

AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes**
 - a. Minutes of the February 13, 2023 Board of Alderman Regular Meeting
5. **Citizen Comments**
6. **Legislation**
 - a. 4159 - Dunkin' Restaurant
7. **Consent Items**
 - a. Admin - Personnel Manual Changes
 - b. Admin - Salary Increase 2023
 - c. Parks & Recreation - Pointe Exercise Bikes
 - d. Public Works - Ready Mix Concrete
8. **Mayor's Report**
9. **City Administrator's Report**
10. **City Attorney's Report**
11. **Staff Reports**
 - a. Parks & Recreation - Vlasis Park Site Design
 - b. Public Works - Cement
 - c. Public Works - Hot Mix Asphalt
 - d. Public Works - Ready Mix Sand
 - e. Public Works - Street Sweeping
 - f. Public Works - Striping
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 matters, as provided under Section 610.021(1), and/or 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.



Meeting Minutes

FEBRUARY 13, 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 7:00 p.m.

ROLL CALL

Present

- Mayor Tim Pogue
- Alderman Mike Utt
- Alderman Michael Finley
- Alderman Kevin M. Roach
- Alderman Mark Stallmann
- Alderman Frank Fleming

Absent

Alderman Jim Leahy

- Alderman Ross Bullington
- Alderman David Siegel
- City Administrator Eric Sterman
- City Attorney Representative Kate Henry

The Pledge of Allegiance was recited.

MINUTES

The minutes from the January 23, 2023 Board of Aldermen Meeting were submitted for approval. Alderman Bullington made a motion to approve the minutes as submitted, which was seconded by Alderman Finley. The minutes from the January 23, 2023 Board of Aldermen Meeting were approved unanimously.

CITIZEN COMMENTS

Mr. Mike Scott, 643 Kehrs Mill Rd, spoke in opposition to allowing golf carts on city streets. He feels it would be unsafe. Mr. Scott also asked the Board to consider if trucks are truly needed for the Police Department.



LEGISLATION

BILL 4159 - AN ORDINANCE GRANTING A SPECIAL USE EXCEPTION TO AMIT PATEL/OM GROUP D/B/A DUNKIN' FOR A RESTAURANT WITH DRIVE THRU AND FRONT YARD PARKING AT 14924 MANCHESTER ROAD.

A motion was made by Alderman Stallmann and seconded by Alderman Utt for a first reading of Bill 4159, title only. The motion passed unanimously and Bill 4159 was read for the first time.

Discussion:

Alderman Siegel feels that the curb on the southeast side of the interior of the lot is too big and would cause safety issues within the parking lot. He asked if it could be made smaller, or if that would cause an issue with MSD for the developer. Alderman Siegel said he would like to hold this bill over until the next meeting to allow for these questions to be answered. Alderman Roach agreed, citing the topography of the site as contributing to the potential problem.

A motion was made by Alderman Siegel and seconded by Alderman Roach to table Bill 4159 until the February 27, 2023 meeting of the Board of Aldermen. The motion passed unanimously.

CONSENT ITEMS

Public Works – Skid Steer

Staff recommends the purchase of a skid steer, stump grinder and two buckets from Bobcat of St. Louis using the Missouri State Bid, for a total cost of \$40,525.70.

Discussion:

None.

Alderman Roach made a motion to approve the consent item. Alderman Siegel seconded the motion, which was approved unanimously.

MAYOR'S REPORT

Nothing to report.

CITY ADMINISTRATOR'S REPORT

The monument sign at Seven Trails and Manchester was damaged a year ago. Public Works retrieved the damaged panel, which was bent, and feel they can reattach it.



CITY ATTORNEY'S REPORT

Nothing to report.

STAFF REPORTS

Parks & Recreation – Park Maintenance Truck

Staff recommends awarding the purchase of a ¾ ton Ram pickup truck to Glendale

Chrysler/Jeep/Dodge/Ram in the amount of \$40,815 with \$10,000 trade in of a 2009 Ford F550 1 ton dump truck.

Alderman Roach asked why it is preferable to purchase a truck rather than having Public Works use one of their trucks. Parks Director Chris Conway said that this vehicle will be used to tow the mow trailer, and a pickup truck is more efficient than a dump truck. Alderman Roach asked if the City could get a better price on the old dump truck by placing it on GovDeals. Parks Director Conway deferred to Public Works Director Jim Link, who said that he feels placing the truck on GovDeals would procure a better offer.

