

## **AGENDA**

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Approval of Minutes**
  - a. Minutes of the October 28, 2024 Board of Aldermen Meeting
- 5. Citizen Comments**
- 6. Presentations**
  - a. Budget Survey Results
- 7. Legislation**
  - a. Bill 5003 – Business License Refund Ordinance Change
  - b. Bill 5004 – Gross Receipts Reporting Ordinance Change
- 8. Mayor’s Report**
- 9. City Administrator’s Report**
- 10. City Attorney’s Report**
- 11. Staff Reports**
  - a. Administration – 2025 Ballwin Life Magazine Printing Bid Award
  - b. Parks & Recreation – Non-Resident Greens Fee Increase
- 12. Aldermanic Comments**
- 13. Adjourn**

***NOTE:*** Due to ongoing City business, all meeting agendas should be considered tentative. Additional issues may be introduced during the course of the meeting.

***CLOSED SESSION:*** Pursuant to Section 610.022 RSMo., The Board of Aldermen could, at any time during the meeting, vote to close the public meeting and move to closed session to discuss legal matters, personnel/employee matters, and/or real estate, as provided under Sections 610.021(1) RSMo., 610.021(2) RSMo., 610.021(3) RSMo.

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



**BOARD OF ALDERMEN  
Meeting Minutes**

OCTOBER 28, 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

Mayor Tim Pogue

Alderman Michael Finley

Alderman Pamela Haug

Alderman Mark Stallmann

Alderman Frank Fleming

Alderman Mark Weaver

Alderman Jim Lehmkuhl

City Administrator Eric Sterman

City Attorney Robert Jones

Absent

Alderman Mike Utt

Alderman David Siegel

The Pledge of Allegiance was recited and a moment of silence was held in honor of former City Administrator Bob Kuntz.

**MINUTES**

The minutes from the October 14, 2024 Board of Aldermen meeting were submitted for approval.

A motion to approve as submitted was made by Alderman Frank Fleming and seconded by Alderman Michael Finley. A voice vote was taken with unanimous affirmative result and the motion passed.

The minutes from the October 14, 2024 Board of Aldermen Budget Workshop 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.



**BOARD OF ALDERMEN  
Meeting Minutes**

OCTOBER 28, 2024

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

**CITIZEN COMMENTS**

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None.

**PRESENTATION**

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A presentation was given to the Board of Aldermen regarding the updates to the Public Works and Parks Maintenance facilities. The rental house across from the Police Station has been returned to the City and will be used for Public Works.

The Board of Aldermen asked questions regarding the square footage and usage of the existing house and how the yard would be used.

City Administrator Eric Sterman noted this project is still under budget and there is no debt or tax to the public or general reserve budget.

**LEGISLATION**

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**Resolution – Hazard Mitigation Plan Adoption.**

**A RESOLUTION OF THE CITY OF BALLWIN, MISSOURI ADOPTING THE 2025-2030 ST. LOUIS REGIONAL HAZARD MITIGATION PLAN.**

*Discussion:*

City Administrator Eric Sterman presented the resolution to the Board of Aldermen and noted the plan is to help the City of Ballwin better respond to disasters in the region.

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

**CONSENT ITEMS**

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**Public Works – Surplus Vehicles**

*Staff recommends auctioning or selling City equipment and Vehicles listed above with an Auction service.*

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



**BOARD OF ALDERMEN  
Meeting Minutes**

OCTOBER 28, 2024

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

**MAYOR’S REPORT**

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None.

**CITY ADMINISTRATOR’S REPORT**

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City Administrator Eric Sterman noted there are some places in City Code that need cleaning up. There are some things that need to be corrected in the business license portion. Alderman Frank Fleming made a motion for City Attorney Bob Jones to draft legislation to clean up that portion, Alderman Mark Stallmann seconded the motion. A voice vote was taken with unanimous affirmative result and the motion passed.

Alderman Mark Stallmann made a motion for City Attorney Bob Jones to draft legislation to clean up the utility tax code portion of City code, with Frank Fleming seconding that motion. A voice vote was taken with unanimous affirmative result and the motion passed.

**CITY ATTORNEY’S REPORT**

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None.

**ALDERMANIC COMMENTS**

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Alderman Michael Finley noted the banner contest is underway, and asked whether the schools had been contacted. Parks & Recreation Director Chris Conway noted they had. He also noted there is a dine out for injured Ferguson Police Officer Travis “TJ” Brown. Alderman Finley also passed along his condolences to Alderman Mike Utt, whose father Rich passed away.

Alderman Mark Stallmann thanked the Parks & Recreation staff for continually fixing the hot tub, and he noted there have been no problems recently. He also passed along his condolences to Bob Kuntz’s family.

**ADJOURNMENT**

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A motion was made by Alderman Frank Fleming and seconded by Alderman Michael Finley to adjourn. The motion was passed by unanimous affirmative voice vote and the meeting adjourned at 7:50 p.m.

