

AGENDA

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Approval of Minutes**
 - [a.](#) Minutes of the July 8, 2024 Board of Aldermen Meeting
 - [b.](#) Minutes of the July 8, 2024 Board of Aldermen Closed Session Meeting
- 5. Citizen Comments**
- 6. Presentations**
 - [a.](#) Captain Curt Saitta Promotion
- 7. Legislation**
 - [a.](#) 4197 – Melt N’ Dip SUE
 - [b.](#) 4198 – Records Custodian Code Clarification
- 8. Consent Items**
 - [a.](#) Administration – Personnel Manual Sick Leave Clarification
 - [b.](#) Administration – Six Month Cash Financial Statement
 - [c.](#) Administration – Craft Beer Festival Liquor License
 - [d.](#) Administration – Destruction of Records
 - [e.](#) Administration – Dunkin’ Donuts SUE Extension
- 9. Mayor’s Report**
- 10. City Administrator’s Report**
- 11. City Attorney’s Report**
- 12. Aldermanic Comments**
- 13. Closed Session**
 - [a.](#) Pursuant to Section 610.022 RSMo., the Board may vote to move to closed session to discuss legal and personnel matters under Section 610.021 (1), (2) and (3).
- 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 8, 2024

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 7:00 p.m.

ROLL CALL

Present

Absent

- Mayor Tim Pogue
- Alderman Mike Utt
- Alderman Michael Finley
- Alderman Pamela Haug (via videoconference)
- Alderman Mark Stallmann
- Alderman Frank Fleming
- Alderman Mark Weaver
- Alderman David Siegel
- City Administrator Eric Sterman
- City Attorney Robert Jones

The Pledge of Allegiance was recited.

Mayor Tim Pogue announced Alderman Ross Bullington had passed on Thursday, July 4th after a battle with cancer. He noted Alderman Bullington had had a deep impact on the Ballwin community, and a moment of silence was held in honor of Alderman Bullington.

MINUTES

The minutes from the June 10, 2024 Board of Aldermen meeting were submitted for approval. Alderman Michael Finley made a motion to change the second paragraph, first sentence of the Aldermanic Comment portion of the minutes to remove the word “regarding” and replace it with “from the perspective of”. Alderman Frank Fleming seconded the motion and a voice vote was taken with unanimous affirmative result and the motion passed. A motion to approve as amended 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.



**BOARD OF ALDERMEN
Meeting Minutes**

JULY 8, 2024

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

The minutes from the June 10, 2024 Board of Aldermen Closed Session 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.

CITIZEN COMMENTS

Rebecca Bullington of 530 Blazedwood Drive thanked the Board for their support of Alderman Bullington during his battle with cancer. She also noted she wanted the Board to continue doing what Alderman Bullington always thought was the best for the citizens of Ballwin.

OLD BUSINESS

Bill 4191- AN ORDINANCE GRANTING A SPECIAL USE EXCEPTION TO MAKO KELLMAN ON BEHALF OF ANVIL REAL ESTATE & DEVELOPMENT, LLC, FOR OPERATION OF A RESTAURANT WITH A DRIVE-THROUGH.

Discussion:

City Planner Lynn Sprick noted there have been changes made to the plan that the Board of Aldermen and the Planning & Zoning Commission had wanted to see, including adding trees, shrubs and parking spaces for a total of 11 parking spaces.

Alderman David Siegel questioned what the unused portion of the lot would be used for. City Planner Sprick noted it would be maintained as green space.

A motion was made by Alderman Frank Fleming and seconded by Alderman Mark Stallmann for a second reading of Bill 4191, title only. A voice vote was taken with unanimous affirmative result, the motion passed and the bill was read for a second time, title only.

A roll call vote was taken for passage and approval of Bill 4191, with the following results:

Aye: Aldermen Utt, Finley, Haug, Stallmann, Fleming, Weaver, Siegel

Nay: None

Bill No. 4191 was approved and became Ordinance No. 24-09.

LEGISLATION

Bill 4194 - AN ORDINANCE GRANTING A SPECIAL USE EXCEPTION TO JASON KESLER FOR JERSEY MIKE’S SUBS, FOR OPERATION OF A RESTAURANT WITH FRONT YARD PARKING.



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A motion was made by Alderman Michael Finley and seconded by Alderman Mike Utt for a first reading of Bill 4194, title only. A voice vote was taken with unanimous affirmative result, the motion passed and the bill was read for a first time, title only.

