

AGENDA

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Approval of Minutes**
 - [a.](#) July 10, 2023 Board of Aldermen Meeting Minutes
- 5. Citizen Comments**
- 6. Presentations**
 - [a.](#) Metro West Presentation & City Proclamation for Debra Belobraydich
- 7. Consent Items**
 - [a.](#) Administration - Destruction of Records
 - [b.](#) Administration - Semi-Annual Revenue/Expenditure Statement
- 8. Mayor's Report**
- 9. City Administrator's Report**
 - a. CALEA Accreditation Update
 - [b.](#) 2024 Budget Calendar
- 10. City Attorney's Report**
 - [a.](#) Lighting Ordinance
 - [b.](#) Dynamic Signs Ordinance
- 11. Staff Reports**
 - [a.](#) Administration – Payroll Software
 - [b.](#) Parks & Recreation – New Ballwin & Holloway Parking Lots
- 12. Aldermanic Comments**
- 13. Closed Session**
 - a. Pursuant to Section 610.022 RSMo, the Board may vote to move to closed session regarding personnel matters under Section 610.021(13) and real estate matters under section 610.021 (2).
- 14. 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**

JULY 10, 2023

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 Pogue at 7:04 p.m.

ROLL CALL

Present

Absent

- Mayor Tim Pogue
- Alderman Mike Utt
- Alderman Michael Finley
- Alderman Kevin M. Roach
- Alderman Mark Stallmann
- Alderman Frank Fleming
- Alderman Mark Weaver
- Alderman Ross Bullington
- Alderman David Siegel
- City Administrator Eric Sterman
- City Attorney Robert Jones

The Pledge of Allegiance was recited.

MINUTES

The minutes from the June 12, 2023 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. The motion passed unanimously.



**BOARD OF ALDERMEN
Meeting Minutes**

JULY 10, 2023

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

CITIZEN COMMENTS

Michael Scott, of 643 Kehrs Mill Road, spoke to the Board about the proposed GolfNow contract that would impact booking a tee time. He said he does not want the Board passing on fees to golfers, and does not want citizens who pay by credit card to have to pay a fee. He also mentioned he wants the old Police Department to be turned back into green space as part of Vlasis Park, instead of an expansion of the Public Works Department. He also wants the public to be able to weigh in on that issue.

Michael Heaney of 219 Brookside Lane spoke to the Board about the Holloway Park pickleball courts. He wants the City to turn the upper tennis court into pickleball courts as well, because he says he does not see them being utilized.

PRESENTATIONS

Rick Gratza and Allison Weems of Kerber, Eck & Braeckel LLP presented the 2022 Audit Report to the Board. They stated the City received an “unmodified opinion”, meaning no material weaknesses or noncompliance was found, and financial statements were all in line. The firm noted the City complied with all requirements for COVID funds in 2022. They did identify one risk, management override of internal controls, but noted they have to list that item in every audit for every city, there’s nothing the City of Ballwin can do to overcome that significant risk.

OLD BUSINESS

Bill 4167- AN ORDINANCE ADOPTING LICENSING PROVISIONS OF THE ST. LOUIS COUNTY ELECTRICAL CODE, AMENDING SECTION 7-42 AND REPEALING ALL OTHER ORDINANCES AND PARTS OF THE ORDINANCES IN CONFLICT THEREWITH.

Bill 4167 was read for the first time at the March 27, 2023 Board of Aldermen Meeting. Because of the bill’s contents, there needed to be a 90 day waiting period before final adoption of the bill was done.

A motion was made by Alderman Frank Fleming and seconded by Alderman Ross Bullington for a second reading of Bill 4167, title only. The motion was approved unanimously and Alderman Fleming read the bill, title only.

A roll call vote was taken for passage and approval of Bill 4167. Bill 4167 was approved unanimously and became Ordinance No. 23-17.



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LEGISLATION

Bill 4172 - AN ORDINANCE AMENDING THE UNIFORM DIMENSIONS OF PARKING SPACES IN THE CITY OF BALLWIN.

A motion was made by Alderman Mark Stallmann and seconded by Alderman Frank Fleming for a first reading of Bill 4172, title only. The motion was approved unanimously and Alderman Stallmann read the bill for the first time, title only.

