



**AGENDA**  
**CITY COUNCIL MEETING**  
**Chesterfield City Hall**  
**690 Chesterfield Parkway West**  
**Monday, August 5, 2024**  
**7:00 PM**

- I. CALL TO ORDER** – Mayor Bob Nation
  
- II. PLEDGE OF ALLEGIANCE** – Mayor Bob Nation
  
- III. MOMENT OF SILENT PRAYER** – Mayor Bob Nation
  
- IV. ROLL CALL** – City Clerk Vickie McGownd
  
- V. APPROVAL OF MINUTES** – Mayor Bob Nation
  - A. Executive Session Minutes** – July 15, 2024
  - B. City Council Meeting Minutes** – July 15, 2024
  
- VI. INTRODUCTORY REMARKS** – Mayor Bob Nation
  - A. Thursday, August 8, 2024 – Planning & Public Works (5:30pm)**
  - B. Monday, August 19, 2024 – City Council (7:00pm)**
  - C. Monday, August 26, 2024 – Public Health & Safety (4:00pm)**
  
- VII. COMMUNICATIONS AND PETITIONS** – Mayor Bob Nation

## **VIII. APPOINTMENTS – Mayor Bob Nation**

- A. Reappointment – Jeannie Rader – Board of Adjustment**

## **IX. COUNCIL COMMITTEE REPORTS**

- A. Planning and Public Works Committee – Chairperson Dan Hurt, Ward III**

- 1. Snow Removal Recoupment Program for Private Streets 2024 Funding Authorization –** A request to increase the annual reimbursement from a maximum of \$40 per unit or \$4500 per mile to \$52 per unit or \$5,820 per mile, whichever is greater. Additionally, City Council should consider approval of the revised Policy PW38 included in the packet. **(Roll Call Vote) Planning & Public Works Committee recommends approval**

- 2. Next Meeting – August 8, 2024**

- B. Finance and Administration Committee – Chairperson Barb McGuinness, Ward I**

- 1. Next Meeting – not yet scheduled**

- C. Parks, Recreation and Arts Committee – Chairperson Gary Budoor, Ward IV**

- 1. Next Meeting – not yet scheduled**

- D. Public Health and Safety Committee – Chairperson Aaron Wahl, Ward II**

- 1. Next Meeting – August 26, 2024**

## **X. REPORT FROM THE CITY ADMINISTRATOR – Mike Geisel**

- A. Proposed Budget Amendment, Contract Renewal –** A request to authorize the City Administrator to execute a one-year contract extension with Gamble Schlemeier Ltd. for professional governmental relations services, funded by a budget transfer in the amount of \$40,000 from the General Fund – Fund Reserves. **(Roll Call Vote)**

- B. Budget Transfer, Emergency Repair – CFAC** As communicated by City Administrator Geisel on July 27, 2024, a mixing valve failed at our Aquatic facility, which resulted in no hot water for showers and sinks in the locker rooms. Staff proceeded to contract for the repairs with a local

plumber under the emergency procurement provisions in the City Code. Inasmuch as this was a non-budgeted expense, Staff requests City Council approve a budget transfer from the General Fund – Fund Reserves in the amount of \$4,585. (Roll Call Vote)

**C. Liquor License – Bay Leaf – 13724 Olive Blvd** - Has requested a new liquor license for retail sale of all kinds of intoxicating liquor, drinks to be consumed on premise and Sunday sales. **(Voice Vote) Application has been reviewed by the Police Department and the Planning Department. There are no known outstanding municipal violations.**

**D. Ladue Farm Road Bridge – Design Services** – Recommendation to authorize a budget amendment from Capital Projects Fund – Fund Reserves to Account 120-079-5261 in the amount of \$258,000. Further, Council should authorize the City Administrator to execute an Engineering Services Contract with HR Green in an amount not to exceed \$258,000. **(Roll Call Vote) Department of Public Works recommends approval.**

## **XI. OTHER LEGISLATION**

**A. Proposed Bill No. 3514** – An Ordinance re-adopting the procedure established in Ordinance No. 605 of the City of Chesterfield as the procedure for disclosure of conflicts for certain municipal officials. **(First Reading)**

## **XII. UNFINISHED BUSINESS**

## **XIII. NEW BUSINESS**

## **XIV. ADJOURNMENT**

**NOTE:** *City Council will consider and act upon the matters listed above and such other matters as may be presented at the meeting and determined to be appropriate for discussion at that time.*

**Notice** is hereby given that the City Council may also hold a closed meeting for the purpose of dealing with matters relating to one or more of the following: legal actions, causes of action, litigation or privileged communications between the City's representatives and its attorneys (RSMo 610.021(1) 1994; lease, purchase or sale of real estate (RSMo 610.021(2) 1994; hiring, firing, disciplining or promoting employees with employee groups (RSMo 610.021(3)1994; Preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups (RSMo 610.021(9) 1994; and/or bidding specification (RSMo 610.021(11) 1994.

**PERSONS REQUIRING AN ACCOMMODATION TO ATTEND AND PARTICIPATE IN  
THE CITY COUNCIL MEETING SHOULD CONTACT CITY CLERK VICKIE  
MCGOWND AT (636)537-6716, AT LEAST TWO (2) WORKDAYS PRIOR TO THE  
MEETING**

## **AGENDA REVIEW – MONDAY, August 5, 2024 – 5:45 PM**

An AGENDA REVIEW meeting has been scheduled to start at **5:45 PM, on Monday, August 5, 2024.**

An Executive (closed) Session has been scheduled immediately following the agenda work session for Monday's meeting, which itself is scheduled to begin at 5:45 pm.

Please let me know, ASAP, if you will be unable to attend these meetings.

## **UPCOMING MEETINGS/EVENTS**

### **APPROVAL OF MINUTES**

- **Executive Session Minutes** – July 15, 2024
- **City Council Meeting Minutes** – July 15, 2024

### **INTRODUCTORY REMARKS**

**Thursday, August 8, 2024 – Planning & Public Works (5:30pm)**

**Monday, August 19, 2024 – City Council (7:00pm)**

**Monday, August 26, 2024 – Public Health & Safety (4:00pm)**

## **COMMUNICATIONS AND PETITIONS**

### **APPOINTMENTS**

**Reappointment** – Jeannie Rader – Board of Adjustment



## **RECORD OF PROCEEDING**

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MEETING OF THE CITY COUNCIL  
OF THE CITY OF CHESTERFIELD  
AT 690 CHESTERFIELD PARKWAY WEST

**JULY 15, 2024**

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The meeting was called to order at 7 p.m.

Mayor Bob Nation led everyone in the Pledge of Allegiance and followed with a moment of silent prayer.

A roll call was taken with the following results:

PRESENT

ABSENT

Mayor Bob Nation  
Councilmember Mary Monachella  
Councilmember Barbara McGuinness  
Councilmember Aaron Wahl  
Councilmember Mary Ann Mastorakos  
Councilmember Dan Hurt  
Councilmember Michael Moore  
Councilmember Merrell Hansen  
Councilmember Gary Budoor

APPROVAL OF MINUTES

The minutes of the June 17, 2024 Executive Session were submitted for approval. Councilmember Moore made a motion, seconded by Councilmember Mastorakos, to approve the June 17, 2024 Executive Session minutes. A voice vote was taken with a unanimous affirmative result and the motion was declared passed.

The minutes of the June 17, 2024 City Council meeting were submitted for approval. Councilmember Hansen made a motion, seconded by Councilmember Budoor, to approve the June 17, 2024 City Council minutes. A voice vote was taken with a unanimous affirmative result and the motion was declared passed.

### **INTRODUCTORY REMARKS**

Mayor Nation announced that the Finance 105 meeting is scheduled for Tuesday, July 23, at 6 p.m.

Mayor Nation announced that the next meeting of City Council is scheduled for Monday, August 5, at 7 p.m.

### **COMMUNICATIONS AND PETITIONS**

Mayor Nation presented a proclamation to Cicardi A. Bruce Jr. in recognition of his ongoing service and contributions to the St. Louis area.

Ms. Lynne Johnson, 15125 Conway Road, spoke on behalf of the Chesterfield Historic and Landmark Preservation Committee and invited the public to attend the formal closing of the Heritage Foundation Museum.

Ms. Marlyn Flauter, 15520 Easy Ridge Court, spoke in support of Proposition A, the Monarch Fire District ballot proposal for the August 6 election.

Mr. John Nations, 16150 Main Circle Drive, advised that he was available to respond to any questions related to Bill No. 3510 (04-2024 The Smokehouse).

Mr. Michael Kane, 1292 Stillhouse Creek, spoke on behalf of the Chesterfield Historic and Landmark Preservation Committee and invited the public to attend the formal closing of the Heritage Foundation Museum.

### **APPOINTMENTS**

There were no appointments scheduled on the agenda for this meeting.

### **COUNCIL COMMITTEE REPORTS AND ASSOCIATED LEGISLATION**

#### **Planning & Public Works Committee**

Bill No. 3510	Repeals City of Chesterfield ordinance 2125 to amend the legal description and the development criteria for an existing “C8” Planned Commercial District located on the south side of Chesterfield Airport Road and west of Baxter Road (17T240201,
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**17T240199) (First & Second Reading) Planning Commission recommends approval. Planning & Public Works Committee recommends approval**

Councilmember Dan Hurt, Chairperson of the Planning & Public Works Committee, made a motion, seconded by Councilmember Monachella, for the first and second readings of Bill No. 3510. A voice vote was taken with a unanimous affirmative result and the motion was declared passed. Bill No. 3510 was read for the first and second time. A roll call vote was taken with the following results: Ayes – Monachella, Wahl, Mastorakos, Hansen, Hurt, Budoor, McGuinness and Moore. Nays – None. Whereupon Mayor Nation declared the motion approved, passed it and it became **ORDINANCE NO. 3300**.

Councilmember Hurt made a motion, seconded by Councilmember Budoor, to approve Facility Siting Permit 60-2024 at 13703 Olive Boulevard. A voice vote was taken with a unanimous affirmative result and the motion was declared passed.

Councilmember Hurt announced that the next meeting of this Committee is scheduled for Thursday, July 18, at 5:30 p.m.

**Finance & Administration Committee**

Councilmember Barbara McGuinness, Chairperson of the Finance & Administration Committee, made a motion, seconded by Councilmember Moore, to create an account for insurance deductibles, depositing the current net insurance proceeds for the purpose of satisfying future insurance deductibles, repairs, and/or replacements where it is undesirable to submit an insurance claim. A roll call vote was taken with the following results: Ayes – Moore, Wahl, McGuinness, Mastorakos, Budoor, Monachella, Hurt and Hansen. Nays – None. Mayor Nation declared the motion passed.

