel asked City Administrator Eric Sterman to recap what the grant is for.

City Administrator Eric Sterman noted the grant stems from an MSD tax approved several years ago, Prop S, that gave MSD a dedicated funding source for stormwater issues. He noted that there are several different things that tax is going towards, a small portion of the money is for cities for stormwater projects. 2026 is the first year cities are eligible to receive money. He notes he wants to ensure the City is using it for things deemed appropriate like creeks, ponds, bridges, etc. He noted the money will carry over and accumulate so it may be in the City's best interest to wait to apply for more. He notes this money is also given out in a grant capacity, so MSD has to deem the project within the scope of funds.

Alderman David Siegel asked if it was best to wait until there was more information from MSD.

City Administrator Sterman noted a wait & see approach may be best to get better insight on what projects MSD will approve.

**Bill 5051 - AN ORDINANCE REPEALING CHAPTER 20, ARTICLE IV, PERTAINING TO THE FORMER POLICE PENSION TRUST PLAN.**

A motion was made by Alderman Frank Fleming and seconded by Alderman Michael Finley for a first reading of Bill 5051, title only. A voice vote was taken with unanimous affirmative result and the motion passed.

Alderman Fleming read Bill 5051, title only.

*Discussion:*

City Administrator Eric Sterman noted this was a code cleanup, the police department currently uses Missouri State LAGERS. This portion of the code is antiquated language that references a non-existent pension plan.

A motion was made by Alderman Frank Fleming and seconded by Alderman Michael Finley for a second reading of Bill 5051, title only. A voice vote was taken with unanimous affirmative result and the motion passed. Alderman Fleming read Bill 5051, title only.

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A roll call vote was taken for passage and approval of Bill 5051 with the following results:

Aye: Aldermen Judd, Finley, Gray, Fleming, Weaver, Siegel, Lehmkuhl

Nay: None

Bill No. 5051 was approved and became Ordinance No. 26-08.

**CONSENT ITEMS****Parks & Recreation – Mowing Contract**

*Staff recommends the Board renew the contract with IDEAL Landscape for the 2026 season for an amount not to exceed \$94,121.16*

***Discussion:***

Alderman Tequila Gray asked how the City decided to stay with this company.

Parks & Recreation Director Chris Conway noted in the RFP for 2025 it gave the City the option to renew the contract if there was less than a three percent increase. IDEAL gave the City 2026's price at no increase from 2025.

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

**MAYOR'S REPORT**

Mayor Mark Stallmann congratulated Chief John Bergfeld and the officers of the police department for helping get the City named as one of the top 10 safest cities in Missouri.

He reminded the Board of the MML Legislative Conference in Jefferson City next week.

He noted he forwarded the Board of Aldermen the email he sent to Senator Gregory regarding Senate Bill 1239 which would get rid of sales tax on groceries in Missouri. He noted it would cost the City \$2.4 million every year in lost revenue, which could potentially result in a reduction in services, personnel, parks and Public Works projects. He noted there is a hearing on Wednesday regarding the bill and encouraged everyone to send their concerns to Senator Gregory. He also noted the City is able to have a 0 percent property tax rate because of the businesses in Ballwin and that may need to be looked at.

Mayor Stallmann also brought up a Citizen of the Year and Business of the Year program and asked if anyone on the Board would like to work with staff to develop it. Aldermen Tequila Gray and Jim Lehmkuhl noted they would.

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**CITY ADMINISTRATOR'S REPORT**

City Administrator Eric Sterman gave an update on the Public Works and Parks Facility and noted construction is running behind and was previously slated for substantial completion February 9th. He noted there are financial penalties for every day they're late.

He also noted for the record there was a purchase of \$28,661 for MBI Contracting for furniture for the building. \$30,000 was budgeted.

He also noted the project is slated to be well under budget.

City Administrator Sterman noted the cities of Creve Coeur and Town & Country reached out about whether the City was interested in hiring a lobbyist for the grocery sales tax bill. He noted two years ago the City hired one with several other cities for \$5,000.

Alderman Tequila Gray noted she is interested, with Mayor Stallmann agreeing.