A motion was made by Alderman Frank Fleming and seconded by Alderman Ross Bullington for a second reading of Bill 4172, title only. The motion was approved unanimously, and Alderman Fleming read the bill for the second time, title only.

A roll call vote was taken for passage and approval of Bill 4172. Bill 4172 was approved unanimously and became Ordinance No. 23-18.

Bill 4173 - AN ORDINANCE AMENDING CHAPTER 24, THE STREETS AND SIDEWALKS CODE, TO CLARIFY THE PROCEDURES FOR ROADWAY ACCEPTANCE.

A motion was made by Alderman Ross Bullington and seconded by Alderman Frank Fleming for a first reading of Bill 4173, title only. The motion was approved and the bill was read for the first time by Alderman Bullington.

Discussion:

Alderman Kevin Roach asked if the bill was to clean up existing code or to restrictions. City Attorney Bob Jones noted the bill was brought forth because of duplicate restrictions in the City Code. This bill repeals a duplicate ordinance.

A motion was made by Alderman Kevin Roach and seconded by Alderman Frank Fleming for a second reading of Bill 4173, title only. The motion was approved unanimously and Alderman Roach read the bill for the second time, title only.

A roll call vote was taken for passage and approval of Bill 4173. Bill 4173 was approved unanimously and became Ordinance No. 23-19.



**BOARD OF ALDERMEN
Meeting Minutes**

JULY 10, 2023

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

RESOLUTION - A RESOLUTION OF THE BALLWIN BOARD OF ALDERMEN AUTHORIZING THE CITY OF BALLWIN TO SEEK A MUNICIPAL PARKS GRANT FOR VLASIS PARK

A motion was made by Alderman Michael Finley and seconded by Alderman Mark Stallmann for approval of the Resolution. The motion was approved unanimously and the resolution was approved.

CONSENT ITEMS

Administration - Ballwin Days Liquor License

Staff recommends Board Approval for the Rotary Club Ballwin Days Liquor License.

A motion was made by Alderman Mark Stallmann and seconded by Alderman Mike Utt for approval of Staff's Recommendation. A roll call vote was taken for passage and approval of Staff's Recommendation and was passed unanimously.

Public Works - Surplus Vehicles

Staff recommends auctioning or selling the city vehicles listed in the Board packet at Manheim Auction in Bridgeton Missouri.

A motion was made by Alderman Mark Stallmann and seconded by Alderman Mike Utt for approval of Staff's Recommendation. A roll call vote was taken for passage and approval of Staff's Recommendation and was passed unanimously.

MAYOR'S REPORT

Mayor Tim Pogue thanked everyone for coming out for the dedication and tours of the new Ballwin Police Station.

**CITY ADMINISTRATOR'S
REPORT**

City Administrator [Eric Sterman](#) gave an update on Vlasis Park grants. He noted that \$500,000 allocated from the state for dredging of the Vlasis Park pond was vetoed by Governor Mike Parson. He noted the next steps would be to try to work with the legislature to override Governor Parson's veto or to wait until next year's budget.



BOARD OF ALDERMEN Meeting Minutes

JULY 10, 2023

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City Administrator Sterman also noted the insurance claim for storm damage at the Pointe and other facilities in April, including the windows, will be over one million dollars. The roof at North Pointe, the salt dome, roof at Public Works, and roofs at several pavilions/restrooms throughout City parks were also damaged and approved for replacement through insurance. He also noted the City will only have to pay the insurance deductible, the insurance company will cover all of the rest of the costs.

Alderman Fleming questioned whether the City was restricted to vendors approved through the insurance company. City Administrator Sterman noted there are some restrictions, rules and procedures the City has to follow through the insurance company, but the City is looking for the best vendor for the job, not just based on cost. Alderman Kevin Roach questioned if the insurance company covers overages if the bid exceeds the estimates, and City Administrator Sterman noted our insurance company would cover that.

Alderman Mark Stallmann asked about a timeline as to when the windows would be installed. Parks & Recreation Director Chris Conway said the process will take several months from start to finish, but actual installation and downtime will most likely only take days. He is still unsure if the City will have to close the indoor pool during that time, but the City will know more as installation gets closer.