Councilmember McGuinness made a motion, seconded by Councilmember Moore, to repeal City Policy PDS No. 1. A voice vote was taken with a unanimous affirmative result and the motion was declared passed.

**Parks, Recreation & Arts Committee**

Councilmember Gary Budoor, Chairperson of the Parks, Recreation & Arts Committee, made a motion, seconded by Councilmember Hansen, for the approval of the proposed resolution endorsing the submission of a Municipal Parks Grant application for the purpose of replacing the aged Central Park playground. A voice vote was taken with a unanimous affirmative result and the motion was declared passed. The successful resolution became Chesterfield Resolution No. 499.

Councilmember Budoor made a motion, seconded by Councilmember Mastorakos, for approval of the Aquatic Facility Replacement Strategy dated June 21, 2024, as

recommended by both the Parks, Recreation and Arts Committee and the Finance and Administration Committee. A voice vote was taken with an affirmative result (Councilmember McGuinness voted “Nay”) and the motion was declared passed.

Councilmember Budoor made a motion, seconded by Councilmember Hansen, to postpone action pertaining to Central Park Forest Management for further consideration, due to the Missouri Department of Conservation’s rejection of the matching grant. A voice vote was taken with a unanimous affirmative result and the motion was declared passed.

### **Public Health & Safety Committee**

Councilmember Aaron Wahl, Chairperson of the Public Health & Safety Committee, made a motion, seconded by Councilmember Moore, for the approval of the proposed resolution authorizing an agreement with St. Louis County for placement of a flock camera within county right of way. A roll call vote was taken with the following results: Ayes – Moore, Monachella, Wahl, Hansen, McGuinness, Mastorakos, Hurt and Budoor. Nays – None. Mayor Nation declared the motion passed. The successful resolution became Chesterfield Resolution No. 500.

Bill No. 3511            Imposes a minimum age for the purchase and sale of hemp-derived intoxicants within the City, and enacts a new section of Chapter 210 related thereto **(First & Second Reading)**

Councilmember Wahl made a motion, seconded by Councilmember Budoor, for the first and second readings of Bill No. 3511. A voice vote was taken with a unanimous affirmative result and the motion was declared passed. Bill No. 3511 was read for the first and second time. A roll call vote was taken for the passage and approval of Bill No. 3511 with the following results: Ayes – Monachella, McGuinness, Hansen, Hurt, Mastorakos, Moore, Budoor and Wahl. Nays – None. Whereupon Mayor Nation declared Bill No. 3511 approved, passed it and it became **ORDINANCE NO. 3301**.

Bill No. 3512            Imposes a minimum age for the purchase and sale of Kratom products within the City, and enacts a new section of Chapter 210 related thereto **(First & Second Reading Reading)**

Councilmember Wahl made a motion, seconded by Councilmember Hansen, for the first and second readings of Bill No. 3512. A voice vote was taken with a unanimous affirmative result and the motion was declared passed. Bill No. 3512 was read for the first and second time. A roll call vote was taken for the passage and approval of Bill No. 3512 with the following results: Ayes – Budoor, McGuinness, Wahl, Monachella, Hansen, Mastorakos, Moore and Hurt. Nays – None. Whereupon Mayor Nation declared Bill No. 3512 approved, passed it and it became **ORDINANCE NO. 3302**.

Councilmember Wahl made a motion, seconded by Councilmember Hurt, to authorize the City Administrator to execute the agreement for School Resource Officers with the Parkway School District. A roll call vote was taken with the following results: Ayes – Wahl, Moore, Mastorakos, Budoor, Monachella, Hansen, Hurt and McGuinness. Nays – None. Mayor Nation declared the motion passed.

### **REPORT FROM THE CITY ADMINISTRATOR**

City Administrator Mike Geisel recommended authorization for payment of the Municipal League of Metro St. Louis annual dues in the amount of \$7,122.

Councilmember Moore made a motion, seconded by Councilmember Monachella, to approve this recommendation. A roll call vote was taken with the following results: Ayes – Moore, McGuinness, Monachella, Mastorakos, Hurt, Hansen, Budoor and Wahl. Nays – None. Mayor Nation declared the motion passed.

Mr. Geisel recommended authorization for the acquisition of right of way in the amount of \$49,984 for parcel ten of the Wilson Avenue project. Councilmember Hansen made a motion, seconded by Councilmember Budoor, to approve this recommendation. A roll call vote was taken with the following results: Ayes – Budoor, Hurt, McGuinness, Wahl, Mastorakos, Hansen, Monachella and Moore. Nays – None. Mayor Nation declared the motion passed.

### **OTHER LEGISLATION**

Bill No. 3513            Provides for the approval of a Record Plat and escrow agreements for a 2.14-acre tract of land being part of lot 5 of Highland on Conway, Plat 1 for a subdivision zoned “R3” Residential District located approximately 0.7 miles southeast from the intersection of Conway Road and Chesterfield Parkway East and north of Interstate 64 (Ward 2) **(First & Second Reading) Planning Commission recommends approval**

Councilmember Monachella made a motion, seconded by Councilmember Moore, for the first and second readings of Bill No. 3513. A voice vote was taken with a unanimous affirmative result and the motion was declared passed. Bill No. 3513 was read for the first and second time. A roll call vote was taken for the passage and approval of Bill No. 3513 with the following results: Ayes – Hansen, Mastorakos, McGuinness, Budoor, Monachella, Hurt, Moore and Wahl. Nays – None. Whereupon Mayor Nation declared Bill No. 3513 approved, passed it and it became **ORDINANCE NO. 3303**.

### **UNFINISHED BUSINESS**

There was no unfinished business scheduled on the agenda for this meeting.

**NEW BUSINESS**

There was no new business.

**ADJOURNMENT**

There being no further business to discuss, Mayor Nation adjourned the meeting at 8:04 p.m.

\_\_\_\_\_  
Mayor Bob Nation

**ATTEST:**

\_\_\_\_\_  
Vickie McGownd, City Clerk

APPROVED BY CITY COUNCIL: \_\_\_\_\_



**DATE:** July 29, 2024  
**TO:** Michael O. Geisel, City Administrator  
**FROM:** Vickie McGownd, City Clerk *nm*  
**SUBJECT:** Statutory Committee Re-Appointment

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Mayor Nation intends to nominate the following individual for re-appointment at the August 5, 2024 City Council meeting:

**Board of Adjustment (5 year term)**

Jeannie Rader  
362 Shetland Valley Court  
Chesterfield, MO 63005  
636-519-0949 – h  
jrader362@aol.com  
Ward IV  
New term expires 8/5/29

Please add this re-appointment to the August 5 City Council agenda.

## **PLANNING AND PUBLIC WORKS COMMITTEE**

Chair: Councilmember Dan Hurt

Vice Chair: Councilmember Mary Monachella

### **A. Snow Removal Recoupment Program for Private Streets 2024 Funding**

**Authorization** – A request to increase the annual reimbursement from a maximum of \$40 per unit or \$4500 per mile to \$52 per unit or \$5,820 per mile, whichever is greater. Additionally, City Council should consider approval of the revised Policy PW38 included in the packet. **(Roll Call Vote) Planning & Public Works Committee recommends approval**

## **NEXT MEETING**

The next Planning and Public Works Committee is scheduled for Thursday, August 8 2024, at 5:30pm.

If you have any questions or require additional information, please contact Director of Planning - Justin Wyse, Director of Public Works – Jim Eckrich, or me prior to Monday's meeting.

# Memorandum

## Department of Public Works



**TO:** Michael O. Geisel, P.E.  
City Administrator

**FROM:** James A. Eckrich, P.E. *JAE*  
Public Works Director / City Engineer

**DATE:** June 28, 2024

**RE:** Snow Removal Recoupment Program for Private Streets  
2024 Funding Authorization

As you know the City of Chesterfield reimburses non-gated private streets for a portion of their snow removal costs. The City has done this since the creation of Public Works Policy Number 38, which was originally approved in 1999. PW Policy 38 has been adjusted over time, with the most recent update on October 21, 2013. At that time the reimbursements were set at \$40 per residential unit or \$4,500 per centerline mile of private street, whichever is larger. Attached is the reimbursement spreadsheet from the 2023/2024 winter season. As you can see, even though it was mild winter we received requests from 44 subdivisions for a total of \$158,211. In accordance with City Policy, we will reimburse a total of \$117,812. The actual reimbursement amount is below the requested amount (\$164,870) because many subdivision exceed their allotted request (see reimbursement spreadsheet)

When I submitted the 2023/2024 funding request to the Planning and Public Works Committee of City Council there were questions as to whether the reimbursement amounts should be adjusted. At that time I indicated that such a decision could only be made by City Council, but that I would provide an analysis including the cost of salt over last ten years and other metrics PPW could consider.

Since 2013 the cost of salt has increased 67.2%, the City's merit salary increase has increased 32.3%, and the aggregate consumer price index for all urban consumers (CPI-U) has increased 29.3%. Applying those percentages to the reimbursement rates results in the following:

Current Reimbursement	\$40/unit	\$4,500 / mile
Salt Index – 67.2%	\$66.88 / unit	\$7,524 / mile
Merit Pool Index – 32.3%	\$52.92 / unit	\$5,953 / mile
CPI-U - 29.3%	\$51.72 / unit	\$5,818 / mile

Should PPW determine it is appropriate to increase the reimbursement rates for the Snow Removal Recoupment Program for Private Streets, I would recommend the reimbursements be increased to between \$50-\$65 per unit and \$6,000-\$7500 per mile. This would increase the City’s annual liability from \$164,870 to a maximum of \$270,088, or an annual increase of \$105,270. Additionally, I would recommend that an index be chosen and that the policy be revised such that the reimbursement rates are updated biennially based upon that index.

For your use in considering this matter, the following table delineates the maximum financial obligation at several options between \$50-\$65 per unit and \$6,000-\$7500 per mile.


No Increase	\$40/unit	\$4,500 / mile	\$164,870
Small increase	\$50/unit	\$6,000/mile	\$210,664
Medium Increase	\$55/unit	\$6,500/mile	\$230,334
Large Increase	\$60/unit	\$7,000/mile	\$250,203
XL Increase	\$65/unit	\$7,500/mile	\$270,088

**Action Recommended**

The Planning and Public Works Committee should consider whether the reimbursement rates for the Snow Removal Recoupment Program for Private Streets should be increased for the 2024/2025 season and whether Policy PW38 should be updated to allow for biennial adjustments.

Should you have questions or require additional information, please let me know.

Please forward to PPW for their review and recommendation. As you know, the snow removal recoupment program falls outside of the budget submission and is funded by fund reserves when\if sufficient reserves exist above the 40% policy threshold.