Discussion:

Alderman David Siegel noted the only concern from the Planning & Zoning Commission was parking. He noted this is an existing lot so not much can be done, but the applicant will encourage employees to park elsewhere.

A motion was made by Alderman Frank Fleming and seconded by Alderman Mike Utt for a second reading of Bill 4194, title only. A voice vote was taken with unanimous affirmative result, the motion passed and the bill was read for a second time, title only.

A roll call vote was taken for passage and approval of Bill 4194 with the following results:

Aye: Aldermen Utt, Finley, Haug, Stallmann, Fleming, Weaver, Siegel

Nay: None

Bill No. 4194 was approved and became Ordinance No. 24-10.

Bill 4195 - AN ORDINANCE CORRECTING ADOPTION OF THE 2015 EDITION OF THE INTERNATIONAL MECHANICAL CODE AND AMENDING SECTION 7-43 OF THE CODE OF ORDINANCES OF THE CITY OF BALLWIN.

A motion was made by Alderman Michael Finley and seconded by Alderman Mike Utt for a first reading of Bill 4195, title only. A voice vote was taken with unanimous affirmative result, the motion passed and the bill was read for a first time, title only.

Discussion:

City Attorney Bob Jones noted this bill is to correct a typo in the original ordinance where it references plumbing instead of mechanical.

A motion was made by Alderman Frank Fleming and seconded by Alderman Mark Stallmann for a second reading of Bill 4195, title only. A voice vote was taken with unanimous affirmative result, the motion passed and the bill was read for a second time, title only.



**BOARD OF ALDERMEN
Meeting Minutes**

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A roll call vote was taken for passage and approval of Bill 4195 with the following results:

Aye: Aldermen Utt, Finley, Haug, Stallmann, Fleming, Weaver, Siegel

Nay: None

Bill No. 4195 was approved and became Ordinance No. 24-11.

Bill 4196 - AN ORDINANCE AMENDING THE PURCHASING POLICIES FOR THE CITY OF BALLWIN.

A motion was made by Alderman Mark Stallmann and seconded by Alderman Michael Finley for a first reading of Bill 4196, title only. A voice vote was taken with unanimous affirmative result, the motion passed and the bill was read for a first time, title only.

Discussion:

Alderman Frank Fleming noted this bill was discussed at the Finance & Administration Board Committee Meeting. City Administrator Eric Sterman noted there was a gap in policy found by auditors and this bill would fix that gap. Mayor Tim Pogue noted this bill lowers the threshold for purchases. City Administrator Sterman noted it was only for unbudgeted emergency purchases, it does not change the threshold for budgeted purchases.

A motion was made by Alderman Frank Fleming and seconded by Alderman David Siegel for a second reading of Bill 4196, title only. A voice vote was taken with unanimous affirmative result, the motion passed and the bill was read for a second time, title only.

A roll call vote was taken for passage and approval of Bill 4196 with the following results:

Aye: Aldermen Utt, Finley, Haug, Stallmann, Fleming, Weaver, Siegel

Nay: None

Bill No. 4196 was approved and became Ordinance No. 24-12.

CONSENT ITEMS

Administration – SUE Transfer for 15401 Clayton Road

Staff recommends the Board transfer the current SUE for Claymont Auto Repair at 15401 Clayton Road to the new owner of the business.



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

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

Administration – Liquor License for Servicios Internationales

Staff recommends the Board approve the liquor license for Servicios Internationales, contingent upon approval of business license.

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

Administration – Liquor License for Ballwin Days

Staff recommends the Board approve the liquor license for Ballwin Days from August 15-18.

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

Parks & Recreation – Exterior Painting of the Pointe

Staff recommends the Board award the contract for exterior painting of the Pointe to Jos. Ward Painting for \$21,810, which is under budget.

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

MAYOR'S REPORT

None.

CITY ADMINISTRATOR'S REPORT

City Administrator Eric Sterman noted there is a strategic planning meeting in August prior to the scheduled Board of Aldermen meeting on August 12.

City Administrator Sterman also requested permission from the Board to have City Attorney Bob Jones draft legislation amending an ordinance regarding the custodian of records. The current ordinance names a former employee, references a Microsoft Exchange server that no longer exists and does not name a specific custodian of records for the police department.

City Administrator Sterman also noted Chief John Bergfeld will have his badge pinning ceremony on July 23rd at 3:00 p.m. at the Police Department.



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

CITY ATTORNEY'S REPORT

None.