Alderman Janet Judd made a motion to approve the City hiring a lobbyist against the grocery sales tax bill.

Alderman Jim Lehmkuhl seconded the motion. A voice vote was taken with unanimous affirmative result and the motion passed.

City Administrator Sterman noted he would keep the Board posted as to how many cities join.

City Administrator Sterman also noted that with the World Cup coming to the U.S., specifically Kansas City, the Missouri legislature passed a law that during the dates of the World Cup, bars and restaurants are allowed to stay open 24/7. He noted cities can opt out, but legislation would need to be passed, which many cities are doing.

Police Chief John Bergfeld noted there's already talk that St. Louis will be hosting several teams and it would be a good idea to pass this legislation.

Alderman Tequila Gray made a motion to approve staff to write legislation to opt out. Alderman Jim Lehmkuhl seconded the motion. A voice vote was taken and the motion passed.

**CITY ATTORNEY'S REPORT**

City Attorney Kyle Cronin noted the dates of the World Cup are June 11 through July 19.

**STAFF REPORTS****Police Department – MODOT Grant Application**

*Staff recommends the Board approve applying for MODOT grants for the Police Department.*

**Discussion:**

Chief John Bergfeld noted every year the City applies for traffic enforcement grants for overtime for officers under four categories: hazardous movement, youth alcohol, seat belt enforcement and DWI. The City is applying for funds again this year for all categories.

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

**ALDERMANIC COMMENTS**

Alderman Mark Weaver asked if there would be a dedication or an open house for the new Public Works facility.

City Administrator Eric Sterman noted it was up to the Board and that summer might be the best time after landscaping is done.

Alderman Frank Fleming asked if all of the equipment has been moved back to Public Works.

City Administrator Sterman noted the owner of the former government center site has not asked the City to move, but they will most likely be off that property within 30 days.

Alderman David Siegel noted with the passing of the MSD resolution, he would like to call a Public Works Committee meeting on March 9th at 6 p.m. He asked Public Works Director Jim Link to go around the City and put a slideshow together on projects and estimated costs the City would like done. He also noted he wanted to hear from the public on what they want to see.

Alderman Siegel also noted a resident asked about a program Chesterfield has in place that plows the end of seniors driveways. He noted he wants to see what other municipalities do and whether that's an option for Ballwin to do.

Alderman Michael Finley asked whether Clarkson Valley submitted their grant proposal to East West Gateway Council in time. City Administrator Sterman noted the proposal was approved at the Clarkson Valley Board meeting last week and assumed it has been submitted.

Alderman Tequila Gray gave an update on the MODOT site survey on Manchester Road near Old Ballwin and New Ballwin roads. She noted the survey will be presented to MODOT on the 24th.

Alderman Gray also asked about a get to know the candidates or meet the candidates forum before the April election. She wondered if the City could provide a place for the forum. City Administrator Eric Sterman noted the City has historically not hosted or run a forum. He noted if there is a third party that is interested in hosting, the City could potentially provide a space.

Alderman Frank Fleming noted the League of Women Voters has hosted a candidate forum at the Ballwin Golf Course before.

City Administrator Sterman asked the Board if they were ok with using a City space for the forum.

Alderman Jim Lehmkuhl noted he was ok with it as long as a third party was hosting.

City Administrator Sterman noted he will give the Ballwin Golf Course a heads up about the potential.

Alderman Gray noted it would be optional for candidates to attend if a forum was held.

She also noted there were banners honoring Veterans in Ellisville, and wanted to know the possibility of doing something similar in Ballwin.



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City Administrator Sterman noted the challenge to a program like that is the cost, some cities have programs that businesses sponsor to help with the cost. He also noted the City would have to figure out who would be honored, how it would work and who would qualify.

Alderman Gray noted she will look into it.

**ADJOURNMENT**

A motion was made by Alderman Frank Fleming and seconded by Alderman Michael Finley to adjourn. The motion was passed by unanimous affirmative voice vote and the meeting adjourned at 7:44 p.m.