 2024-7-9

On July 18, 2024 the PPW Committee voted to increase the allowable reimbursement to a maximum of \$52 per unit or \$5,820 per mile, whichever is greater. Additionally, PPW voted to change the Policy to allow for biennial adjustments based upon the CPI-U. That revised Policy is attached and requires approval at the August 5, 2024 Council meeting.



2023 - 2024 Snow Removal Reimbursement Program for Private Streets

Subdivision	Units	Eligible Miles	Eligible \$ Calculation			Original Request (\$)	City Reimburse (\$)
			\$4,500.00 per mile	\$40.00 per unit	Eligible (\$)		
Arrowhead Estates	24	1.36	\$6,120.00	\$960.00	\$6,120.00	\$8,332.50	\$6,120.00
Baxter Lane & Est. of Baxter Ln.	35	0.7	\$3,150.00	\$1,400.00	\$3,150.00	\$660.00	\$660.00
Baxter Ridge Condominiums	128	1.59	\$7,155.00	\$5,120.00	\$7,155.00	\$6,750.00	\$6,750.00
Baxter Village Condominiums	30	0.17	\$765.00	\$1,200.00	\$1,200.00	\$4,454.68	\$1,200.00
Baywood Village Condominiums	161	0.97	\$4,365.00	\$6,440.00	\$6,440.00	\$9,000.00	\$6,440.00
Brandywine Condominiums	173	0.64	\$2,880.00	\$6,920.00	\$6,920.00	\$4,488.00	\$4,488.00
Cambridge Cove	42	0.25	\$1,125.00	\$1,680.00	\$1,680.00	\$915.00	\$915.00
Chesterfield Pines	3	0.057	\$256.50	\$120.00	\$256.50	\$450.00	\$256.50
Chesterfield Village Townhomes	193	0.99	\$4,455.00	\$7,720.00	\$7,720.00	\$8,875.00	\$7,720.00
Clarkson Grove Condominiums	72	0.33	\$1,485.00	\$2,880.00	\$2,880.00		\$0.00
Clarkson Grove III	8	0.03	\$135.00	\$320.00	\$320.00		\$0.00
Commons of Broadmoor	216	1.13	\$5,085.00	\$8,640.00	\$8,640.00	\$6,806.78	\$6,806.78
Conway Cove	54	0.12	\$540.00	\$2,160.00	\$2,160.00		\$0.00
Creve Coeur Crossing	84	0.3	\$1,350.00	\$3,360.00	\$3,360.00		\$0.00
Forest (The Forest Subdivision)	98	0.7	\$3,150.00	\$3,920.00	\$3,920.00	\$3,983.00	\$3,920.00
Forum West Section I	69	0.145	\$652.50	\$2,760.00	\$2,760.00	\$4,570.00	\$2,760.00
Forum West Section II	77	0.06	\$270.00	\$3,080.00	\$3,080.00	\$4,570.00	\$3,080.00
Four Seasons	281	2.38	\$10,710.00	\$11,240.00	\$11,240.00	\$5,350.00	\$5,350.00
Fox Hill Farms	18	0.63	\$2,835.00	\$720.00	\$2,835.00	\$2,615.00	\$2,615.00
Manors at Village Green	69	0.25	\$1,125.00	\$2,760.00	\$2,760.00	\$850.00	\$850.00
Manors of Broadmoor	87	0.52	\$2,340.00	\$3,480.00	\$3,480.00	\$1,250.00	\$1,250.00
Monarch Trace	96	0.08	\$360.00	\$3,840.00	\$3,840.00	\$4,552.00	\$3,840.00
Oak Subdivision	103	0.75	\$3,375.00	\$4,120.00	\$4,120.00	\$3,092.50	\$3,092.50
Pacland Place	18	0.95	\$4,275.00	\$720.00	\$4,275.00	\$2,352.00	\$2,352.00
Sugarwood	10	0.53	\$2,385.00	\$400.00	\$2,385.00	\$2,928.00	\$2,385.00
Sycamore Homeowners	45	0.4	\$1,800.00	\$1,800.00	\$1,800.00	\$1,310.00	\$1,310.00
Terraces at Woods Mill Cove	88	0.48	\$2,160.00	\$3,520.00	\$3,520.00	\$2,339.00	\$2,339.00
Thousand Oaks - Townes Homes	193	0.48	\$2,160.00	\$7,720.00	\$7,720.00	\$2,140.00	\$2,140.00
Townhomes of Village Green	54	0.35	\$1,575.00	\$2,160.00	\$2,160.00	\$1,062.50	\$1,062.50
Village Green Condominiums	33	0.2	\$900.00	\$1,320.00	\$1,320.00	\$2,325.00	\$1,320.00
Village Green Residential	26	0.25	\$1,125.00	\$1,040.00	\$1,125.00	\$1,358.00	\$1,125.00
Village of Olde Baxter Square	8	0.06	\$281.25	\$320.00	\$320.00	\$320.00	\$320.00
Villas at Chesterfield Pointe	55	0.41	\$1,845.00	\$2,200.00	\$2,200.00	\$7,540.00	\$2,200.00
Villas at Ladue Bluffs	8	0.08	\$369.00	\$320.00	\$369.00		\$0.00
Villas at Westmeade	32	0.23	\$1,035.00	\$1,280.00	\$1,280.00	\$4,190.00	\$1,280.00
Waldon Pond	32	0.38	\$1,710.00	\$1,280.00	\$1,710.00	\$435.00	\$435.00
Walnut Hill Farms	12	0.62	\$2,790.00	\$480.00	\$2,790.00	\$5,335.00	\$2,790.00
Wellesley Place	55	0.54	\$2,430.00	\$2,200.00	\$2,430.00	\$3,811.50	\$2,430.00
West Hills Townes Homes	75	1	\$4,500.00	\$3,000.00	\$4,500.00	\$3,795.00	\$3,795.00
Whitegate Farm Condos	16	0.06	\$270.00	\$640.00	\$640.00	\$678.30	\$640.00
Whitegate Farm Estates Homeowners	20	0.21	\$945.00	\$800.00	\$945.00	\$1,012.50	\$945.00
Wildhorse Creek Forest	16	1.00	\$4,500.00	\$640.00	\$4,500.00	\$2,431.50	\$2,431.50
Wildhorse Creek Heights / Riverscene	11	0.62	\$2,790.00	\$440.00	\$2,790.00	\$7,815.00	\$2,790.00
Wildhorse Ridge	8	0.63	\$2,835.00	\$320.00	\$2,835.00	\$3,350.00	\$2,835.00
Windsor Manor Condominiums	44	0.19	\$855.00	\$1,760.00	\$1,760.00	\$2,480.00	\$1,760.00
Woodcliffe Place	4	0.04	\$180.00	\$160.00	\$180.00		\$0.00
Woodfield Homes	66	0.52	\$2,340.00	\$2,640.00	\$2,640.00	\$6,705.00	\$2,640.00
Woodlake Condominiums	84	0.4	\$1,800.00	\$3,360.00	\$3,360.00	\$2,648.00	\$2,648.00
Woodlake Village Condominiums	70	0.48	\$2,160.00	\$2,800.00	\$2,800.00	\$5,360.00	\$2,800.00
Woods Glade Condominiums	51	0.37	\$1,665.00	\$2,040.00	\$2,040.00		\$0.00
Woods Glen Condominiums	111	0.26	\$1,170.00	\$4,440.00	\$4,440.00	\$2,925.00	\$2,925.00
					<b>\$164,870.50</b>	<b>\$158,210.76</b>	<b>117,811.78</b>

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC WORKS**

**NO. 21**

**SUBJECT** Street Snow Removal Recoupment  
Program - Eligible Cost Formula

**INDEX PW**

**DATE  
ISSUED** 8/16/1999

**DATE  
REVISED** 08/05/2024

---

**POLICY**

Owners of un-gated, improved and platted private streets in subdivided developments are eligible for reimbursement of expenses incurred for snow removal.

This program is based upon private streets located within non-gated, single family residential developments, and condominium developments. It does not include commercial subdivisions or apartments. Within these developments, City staff will distinguish between private streets, alleys, and parking areas.

The funding formula is intended to provide reimbursement for reasonable and customary expenses for snow removal and deicing efforts on private streets, for participating subdivisions during a typical winter season.

Reimbursements will be limited based on a formula of \$52 per residential unit or \$5,820 per centerline mile of private street, whichever is larger. These amounts will be adjusted biennially based upon the Consumer Price Index for All Urban Consumers (CPI-U).

The Snow Removal Reimbursement Program will be presented to the Planning and Public Works Committee each fall to determine the amount to be funded for the upcoming winter season. The recommended allocation will subsequently be submitted to the full City Council for authorization.

Once the winter season has concluded, the City Staff shall determine if the season qualifies as a “severe season”, defined as a season during which the City of Chesterfield receives thirty or more inches of snow, as measured by the National Oceanic and Atmospheric Administration (NOAA). If a “severe season” has occurred, City Staff will provide City Council information as to the amount of supplemental funding necessary to provide for reimbursement at the 80<sup>th</sup>

percentile value for each category of reimbursement. City Council would subsequently decide what level of supplemental funding would be provided through a Fund Transfer from the General Fund – Fund Reserves, if any.

**RECOMMENDED BY:**

\_\_\_\_\_  
**Department Head/Council Committee (if applicable)**

\_\_\_\_\_  
**Date**

**APPROVED BY:**

\_\_\_\_\_  
**City Administrator**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**City Council (if applicable)**

\_\_\_\_\_  
**Date**

## **FINANCE AND ADMINISTRATION COMMITTEE**

Chair: Councilmember Barb McGuinness

Vice-Chair: Councilmember Michael Moore

There are no Finance and Administration Committee items scheduled for tonight's meeting.

### **NEXT MEETING**

The next Finance and Administration Committee Meeting has not yet been scheduled.

If you have any questions or require additional information, please contact Finance Director Jeannette Kelly or me prior to Monday's meeting.

## **PARKS, RECREATION AND ARTS COMMITTEE**

Chair: Councilmember Budoor

Vice Chair: Councilmember Monachella

There are no Parks, Recreation and Arts Committee items scheduled for tonight's meeting.

### **NEXT MEETING**

The next meeting of the Parks, Recreation and Arts Committee has not yet been scheduled.

If you have any questions or require additional information, please contact Parks, Recreation and Arts Director TW Dieckmann or me prior to Monday's meeting.

## **PUBLIC HEALTH AND SAFETY COMMITTEE**

Chair: Councilmember Aaron Wahl

Vice Chair: Councilmember Merrell Hansen

There are no Public Health and Safety Committee items scheduled for tonight's meeting.

### **NEXT MEETING**

The next meeting of the Public Health and Safety Committee is August 26, 2024, at 4 pm.

If you have any questions or require additional information, please contact Chief Cheryl Funkhouser or me prior Monday's meeting.