CITY ATTORNEY'S REPORT

None.

STAFF REPORTS

Parks and Recreation – Ballwin Golf Course Online Tee Time Booking

Staff recommends entering into an agreement with NBC Golf Now to provide an online booking solution to encourage those who book online to show up and allow those who want to play Ballwin are given more opportunities.

Discussion:

Parks & Recreation Director Chris Conway proposed a partnership with Golf Now to free up tee times for residents. He noted about 30 percent of our rounds go unused because people book a tee time and then don't show up. With this proposal, anyone who books online would be charged for greens fees. Anyone who doesn't show up would have that money charged to them, while those who do show up and golf would complete payment in the pro shop. Conway noted right now, these no shows add up to a potential lost revenue cost of up to \$290,000. Golf Now would integrate with RecTrac, the City's current recreation program as well.



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Conway noted the City is not passing on credit card fees associated with Golf Now to residents. The program just ensures those that don't show up will be charged greens fees.

Alderman Frank Fleming told the board he was not comfortable enough with this to approve staff's recommendation. He said he wanted to look more closely at the revenue lost from the Golf Course. He also noted it's a change that golfers may not like, and wanted to think on it longer.

Alderman Kevin Roach asked if this program could potentially bring in more golfers to our Golf Course. Parks Director Conway noted it was a possibility, as Golf Now is a very popular app that several courses throughout the St. Louis area use, like St. Ann, Creve Coeur and Bridgeton, among others.

Alderman Michael Finley said he agreed with Alderman Fleming and wanted to look further at the numbers, other cities/counties that use this program, and whether there are other companies that do this same feature. Alderman Kevin Roach noted he was also in favor of waiting until next month. The Board agreed to hold the recommendation until a later date.

Police – FLOCK Agreement

Staff recommendation is to enter into a five-year contract with FLOCK Safety for cameras.

Discussion:

Police Chief Doug Schaeffler noted this agreement would save the City \$3,000 per year by renewing now at a price of \$2,500 per camera instead of \$3,000 per camera. The City currently has two and is in the process of installing four more cameras.

Alderman Kevin Roach asked if we could potentially add more cameras to utilize the savings in this contract. Police Chief Schaeffler noted the City can, but it has to be before the end of 2023 in order to get this rate.

Alderman Mark Stallmann made a motion that was seconded by Alderman Mike Utt to accept staff's recommendation. The motion was approved unanimously and staff's recommendation was accepted.

ALDERMANIC COMMENTS

Alderman Ross Bullington noted that Selvidge Middle School wants to put up an LED sign, but it was not allowed under the current parameters of the City Code. City Administrator Eric Sterman noted those types of signs are limited to certain spots and have to be 250 feet from the nearest dwelling, meaning the City Code would have to be amended to allow Selvidge to put up that sign.



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Alderman Bullington directed staff to draft changes to the City Code to potentially allow a sign to be put up. Those changes will be discussed at a later date.

Alderman Mark Stallmann congratulated Finance Officer Denise Keller and City staff for a wonderful job getting everything ready for the audit. He also made note that the City is still accepting applications for the Parks & Recreation Citizen Advisory Committee. He also congratulated Public Works Director Jim Link for a job well done helping clear the City of storm damage during the last round of storms.

MEETING 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 8:13 p.m.

_____ TIM POGUE, MAYOR

ATTEST:

_____ MEGAN FREEMAN, CITY CLERK

CITY OF BALLWIN, MISSOURI



PROCLAMATION

Debra Belobraydich

WHEREAS, Debra Belobraydich is an upstanding citizen of Ballwin, Missouri and

WHEREAS, Debra was walking her dog on July 23, 2023 along Kehrs Mill Trail in Ballwin when she was approached by a woman asking for help in the subdivision pool and

WHEREAS, Debra arrived poolside to find an eleven-year-old girl on the bottom of the pool and

WHEREAS, Debra entered the pool, grabbed the victim and brought her to the surface and

WHEREAS, Debra instructed family members to call 911 and

WHEREAS, Debra instructed bystanders to flag down the arriving ambulance and provided care to the girl until EMS arrived on scene.