\_\_\_\_\_ TIM POGUE, MAYOR

ATTEST:

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



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

**AN ORDINANCE AMENDING THE TIME REQUIREMENTS FOR CALCULATING AND PRORATING BUSINESS LICENSE FEES.**

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

Section 1. Section 14-76 of the Code of Ordinances of the City of Ballwin shall be amended as follows:

**Sec. 14-76. Determination.**

(a) Every business or occupation as defined in section 1-2 in the city, except as otherwise provided, shall pay within 15 days after the beginning of each license year an annual license fee in the sum of the flat fee specified in this article, except that any business or occupation not specified in this article or any ordinance of the city, shall pay an annual license fee of \$50.00. Such fees shall be due and payable at the time of commencing of operations or business in the city by any business or occupation and thereafter within 15 days after the beginning of each license year.

(b) Any merchant, business or occupation commencing retail sales operations or business in the city during any license year shall pay at the time of such commencement a license fee based on estimated gross receipts for the remainder of the calendar year, which shall be filed by such merchant, business or occupation at or before the time of commencement of operations or business, and such merchant, business or occupation shall, within 15 days after the end of such fractional license year, file an estimated return for the ensuing license year and pay at that time a license fee based on such estimates; provided, however, that within one month after the end of each license year of estimated gross receipts, such merchant, business or occupation shall file a statement of actual gross receipts and shall pay an additional tax, if any, based on such actual gross receipts; provided, however, that any payment of a license fee based on estimated gross receipts which shall be in excess of the amount due to the city shall be refunded if it has not been deducted with the license fee for the ensuing year.

Section 2. Section 14-82 of the Code of Ordinances of the City of Ballwin shall be amended as follows:

**Sec. 14-82. Prorating.**

For any license fee set forth in section 14-78, licensed for the first time 60 days prior to March 31 of any year, the full yearly amount of the license fee shall be charged; for any such license fee at the first time due in any succeeding quarter, the license fee shall be prorated to include the quarter paid and the remainder of the license year. In the event that a business located within the municipal boundaries closes or relocates within the license period, a prorated refund of license fees paid for remaining months may be requested in writing.



Section 7, Item a.

Bill No. 5003

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

Section 3. 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*



Bill No. 5004

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

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

**AN ORDINANCE AMENDING THE METHOD OF REPORTING GROSS RECEIPTS.**

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

Section 1. Section 14-208 of the Code of Ordinances of the City of Ballwin shall be amended as follows:

**Sec. 14-208. - Statement of gross receipts required; payment of tax; credit for service rendered city.**

All persons engaged in the businesses described in Section 14-206 in the city are hereby required to file with the finance officer a sworn statement showing the gross receipts of such business within the city in the form prescribed by the finance officer. Tax returns may be filed on a monthly, quarterly or annual basis. Filing frequency is determined by the amount of tax due. Taxes due of more than \$500 per month are to be reported on a calendar monthly basis. Taxes due of \$500 or less per month should be filed on a calendar quarterly basis. The quarters are as follows: January through March, April through June, July through September, and October through December. Taxes due of less than \$100 per quarter may be filed on an annual basis. For the business transacted and the gross receipts each filing period, a statement shall be due and filed by the last day of the following month. At the same time the statement is required to be filed, payment of the tax due on the gross receipts reported in the statement shall be made to the City of Ballwin at the rate set forth in Section 14-206. The payment shall be a license to operate for the month immediately succeeding the period in which the payment is made.

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.

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*TIM POGUE, MAYOR*

ATTEST: \_\_\_\_\_  
*ERIC STERMAN, CITY ADMINISTRATOR*



# Staff Report

**Subject:** 2025 Ballwin Life Magazine Bids

**Department/Program:** Administration

**Explanation:** The City of Ballwin returned to yearly bidding for Ballwin Life Magazine printing at the end of 2023 after previously bidding each issue separately. This year, we sent bid specifications to seven companies and published the RFP. Two bids were received. The budget for Ballwin Life Magazine for 2025 is \$40,000. Bids below do not include mailing costs, since mailing costs for both bids would be the same since they would both use USPS. Mailing costs for 2024 were \$16,342.07. Mailing is anticipated to cost nearly the same.

Company	Price Per Issue	Mail Prep Per Issue	Total Cost Per Issue	Total Cost for 2025
Messenger Print	\$5,520	\$228	\$5,748	\$22,992
Swift Print Communications	\$10,195	\$7,256.78	\$17,451.78	\$69,807

**Recommendation:** Staff’s recommendation is to go with Messenger Print again for the 2025 printing of Ballwin Life Magazine at a cost of \$22,992 for the year.

**Submitted By:** Megan Freeman

**Date:** 11/11/2024



## **Staff Report**

**Subject:** Golf Fee Increase 2025

**Department/Program:** Parks and Recreation

**Explanation:**

The proposed \$3 increase in Non-Resident Green Fees for the upcoming season is necessary to address the growing operational costs of maintaining the golf course. According to the 2024 Budget Performance Report, non-resident green fees have exceeded expectations, generating \$459,011 year-to-date, which is 11% above the budgeted amount of \$412,000. Despite this, the overall operational expenses for golf operations have increased due to rising costs in essential areas such as maintenance, labor, and supplies.

For example, equipment maintenance, golf cart repairs, and course-related expenses like fertilizer and herbicides have seen cost overruns. Maintenance materials are 105% over budget for herbicides and 108% for fertilizers. These necessary increases in upkeep and repair expenses justify a modest adjustment in fees for non-resident golfers.

**Recommendation:**

Draft legislation to change the greens fees for non residents from \$17 to \$20 per round.

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

**Date:** November 11, 2024