City Administrator Sterman said that if the dealer doesn't object, the City can go through GovDeals. Parks Director Conway said that he will look into it.

Alderman Stallmann made a motion to accept staff's recommendation. Alderman Bullington seconded the motion, which passed unanimously.

Parks & Recreation – Spreader/Sprayer

Staff recommends awarding the purchase of the stand on sprayer/spreader to Advance Turf Solutions in the amount of \$17,115.00.

Alderman Roach clarified that the recommendation is not to go with the lowest bid, but the bid that better fit the needs of the department. Parks Director Conway confirmed this.

Alderman Bullington made a motion to accept staff's recommendation. Alderman Stallmann seconded the motion, which passed unanimously.

Police – Pistols

Staff recommends purchasing pistols from Kiesler Police Supply.

Alderman Roach asked about the expected life of the pistols. Chief Schaeffler said about 10 years.

Alderman Stallmann made a motion to accept staff's recommendation. Alderman Siegel seconded the motion, which passed unanimously.



Police – Ammunition

Staff recommends two purchases: the first is to purchase the ammunition from Gulf States Distributing through the Missouri Cooperative Procurement Program, and the second purchase, for the immediate acquisition of 9mm ammunition, would be from The Range.

Alderman Siegel asked why staff decided to go with 147 gr. Chief Schaeffler said that in this urban environment, it is better to have a heavier bullet to avoid overpenetration.

Alderman Siegel made a motion to accept staff’s recommendation. Alderman Roach seconded the motion, which passed unanimously.

Police – Police Vehicles

Staff recommends the purchase of two Ford F150 Police Responder Pick-up Trucks from Lou Fusz Ford for \$91,724.00. A third vehicle will be purchased at a later date.

Alderman Roach asked if there is a formula for determining the correct number of police vehicles. Chief Schaeffler said there is no specific formula; it is simply dependent on what the department needs at any given time.

Alderman Finley asked if officers have an easier time getting in and out of the truck as opposed to a sedan. Chief Schaeffler said they do. Alderman Finley said he feels that an intangible benefit of purchasing the truck is reducing the chance of back injuries.

Alderman Stallmann asked what will happen with the two vehicles that will be replaced by the trucks. Chief Schaeffler said they will be given to Public Works or another department, as they are still serviceable vehicles.

Alderman Bullington asked Chief Schaeffler to consider the Ford F150 Lightning, an all-electric vehicle, when purchasing the third vehicle.

Alderman Fleming asked about the Police Responder pick-up package. Chief Schaeffler said it has bigger brakes, better alternator and starter; the parts that typically break down quicker in a regular vehicle. Racks for equipment, etc., are purchased later at additional expense. Alderman Fleming also noted, after visiting the new police building, that parking in the garage will be very tight. Chief Schaeffler said that he recognizes that and plans to limit the number of trucks in the fleet to three.

Alderman Siegel made a motion to accept staff’s recommendation. Alderman Bullington seconded the motion, which passed unanimously.



Meeting Minutes

FEBRUARY 13, 2023

7:00 PM

1 GOVERNMENT CTR. BALLWIN, MO 63011

Public Works – Truck

Staff recommends the Board of Alderman authorize staff to purchase two 1-ton trucks (cab and chassis) for an amount not to exceed \$75,000 per vehicle, should they become available.

Mayor Pogue said that this has been done in the past as an emergency clause purchase. Due to the limited availability of trucks, the City shouldn't miss the opportunity to purchase simply because of the timeline of the Board meetings. He asked that Public Works Director Link come to the Board for final approval, but would be allowed to make the purchase with the approval of the City Administrator.

Alderman Siegel noted that the two trucks that will be sold on GovDeals would allow the City to recoup some of the money.

Alderman Stallmann made a motion to accept staff's recommendation. Alderman Bullington seconded the motion, which passed unanimously.

ALDERMANIC COMMENTS

Alderman Finley referenced the Public Health & Safety Committee meeting regarding the golf cart usage on City streets. After further consideration, he still feels that allowing golf carts would be a safety hazard.

A motion was made by Alderman Fleming and seconded by Alderman Finley to adjourn the meeting. The motion was passed by unanimous affirmative voice vote and the meeting was adjourned at 7:45 p.m.