WHEREAS, Debra is the reason this girl is alive today and

*NOW, THEREFORE, in recognition of her heroism, I, Tim Pogue, Mayor of the City of Ballwin, do hereby proclaim August 14, 2023 as “**DEBRA BELOBRAYDICH DAY**” in the City of Ballwin.*

IN WITNESS HEREOF, I hereunto set my hand and cause to be affixed the Great Seal of the City of Ballwin, Missouri this 14th day of August, 2023.

*Tim Pogue
Mayor*

ATTEST:

*Eric Serman
City Administrator*



Consent Item

Subject: Destruction of Records

Department/Program: Administration

Explanation: A list of records kept during the normal course of business is presented to the Board as they have surpassed their retention date.

Recommendation: Staff requests the Board's approval to destroy these records which have been kept per the Missouri Secretary of State - State Archives - Local Records Retention Schedule (August 2021).

Submitted By: Denise Keller

Date: 8/8/2023

NOTICE OF DESTRUCTION OF RECORDS

Per the Missouri Secretary of State – State Archives – Local General Records Retention Schedule, August, 2021.

DESTRUCTION REQUESTS:

The following records must be retained through “completion of audit”:

- 2022 accounts payable vouchers and invoices – excluding court - paper (scanned files retained)
- 2022 cash receipts – excluding court - paper (scanned files retained)
- 2022 accounts receivable files – paper (scanned files retained)
- 2021 budget preparation records – paper
- 2022 escrow receipts and vouchers – paper (scanned files retained)

The following records must be retained through “completion of audit” plus 1 year:

- 2021 monthly bank reconciliations- other* – paper (scanned files retained)
- 2021 Investment statements (matured investments) – paper
- 2021 Check Registers – other* – paper (scanned files retained)

The following records must be retained for a period of 2 years after expiration:

- 04/01/2020 – 03/31/2021 contractor licenses – paper (scanned files retained)

The following records must be retained for a period of 3 years after completion:

- 2019 Sunshine Law Requests

The following records must be retained for a period of 3 years plus audit:

- 2019 payroll time sheets – paper (scanned files retained)
- 2019 Public notices – 6-month Revenue/Expenditure Statements
- 2019 Public notices – Budget Public Hearing

The following records must be retained for a period of 5 years

- 2017 monthly and end-of-year journal entries – paper (scanned files retained)
- 2017 accounts payable registers - paper (scanned files retained)
- 2017 audit work papers
- 1991-2017 Administration printing bids Accepted (Rejected also)

The following records must be retained through “completion of audit” and superseded.

- 2020 Disposed Fixed Assets records – paper (scanned files retained)

DATE OF DESTRUCTION:

To be destroyed August 15, 2023, following approval by the Board of Aldermen at its August 14, 2023 meeting.

Destruction follows specifications prescribed by the State of Missouri Local Records Board.

METHOD OF DESTRUCTION:

Place in trash receptacle. (Any confidential material will be removed and shredded).

Approved by the Board of Aldermen and recorded in meeting minutes of: _____.

* Other excludes General (5 yr), Bail Bond (5 yr), TDD (10 y), and Special Allocations (10 yr) accounts.

NOTICE OF DESTRUCTION OF RECORDS

Per the Missouri Secretary of State – State Archives – Local General Records Retention Schedule, August, 2021.

DESTRUCTION REQUESTS:

The following records must be retained through “completion of audit” plus 1 year:

2021 NSF checks and files – paper

The following records must be retained for a period of 18 months:

2021 (January) – 2021 (December) Credit Card Receipts

The following records must be retained for a period of 2 years after expiration:

04/01/2020 – 03/31/2021 business licenses – paper (scanned files retained)

The following records must be retained for a period of 3 years after completion

2018-2019 Grants (Missouri Highway Safety, Rockwood Alcohol Compliance, OCTDEF)

The following records must be retained for a period of 5 years

2017 Cancelled Pointe Debit Contracts – paper (scanned files retained)

07/01/2015 - 06/30/2017 liquor licenses – paper (scanned files retained)

DATE OF DESTRUCTION:

To be destroyed August 15, 2023, following approval by the Board of Aldermen at its August 14, 2023 meeting.