\_\_\_\_\_  
MARK R. STALLMANN, MAYOR

ATTEST:

\_\_\_\_\_  
MEGAN FREEMAN, CITY CLERK



Section 6, Item a.

Bill No. 5052

Ordinance No. \_\_\_\_\_

INTRODUCED BY  
ALDERMEN FINLEY, JUDD, HAUG, GRAY, FLEMING, WEAVER, SIEGEL, LEHMKUHL

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AN ORDINANCE EXEMPTING THE CITY OF BALLWIN FROM THE PROVISIONS OF SECTION 311.2026 OF THE REVISED STATUTES OF MISSOURI RELATING TO THE SALE OF LIQUOR DURING THE 2026 FIFA WORLD CUP.

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**WHEREAS**, the City of Ballwin is authorized to make and enforce ordinances for the regulation and control of the sale of all intoxicating liquors within the City; and

**WHEREAS**, on July 11, 2025, the Governor of the State of Missouri signed into law House Bill No. 1041, effective August 28, 2025, which enacted a new Section 311.2026 RSMo., authorizing businesses which are licensed to sell intoxicating liquors to operate and sell alcoholic beverages “twenty-four hours a day” for the period beginning June 11, 2026, through July 19, 2026 (the duration of the FIFA World Cup); and

**WHEREAS**, Section 311.2026.4, RSMo. also provides that “[i]f any city ... objects to the extension of hours within its jurisdiction ... the governing body of such [city] may exempt itself by ordinance from the provisions” of Section 311.2026.2; and

**WHEREAS**, the Board of Aldermen of the City of Ballwin finds and determines it to be in the best interests of the City and the health, safety and welfare of the City’s residents to object and exempt itself by ordinance from the provisions of Section 311.2026.2 RSMo., and to leave in place the City’s existing laws regarding liquor sales during the duration of the FIFA World Cup.

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF BALLWIN, ST. LOUIS COUNTY, MISSOURI, AS FOLLOWS:**

**Section 1:** The City of Ballwin hereby expresses its objection to the extension of hours of operation for licensees in its jurisdiction for alcoholic beverage sales as authorized by Section 311.2026.2, RSMo., and hereby exempts the City of Ballwin and its liquor licensees from those extended hours of operation pursuant to the authority of Sec. 311.2026.4, RSMo.

**Section 2:** This ordinance shall be in full force and effect from its passage and approval pursuant to law and shall remain in effect until amended or repealed by the Board of Aldermen.

PASSED this 23rd day of February, 2026.

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*MARK R. STALLMANN, MAYOR*



Section 6, Item a.

**Bill No.** 5052

**Ordinance No.** \_\_\_\_\_

APPROVED this 23rd day of February, 2026.

MARK R. STALLMANN, MAYOR

ATTEST: \_\_\_\_\_

*ERIC STERMAN, CITY ADMINISTRATOR*



## Consent Item

**RE:** 2026 Merit Increases

**Department/Program:** Administration/Finance

**Recommendation:** Staff recommends that the Board approve a salary increase of 3% for all full-time staff effective April 1, 2026 as was budgeted.

**Explanation:** Historically, the award of merit increases for staff is made after receipt of final year-end sales taxes as a gauge of current economic conditions. Sales tax revenues for 2025 totaled \$11,929,005, exceeding the amended budget by \$5,505 or .0005%.

Sales taxes are \$368,331 or 3.0% lower than those received in 2024. Drilling down into the variance from the prior year, capital improvement and parks sales taxes decreased under 2024 by 2.5%, the public safety tax decreased by .9% and the county sales tax decreased by 4.0%.

Sales taxes were budgeted to be flat in 2026 compared with 2025.

**Submitted By:** Denise Keller, Finance Officer

**Date:** February 13, 2026



## Consent Item

**RE:** Contractual Median Maintenance

**Department/Program:** Parks and Recreation

**Explanation:** The City budgeted \$17,300 for contractual median maintenance. These services cover landscaped medians on Manchester Road, Ballpark Drive, Jefferson Avenue, Clayton Road, and Big Bend Road. Maintenance includes Mowing on grass medians, trash removal, pre and post emergent weed killer, removal of dead vegetation, fertilizing, pruning of shrubs, mulching.