Tim Pogue, Mayor

ATTEST:

Linda Lechner, Interim City Clerk



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

AN ORDINANCE GRANTING A SPECIAL USE EXCEPTION TO AMIT PATEL/OM GROUP D/B/A DUNKIN' FOR A RESTAURANT WITH DRIVE THRU AND FRONT YARD PARKING AT 14924 MANCHESTER ROAD.

WHEREAS, a petition has been received from Amit Patel/OM Group d/b/a Dunkin' for a restaurant with drive thru and front yard parking at 14924 Manchester Road; 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 February 6, 2023, 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 Ordinance No. 557, "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 Amit Patel/OM Group d/b/a Dunkin' for a restaurant with drive thru and front yard parking at 14924 Manchester Road, as is made and provided for in Article XIV of Ordinance No. 557.

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 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 _____, 2023. _____
TIM POGUE, MAYOR

APPROVED this _____ day of _____, 2023. _____
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. 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.

4. 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.

5. 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.

6. 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.

7. 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 addressed and approved by the Special Use Exception hereby granted.

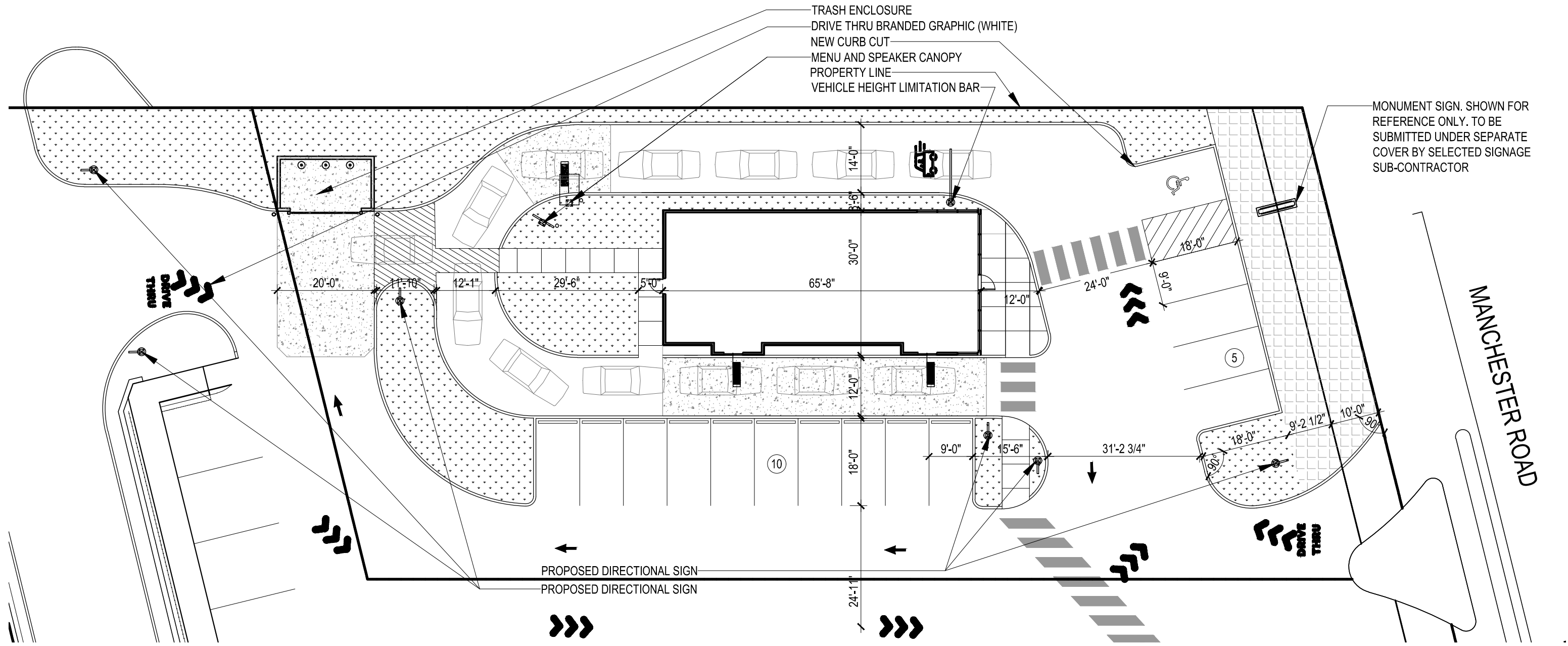
8. Trash and debris shall not be allowed to accumulate and the site/premises shall at all times be kept clean and free of all refuse, debris, leakage and recyclable material accumulation.