METHOD OF DESTRUCTION:

Shred NSFs (Cancelled checks include Account Numbers and Signatures.)

Shred Credit Card Receipts (Contains minimal information)

Shred Business Licenses (May contain proprietary information on gross receipts.)

Shred Pointe Debit Contracts (Personal banking Information may be present on form.)

Approved by the Board of Aldermen and recorded in meeting minutes of: _____.

- Destruction follows specifications prescribed by the State of Missouri Local Records Board.



Consent Item

RE: Semi-Annual Revenue/Expenditure Statement

Department/Program: Administration/Finance

Recommendation: Staff recommends that the Board approve the semi-annual statement of revenues and expenditures.

Explanation: Per RSMo Statute Section 79.160, *“the Board of Aldermen shall semi-annually each year, at times to be set by the Board of Aldermen, make out and spread upon their records a full and detailed account and statement of the receipts and expenditures and indebtedness of the city for the half year ending with the last day of the month immediately preceding the date of such report, which account and statement shall be published in some newspaper in the city.”*

In accordance with this statute section, attached is a report of actual revenues and expenditures received/expensed during the period January 1 – June 30, 2023. Upon approval by the Board, this will be published in a local newspaper.

Submitted By: Denise Keller

Date: August 8, 2023

**CITY OF BALLWIN
GENERAL/CAPITAL PROJECTS FUNDS
REVENUE/EXPENSE STATEMENT
FOR THE SIX MONTH PERIOD ENDING 6/30/23**

REVENUE	General Fund	Capital Projects Fund
Sales Taxes	\$ 5,114,963	\$ 649,476
Other Taxes	1,078,254	-
Licenses & Permits	1,389,587	-
Public Utility Licenses	1,714,861	-
Court Fines	190,394	-
Police & Communications	190,090	-
Community Programs	2,075,061	-
Grants & Donations	23,423	110,996
Sale of Capital Assets	121,561	-
Investment Income	305,501	-
Escrows	6,483	-
Miscellaneous	784,799	-
Other Financing Sources	-	3,400,000 (1)
Total:	\$ 12,994,977	\$ 4,160,472

EXPENDITURES		
Administration	\$ 1,770,669	\$ 21,259
Parks & Recreation	2,478,816	267,655
Police	3,543,752	5,869,845
Public Works	1,615,793	279,844
Transfers Out	3,400,000 (1)	-
Total:	\$ 12,809,030	\$ 6,438,603

CITY INDEBTEDNESS
 2002 Tax Increment Revenue Bonds \$ 3,623,000 (2)

(1) This transfer of accumulated fund balance is to fund construction of the new Police Building in the Capital Fund.

(2) The bonds do not constitute a general obligation or indebtedness of the City. Please refer to the annual audit report on the City's website for additional details.

I, Denise Keller, Finance Officer for the City of Ballwin, Missouri, certify that to the best of my knowledge, the above unaudited statement is true and in agreement with city records on file as of 6/30/23.

Denise Keller

Denise Keller
Finance Officer

ATTEST:

Eric Sterman

Eric Sterman
City Administrator

Budget Calendar Fiscal Year 2024

DATE	ACTION
August, 2023	Conduct Budget Survey with residents, businesses
August 1, 2023	Provide departmental access to 2023 Budget System.
August 8, 2023	City Administrator & Finance Officer hold initial budget preparation meeting with department heads
September 25, 2023	Conduct Budget Work Session with Board of Aldermen; present Employee Compensation, Special Revenue Funds and General Fund Budget Revenues
September 26 - 29, 2023	City Administrator and Finance Officer meet with individual department heads to review departmental budgets
October 9, 2023	Conduct Budget Work Session with Board of Aldermen; present General Fund and Capital Fund Budget Expenditures
November 6, 2023	Present Capital Improvement Plan for approval at Planning & Zoning Commission Meeting (as required by State Statute)
November 27, 2023	Present 2022 Budget Re-appropriation to Board of Aldermen
November 29, 2023	Publish Public Hearing Notice
December 11, 2023	Conduct Public Hearing on Proposed Budget; Adopt Budget
December 12, 2023	Distribute Approved Budget



Bill No. _____

Ordinance No. _____

INTRODUCED BY

ALDERMEN UTT, FINLEY, STALLMANN, ROACH, FLEMING, WEAVER, SIEGEL, BULLINGTON

AN ORDINANCE CREATING LIGHTING STANDARDS AND REQUIREMENTS IN THE CITY OF BALLWIN.