## **REPORT FROM THE CITY ADMINISTRATOR & OTHER ITEMS REQUIRING ACTION BY CITY COUNCIL**

- A. Proposed Budget Amendment, Contract Renewal** – A request to authorize the City Administrator to execute a one-year contract extension with Gamble Schlemeier Ltd. for professional governmental relations services, funded by a budget transfer in the amount of \$40,000 from the General Fund – Fund Reserves. **(Roll Call Vote)**
- B. Budget Transfer, Emergency Repair – CFAC** As communicated by City Administrator Geisel on July 27, 2024, a mixing valve failed at our Aquatic facility, which resulted in no hot water for showers and sinks in the locker rooms. Staff proceeded to contract for the repairs with a local plumber under the emergency procurement provisions in the City Code. Inasmuch as this was a non-budgeted expense, Staff requests City Council approve a budget transfer from the General Fund – Fund Reserves in the amount of \$4,585.
- C. Liquor License – Bay Leaf – 13724 Olive Blvd** - Has requested a new liquor license for retail sale of all kinds of intoxicating liquor, drinks to be consumed on premise and Sunday sales. **(Voice Vote) Application has been reviewed by the Police Department and the Planning Department. There are no known outstanding municipal violations.**
- D. Ladue Farm Road Bridge – Design Services** – Recommendation to authorize a budget amendment from Capital Projects Fund – Fund Reserves to Account 120-079-5261 in the amount of \$258,000. Further, Council should authorize the City Administrator to execute an Engineering Services Contract with HR Green in an amount not to exceed \$258,000. **(Roll Call Vote) Department of Public Works recommends approval.**

### **OTHER LEGISLATION**

- A. Proposed Bill No. 3514** – An Ordinance re-adopting the procedure established in Ordinance No. 605 of the City of Chesterfield as the procedure for disclosure of conflicts for certain municipal officials. **(First Reading)**

### **UNFINISHED BUSINESS**

There is no unfinished business scheduled for this meeting.

### **NEW BUSINESS**

There is no new business scheduled for this meeting

# GAMBLE & SCHLEMEIER, LTD.

## Governmental Relations Services Contract

This agreement, made as of September 1, 2024, is by and between the **City of Chesterfield, Missouri** (hereinafter “Client”), and **Gamble & Schlemeier, Ltd.**, 213 East Capitol Avenue, Jefferson City, Missouri, 65101 (hereinafter “Gamble”). By this agreement it is intended that Gamble will provide to Client governmental relations services, as an independent contractor, as governed by the terms and conditions set forth below.

The parties to this agreement, in consideration of the mutual covenants and stipulations set out herein below, agree as follows:

### Term and Scope of Services

Gamble will provide to Client the following services:

**Governmental relations services before the Missouri legislature and executive branch related to the establishment and maintenance, on behalf of Client, of contacts with members of the Missouri General Assembly, monitoring of pertinent legislation affecting Client’s municipal interests, and preparation of or lobbying on behalf of legislation proposed in Client’s interest, or lobbying against legislation contrary to Client’s interest. Included in such services, during the legislative session, Gamble will provide to Client a written monthly summary of services performed and legislation monitored on behalf of Client for the previous month.**

**This agreement shall be in effect from the date first above stated through August 30, 2025.**

### Payment

Client agrees to pay Gamble:

A total fee of **\$40,000**, which shall be due and payable, in 12 equal monthly installments, upon the 1<sup>st</sup> day of each month, beginning on September 1, 2024.

No expense reimbursement shall be made for, and Client, shall not be obligated for, any expenses associated with employee retirement benefits, taxes (FICA, withholding or FUTA), unemployment insurance, workers’ compensation insurance benefits, health insurance, office equipment, office expenses or repairs, maintenance or utilities, or other direct expense of the services provided by Gamble as consultant under this agreement.

### Independent Contractor Status

Neither Gamble, nor any of its subcontractors, employees or agents shall be deemed to be employees of Client, it being understood that Gamble is an independent contractor for all purposes and at all times. Gamble shall be solely responsible for withholding or payment of all federal, state and local personal income taxes, social security taxes, unemployment and disability insurance, and all other payroll taxes and obligations with respect to Gamble or its employees. It is the intent of the parties to this agreement that Gamble is retained based upon its expertise in governmental affairs consulting. Therefore, Gamble shall have complete control and discretion in choosing the appropriate means, manner and methods for providing the services hereunder; Client shall exercise no supervisory or other control over the means, manner and method by which Gamble provides such services. Further, Client acknowledges that Gamble may and will be providing the same or similar services to other entities and Gamble acknowledges that Client may retain or employ additional management or governmental affairs consultants.



GAMBLE & SCHLEMEIER, LTD.

This instrument contains the entire agreement between the parties and no statement, promise or inducement made by either party or agent of either party that is not contained in this written agreement shall be valid or binding. This agreement may not be enlarged, modified or altered except in writing signed by the parties. This agreement shall inure to the benefit of and be binding only upon Gamble and Client. This agreement is entered into between the parties in the state of Missouri and shall be subject to interpretation and construction according to the internal laws of the state of Missouri.

IN WITNESS WHEREOF, the parties hereto have set their hands the day aforesaid.

Gamble:  
Gamble & Schlemeier, Ltd.

Client:  
City of Chesterfield, Missouri

\_\_\_\_\_  
Jorgen Schlemeier, authorized officer

\_\_\_\_\_

SSL

INVOICE

INVOICE NO  
S15459



5000 CLAXTON AVE ST. LOUIS, MO 63120  
(314) 383-2700 / FAX (314) 383-7193

086-524/6  
KJ

CUST CITY OF CHESTERFIELD  
690 CHESTERFIELD PKWY WEST  
6TH FLOOR  
Chesterfield, MO 63017

SITE CITY OF CHESTERFIELD  
690 CHESTERFIELD PKWY WEST  
6TH FLOOR  
Chesterfield, MO 63017

ACCOUNT NO	INVOICE DATE	TERMS	DUE DATE	ORDER #	PO#	PAGE
CITYCHES	7/11/2024	Net 30	8/10/2024	42941		1

ORDERED BY: BARRY

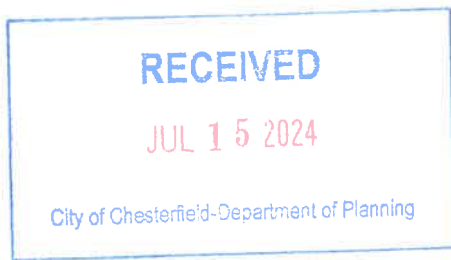
DESCRIPTION: REPLACE MIXING VALVE PER QUOTE DATED 6/17/24

RESOLUTION: REPLACED MIXING VALVE PER QUOTE DATED 6/17/24

DATE OF COMPLETION: 7/3/2024

ITEM	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
BILL PER QUOTE	1		4585.00	4,585.00

TOTAL AMOUNT 4,585.00



REPAIR TO POOL FACILITY PLUMBING  
OKB  
7/16/24  
per 084-?  
see Kari J.

NOTICE TO OWNER

FAILURE OF THE CONTRACTOR TO PAY THOSE PERSONS SUPPLYING MATERIAL OR SERVICES TO COMPLETE THIS CONTRACT CAN RESULT IN THE FILING OF A MECHANIC'S LIEN ON THE PROPERTY WHICH IS THE SUBJECT OF THIS CONTRACT PURSUANT TO CHAPTER 429, RSMO. TO AVOID THIS RESULT YOU MAY ASK THE CONTRACTOR FOR "LIEN WAIVERS" FROM ALL PERSONS SUPPLYING MATERIAL OR SERVICES FOR THE WORK DESCRIBED IN THIS CONTRACT. FAILURE TO SECURE LIEN WAIVERS MAY RESULT IN YOUR PAYING FOR LABOR AND MATERIAL TWICE. ANY SUMS NOT PAID WITHIN THIRTY- (30) DAYS OF THE DATE WHEN DUE SHALL BEAR INTEREST AT THE RATE OF ONE AND ONE HALF PERCENT (1-1/2%) PER MONTH AND CUSTOMER SHALL BE RESPONSIBLE FOR ANY COSTS OF COLLECTION, INCLUDING REASONABLE ATTORNEY'S FEES.

ALL CREDIT CARD PAYMENTS WILL INCUR A 3% PROCESSING FEE.



5000 CLAXTON AVE. ST. LOUIS, MO 63120  
(314) 383-2700 / FAX (314) 383-7193

City of Chesterfield  
690 Chesterfield Pkwy W  
Chesterfield, MO 63017  
Pool House Mixing Valve  
ATTN: Barry Johnson

June 17, 2024

We propose to replace the mixing valve in the mechanical room for the pool house showers and faucets.

***Includes:***

- New Leonard Mixing Valves
- All material and labor for the project
- All labor hours to be done Monday-Friday (7:00 A.M.- 3:00 P.M.)

***Excludes:***

- Anything not listed in the includes section

**The price for this proposal labor and material:\$4,585.00**

This price is valid for 30 days.

If you have any questions please don't hesitate to contact me.

Mike Sievers  
314-502-5757  
[Mikes.albertarno@gmail.com](mailto:Mikes.albertarno@gmail.com)

**From:** [Mike Geisel](#)  
**Sent on:** Wednesday, July 24, 2024 5:04:35 PM  
**To:** [Aaron Wahl](#); [Barbara McGuinness](#); [Bob Nation](#); [Chris Graville](#); [Dan Hurt](#); [Gary Budoor](#); [Mary Ann Mastorakos](#); [Mary Monachella](#); [Merrell Hansen](#); [Michael Moore](#); [Mike Geisel](#)  
**CC:** [TW Dieckmann](#); [Jeannette Kelly](#); [Amanda Hurley](#)  
**Subject:** FW: emergency repair - CFAC  
**Attachments:** Albert Arno Invoice.pdf (109.38 KB)

**Follow up:** Follow up  
**Start date:** Wednesday, July 24, 2024 7:00:00 PM  
**Due date:** Wednesday, July 24, 2024 7:00:00 PM

Mayor and City Council:

As required by City Policy, I am notifying you of a non-budgeted purchase that was made under the “emergency” provisions of our purchasing policy. A valve failed at the aquatic center, resulting in no hot water availability. While certainly not life threatening, in order to make the repair such that visitors would have hot water for showers, we proceeded with the purchase and repair.

As such, we will prepare a budget amendment for you to consider at the next City Council meeting.

Again, this notice is required by City Policy. If you have any questions, please contact TW Dieckman or me prior to the 8/5 City Council meeting.