9. 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.

10. 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.

11. 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.

12. No alcohol shall be sold or permitted to be carried in or consumed on the premises subject to this special use exception.



1 SITE PLAN
SCALE: 1" = 20'-0"

<p>828 DAVIS STREET SUITE 300 EVANSTON, IL 60201 PHONE 847.492.1992</p>	PROJECT: DUNKIN 14924 MANCHESTER ROAD BALLWIN, MO 63011			Job No.	1502.091
	PC #: 364434	CLIENT: OM GROUP		SHEET: SITE PLAN, NOTES AND DIMENSIONS	Issue Date
Copyright © 2022 Kolbrook Design, Inc.			SP1.0	Project Area	1,890 SQ FT



CONSENT ITEM

RE: Personnel Changes

Department/Program: Administration

Explanation: These changes are reflective of the language and benefits covered in the collective bargaining agreement, with the exception of one housekeeping issue.

Housekeeping

Transfer: Remove policy.

Qualifying Period: Include “transfer” to this policy.

CBA Changes

Merit Checks - new policy to reflect language in the CBA.

Holiday Pay - change reflects “Bonus Holiday” verbiage that is consistent with the CBA.

Certifications & Tuition Assistance - Replace old policy with updated language to reflect the CBA.

Recommendation: Accept the recommendations, as most of them were previously approved by the Board of Aldermen during the most recent CBA negotiations. City Attorney Jones has also reviewed these changes.

Submitted By: Haley Morrison

Date: 2/27/2023

Qualifying Period

An employee appointed to a full-time or part-time position or **transferred** or promoted to a new position must serve a qualifying period of one calendar year. Employees may participate in evaluations during their qualifying period, and will be given official notifications as to their status at the completion of the qualifying period and periodically thereafter as long as they remain an employee of the City of Ballwin.

New employees in a qualifying period are not eligible for a merit increase until after 12 months of service.

Transfer

~~If an employee is moved to a new position that has a minimum starting salary that is no more than 3% above or below the starting salary for the present job, the move shall be considered a transfer and his or her anniversary date will not be affected. The employee will, however, be evaluated within the first six months after the transfer to determine if satisfactory progress is being made in the new position. All transfers are subject to prior approval of the affected Department Heads and the City Administrator.~~

Merit Checks

Employees who are at the top of their range shall receive a merit check each year, payable quarterly, equal to the amount of the raise that is adopted by the Board of Aldermen for all City employees.

Holiday Pay

The City observes the following holidays and full-time employees (with noted exceptions) shall receive time off with pay.

- New Year's Day
- Martin Luther King, Jr. Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day & Friday after Thanksgiving
- Christmas Eve Day
- Christmas Day

In the event that one of the above holidays is on a Saturday, the preceding Friday will be observed. If the holiday is on Sunday, the following Monday will be observed. For

employees working rotating shifts (police officers, dispatchers, and selected parks and recreation employees) the holiday shall be observed on the official day.

All full-time employees who work rotating shifts (police officers, dispatchers and selected parks and recreation employees) and are scheduled to work one of the holidays listed in this manual, will receive in addition to their regular pay, additional compensation for such time at the rate of one times the employee's regular rate of pay. (i.e. Double time; 8 hours worked + 8 hours holiday pay, 10 hours worked + 10 hours holiday pay or 12 hours worked + 12 hours holiday pay).

Full-time employees' whose scheduled days off fall on a holiday, shall be compensated an additional twelve (12), ten (10) or eight (8) hours in the form of a "bonus holiday", whichever is appropriate for their assigned shift. "Bonus Holidays" are accrued paid leave to be used with supervisor approval. "Bonus Holidays" earned during the months of November and December may be taken on or before March 31 or the following calendar year.

Any Bonus Holiday may be used on the date it is earned in lieu of using vacation, personal, sick, and/or compensatory time.

~~However, an employee who uses a sick day, vacation day or a personal day on a holiday shall not earn a Bonus Holiday.~~

~~Personal leave, vacation and comp time may be taken, but in that event no double time will be paid. Employees who call in sick on a holiday will be entitled to use accrued hours of sick/medical pay, but no double time will be paid.~~

Employees with unauthorized absence, or on unpaid FMLA leave occurring on the day preceding and/or following a holiday, shall not receive holiday pay.