Following the initial solicitation (RFP 25-01), four bids were received, with Landdesign Plus providing the lowest qualified bid. The original agreement allows the City the option to renew the contract for up to two additional years, provided performance is satisfactory and any annual price increase does not exceed 3%.

As 2026 represents the second year of this term, and Landdesign Plus has proposed a rate within the 3% cap, the department wishes to exercise the renewal option.

The city has been contracting median maintenance for more than 15 years. Landdesign Plus has been the city's contractor for all but three years and have been the only bidders for the past several years.

**Recommendation:** Staff recommends awarding Landdesign Plus the contract for Median Maintenance for 2026 for \$17,266.07.

**Submitted By:** Chris Conway, CPRP, Director of Parks and Recreation

**Date:** 2/23/2026



Landesign Plus  
1491 East Pearce Boulevard  
Wentzville, Missouri 63385  
(636) 887-0354

Please Remit Payment To:  
52 Tower Street  
Moscow Mills, Missouri 63362

**BILL TO**

City of Ballwin  
1 Government Center  
Ballwin, MO 63011 USA

ESTIMATE  
78555678

ESTIMATE DATE  
Feb 10, 2026

**JOB ADDRESS**

City of Ballwin  
1 Government Center  
Ballwin, MO 63011 USA

**Job:**

**ESTIMATE DETAILS**

2026 Contract Renewal-City of Ballwin (Standard): 2026 Landesign Plus Commercial Contract Renewal

\* Original contract awarded for 2025. This contract would be for the 1st of 2 possible yearly contract extensions.

Total price of all seasonal services to be billed in 9 equal installments of \$1918.45 on the 1st of each month beginning March through November 2026.

\*\*The monthly report of services with completion date will be sent separately.

SERVICE	DESCRIPTION	QTY	PRICE	TOTAL
LDP - Cut & Trim - Com	<p>Prior to each mowing, reasonable trash, flowers, sticks and other unwanted debris will be removed from lawns, hard surfaces and curbs. Does not include parking lots or excessive trash pickup. Turf will be mowed at a height to maintain good health. Turf will be mowed and trimmed, weekly unless otherwise specified. Grass clippings shall be blown clean from patios, sidewalks, curbs, roads, as well as kept out of plant beds and tree rings. At customer request, to add additional mowing, customer will be invoiced on a per occurrence basis at the agreed upon rate for the season.</p> <p>* The Specified price is for the entire contract period, and not based on weekly services. The total price is averaged over the full season based on historical weather data for your area, and as such there will be no deductions from the contract total due to dry weather conditions.</p> <p>*Excessive rainfall, watering, and/or fertilizing of lawns may result in excessive turf growth. If this condition occurs, extra raking after cutting and/or double cutting may be required at additional cost.</p>	29.00	\$77.25	\$2,240.25