STAFF REPORTS

Administration – Fence at 2301 Westpar Drive

Staff recommends the Board approve the fence at the corner of Westpar Drive and Kehrs Mill Road with the condition that the property owner agrees to requirements laid out in the City's code.

Discussion:

City Planner Lynn Sprick noted this property is in the Clarkson Crossing subdivision and the fence would be placed in what's considered to be a front yard that's on the side of the house.

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

Alderman Frank Fleming noted there have not been very many of these petitions in the past but there seems to be more of them coming forward. He asked whether City Planner Sprick wanted to change the current code or if it is working the way it is happening now.

Alderman Mark Stallmann noted there was not a provision for those off Reinke Road to allow the same fence on the back of their yards. City Planner Sprick noted there are several of those fence petitions on her desk right now.

Alderman David Siegel questioned whether there was a provision that homeowners had to maintain the fences that were put in. City Planner Sprick noted there is, and that the City has recourse if the property owner is not maintaining it.

ALDERMANIC COMMENTS

Alderman Michael Finley noted he will miss Alderman Ross Bullington. He noted Alderman Bullington was the epitome of the term "gentle giant", and always kept the best interests of Ballwin in mind. He thanked Alderman Bullington for his service and noted whenever he goes to Ballwin Days, he will keep Alderman Bullington in mind.

Alderman Mark Stallmann noted he too will miss Alderman Bullington and his gentle, strong leadership. He also noted that today marks eight years since Officer Mike Flamion was shot in the line of duty and we should keep him and his family in our thoughts and prayers, as well as Alderman Bullington's family.



**BOARD OF ALDERMEN
Meeting Minutes**

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Alderman Frank Fleming noted Alderman Bullington will be missed by everyone in the community, including hundreds of educators and administrators and thousands of students in the districts he’s served. He also noted Alderman Bullington always saw the best in people and he’ll be missed.

CLOSED SESSION

Pursuant to Section 610.022 RSMo., a motion was made by Alderman Mark Stallmann and seconded by Alderman Michael Finley to move to closed session under Section 610.021 (1), (2) and (3).

A roll call vote was taken on the move to closed session with the following results:

Aye: Aldermen Utt, Finley, Haug, Stallmann, Fleming, Weaver, Siegel

Nay: None

The meeting moved to closed session at 7:28 p.m.

ADJOURNMENT

When the Board returned to the Chambers, a motion to reconvene was made by Alderman David Siegel and seconded by Alderman Mark Stallmann at 8:28 p.m. The motion passed by unanimous affirmative voice vote.

A motion was made by Alderman Mark Stallmann and seconded by Alderman David Siegel to adjourn. The motion was passed by unanimous affirmative voice vote and the meeting adjourned at 8:29 p.m.

_____ TIM POGUE, MAYOR

ATTEST:

_____ MEGAN FREEMAN, CITY CLERK



Bill No. 4197

Ordinance No. _____

INTRODUCED BY
ALDERMEN UTT, FINLEY, STALLMANN, HAUG, FLEMING, WEAVER, SIEGEL

AN ORDINANCE GRANTING A SPECIAL USE EXCEPTION TO MOHAMMAD AND OMAR AYYASH FOR MELT N DIP, FOR OPERATION OF A RESTAURANT WITH FRONT YARD PARKING AND OUTSIDE SEATING.

WHEREAS, a petition has been received from Mohammad and Omar Ayyash for Melt n Dip, requesting the use of certain property at 15575 and 15577 Manchester Road for operation of a restaurant with front yard parking and outside seating; and

WHEREAS, said petition was duly referred to the Planning and Zoning Commission for its investigation and report; and

WHEREAS, due notice of a public hearing before the Planning and Zoning Commission upon said petition was published and posted according to law and ordinance; and

WHEREAS, a public hearing was held before the Planning and Zoning Commission on August 5, 2024, upon said petition; and

WHEREAS, the Planning and Zoning Commission has submitted its report recommending approval to the Board of Aldermen; and

WHEREAS, the Board of Aldermen has determined that an establishment for the purposes disclosed above, under certain conditions, would not substantially increase traffic hazards or congestion; would not adversely affect the character of the neighborhood; would not adversely affect the general welfare of the community; would not over-tax public utilities; would not adversely affect public safety and health; is consistent with good planning practice; can be operated in a manner that is not detrimental to the permitted developments and uses in the District; and can be developed and operated in a manner that is visually compatible with the permitted uses in the surrounding area; and

WHEREAS, all applicable matters in Section 2 of Article XIV of Appendix A, "The Zoning Ordinance," have been adequately provided for:

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

Section 1. A special use exception, subject to the conditions hereinafter specifically set forth, is hereby granted to Mohammad and Omar Ayyash for Melt n Dip, to use the premises in the City of Ballwin, Missouri, known as 15575 and 15577 Manchester Road, Ballwin, Missouri 63011 for operation of a restaurant with front yard parking and outside seating in a C-1 commercial district, as is made and provided for in Article IX of Appendix A.