---

**From:** TW Dieckmann <twdieckmann@chesterfield.mo.us>  
**Sent:** Wednesday, July 24, 2024 4:57 PM  
**To:** Mike Geisel <mgeisel@chesterfield.mo.us>  
**Subject:** emergency repair - CFAC

We recently had an unplanned emergency purchase at the aquatic center (CFAC). CFAC continues to be a popular destination as we see a lot of visitors using the facility for programs, swim lessons, and daily usage. However, CFAC is operating in it’s 27<sup>th</sup> year, so we continue to have repairs necessary to continue these important community services.

Staff discovered no hot water in the locker rooms June 12, and immediately reported it through SeeClickFix. Public Works staff acknowledged the work order request June 13. On June 14, the work order was investigated, and found to be a faulty valve that needed to be replaced immediately. A new valve was ordered that same day, June 14. It arrived a couple weeks later, and was installed by a plumber on July 3. The decision to make immediate repairs was made by facility staff, and was correct to serve our patrons needing hot water in CFAC locker rooms.

Public Works staff received the attached invoice for the work July 15, and sent it to the Parks, Recreation and Arts department shortly after. It was just brought to my attention, as a request for budget transfer to cover unbudgeted costs in fund 086 – where have run out of budgeted funds in the line item for CFAC “maintenance and repairs – buildings.” We are requesting a budget transfer from Park Fund – Fund Reserve to cover this emergency repair. We anticipate we could also have additional unknown repairs since CFAC is still operating this summer season. This email is to report an emergency purchase. Please let me know if you have questions or need additional information.

TW Dieckmann, CPRE  
Director of Parks, Recreation and Arts

Transfer Request No. \_\_\_\_\_ Transfer No. PRK#3

## City of Chesterfield Budgetary Transfer of Funds Request

**Transfer From:**

Account Number	Account Name	Amount
<u>119-3001_019</u>	<u>Parks Fund Fund Reserve</u>	<u>\$4585</u>
_____	_____	_____
_____	_____	_____
	TOTAL	<u>\$4585</u>

**Transfer TO:**

Account Number	Account Name	Amount
<u>119-086-5246</u>	<u>Maintenance &amp; Repair - Building</u>	<u>\$4585</u>
_____	_____	_____
_____	_____	_____
	TOTAL	<u>\$4585</u>

**EXPLANATION:**

We recently had to replace a valve for a water heater at the pool. There was no longer hot water in the locker rooms. After discussions it was decided the better course of action would be to move the amount from the Park Fund Fund Reserve. This would add additional funding in anticipation of potential future repair needs this fiscal year.

Emergency Repair

**APPROVALS:**

**Requested By:** AM Stagesch **Date:** 7-23-24

**Department Head:** TW Dickmann **Date:** 7-24-24  
(required)

**Finance Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**City Administrator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by City Council on** **Date:** \_\_\_\_\_

Transfers up to \$2,500 can be transferred (within object level) with approval of Director of Finance.  
Transfers up to \$5,000 can be transferred (within object level) with approval of the City Administrator.  
Transfers in excess of \$5,000 or between Departments or Funds require approval by City Council.

Jeannette Kelly

---

From: Mike Geisel  
Sent: Wednesday, July 24, 2024 5:05 PM  
To: Aaron Wahl; Barbara McGuinness; Bob Nation; Chris Graville; Dan Hurt; Gary Budoor; Mary Ann Mastorakos; Mary Monachella; Merrell Hansen; Michael Moore; Mike Geisel  
Cc: TW Dieckmann; Jeannette Kelly; Amanda Hurley  
Subject: FW: emergency repair - CFAC  
Attachments: Albert Arno Invoice.pdf

Mayor and City Council:

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As such, we will prepare a budget amendment for you to consider at the next City Council meeting.

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---

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TW Dieckmann, CPRE  
Director of Parks, Recreation and Arts



## MEMORANDUM

**DATE:** July 26, 2024

**TO:** Mike Geisel  
City Administrator

**FROM:** Denise Pozniak, Business Assistance Coordinator

**SUBJECT:** **LIQUOR LICENSE REQUEST – Gateway Kitchen LLC dba Bay Leaf**

---

**Gateway Kitchen LLC dba Bay Leaf...** has requested a new liquor license for retail sale of all kinds intoxicating, drinks to be consumed on premise, and Sunday sales.

Business description: Modern Indian cuisine & cocktails, kebabs, biryanis and curry

There are no known outstanding municipal violations at this location:  
13724 Olive Blvd

Ramkumar Lavu is the managing officer.

This application was reviewed and approved by both the Police Department and the Department of Planning.

With City Council approval at the Monday August 5, 2024 city council meeting, I will immediately issue this license.

# Memorandum

## Department of Public Works



**TO:** Michael O. Geisel, P.E.  
City Administrator

**FROM:** James A. Eckrich, P.E. *JAE*  
Public Works Dir. / City Engineer

**DATE:** July 23, 2024

**RE:** Ladue Farm Road Bridge – Design Services

---

On February 8, 2024 the Planning and Public Works Committee of City Council authorized the issuance of a Request for Qualifications (RFQ) for engineering services necessary to design the replacement of the Ladue Farm Bridge. The details of the bridge and its deficiencies are contained in the attached January 22, 2024 memoranda from Senior Civil Engineer Jeff Paskiewicz and me. In short, these design services are not only necessary to plan, budget, and construct the replacement of the bridge, they will also be used to submit for an STP-S grant to fund reconstruction of the bridge. We expect to submit for an STP-S grant in early 2025, with a goal of reconstructing the Ladue Farm Road Bridge in 2028.

An RFQ was issued to seven qualified engineering firms on April 5, 2025. As detailed in the attached July 23, 2024 memorandum from Senior Civil Engineer Jeff Paskiewicz, five firms submitted qualifications for consideration. The firm selected as the most qualified to provide the required engineering services was HR Green. Subsequently, a scope of services was determined, and a corresponding fee of \$245,909 was negotiated.

As we were originally planning to design the Ladue Farm Bridge in 2025, there is no money in the 2024 Capital Projects Fund allocated for design of the Ladue Farm Bridge. Accordingly, I am hereby requesting a Budget Amendment in the 2024 Capital Projects Fund Budget of \$258,000 to fund design of a new Ladue Farm Road Bridge. This figure includes the negotiated fee and a modest contingency to account for change orders which may become necessary.

### Action Recommended


This matter should be forwarded to City Council for consideration. Should City Council concur with the recommendation of the Public Works Director, it should



authorize a budget amendment from Capital Projects Fund – Fund Reserves to Account 120-079-5261 in the amount of \$258,000. Further, it should authorize the City Administrator to execute an Engineering Services Contract with HR Green in an amount not to exceed \$258,000. Please be advised that the Capital Projects Fund currently contains a fund balance in excess of \$2,000,000 and can easily absorb the requested \$258,000.

Concurrence:   
Jeannette Kelly, Finance Director

Please forward for inclusion on the next City Council agenda.

 2024-7-23



# Memorandum

## Department of Public Works

**TO: James A. Eckrich, PE – Director of Public Works /City Engineer**

**FROM: Jeff Paskiewicz, PE – Senior Civil Engineer** *JSP*

**DATE: July 23, 2024**

**RE: 2024-PW-10 Ladue Farm Road Bridge Replacement Engineering Services Contract**

---

As you are aware, based on the results of the MoDOT bridge inspections performed in December 2023, City Staff has begun the planning process to replace the Ladue Farm Road Bridge. At their February 8, 2024 meeting, the Planning and Public Works Committee approved the issuance of a Request for Qualifications (RFQ) for professional engineering services associated with the design of the replacement of the Ladue Farm Road Bridge.

City Staff issued a RFQ to seven (7) qualified engineering firms to provide engineering design services for the project. The City received qualification submittals from five (5) firms. The submittals were evaluated based on the criteria presented in the RFQ which included experience and competence, capacity and capability, and past record of performance. The top scoring firm by average review score was HR Green and as such they were selected as the most qualified firm to provide the necessary design services.

Contract discussions began with HR Green earlier this month and after a few review and revision cycles a scope of services and corresponding fee of \$245,909 was negotiated. The final fee negotiated with HR Green is higher than was anticipated. However, when reviewing the entire scope of services required, including a public meeting, and the time associated with all necessary services, we believe the cost is reasonable.

As discussed at the February 8, 2024 Planning and Public Works meeting, the 2024 budget does not include design services as it was originally anticipated that design of a replacement bridge would occur in 2025. Therefore, in order to commence design of a new bridge and to prepare for the next round of STP-S grant applications in early 2025, an amendment to the City's 2024 budget is required.

**I recommend requesting City Council approve an amendment to the 2024 budget and authorize execution of an Engineering Services Contract with HR Green to provide design services for the Ladue Farm Road Bridge Replacement project in an amount not to exceed \$258,000** This amount includes a small contingency to allow for any unforeseen conditions and/or additional work that may be necessary to complete the design of this project. If approved, the bridge will likely be reconstructed in 2028.

Attachments:      Bridge Location Map

Cc: Zach Wolf, Assistant City Engineer

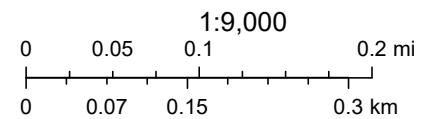


# Ladue Farm Road Bridge Replacement



4/4/2024, 8:02:57 AM

 Parcels



Esri, Inc., City of Chesterfield, Missouri



# Memorandum

## Department of Public Works



**TO:** Michael O. Geisel, P.E.  
City Administrator

**FROM:** James A. Eckrich, P.E. *JAE*  
Public Works Dir. / City Engineer

**DATE:** January 22, 2024

**RE:** Ladue Farm Road Bridge

---

The Ladue Farm Road Bridge is a double box culvert which connects the Ladue Farm Estates subdivision to Missouri Highway 141. The Ladue Farm Road Bridge was originally constructed in 1978 and is currently included in the City's Capital Replacement Plan for design in 2025 and reconstruction in 2027. As this is one of 14 City maintained structures on the National Bridge Inventory, the Ladue Farm Road Bridge is inspected biennially by MODOT and qualifies for grant funding through the Surface Transportation Program (STP-S) administered by East West Gateway.

The City of Chesterfield has been planning to submit for a grant to reconstruct the Ladue Farm Road Bridge once the bridge's condition rating (as determined by MODOT) fell to a 4 or below. That occurred during the most recent MODOT inspection on December 18, 2023, after which the Ladue Farm Bridge was downgraded from a condition rating of 5 to 4, as detailed in the attached memorandum from Senior Civil Engineer Jeff Paskiewicz. A condition rating of four or below helps ensure that a grant application to reconstruct the bridge will be successful.

After reviewing the grant requirements, the City Engineering Staff has determined that it would be beneficial to have a preliminary bridge design prior to submitting a grant application. Accordingly, we do not believe it would be in the City's best interest to submit a grant application in the current 2024 grant cycle. Instead, we propose to proceed by designing a new bridge in 2024 in preparation for submitting a grant application in early 2025. This will ensure a comprehensive grant application with accurate design costs.