LDP - Spot Spraying - Com	All mulched areas will be spot treated with post-emergent controls to prevent weed infestation. This will be done throughout the growing season based on occurrences per contract.	16.00	\$169.44	\$2,711.04
LDP - Spring Cleanup - Com	Cleanup of leaves and debris landscape beds, cutting back dormant perennials and removing dead vegetation. Debris will be removed from the site on the day work is performed. Included in fall clean-up is taking collected plant material to a green waste recycle center. DOES NOT include picking up nuts from any nut producing trees.	1.00	\$738.39	\$738.39
Fertilizer 1	Early Spring Fertilizer Treatment **Application consists of granular fertilizer, crabgrass pre-emergent & broadleaf weed kill as needed.	1.00	\$83.81	\$83.81
Fertilizer 2	Late Spring Fertilizer Treatment **Granular fertilizer to encourage growth, with a 50% organic blend to improve soil composite.	1.00	\$83.81	\$83.81
Fertilizer 3	Early Summer Fertilizer Treatment **Granular coated fertilizer to prepare the lawn for summer stress. A 50% organic blend to improve soil conditions. Broad leaf weed kill, along with a weed kill blend to control summer annuals (crabgrass & spurge).	1.00	\$83.81	\$83.81
Fertilizer 4	Mid Summer Fertilizer Treatment **Granular coated fertilizer that is safe & non-burning, with a 50% organic blend to protect turf from summer stress. Weeds in the lawn are treated as well.	1.00	\$83.81	\$83.81
Fertilizer 5	Late Summer Fertilizer Treatment **Granular coated fertilizer that is safe & non-burning, with a 50% organic blend to protect turf from summer stress, while preparing it for early fall recovery. Broad leaf weeds as well as summer annuals are treated.	1.00	\$83.81	\$83.81
Fertilizer 6	Early Fall Fertilizer Treatment **A granular fertilizer application, with 20% more nitrogen to promote recovery from summer stress, while also applying a 50% organic blend to improve soil structure that promotes deeper roots. Broad leaf & summer annuals are treated.	1.00	\$83.81	\$83.81
Bed Pre-Emergent	The application of special weed control products in a granular or liquid form to reduce broadleaf and grassy weeds coming up in landscape mulch beds during the growing season. For good results, single applications can be made in the spring. For best results this application should be made multiple times spread throughout the growing season. These applications enhance grassy weed and broadleaf weed control, but are not intended to substitute recommended weekly or bi-weekly visits. Will not kill any existing weeds or grass in beds.	1.00	\$326.76	\$326.76
LDP - Spring Pruning - Com	Shrubs: Special attention will be paid to shrubs that require shearing to assure that plant material is not obstructing views, growing into road signs, walkways, patios, air conditioners or electrical boxes or presenting any potential safety hazard. Flowering shrubs will be pruned after blooming. Any shrubbery requiring special equipment such as a high-lift truck or that cannot be properly trimmed using an 8' stepladder are not covered in this proposal.  Trees: Large trees will have the canopy branches lifted up to a height of 7 feet. Ornamental Trees will be pruned to maintain the intended plant species form and size while optimizing vigor. Trees that overhang or obstruct vehicular or pedestrian traffic will be pruned	1.00	\$1,260.08	\$1,260.08

additionally. This bid is in no way to be considered as topping tree canopies.

All pruning cuts shall be made to the lateral branches and buds. Cuts shall be made immediately outside the branch collar. Removing of suckers, water sprouts and low-hanging branches will be performed during regular visits.

\*Shrubs or Trees over 12 foot height will not be pruned at top.

Tree/Shrub Fertilization	A granular fertilizer with a balanced NPK for superior results.	1.00	\$311.33	\$311.33
Mulching	<p>A. Mulch, free from deleterious materials and suitable as a top dressing of trees and shrubs, consisting of materials that reflect local standards.</p> <p>B. Mulch all landscape areas with dyed brown mulch. Mulch should be double-cut, hardwood mulch. Where mulch is added, rake final surface to provide a uniform finished appearance. Do not cultivate mulch into soil.</p> <p>Mulching DOES NOT include laying/installing weed barrier.</p> <p>When re-mulching, contract does NOT include cleanup of leaves in landscape beds prior to mulching. Leaf cleanup can be requested as a separate line item.</p>	1.00	\$5,187.27	\$5,187.27
LDP - Spot Shrub Pruning - Com	Mid Season light shrub pruning to keep shrubs manicured to their existing shape.	1.00	\$1,260.08	\$1,260.08
LDP - Fall Pruning - Com	<p>Shrubs: Special attention will be paid to shrubs that require shearing to assure that plant material is not obstructing views, growing into road signs, walkways, patios, air conditioners or electrical boxes or presenting any potential safety hazard. Flowering shrubs will be pruned after blooming. Any shrubbery requiring special equipment such as a high-lift truck or that cannot be properly trimmed using an 8' stepladder are not covered in this proposal.</p> <p>Trees: Large trees will have the canopy branches lifted up to a height of 7 feet. Ornamental Trees will be pruned to maintain the intended plant species form and size while optimizing vigor. Trees that overhang or obstruct vehicular or pedestrian traffic will be pruned additionally. This bid is in no way to be considered as topping tree canopies.</p> <p>All pruning cuts shall be made to the lateral branches and buds. Cuts shall be made immediately outside the branch collar. Removing of suckers, water sprouts and low-hanging branches will be performed during regular visits.</p> <p>*Shrubs or Trees over 12 foot height will not be pruned at top.</p>	1.00	\$1,260.08	\$1,260.08
LDP - Tree/Shrub Spray 1 - Com	Early Spring: Mid-March to Mid-April: Designed to control overwintering eggs, scale, caterpillar & other sucking insects.	1.00	\$440.45	\$440.45
LDP - Tree/Shrub Spray 2 - Com	Late Spring/Early Summer: May through Mid-June: Designed to control aphids, Japanese beetles, leaf miner, bag worms & a fungicide for disease control.	1.00	\$440.45	\$440.45
Overseeding	Overseeding will occur over the lawn area to promote a denser lawn.	1.00	\$84.87	\$84.87