Certification and Tuition Assistance

~~Any full-time employee with more than one year of service is eligible to receive Certification and Tuition Assistance. The employee's Department Head must approve the course or certification selection in advance of the annual appropriations ordinance. A maximum of \$2,500 per employee per year may be paid by the City.~~

~~Tuition and registration fees must be paid by the employee. Upon satisfactory completion of the course, all eligible tuition and registration fees will be reimbursed, up to the maximum benefit amount. Employees who are testing for certifications must pay~~

~~for their tests. Upon receipt of a passing grade, the City will reimburse the employee for the cost of the certification, up to the maximum benefit amount. Paid receipts are required for all reimbursements.~~

~~The employee must reimburse the City if he or she terminates employment less than one year from the date of the certification or tuition assistance.~~

Any full-time employee with more than two years of service is eligible to receive Certification and Tuition Assistance. The employee's Department Head must approve the course or certification selection in advance of the annual appropriations ordinance. Such Assistance shall be based upon the cost of a credit hour at University of Missouri St. Louis (currently \$400 per hour) plus an allowance of \$200 for books. A maximum of \$5,000 per employee per year may be paid by the City.

Tuition and registration fees must be paid by the employee. Upon receipt of a passing grade in the course, all eligible tuition, registration and book fees will be reimbursed, up to the maximum benefit amount. Employees who are testing for certifications must pay for their tests. Upon receipt of a passing grade, the City will reimburse the employee for the cost of the certification, up to the maximum benefit amount. Paid receipts are required for all reimbursements.

The employee must reimburse the City in full if he or she terminates employment less than one year from the date of the certification or tuition assistance. After the first year from the date of certification or tuition assistance, the reimbursement due shall reduce by 1/12 of the assistance received for each month of employment in the second year. If the employee terminates employment more than two years after the date of the certification or tuition assistance, no reimbursement is due.



CONSENT ITEM

RE: 2023 Merit Increases

Department/Program: Administration/Finance

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 2022 totaled \$11,457,538, exceeding the amended budget by \$279,538 or 2.5%.

Sales taxes are \$827,944 or 7.8% higher than those received in 2021. Drilling down into the variance from the prior year, capital improvement and parks sales taxes increased over 2021 by 7.8%, the public safety tax increased by 9.9% and the county sales tax increased by 9.4%. TIF taxes decreased by 16.7%. Because the TIF District terminated in October, the City received both top and bottom half sales taxes collected in November and December from that District as capital improvement, parks, and county sales taxes. Bottom half TIF taxes received in the last two months of the prior year were \$46,909.

A merit raise of 3% was budgeted for 2023.

Recommendation: Staff recommends that the Board approve a salary increase of 3% for all full-time staff effective April 1, 2023.

Submitted By: Denise Keller, Finance Officer

Date: February 21, 2023



CONSENT ITEM

RE: Exercise Bikes

Department/Program: Parks and Recreation

Explanation: The 2023 budget includes \$45,000 for the purchase of 10 exercise bikes. The current recumbent and upright stationary bikes are seven years old. As outlined in the Community Center's fitness equipment replacement plan, these bikes are scheduled to be replaced in 2023. The price came in well under budget when we decided to go with a different model that will save money and still suits our needs.

Recommendation: Approve the purchase of 10 exercise bikes utilizing the Sourcewell Cooperative Purchasing Program for \$22,766

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

Date: February 27, 2023



CONSENT ITEM

RE: Concrete Ready Mix

Department/Program: Public Works - Pavement

Explanation: In FY2023, the City has budgeted \$80,000 for the components of concrete that we use to repair streets and sidewalks. Concrete Ready Mix is one of the materials needed for concrete production. Requests for bids were sent to several suppliers, as well as advertising in the St. Louis Business Journal and on the City’s website. Bid specifications are on file at the Public Works Department. On February 10, 2023, three bids were received and opened. The summary of bids received are as follows.

Bidder	High Early Strength Concrete (Slabs) Bid Quantity: 600 cy	Class B Concrete (Sidewalks) Bid Quantity: 600 cy
Valley Material Company	\$131.00/cy	\$123.50/cy
Landvatter Ready Mix	\$143.00/cy	\$127.00/cy
American Ready Mix	\$148.00/cy	\$134.00/cy
Budget	\$80,000	

In addition to the cubic yard unit price, the following alternate bid prices were received.