As we were originally planning to design the Ladue Farm Bridge in 2025, there is no money in the 2024 Capital Projects Fund allocated for design of the Ladue Farm Bridge. Accordingly, I am hereby requesting a Budget Amendment in the 2024 Capital Projects Fund Budget of \$180,000 to fund design of a new Ladue Farm Road

Bridge. If approved, a Request for Qualifications will be issued as soon as practical. Once the most qualified firm is chosen a project scope and fee will be negotiated and incorporated into a contract which will be submitted to the City Council for approval.


**Action Recommended**

This matter should be forwarded to the Planning and Public Works Committee for consideration. Should the PPW Committee concur with the recommendation of the Public Works Director, it should recommend approval of a Budget Amendment in the Capital Projects Fund of \$180,000 for design services for the Ladue Farm Bridge. That design will then be used to apply for a 2025 grant to reconstruct the Ladue Farm Road Bridge. Please be advised that the Capital Projects Fund currently contains a fund balance in excess of \$2,000,000 and can easily absorb the requested \$180,000.

Concurrence:

  
\_\_\_\_\_  
Jeannette Kelly, Finance Director

Please forward to PPW for approval to proceed in soliciting proposals. However, if the PPW concurs, I recommend that we delay the budget transfer until we have negotiated a contract and have a solid budgetary figure. We can process the budget amendment request concurrent with the contract approval, if the PPW concurs that we should proceed with the project in this manner.

 2024-1-23

# Memorandum

## Department of Public Works



**TO: James A. Eckrich, PE – Director of Public Works /City Engineer**

**FROM: Jeff Paskiewicz, PE – Senior Civil Engineer**

**DATE: January 22, 2024**

**RE: Ladue Farm Road Bridge**

---

As you are aware, the Ladue Farm Road bridge, originally constructed in 1978, is one of 14 structures that are on the National Bridge Inventory and are maintained by the City. MoDOT conducts an inspection of these structures on a biennial basis with the last inspection occurring on December 18, 2023. These inspections are utilized to update the 10-year maintenance plan contained in the City's Bridge Inspection and Maintenance Manual.

As part of MoDOT's inspections, the structures are rated on a scale of 0 to 9. A rating from 7 to 9 is considered "good". A rating of 5 or 6 is considered "fair". A rating of 4 is considered "poor" and anything below a 4 requires immediate attention in some way. The results of the recent inspection of the Ladue Farm Road Bridge resulted in a 4. The MoDOT report and photos are attached to this memo. Based on the rating of 4, the City should begin the planning process to replace the bridge.

The previous inspection that was completed on December 8, 2021 resulted in a rating of 5 for the Ladue Farm Road Bridge. Based on the 2021 rating and the age of the bridge, Staff anticipated replacement of the bridge would be necessary in the near future. The 10-year maintenance plan contained in the City's Bridge Inspection and Maintenance Manual includes design of a replacement bridge in 2025 and construction of the new bridge in 2027.

The Surface Transportation Program (STP-S), administered through East-West Gateway Council of Governments (EWG), allows for complete grant applications to be submitted for replacement of bridges on local roadways that have a rating of 4 or below. The Ladue Farm Road bridge is now eligible for grant consideration under the STP-S program. Applications for the 2024 round of STP-S applications are due February 8, 2024. As it will be necessary to enlist the services of an

engineering consultant in order to complete the application, there is not sufficient time to complete the application by the February 8, 2024 deadline.

The next round of STP-S grant applications are anticipated to be due in early 2025. In order to prepare for the 2025 application round, it will be necessary to contract with an engineering consulting firm as soon as possible in 2024 such that that they can perform the necessary work needed to complete the STP-S application by early 2025. The 2024 budget does not include design services as it was originally anticipated that design would occur in 2025. Therefore, in order to commence design of a new bridge, an amendment to the City's 2024 budget will be required.

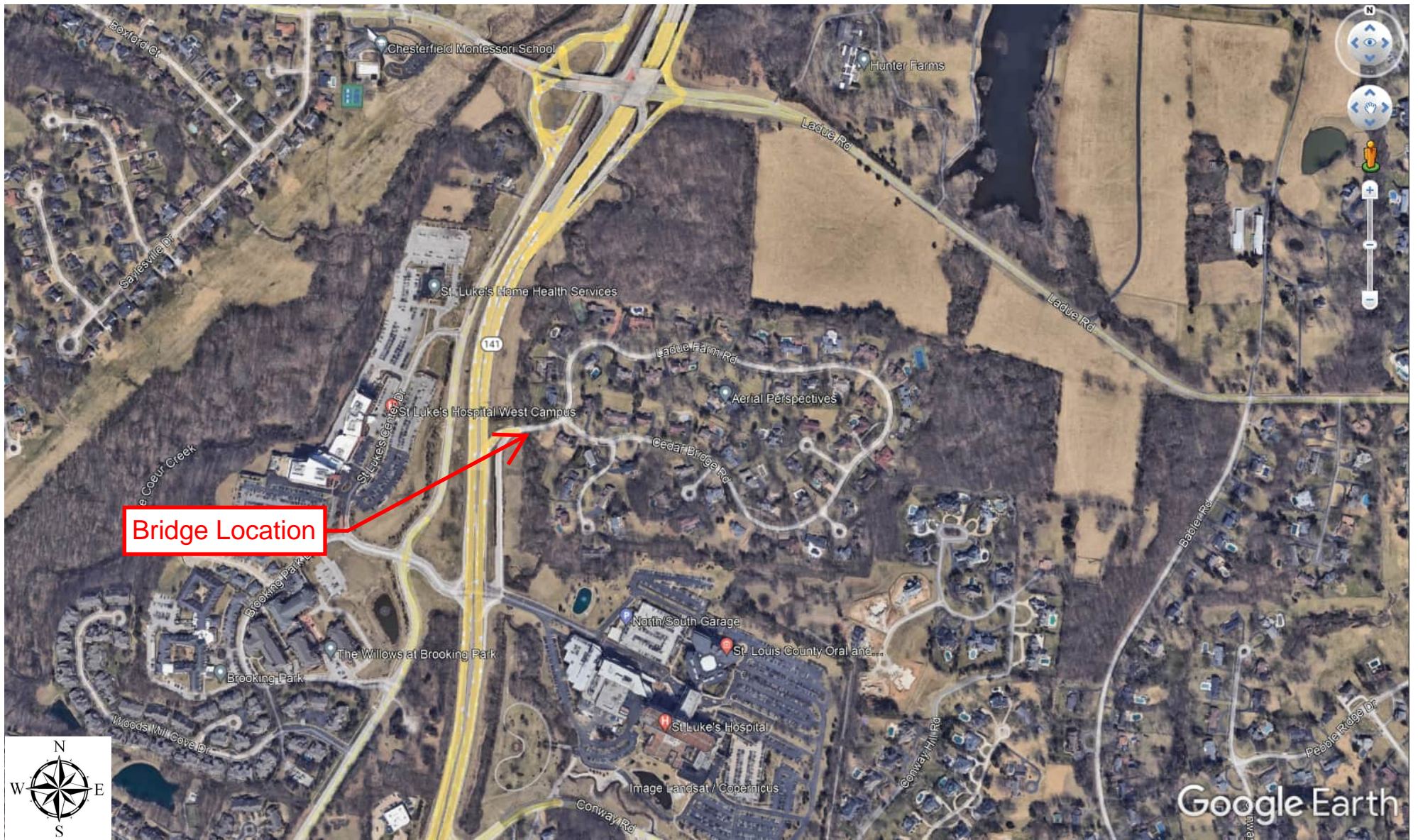
I recommend requesting an amendment to the 2024 budget, from City Council, to provide for design services associated with replacement of the Ladue Farm Road bridge in an amount not to exceed \$180,000. This design will be used to apply for a STP-S bridge replacement project in 2025. If approved, the bridge will likely be reconstructed in 2028.

Please let me know if you need additional information.

Attachments:      Location Map  
                         December 18, 2023 Photos  
                         December 18, 2023 MoDOT inspection form

Cc:    Zach Wolff, Assistant City Engineer





Ladue Farm Road Bridge Location Map





Photo 1 - West abutment.

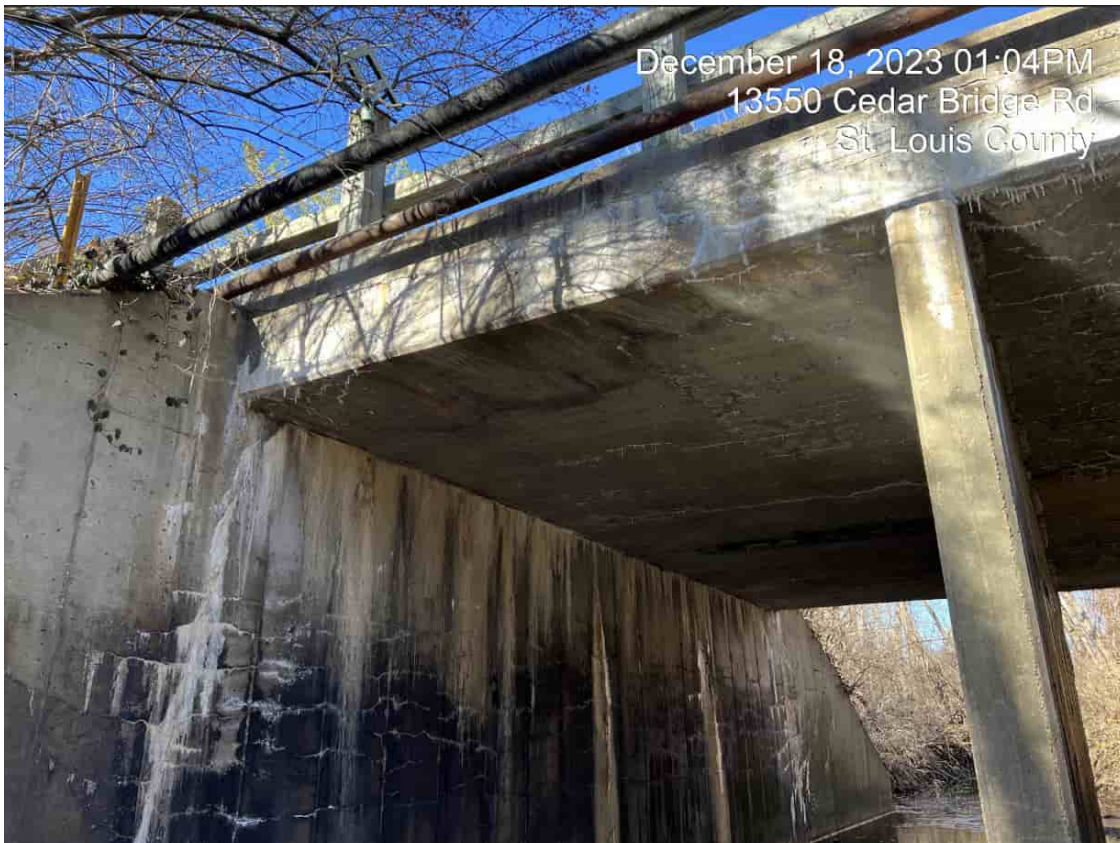


Photo 2 - West abutment and underside of bridge deck.