For best results it should be done after aeration and with a fertilization treatment.

LDP - Aeration - Com	A machine with hollow tines mechanically removes plugs or "cores" of soil from the lawn. This reduces soil compaction and allows more oxygen, water, and nutrients to penetrate into the soil creating a healthier lawn. Double pass is recommended when bare patches in turf are present.	1.00	\$90.16	\$90.16
LDP - Site Inspections - Com	Monthly Schedule and Reporting	8.00	\$51.50	\$412.00

**SUB-TOTAL** \$17,266.07

**TOTAL** \$17,266.07

Thank you for choosing Landesign Plus!

**CUSTOMER AUTHORIZATION**

THIS IS AN ESTIMATE, NOT A CONTRACT FOR SERVICES. The summary above is furnished by Landesign Plus as a good faith estimate of work to be performed at the location described above and is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems arise after the work has started. I understand that the final cost of the work may differ from the estimate, perhaps materially. THIS IS NOT A GUARANTEE OF THE FINAL PRICE OF WORK TO BE PERFORMED. I agree and authorize the work as summarized on these estimated terms, and I agree to pay the full amount for all work performed.

Qualifications:

1. **PAYMENT:** Payment is to be made as follows: Monthly total due at net 30. A 1.5% monthly finance charge will be asserted on amounts unpaid. Price(s) quoted herein expire in thirty (30) days.
2. Current price will be held for the term chosen. The contents, performance & terms of this contract will be reviewed annually to make adjustments as required. Either party can terminate this agreement with 30 days notice.
3. Extras to the contract will be paid according to the unit prices as set out in the price schedule for extra work. The contractor covenants to conform to all specifications and provisions laid out in the contract terms and conditions.
4. Customer responsible for marking all irrigation heads and pop up downspouts. landesignplus is not responsible for anything buried underneath ground including sprinkler heads, outdoor lighting, tv lines, gas lines and downspouts. If Landesign Plus is requested to mark the irrigation heads, it will cost \$175.00. This will include a walk through of zones and adjustments due to weather conditions. It does not include repairs.
5. Customer will be provided care instructions and is responsible to follow all guidelines. No guarantee of germination for work that is not properly watered. One act of God (heavy rain) washout repair will be included.
6. **WARRANTY:** Landesign Plus guarantees all workmanship for a period of one (1) year from the date of completion. All products installed by Landesign Plus, excluding plants, are guaranteed only by the respective manufacturer's warranty. landesignplus will not be responsible for cost relating to product defects. Plants planted by landesignplus (excluding tropical, annuals, roses, seeding & sodding) that fail to grow within twelve (12) months, will be replaced once, at no charge to Owner. However, if Owner fails to pay balance in full when due, any and all warranties by landesignplus herein or otherwise will be revoked and forever canceled.
7. In the event of early termination of contract, all services performed will be individually tabulated for final billing. In addition, upon cancellation, all special offers must be reimbursed.

Sign here

Date



## Staff Report

**Subject:** **Parks Staff Adjustments**

**Department/Program:** **Administration**

**Explanation:**

Around 10 years ago the City created the position of Marketing and Communications Specialist. The position originated in the Parks department as that was the area that had the highest demand for media such as newsletters, brochures, and social media. Eventually, the position took on so much responsibility that it was moved to the Administration department. Our current Marketing and Communications Specialist, Megan, has also taken on the duties of City Clerk since the previous City Clerk left a couple of years ago.