Section 2. The special use exception hereby issued, and referred to in Section 1, is issued to the named permittee only and shall not be assigned or transferred, without the permission of the Board of Aldermen of the City of Ballwin.



Section 7, Item a.

Bill No. 4197

Ordinance No. _____

Section 3. The special use exception hereby issued and referred to in Section 1, shall be valid only if the conditions set forth in the Addendum, attached hereto as Exhibit 1 and made a part hereof, are observed by permittee.

Section 4. This Ordinance shall take effect and be in full force from and after its passage and approval.

PASSED this ____ day of _____, 2024.

TIM POGUE, MAYOR

APPROVED this ____ day of _____, 2024.

TIM POGUE, MAYOR

ATTEST: _____
ERIC STERMAN, CITY ADMINISTRATOR



EXHIBIT ONE

The permittee granted a Special Use Exception per the ordinance hereby appended to, their assignees and successors, as authorized and approved by the Board of Aldermen of the City of Ballwin, agree to abide by the following provisions, the provisions of all ordinances of the City of Ballwin, and all applicable laws of St. Louis County, the State of Missouri and of the United States of America and to require all licensees, franchisees, and lessees to similarly abide by said ordinances, laws and provisions, as appropriate to such special use exception. In addition, the following provisions, as appropriate, shall apply:

1. There is no outdoor storage, display or sale of any merchandise, equipment, vehicle, supplies or product except as may be provided and limited by this Special Use Exception or ordinance of the City of Ballwin.

2. There is no servicing, repair, cleaning, maintenance or other work on any merchandise, equipment, vehicle, materials, supplies, or product except as may be provided and limited by this Special Use Exception or ordinance of the City of Ballwin, except within a fully enclosed building which shall not include carports, porte-cocheres, accessory structures or temporary coverings and/or enclosures such as tents, tarpaulins, flies, or other similar structures.

3. No food or beverage of any kind is delivered outside of a building shown on the accompanying site plan by the permittee, its agents, servants or employees except for purposes of off-site delivery.

4. No food or beverage of any kind is served or dispensed to persons inside of automobiles or other vehicles by the permittee, its agents, servants or employees except from a drive-through window and/or designated waiting spaces specified on the accompanying site plan. Under no circumstances is drive-in curb service permitted.

5. Any violation of the laws, statutes, ordinances, codes, policies and regulations of the City of Ballwin, St. Louis County, the State of Missouri, or the United States of America by the permittee, its agents, servants or employees shall be cause for the revocation of the Special Use Exception hereby granted.

6. That the site, premises and/or land use described by the permittee in the application and subsequently approved by this ordinance is developed and operated in accordance with the final approved development plan and the provisions of this ordinance, and any failure to do so shall be cause for the revocation of the Special Use Exception hereby granted.

7. All new utility and other service laterals and connections on the site and/or premises, and all connections to site improvements and fixtures installed outside of a fully enclosed building shall be installed underground.

8. All sign illumination and other lighting is selected and arranged so as not to cast light upon, and/or be a nuisance, to any right-of-way or any other property.

9. The permittee and their approved assignees or successors, if any, shall preserve, maintain and care for all plantings, and landscaped and planted areas on the site and/or premises, in accordance with the landscape and site plans of this ordinance. Such maintenance, preservation and care shall include all planted and landscaped rights-of-way adjacent to the site and/or premises



Bill No. 4197

Ordinance No. _____

addressed and approved by the Special Use Exception hereby granted.

10. Trash and debris shall not be allowed to accumulate and the site/premises shall at all times be kept clean and free of all refuse, debris, leakage and recyclable material accumulation.

11. All trash dumpsters and recyclable material storage areas shall be screened with a 100% opaque screen which shall totally obscure any visibility of the dumpster and recyclables container. Such screening shall be permanent in nature and architecturally compatible with the associated development. Said enclosure and screening may not be located within any front yard and shall not interfere with driver visibility or any loading, parking or vehicular circulation.

12. Unless otherwise provided by this Special Use Exception or other ordinances of the City of Ballwin, no vehicles, equipment or property may be parked or stored on the premises for which this permit is issued except non-commercial vehicles as defined by the Ballwin Ordinances and one fully operational and licensed delivery/service vehicle per business or tenant or use operated on the premises.