Photo 3 - East abutment and underside of bridge deck.

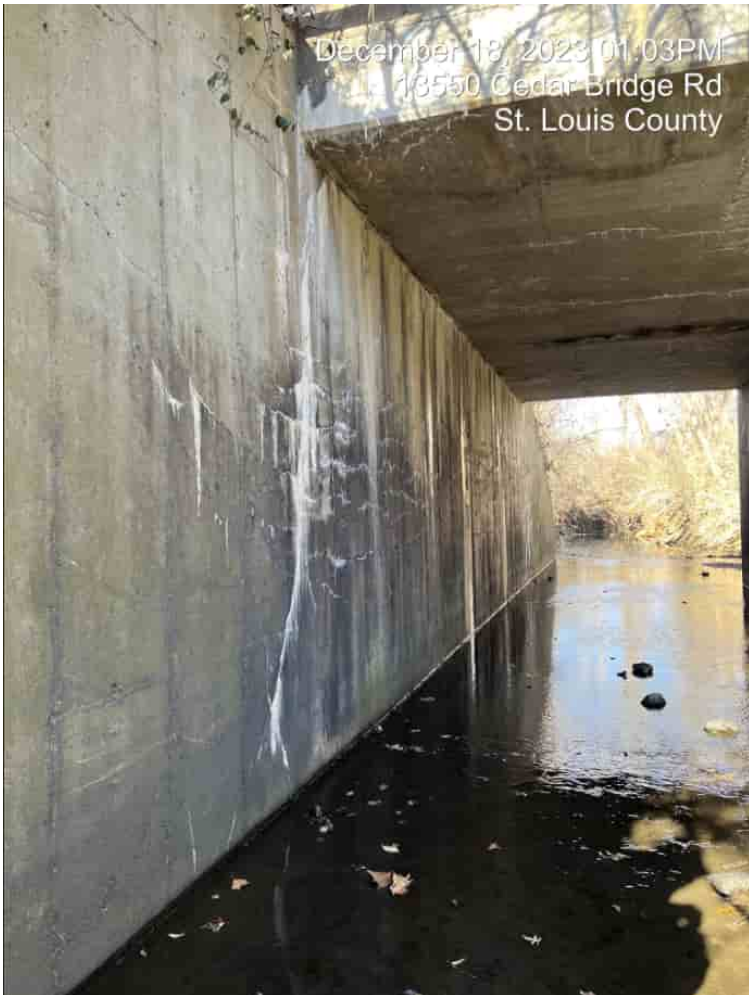
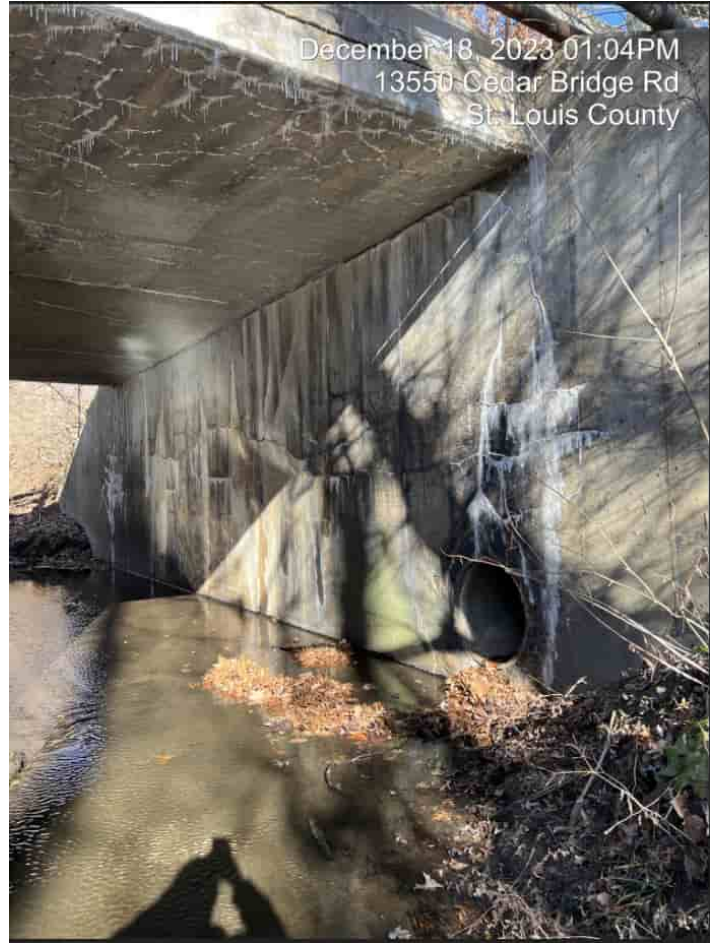


Photo 4 - West abutment.





Photo 5 - West abutment.

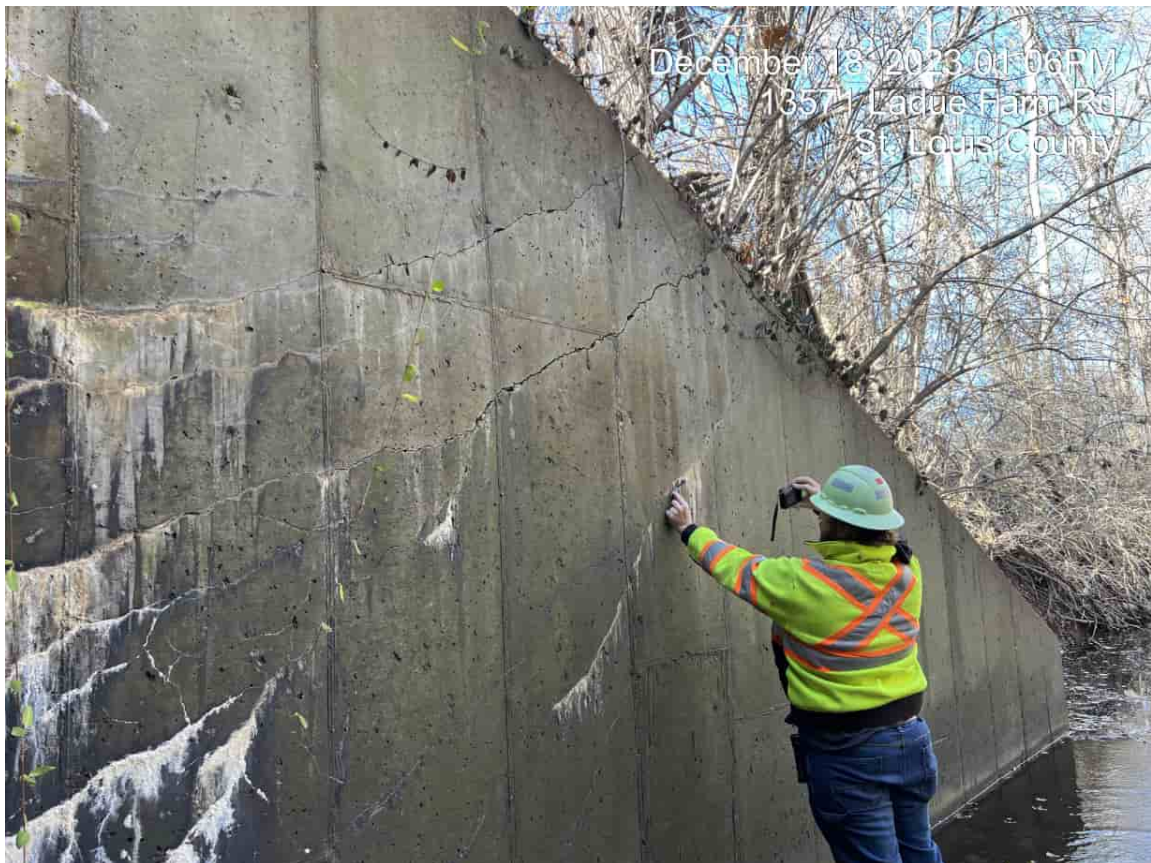


Photo 6- Northwest abutment wall.



**Missouri Department of Transportation  
Bridge Inventory and Inspection System  
Non-State Structure Inspection Report**

January 9, 2024  
9:59:52am

County : ST. LOUIS      District : SL      Class : NONSTATCUL      Bridge : 0793003      Federal ID : 14933

**GENERAL STRUCTURE INFORMATION**

[5D] Route : 00000	[41] Structure Status : P-LOAD POSTED W/RESTRICT
[4] Place Code : 13600 CHESTERFIELD CITY	[9] Location : S 8 T 44 R 5 E
[6] Features Intersected : CREVE COEUR CR	[22] Owner : CITY
[7] Facility Carried : LADUE FARM RD	[26] Functional Classification : ULOCAL
[16] Latitude : 38 39 19.8 (DMS)	[21] Maintenance Responsibility : CITY
[17] Longitude : 90 30 20.68 (DMS)	[11] Milepoint : 2.49 MILES

**AGE AND SERVICE - GEOMETRIC DATA - MATERIAL**

[27] Year Built : 1978	[106] Year Reconstructed :
[49] Structure Length : 31 FT.	[51] Bridge Width : 26 FT. 0 IN.
[32] Approach Roadway Width : 40 FT. 0 IN.	[52] Deck Width : 38 FT. 0 IN.
[42B] Type of Service Under : WATERWAY	[28A] Lanes On : 2
[19] Detour Length : 0.62 MILES	[28B] Lanes Under : 0

COMPONENTS	# SPANS	PRED	MATERIAL	CONSTRUCTION
MAIN SERIES	2	X	REINFORCED CONCRETE	BOX CULV-DOUB CELL
[107] Deck Type :			EARTH FILL	NOTAPPLIC
[108A] Wearing Surface :			EARTH FILL	NOTAPPLIC
[108B] Membrane :			EARTH FILL	NOTAPPLIC
[108C] Deck Protection :			EARTH FILL	NOTAPPLIC

**AADT INFORMATION**

[29] AADT on Structure : 550	[30] Year : 2020	[109] AADT Truck : 1 %
[114] Future AADT : 743	[115] Year : 2040	[102] Direction of Traffic : 2-WAY TRAFFIC

**STRUCTURE POSTING**

<b>FIELD POSTING</b>	Problem Code :	Problem Direction Code :
Category : S-15 TRUCK WEIGHT LIMIT 42 TONS EXCEPT SINGLE UNIT TANDEM REAR AXLE TRUCKS 25 TONS WEIGHT LIMIT		
Ton 1 : 42	Ton 2 : 25	Ton 3 :

<b>APPROVED POSTING</b>	Problem Code :	Problem Direction Code :
Category : S-15 TRUCK WEIGHT LIMIT 42 TONS EXCEPT SINGLE UNIT TANDEM REAR AXLE TRUCKS 25 TONS WEIGHT LIMIT		
Ton 1 : 42	Ton 2 : 25	Ton 3 :

**COMPUTER GENERATED DEFICIENCY AND EVALUATION ITEMS**

NOTE: The items listed in this section are updated whenever computer edits are ran on a structure after the inspection updates have been entered in to TMS.