Megan does an excellent job as both City Clerk and Marketing and Communications Specialist. However, due to the increasing workload with communications and social media, we haven't been able to keep up with that portion of her job to the level the Board has asked for. Conversely, the City Clerk duties are important (and statutorily required) so cannot be sacrificed. Given this challenge we've looked at ways to increase our marketing and communications staffing in recent years but have held off doing so due to budget constraints.

Recently, one of the City's janitorial staff left his position. Our janitorial staff consists of four full time and two part time staff, and they clean all of the City's facilities. With this vacancy, we are looking at reconfiguring some staff positions. Specifically, one of the full-time janitorial positions will be eliminated and a full-time Marketing and Communications Coordinator would be added to the Parks department. In order to make up for the loss of the full-time janitorial position, cleaning of the Government Center would be contracted out to a vendor. The remaining in house staff would focus on the Parks facilities and the Police Department.

Before making this change we also want to consider the impact to the budget. In the City's FY2026 budget, the janitor position that has been vacated had a salary of \$43,193. In addition, the City has budgeted for a marketing intern/part time employee for \$15,000. This would no longer be necessary with this plan. On the City's pay plan, the Marketing and Communications Coordinator has a starting salary of \$51,245. Since we are replacing a full time position with a different full time position, we will consider the cost of benefits to be comparable. The other cost would be for the contractor to clean the Government Center, for which the low bid is \$1,575 per month or \$18,900 per year. All in, this represents an increase to the budget of \$11,952 on an annualized basis. Given that we are already through part of the year, assuming an April 1<sup>st</sup> start date, the impact to the FY2026 budget would be approximately \$8,964. That amount may be offset by additional sponsorships and park program registrations due to increased promotion efforts.

There would be value in having a full-time Marketing and Communications Coordinator focused on the Parks department. This individual could focus more on planning and promoting events and programs, attracting more sponsorships, and engaging more with the public on social media.

Conversely, by freeing up Megan's time to focus more on City-wide marketing and communication efforts, that would allow her to focus on efforts such as: recruiting more businesses to advertise with the City (Ballwin Life Magazine, etc.), creating an email version of Ballwin Life Magazine and growing our newsletter audience in general, and updating the Shop Ballwin First program. Also, with a new City web site budgeted for 2026, much of her time will be spent on planning for the new web site in order to make it more useful and customer friendly.

Lastly, the City did receive three bids for custodial service for the government center. Please see Chris' attached memo for the bid results but we do recommend awarding to the low bidder, US Supreme Cleaning, for \$1,575 per month.

**Recommendation:**

Staff recommends the Board make a motion to eliminate one full time custodial position, add a full time marketing and communications position, and award the custodial bid for the Government Center to US Supreme Cleaning

**Submitted By:**      **Eric Sterman**

**Date:**                    **2/18/26**



## MEMORANDUM

**TO:** Eric Sterman, City Administrator  
**CC:** Matt Struemph, Recreation Manager  
**FROM:** Chris Conway, Director of Parks and Recreation  
**DATE:** February 13, 2026  
**SUBJECT:** Janitorial Services

I've finished reviewing the three bids for the Government Center cleaning contract. All three companies are proposing Monday - Friday cleaning. While they all hit the basics the pricing and fine print vary.

They are all offering a similar cleaning standard. The City is on the hook for all paper products, soap, and liners for all three vendors. The vendors bring the chemicals and the vacuums, but we buy the consumables.

Company	Pricing per month	Term	Escalation	Termination
<a href="#"><u>US Supreme Cleaning</u></a>	\$1,575.13	1 year or 3 year	Can increase if cost escalation exceeds 3% annualized.	30 Days. US Supreme hits us with a penalty of 50% of the remaining contract if we just "change our minds" for something other than non-performance.
<a href="#"><u>Corporate Cleaning Group</u></a>	\$1,650.00	1 year *Auto renews without a 90 day notice.	Subject to 3% or higher annual increase.	90-day notice. Can walk away for any reason If we don't give them that full lead time, they bill us for the full 90 days anyway.
<a href="#"><u>Coverall</u></a>	\$2,640.00	1 year *Auto renews without a 90 day notice.	Increases 2% each year the contract is extended.	30 days.