13. No changes or departures from the approved final development plan may be made without the approval of the Board of Aldermen in accordance with the provisions of Article XIV, Section 3, of the Ballwin Zoning Ordinance.

14. This Special Use Exception shall terminate three months following the non-renewal of the business license for the business associated with the location for which the Exception is granted.

15. No outdoor entertainment or sale of alcohol shall be allowed.



Bill No. 4198

Ordinance No. _____

INTRODUCED BY
ALDERMEN UTT, FINLEY, STALLMANN, HAUG, FLEMING, WEAVER, SIEGEL

AN ORDINANCE AMENDING THE IDENTIFICATION AND DUTIES OF THE RECORD CUSTODIAN IN THE CITY OF BALLWIN.

WHEREAS, the Board of Aldermen has determined that the efficient retention and custody of public records requires an amendment to Section 2-296 of the Code of Ordinances of 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. Subsections (a) and (e) of Section 2-296 of the Code of Ordinances of the City of Ballwin shall be amended as follows:

Sec. 2-296. Record custodian.

(a) The city clerk shall be selected by the Board of Aldermen. The city administrator and the police records clerk are appointed as assistant city clerks. The city clerk and assistant city clerks shall be the custodians of and shall be responsible for the maintenance of the city's records. The identity and location of a custodian is to be made available upon request.

(e) Any electronic message relating to public business transmitted by a member of this public governmental body, using a government assigned device, shall be archived electronically in the same format for a time period set by the Missouri Local Records Board Retention Schedule. Any such message received by the custodian or at the member's account shall be a public record subject to the exceptions of RSMo. 610.021.

Section 2. This Ordinance shall take effect and be in full force from and after its passage and approval.

PASSED this ____ day of _____, 2024.

TIM POGUE, MAYOR

APPROVED this ____ day of _____, 2024.

TIM POGUE, MAYOR

ATTEST: _____
ERIC STERMAN, CITY ADMINISTRATOR



Consent Item

RE: Personnel Manual Change

Department/Program: Administration

Explanation: The verbiage for the policy allowing the conversion of sick/medical leave to vacation leave has been modified to add clarity. The manner in which this policy is being applied is not changing. This policy was last updated in 2016.

Recommendation: Accept the proposed change to the Personnel Manual.

Submitted By: Denise Keller

Date: August 6, 2024

Conversion of Sick/Medical **Pay Leave** to Vacation **Pay Leave**

Employees who have accumulated at least 800 hours of unused sick/medical **pay leave** may convert up to 160 hours of the excess to vacation **pay hours**. The basis for such conversion shall be 16 sick/medical **pay hours** for 8 vacation **pay hours** (2 for 1). The conversion option may be exercised **only once** in a ~~calendar year~~ **consecutive 12-month period**. Conversion requests must be submitted on appropriate forms and the new vacation ~~pay is~~ **hours are** subject to the terms and conditions of vacation **pay hours** as stated in this manual.

Vacation hours converted from sick leave within twelve months of termination separation of employment will be forfeited deducted upon termination separation. Converted hours will not be paid out in an employee's final vacation payout.



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, 2024. Upon approval by the Board, this will be published in a local newspaper.

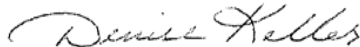
Submitted By: Denise Keller

Date: August 6, 2024

CITY OF BALLWIN
GENERAL/CAPITAL PROJECTS FUNDS
REVENUE/EXPENSE STATEMENT
FOR THE SIX MONTH PERIOD ENDING 6/30/24

REVENUE	General Fund	Capital Projects Fund
Sales Taxes	\$ 5,922,546	\$ 367,264
Other Taxes	1,107,148	-
Licenses & Permits	1,290,983	-
Public Utility Licenses	1,766,559	-
Court Fines	211,041	-
Police & Communications	206,741	-
Community Programs	2,216,978	-
Grants & Donations	25,237	80,486
Sale of Capital Assets	8,550	-
Investment Income	375,745	-
Escrows	9,142	-
Miscellaneous	39,040	-
Total:	\$ 13,179,710	\$ 447,750
 EXPENDITURES		
Administration	\$ 1,828,604	\$ -
Parks & Recreation	3,012,709	18,807
Police	3,591,846	152,132
Public Works	2,107,393	95,453
Total:	\$ 10,540,552	\$ 266,392

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 6/30/24.