WHEREAS, the purpose of this Section is to set standards for exterior lighting in the City of Ballwin in order to promote safety, security and to protect against potential nuisances.

WHEREAS, a public hearing was held before the Planning & Zoning Commission on _____, 2023 with respect to this Ordinance. The Planning & Zoning Commission recommended approval.

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

Section 1: Appendix A, Article XVI shall be amended by adding a new Section 31 thereto, as follows:

Section 31. – Lighting Standards

(a) The following lighting standards shall be applicable to all residential properties within the City:

1. All lighting shall be aimed, located, designed, fitted and maintained so as not to create glare that presents a hazard or nuisance to drivers and/or pedestrians, generates nuisance glare or produces prohibited light trespass on neighboring properties.
2. Lights must be fully shielded, down directed and screened from adjacent properties in a manner that limits light trespass to one-tenth (0.1) of a foot-candle as measured at the property line.

(b) The following lighting standards shall be applicable to all non-residential properties within the City:

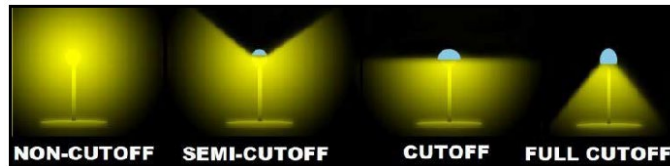
All lighting shall be aimed, located, designed, fitted and maintained so as not to create glare that presents a hazard or nuisance to drivers and/or pedestrians, generates nuisance glare or produces prohibited light trespass on neighboring properties. Illumination from light trespass shall not exceed one-tenth (0.1) foot-candles as measured at the property line for adjacent residential property or one-half (0.5) foot-candles as measured at the property line for adjacent non-residential property.

(c) Outdoor Athletic Facility. High-intensity or special purpose lighting of outdoor athletic facilities or entertainment venues shall require a conditional use permit as governed by Article XIV, Special Use Exception Regulations. Conditions related to the following may be imposed by

the Board of Aldermen:

1. Hours of operation.
2. Pole height.
3. Illumination levels at the property line.
4. Minimum setback distance from the property line.

(d) Lighting design for multifamily, office, commercial and industrial developments. All new exterior lighting fixtures installed within the City for multifamily, office, commercial or industrial developments shall utilize cutoff or full cutoff designs to ensure that no light is emitted above a horizontal plane, as depicted in the graphic below. The replacement of fixtures within existing projects in the City shall be brought into compliance with this section. ~~Exterior lighting fixtures, parking lot pole standards and pole bases shall be black unless otherwise approved by the City.~~



(e) Existing Lighting. When fifty percent (50%) or more of existing outdoor light fixtures (determined by dividing the total number of fixtures by the number of fixtures replaced or modified) are being replaced or modified in a non-residential development within a two-year time period, then all lighting shall be made to conform to the provisions of this Section.

(f) The City of Ballwin shall have the right to inspect completed lighting installations to assure compliance with the requirements of this Chapter. Any lighting or light fixture which is not erected, installed or maintained in accordance with the provisions of this Chapter shall be removed by the property owner of the land on which the lighting or light fixture is situated within fifteen (15) days of notice by the City. If the owner fails to act after fifteen (15) days' notice, such fixture may be removed by the City and the cost thereof charged to such owner.

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

PASSED this ____ day of _____, 2023.

TIM POGUE, MAYOR

APPROVED this ____ day of _____, 2023.

TIM POGUE, MAYOR

ATTEST: _____
ERIC STERMAN, CITY ADMINISTRATOR



Bill No. _____

Ordinance No. _____

INTRODUCED BY
ALDERMEN UTT, FINLEY, STALLMANN, ROACH, FLEMING, WEAVER, SIEGEL, BULLINGTON

AN ORDINANCE AMENDING THE SETBACK DIMENSIONS FOR DYNAMIC SIGNS IN THE CITY OF BALLWIN.