<u>Rated Item</u>	<u>Rating</u>	<u>Rating Date</u>
[Item 67] Structure Evaluation Rating:	5-BETTER THAN MINIMUM	5/31/2002
[Item 68] Deck Geometry Rating:	5-BETTER THAN MINIMUM	5/31/2002
[Item 69] Underclearance:	N-NOT APPLICABLE	3/1/2002
<b>Sufficiency Rating:</b>	72.3 %	2/22/2022
<b>Deficiency:</b>	NOT DEFICIENT	2/22/2022

**Funding Eligibility:**  
**Estimated New Structure Length:**  
**Estimated Structure Cost:**  
**Estimated Total Project Cost:**  
**Year of Cost Estimate:**

NOTE: The above structure length and cost estimates are computer generated using algorithms in the TMS system. These algorithms are generalized to use NBI items to come up with a new structure length and width to calculate a new area which is taken times a representative cost per square foot. The actual structure size and cost may vary significantly from these numbers once site specific engineering is done.



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**\*\*\*\*STRUCTURE GENERAL INSPECTION\*\*\*\***

[90] Inspection Type: GENERAL  
Inspection Date: 12/18/2023

[91] Designated Frequency: 24  
\*\* Calculated Frequency: 24

Inspection Responsibility: DISTRICT  
Element Inspection Required: NO

\*\* If designated interval is exceeded, then a comment providing justification must be added. Exceeding the interval by more than one month requires Bridge Division approval.

**General Inspection Comments**

Inspector  
JACOB SCHMIDT

Team Leader  
X

Organization  
MODOT

**\*\*\*\*UNDERWATER INSPECTION\*\*\*\***

Inspection Category: SHALLOW-WADE  
Inspection Date: 12/18/2023

[92B] Designated Frequency: 60  
\*\* Calculated Frequency: 24

Inspection Responsibility: DISTRICT  
NBI: NO

\*\* If designated interval is exceeded, then a comment providing justification must be added. Exceeding the interval by more than one month requires Bridge Division approval.

**Underwater Inspection Comments**

Inspector  
JACOB SCHMIDT

Team Leader  
X

Organization  
MODOT

**\*\*\*\*SPECIAL INSPECTION\*\*\*\***

Inspection Category: QUALITY ASSURANCE  
Inspection Date: 2/18/2020

[92C] Designated Frequency: 999  
\*\* Calculated Frequency:

Inspection Responsibility: BRIDGEDIV  
NBI: NO

\*\* If designated interval is exceeded, then a comment providing justification must be added. Exceeding the interval by more than one month requires Bridge Division approval.

**Special Inspection Comments**

Inspector  
TERRY L SHUNAMON  
JESSE ELSEMAN

Team Leader  
X

Organization  
MODOT  
MODOT

**\*\*\*\*OTHER SPECIAL INSPECTIONS\*\*\*\***

Category	Frequency	Calculated Frequency**	Date	Inspection Responsibility	NBI
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\*\* If designated interval is exceeded, then a comment providing justification must be added. Exceeding the interval by more than one month requires Bridge Division approval.



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\*\*\*\*GENERAL COMMENTS AND CONDITION RATINGS\*\*\*\*

**General Comments :**

(CAMPBL1, 12/02/2015)--CHESTERFIELD - (2) 13'X12' CIP CONC BOX CULVERT

**[Item 58]--Deck Condition Rating:**

N-NOT APPLICABLE

**Rating Date:** 03/01/2002

Deck Rating Comments

**[Item 59]--Superstructure Condition Rating:**

N-NOT APPLICABLE

**Rating Date:** 03/01/2002

Superstructure Rating Comments

**[Item 60]--Substructure Condition Rating:**

N-NOT APPLICABLE

**Rating Date:** 03/01/2002

**Compass Direction:**

Substructure Rating Comments

**[Item 61]--Channel Condition Rating:**

5-MAJOR DAMAGE

**Rating Date:** 12/18/2007

Rating Comments

(EVANSZ1, 12/18/2019)--3' OF SEDIMENT US AND DS ENDS OF EAST BARREL

(EVANSZ1, 12/18/2019)--HABITUAL DRIFT RESTRICTS FLOW, DIRECTING TO EAST BARREL

**[Item 62]--Culvert Condition Rating:**

4-POOR CONDITION

**Rating Date:** 12/29/2023

Rating Comments



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(GEIGEM1, 12/23/2013)--HEAVY EFFL IN HEADWALL.

(EVANSZ1, 12/18/2019)--DS W WING, LARGE CRACKS AND WALL PUSHING INWARD. CRACKS MEASURED AND MARKED, FOLLOW UP AND MONITOR DURING BIENNIAL INSPECTIONS.

(SEMARR1, 12/22/2021)--NO FURTHER MOVEMENT NOTICED DURING INSPECTION 12-08-2021 RTS

(SEMARR1, 12/22/2021)--LOTS OF CRACKING AND HEAVY EFFLORESCENE ON OUTER WALLS. FEW LONG. CRACKS W/ MOD LEACHING, HEAVY EFFL (W STALAGTITES) & MOD RUST STAINS IN TOP SLAB. SATURATION OF TOP, EAST SPAN 40%, WEST SPAN 20%. LARGE OPEN CRACKS IN WINGS.

(SCHMIJ8, 12/29/2023)--LARGE OPEN (1 CM) DIAGONAL CRACK IN NORTHWEST WING WALL. WING WALL IS LEANING. 2 OTHER LARGE CRACKS IN SAME LOCATION.

(SCHMIJ8, 12/29/2023)--SOUTHWEST WING WALL OPEN DIAGONAL CRACK (5 MM).





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\*\*\*\*APPRAISAL RATINGS\*\*\*\*

<b>[Item 36A]--Bridge Railing Appraisal:</b>	DOESNT MEET CURRNT STND-0	<b>Rating Date:</b> 12/23/2003
<u>Rating Comments</u> (ALLBRD1, 12/18/2007)--TIMBER RAIL		
<b>[Item 36B]--Transition Railing Appraisal:</b>	NOT REQUIRED-N	<b>Rating Date:</b> 12/28/2011
<u>Rating Comments</u>		
<b>[Item 36C]--Approach Railing Appraisal:</b>	NOT REQUIRED-N	<b>Rating Date:</b> 12/28/2011
<u>Rating Comments</u>		
<b>[Item 36D]--Rail End Treatment Appraisal:</b>	NOT REQUIRED-N	<b>Rating Date:</b> 12/28/2011
<u>Rating Comments</u>		
<b>[Item 71]--Waterway Adequacy:</b>	DECK ABOVE FLOOD ELEV	<b>Rating Date:</b> 03/01/2002
<u>Rating Comments</u>		
<b>[Item 72]--Approach Roadway Alignment:</b>	5 - FAIR	<b>Rating Date:</b> 05/31/2002
<u>Rating Comments</u> (HOLZBJ, 05/31/2002)--SHARP TURN. (SEMARR1, 12/22/2021)--MODERATE SPEED REDUCTION		
<b>[Item 113]--Scour Assessment:</b>	8-STABLE FOR CALCULATED	<b>Rating Date:</b> 5/31/2002
<b>Type of Scour Evaluation:</b> <u>Rating Comments</u> (HOLZBJ, 05/31/2002)--NO SCOUR.		

**Work Comments :**  
 (ALLBRD1, 12/18/2007)--CUT UP LARGE TREES UPSSTREAM IN CHANNEL.  
 (CAMPBL1, 12/02/2015)--REMOVE DRIFT @ US WALLS.  
 (SEMARR1, 12/22/2021)--CONSIDER REPLACEMENT



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DistrictAbbr = SL and Design\_No = 0793003 and County = ST. LOUIS

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This report contains information that is protected from disclosure by federal law, 23 USC Section 409 and the Missouri Open records Law (Sunshine Act), Section 610.021 RSMo.  
Please review MoDOT's policy and procedure manual on the Sunshine Act before releasing any of the information contained herein.

**AN ORDINANCE RE-ADOPTING THE PROCEDURE ESTABLISHED IN ORDINANCE NO. 605 OF THE CITY OF CHESTERFIELD AS THE PROCEDURE FOR DISCLOSURE OF CONFLICTS FOR CERTAIN MUNICIPAL OFFICIALS.**

**WHEREAS**, Missouri Statute 105.485 authorizes the City of Chesterfield to adopt an ordinance which establishes its own method of disclosing potential conflicts of interest; and,

**WHEREAS**, without such an ordinance, each official, officer or employee of the City, and each candidate for office shall be required to file a financial interest statement with the Missouri Ethics Commission, pursuant to subsection 2 of Section 105.485; and,

**WHEREAS**, the City Council originally adopted its own ordinance establishing a method of disclosing potential conflicts of interest with Ordinance No. 605, adopted August 19, 1991 and has renewed the ordinance at least biennially, and often annually, since 1991; and,

**WHEREAS**, the City Council finds it is in the best interest of the public to readopt Ordinance No. 605 as the procedure for disclosure of conflicts of interest for the City of Chesterfield;

**NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CHESTERFIELD, ST. LOUIS COUNTY, MISSOURI, AS FOLLOWS:**

**Section 1.** The City of Chesterfield hereby formally re-adopts the procedure set out in Ordinance No. 605 as the procedure for disclosure of potential conflicts of interest and substantial interests.

**Section 2.** All requirements as set out in Ordinance No. 605 are to remain in full force and effect.

**Section 3.** The City Clerk is directed to send a certified copy of this Ordinance to the Missouri Ethics Commission prior to September 15, 2024.

**Section 4.** This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
PRESIDING OFFICER

\_\_\_\_\_  
Bob Nation, MAYOR

ATTEST:

\_\_\_\_\_  
Vickie McGownd, CITY CLERK

FIRST READING HELD: \_\_\_\_\_