Item No.	Description	Unit	Valley Material	Landvatter Ready Mix	American Ready Mix
A	Demurrage (in excess of 5 minutes per cy) (unloading time)	Per Minute	\$2.00/min	\$1.50/min	\$2.00/min
B	1% Calcium Chloride (cold weather)	Per CY	\$5.40/cy	\$2.30/cy	\$2.00/cy
C	Hydration Stabilizer (3 oz/cwt) (hot weather)	Per CY	\$5.00/cy	\$2.75/cy	\$4.00/cy
D	Winter Service (hot water)	Per CY	\$5.00/cy	\$5.00/cy	\$6.00/cy
E	Short Haul Charge (delivery of less than 5 cy per load)*	Per CY	\$180.00: 1-175 cy \$150.00: 2-275 cy \$120.00: 3-375 cy \$100.00: 4-475 cy	\$150.00: 1-175 cy \$130.00: 2-275 cy \$85.00: 3-375 cy \$55.00: 4-475 cy	\$100.00: 1-175 cy \$75.00: 2-275 cy \$50.00: 3-375 cy \$25.00: 4-475 cy

The overall concrete budget is \$80,000, but we only plan to use around \$30,000 for the concrete ready mix portion.

Recommendation: Staff recommends awarding this contract at the unit bid price for the two types of concrete, including the alternate bids, to Valley Material Company.

Submitted By: Jim Link

Date: 2/17/2023



STAFF REPORT

RE: Vlasis Park Playground Site Plan

Department/Program: Parks and Recreation

Explanation: As part of the 2023 Vlasis Park Playground Improvements Phase 1 (funded by a Municipal Park Grant), the city has budgeted \$31,000 for professional services for the project. This includes, among other things, site plan and construction documents. These documents will lay out the general playground design as well as make sure it properly interacts with the hillside and slope play planned for Phase 2.

Staff solicited vendors through an RFQ (Request for Qualifications) process. The City received two responses, Planning Design Studio and Gateway Design Studio. After a review of the qualifications of each firm, staff determined that Gateway Design Studio was the best fit based on meeting the selection criteria as specified in the RFQ as well as references. They have done a number of comparable projects in the St. Louis area.

Recommendation: After contract negotiations I am recommending entering into a contract with Gateway Design Studio for \$23,000, which will be covered 100% by the Municipal Park Grant. This amount is under budget, leaving some grant funding available for other services needed for the project, such as a topographical survey.

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

Date: February 27, 2023



STAFF REPORT

Subject: Portland Cement

Department/Program: Public Works- Slab & Sidewalk Replacement

Explanation: In FY2023, the City has budgeted \$80,000 for the components of concrete that we use to repair streets and sidewalks. Portland Cement is one of the materials needed for concrete production. For the past few years we have received favorable bids for the contractual slab replacements, but have seen the cost rise for sidewalk replacements due to ADA requirements. We plan to focus on sidewalk work orders and ADA ramps as we are required to replace ADA ramps on any street we do construction on in the 2023 budget year.

Requests for bids were directly sent to two suppliers, as well as advertising in the St. Louis Business Journal and on the City’s website. Bid specifications are on file at the Public Works Department. On Feb 10, 2023, two bids were opened. The summary of bids received is as follows:

Bidder	Price/Ton
Buzzi Unicem Usa	\$206.25 /Ton
Holcim US Inc.	\$186.75/Ton
Budget	\$15,000.00

The overall concrete budget is \$80,000, but we only plan to use around \$15,000 for the cement portion.

Recommendation: Staff recommends awarding this contract at the unit bid price to the low bidder, Holcim US Inc.

Submitted By: Jim Link

Date: 2/17/2023



STAFF REPORT

Subject: Hot Mix Asphalt

Department/Program: Public Works-Pavement

Explanation: In FY2023, the City has budgeted \$250,000 for asphalt. This is the asphalt used to repair and repave streets by our in-house crews. Bids were requested from several asphalt suppliers to furnish hot mix asphalt. Delivery is not included in the base bid amount as we purchase small quantities at a time so the asphalt will retain its heat when placed. We advertised in the St. Louis Business Journal, and on the City’s website. Bid specifications are on file at the Public Works Department. On February 10, 2023, One (1) bid was received and opened. Below is the summary of the bids received.

Bidder	Base Bid (material)	Alt. Bid #1 (concrete debris)	Alt. Bid #2 (asphalt debris)	Alt. Bid #3 (Hauling)
New Frontier	\$59.50	No bid	No Charge	No Bid
Budget		\$250,000.00		

- Type ‘C’ asphalt is primarily used for resurfacing projects.
- Type ‘D’ asphalt is used for potholes and milling/filling concrete joints.
- Type ‘X’ asphalt is used for a base mix on resurfacing projects.
- Type ‘Commercial’ is used for curbs or driveways aprons on resurfacing projects.