WHEREAS, the Board of Aldermen has determined that the Code of Ordinances is overly restrictive with regard to the required setback dimensions for dynamic signs in the City of Ballwin.

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

Section 1: Section 22-6 (2) of the Code of Ordinances of the City of Ballwin shall be amended as follows:

(2) Dynamic display signs may be made a part of or used as ground signs that comply with Section 22-52 in single-family residential zoning districts in conjunction with and on the premises of elementary and secondary public schools and private schools offering curricula similar to that offered by such public schools, churches, philanthropic and fraternal order not-for-profit institutions and governmental buildings and facilities provided the signs are at least 85 feet from a residential dwelling unit. Such sign may only operational (dynamic) between the hours of 6:00am and 9:00pm.

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

PASSED this ____ day of _____, 2023.

TIM POGUE, MAYOR

APPROVED this ____ day of _____, 2023.

TIM POGUE, MAYOR

ATTEST: _____
ERIC STERMAN, CITY ADMINISTRATOR



Staff Report

RE: Payroll Services

Department/Program: Finance

Explanation: The City has been using its New World ERP software to prepare payroll, in conjunction with a time clock system and a separate scheduling software. While recruitment is conducted through an electronic process, all new-hire paperwork is still completed on paper. Data must then be re-entered into the New World software. This process is antiquated and cumbersome especially during the peak hiring season for summer employees. Society has come to expect access to their personal information, such as pay stubs, through phone apps. Currently employees can only access payroll information in a browser environment.

Staff issued an RFP for payroll services in June. This RFP was emailed directly to payroll companies, posted on the City’s website and advertised in the newspaper. Eight companies responded with bids. Staff from all departments have viewed demos presented by three of the companies who responded to the RFP to ensure that the payroll software could meet Ballwin’s scheduling requirements, primarily for aquatics and police employees. ADP was the low bidder, and their scheduling product will meet our needs. While cost will fluctuate based on the number of employees, we anticipate annual costs of approximately \$35,000 with one time implementation costs of \$8,000. ADP has been in business for 74 years and has more than one million clients.

The cost of outsourcing payroll services will be partially offset by savings achieved through cancellation of time clock services, cancellation of scheduling software and reduced annual maintenance costs for New World’s HR module. Expected benefits include:

- Access to services in a cloud-based environment
- Enhanced security of employee data
- Onboarding
- Time off request capability
- Employee access to data via mobile apps
- Efficiencies through reduced data entry
- Improved reporting capabilities

Recommendation: Staff recommends engaging with ADP for payroll services. Services will commence in 2024.

Submitted By: Denise Keller, Finance Officer

Date: August 8, 2023



Staff Report

RE: New Ballwin & Holloway Park Lot Seal & Stripe

Department/Program: Parks and Recreation

Explanation:

\$15,000 was budgeted for sealing and striping parking lots at New Ballwin Park and Holloway Park/North Pointe. Bids were solicited directly from contractors and Dodge Reports. On August 3 three bids were received from McConnell & Associate Corp (MAC), Byrne & Jones and Asphalt Services. MAC's proposal is \$20,562. While over budget, savings from other accounts in the Park and Recreation budget will cover the overage. MAC is a reputable contractor and has completed several projects for the city including most recently the pickleball courts at Holloway Park.

Recommendation:

Award McConnell & Associates Corp. the Sealing Striping contract for New Ballwin and Holloway Park lots.

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

Date: August 14, 2023

CITY OF BALLWIN TABULATION OF BIDS

RFP #23-15

Bid Item: Parking Lot Seal & Stripe	Date Opened: 8/3/2023	Dept: Parks & Recreation
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	.Byrne & Jones	.McConnell & Associates Corp.	Asphalt Services		
1	\$30,245.78	\$20,562	\$26,855		
2					
3.					
4.					
5.					
6.					
7.					
TOTAL GROSS PRICE	\$30,245.78	\$20,562	\$26,855		
TOTAL NET PRICE	\$30,245.78	\$20,562	\$26,855		
TIME TO COMPLETE	4 days	5 days	3 days		

Attending Opening: Chris Conway & Representative from Asphalt Services