Denise Keller
Finance Officer

ATTEST:



Eric Sterman
City Administrator



Consent Item

RE: Liquor License for Craft Beer Festival

Department/Program: Administration

Explanation: The Ballwin Historical Commission has applied for a liquor license for the Craft Beer Festival in Vlasis Park on September 7th.

Recommendation: Staff recommends approval of liquor license.

Submitted By: Megan Freeman

Date: August 12, 2024



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: Megan Freeman

Date: August 12, 2024

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”:

- 2023 accounts payable vouchers and invoices – excluding court - paper (scanned files retained)
- 2023 cash receipts – excluding court - paper (scanned files retained)
- 2023 accounts receivable files – paper (scanned files retained)
- 2022 budget preparation records – paper
- 2023 escrow receipts and vouchers – paper (scanned files retained)

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

- 2022 monthly bank reconciliations- other* – paper (scanned files retained)
- 2022 Investment statements (matured investments) – paper
- 2022 Check Registers – other* – paper (scanned files retained)

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

- 04/01/2021 – 03/31/2022 contractor licenses – paper (scanned files retained)

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

- 2020 Sunshine Law Requests

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

- 2020 payroll time sheets – paper (scanned files retained)
- 2020 Public notices – 6-month Revenue/Expenditure Statements
- 2020 Public notices – Budget Public Hearing

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

- 2018 monthly and end-of-year journal entries – paper (scanned files retained)
- 2018 monthly bank reconciliations- General and Bail Bond – paper (scanned files retained)
- 2018 accounts payable registers - paper (scanned files retained)
- 2018 audit work papers
- 2018 Administration printing bids Accepted (Rejected also)

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

- 2021 Disposed Fixed Assets records – paper (scanned files retained)

DATE OF DESTRUCTION:

To be destroyed August 13, 2024, following approval by the Board of Aldermen at its August 12, 2024 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:

2022 NSF checks and files – paper

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

2022 (January) – 2021 (December) Credit Card Receipts

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

04/01/2021 – 03/31/2022 business licenses – paper (scanned files retained)

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

2019-2020 Grants (Missouri Highway Safety, Rockwood Alcohol Compliance, OCTDEF)

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

2019 Cancelled Pointe Debit Contracts – paper (scanned files retained)
07/01/2018 - 06/30/2019 liquor licenses – paper (scanned files retained)

DATE OF DESTRUCTION:

To be destroyed August 13, 2024, following approval by the Board of Aldermen at its August 12, 2024 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: Special Use Exception Extension - 14924 Manchester Road - Dunkin Drive Thru

Department/Program: Administration, Planning & Zoning

Background: On February 27, 2023, Ordinance 23-05 was approved for the development of a restaurant with a drive-thru and front yard parking at 14924 Manchester Road. According to Section 4(11) of Article XIV, if the grantee of a special use exception fails to proceed with the permitted use or construction/development within one year from the effective date of the exception, and no extension is granted by the Board of Aldermen, the exception will be considered abandoned and will terminate.

Extension and progress: In February 2024, the Board approved a six-month extension, set to expire at the end of August 2024. Section 4(11) of Article XIV goes on to state: Unless expressly authorized at the time of the granting of the special use exception, or upon the granting of a time extension by the board of aldermen, all construction and site developments associated with a special use exception must be completed within 18 months of the effective date of the special use exception, or it shall be deemed abandoned and shall thereupon terminate.

At this time, all necessary permits have been issued, and site work and construction are actively underway. The Petitioner has submitted an application for a further extension and provided a timeline for the completion of the project.

Recommendation: Staff recommends the approval of the Petitioner's application for an extension, with a limit of one year. This extension will provide the necessary time for the completion of the development without compromising the regulations set forth in Section 4(11) of Article XIV.

Submitted By: Lynn Sprick, City Planner

Date: August 12, 2024



SPECIAL USE EXCEPTION EXTENSION PETITION

CITY OF BALLWIN }
COUNTY OF ST. LOUIS }
STATE OF MISSOURI }

TO THE BOARD OF ALDERMEN
CITY OF BALLWIN

Type of Special Use Exception: TO ALLOW THE USE OF A DRIVE THRU ATTACHED TO A
QUICK-SERVE RESTAURANT OPERATING AS A DUNKIN

Original Special Use Exception Ordinance Number:

Date of original Ordinance:

Now comes (print name of Petitioner) AMIT PATEL, OM GROUP
and states to the Board of Aldermen:

- I. That he, she, it, they, has (have) the following legal interest in the tract of land and/or premises located within the corporate limits of Ballwin, Missouri, described in Section II of this petition.
A. State Legal Interest:
B. Documentation of Legal Interest must accompany this petition.
II. That the legal description of the property/premises, for which a Special Use Exception is desired, is enclosed.
III. That the street address of said property is: 14924 MANCHESTER ROAD
IV. That the area (acres or square feet) of said property is: 0.48 ACRES
V. That the zoning classification of said property is: C-1
VI. That the present use of said property is: UNDEVELOPED LOT
VII. That the intended use of said property is: DUNKIN DRIVE THRU
VIII. Reason for extension request must accompany this petition.
CONSTRUCTION IN PROGRESS BUT UNFINISHED
IX. Time frame for completion must accompany this petition.

HOLDER: _____

AUTHORIZED SIGNATURE: [Signature]

AUTHORIZED SIGNATURE (PRINTED): JAMES K STEGMAN PRES

ADDRESS: _____

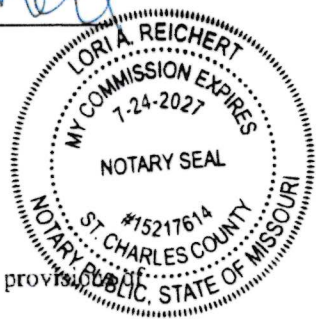
CITY/STATE/ZIP: _____

TELEPHONE NO. _____

Subscribed and sworn before me this 24th day of July, 2024.

[Signature]
Notary Public

My Commission Expires
7-24-2027



WHEREFORE, Petitioner(s) pray(s) that a Special Use Exception, granted according to the provisions of Ordinance(s) _____ be transferred to the Petitioner.

PETITIONER: AMIT PATEL, OM GROUP

AUTHORIZED SIGNATURE: [Signature]