- Alternate bid #1 is for the disposal of concrete slabs and sidewalks debris.
- Alternate bid #2 is for disposal of asphalt debris.
- Alternate bid #3 is for hauling asphalt to the jobsite during paving operations.

Recommendation: Staff recommends awarding the unit price contract to the only bidder, New Frontier (formerly Fred Weber), and to accept alternate bid #2.

Submitted By: Jim Link

Date: 2/18/2023



STAFF REPORT

Subject: Ready Mix Sand

Department/Program: Public Works- Slab and Sidewalk Replacement

Explanation: In FY2023, the City has budgeted \$80,000 for the components of concrete that we use to repair streets and sidewalks. Sand is one of the materials needed for concrete production. For the past few years we have received favorable bids for the contractual slab replacements, but have seen a rise in cost for sidewalk replacements due to ADA requirements. We plan to focus on sidewalks work orders and ADA ramps in house as we are required to replace any ADA ramps on any street we do construction on.

Requests for bids were sent to three suppliers, as well as advertising in the St. Louis Business Journal and on the City’s website. Bid specifications are on file at the Public Works Department. On February 10, 2023, two bids were received and opened. The summary of bids received are as follows:

Bidder	Mississippi River Sand	Low Lignite River Sand	Delivery charge
Central Stone	\$9.10/ton	\$10.60/ton	FOB
Simpson Materials	\$9.00/ton	No Bid	\$6.25/ton
Budget (1600 lbs. of Sand in 1 cubic yard of concrete)		\$15,000	

The overall concrete budget is \$80,000, but we only plan to use around \$15,000 for the ready mix sand portion.

Recommendation: Staff recommends awarding the contract for Mississippi River Sand at the unit bid price to the low bidder, Simpson Materials. Staff also recommends awarding the bid for Low Lignite River Sand to Central Stone.

Submitted By: Jim Link

Date: 2/21/2023



STAFF REPORT

Subject: Street Sweeping

Department/Program: Public Works/ Pavement

Explanation: Since 2006 we have contracted for street sweeping. In FY2023, \$40,000 is budgeted for this service. Compliance with our State Storm Water Permit requires this service to be performed quarterly.

Invitations to bid were sent to several contractors. We advertised in the St. Louis Business Journal, ePlan, Dodge Data & Analytics and on the City’s website. The bid specifications are on file in the Public Works Department. On February 10, 2023, one bid was received and opened. The result is as follows:

Bidders	4 times/year	Additional Sweepings/hour
SCA of Missouri	\$33,531.72	\$150.00
STL Contractor Services	No Bid	No Bid
Crowns & Curbs, Inc.	No Bid	No Bid
Budget	\$40,000.00	

The bid specifications include sweepings in March, May, July, and September, but does not include disposal of the sweeper debris. Republic Waste will dispose of the sweeping debris at no cost to the City.

The additional sweeping hourly rate is for special sweeping such as cleanup after a major storm or before special events.

SCA of Missouri (Formerly Contractors & Municipal Sweeping Service) has no known OSHA violations during the past three years. They previously swept Ballwin streets in 2021.

Recommendation: Staff recommends awarding the contract to the only bidder, SCA of Missouri, LLC (formerly Contractors and Municipal Sweeping Service Inc.) for a total of \$33,531.72.

Submitted By: Jim Link

Date: 2/17/2023



STAFF REPORT

RE: Striping

Department/Program: Public Works / Pavement

Explanation: In FY2023, \$30,000 is budgeted for street striping. This includes re-striping yellow street centerlines and white lane lines at various places throughout the City. Request for bids were sent to several contractors, advertised in the St. Louis Business Journal, City’s website, ePlan, Construction Data, and Dodge Data & Analytics. On February 10, 2023, one bid was received and opened. A summary of the bid is as follows:

2023 Bids	Total Cost
America’s Parking Remarking	\$29,462.54
TraMar Contracting, Inc.	No Bid
Traffic Control Company	No Bid
BUDGET	\$30,000.00

Recommendation: Staff recommends awarding the unit price contract to America’s Parking Remarking.

Submitted By: Jim Link

Date: 2/17/2023