Note: Click on Company Name in the table to view each proposal

I recommend US Supreme Cleaning as they are the lowest bid and have a reasonable termination clause. Lastly their lead time is four weeks.



## Staff Report

**RE: Ballwin Summer Day Camp Transportation**

**Department/Program: Parks and Recreation**

**Explanation:** The Community Center operating budget includes \$85,000 for day camp expenses and specifically \$17,000 for field trip transportation for Ballwin Summer Day Camp. Field trips are offered each of the 10 weeks of camp. Bids were solicited and three bids were received by bid closing.

First Student Inc.	\$16,731.00	Transportation provider for past 3 years
Durham School Services	\$14,882.70	Provider prior to 2023
JED Transportation	\$25,418.75	Charter Buses

**Recommendation:** Staff recommends awarding First Student Inc. the 2026 contract in the amount of \$16,731. This is \$1,848 more than low bidder Durham School Services. There are several reasons outlined in the memo attached but when it comes to camper safety, reliability, and local knowledge First Student is the priority choice. As stated in the attached memo from Recreation Superintendent Adam Peper the difference in cost "represents a reasonable and responsible investment in the safety and quality of Ballwin Summer Day Camp.

**Submitted By: Chris Conway, CPRP, Director of Parks and Recreation**

**Date: 2/23/2026**



# Memo

**To:** Chris Conway, Director of Parks and Recreation

**CC:**

**From:** Adam Peper, Superintendent of Recreation

**Date:** 2/11/2026

**Re:** 2026 Bus Bid

A bus bid was created and distributed to three (3) local bus companies that indicated they rented school buses in our area. The bid was also posted on the city website and the Countian. Three bus bids were received. Below are the bid results.

Company Name:	Total Bid for all 2026 season field trips	Notes:
FirstStudent Inc.	\$16,731.00	Bus provider for the past 3 years
Durham School Services	\$14,882.70	Provider in previous years, before 2023
JED Transportation	\$25,418.75	Not school buses, Charter buses

After reviewing all submitted bids for 2026 season field trip transportation services, staff recommends awarding the contract to **First Student Inc.** in the amount of **\$16,731.00**.

While Durham School Services submitted the lowest bid at \$14,882.70, several operational and safety considerations support selecting First Student Inc. as the best overall value for the City.

First Student Inc. has served as our transportation provider for the past three years and has consistently delivered reliable, professional, and timely service. Their familiarity with our field trip schedules, camper needs, loading procedures, staff expectations, and emergency protocols provides a significant operational advantage. This continuity reduces risk and ensures a smooth transportation process for our campers and staff.

Safety and reliability are our top priorities when transporting youth participants. First Student has demonstrated dependable on-time performance, well-maintained buses, and strong communication with staff. Maintaining this established relationship helps ensure a consistent level of service and minimizes uncertainty.

Although Durham School Services previously provided service prior to 2023, that contract was not well received. Additionally, Durham is located approximately 17 miles from our facility, resulting in an estimated 30-minute travel time for buses to reach our site. This distance raises concerns regarding potential delays, particularly for morning departures and afternoon pick-ups, which could impact field trip schedules and camper supervision.

Durham provided one municipal reference, which was positive; however, that municipality only utilized their services in 2024 and not in 2025, limiting the depth of recent performance history available for review.

The difference between the lowest bid and First Student's proposal is \$1,848.30 for the entire 2026 season. Staff believes this difference represents a reasonable and responsible investment to secure proven reliability, local service presence, operational familiarity, and the highest level of safety assurance for our campers.

For these reasons, staff recommends awarding the 2026 field trip transportation contract to **First Student Inc.** as the best overall value to the City.

Adam Peper

Superintendent of Recreation  
Ballwin Parks and Recreation