AUTHORIZED SIGNATURE (PRINTED): Amit Patel

ADDRESS: 200 S FRONTAGE STREET, SUITE 310

CITY/STATE/ZIP: BURR RIDGE, IL 60527

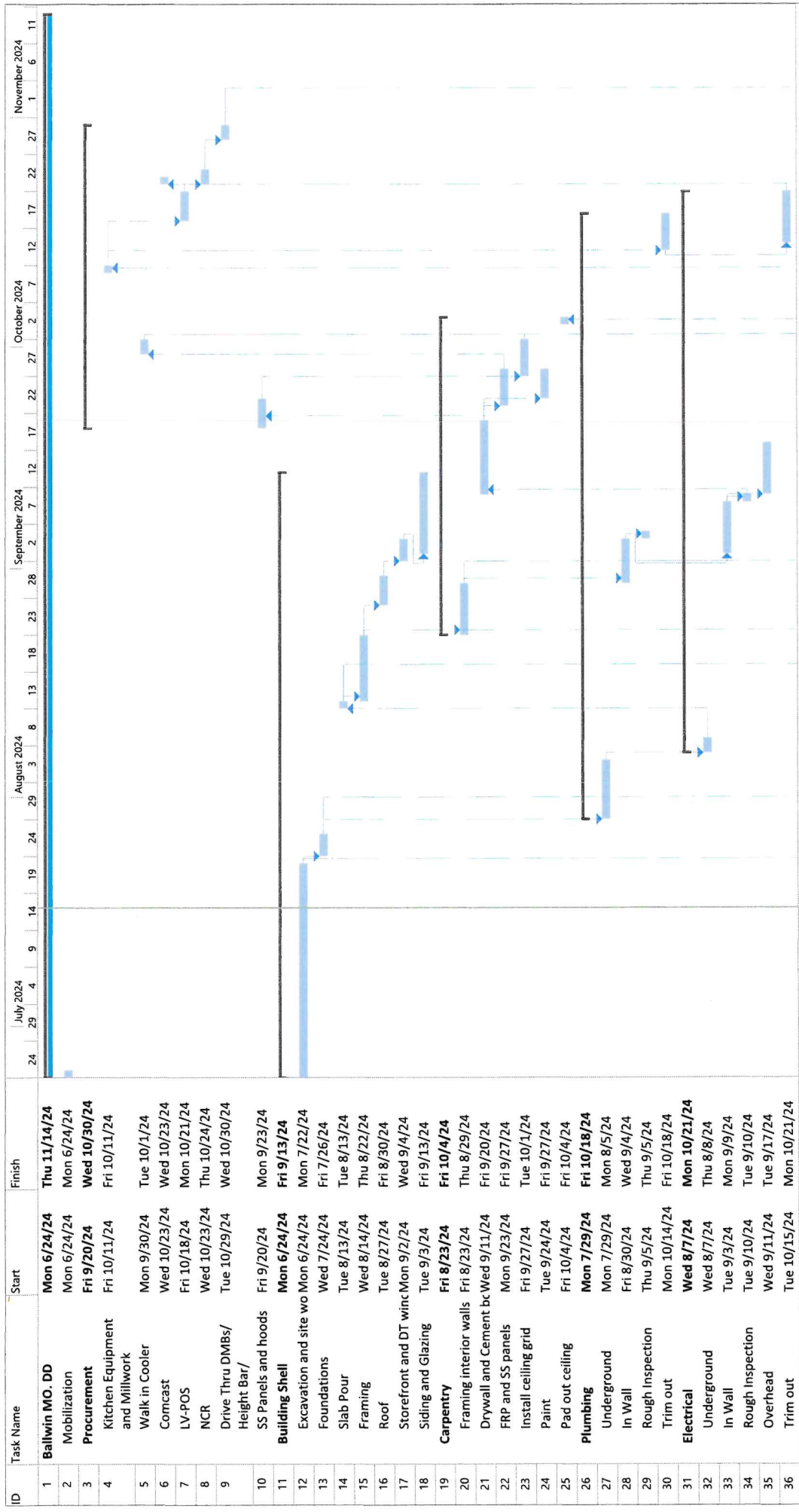
TELEPHONE NO. (630) 568 - 3240

Subscribed and sworn before me this 23rd day of July, 2024.

[Signature]
Notary Public

My Commission Expires
5-17-2026

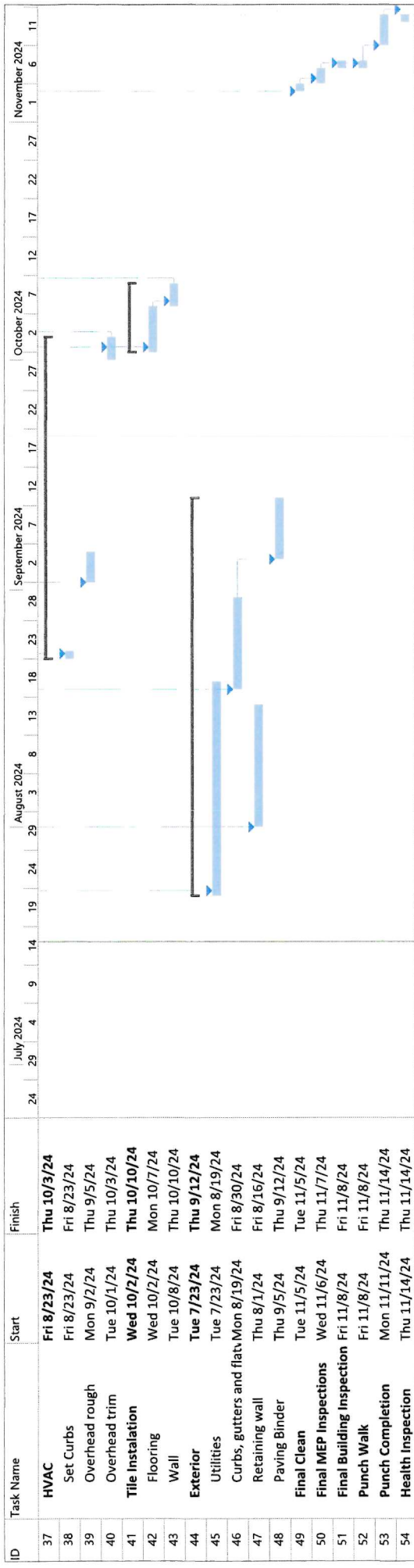




Project: Canton DD 3-1-24
Date: Wed 7/17/24

Legend:

- Task
- Split
- Milestone
- Summary
- Project Summary
- Inactive Task
- Inactive Milestone
- Inactive Summary
- Manual Task
- Duration-only
- Manual Summary Rollup
- Manual Summary
- Start-only
- Finish-only
- External Tasks
- External Milestone
- Deadline
- Progress
- Manual Progress



Project: Canton DD 3-1-24
Date: Wed 7/17/24

Task	Manual Task	Start-only	Deadline
Split	Duration-only	Finish-only	Progress
Milestone	Manual Summary Rollup	External Tasks	Manual Progress
Summary	Manual Summary	External Milestone	